

Users Guide



Childcare
MANAGER[®]10

Powered By Microsoft[®]
SQL Server[®]

Personalized
SOFTWARE[®]

™



by Personalized Software

Thank you for choosing Childcare Manager 10!

Childcare Manager 10 is a fully integrated management and accounting software program designed specifically for the childcare environment. It incorporates the latest management improvements and the latest advances in software technology. This combination brings you a program of unmatched ease of use and performance.

Our goal is to make your transition to Childcare Manager 10 as smooth as possible. To help, we provide toll-free setup and familiarization training for the first year after purchase. We also provide toll-free telephone technical support for the first year. To setup a training appointment or request technical support call us at (800) 553-2312 weekdays from 7am to 4pm Pacific Time. For additional support options visit our website at: www.ChildcareManager.com.

Childcare Manager 10 - User's Guide

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1 Introduction

The topics in this section provide some basic information about Childcare Manager and why it is a good choice for you.

1.1 About Childcare Manager

Childcare Manager is a full featured, fully integrated software program designed specifically for the childcare industry. First released in 1985, it has been an industry standard for over 24 years. Childcare Manager 10, the latest major release of Childcare Manager, includes over 60 new features and program improvements.

Childcare Manager comes in two editions:

Professional Edition

The **Professional edition** is a complete contact management and accounting system in one easy to use software program. The program provides a comprehensive system for tracking customer, child and employee information. It also provides a complete accounting system (less payroll). With the Professional edition you get everything you need to run a center in one software program.

Standard Edition

The **Standard edition** is for childcare professionals who don't need a full accounting package but want help with the unique aspects of childcare management and a billing system tailored specifically to the childcare industry. The Standard edition includes all of the contact management functions included in the professional edition. In addition, it includes all of the functions necessary to bill and manage your revenues. The Standard edition does not include any expense management functions.

Childcare Manager is available in a single-user and multi-user version.

Single-user Version



The **single-user version** is licensed to operate on one computer at your center or place of business. You can also use a copy of Childcare Manager on one home computer.

Multi-user Version



The **multi-user version** is licensed to operate on a server and an unlimited number of clients (workstations). The multi-user version uses Microsoft SQL Server which provides Childcare Manager users with the best data management platform available in the industry to support network operations large or small.

See also:

[Why Childcare Manager](#)¹²

1.2 Why Childcare Manager?



From an Industry Leader

Childcare Manager is a product of Personalized Software, a company that has been developing management and accounting solutions for the childcare industry for over 24 years. Over 15,000 childcare professionals in 50 States and in several countries overseas depend on Childcare Manager everyday to help run their centers. Careful and continuing attention to the needs of our customers have helped make Childcare Manager an industry leader in innovation, product quality, dependability and productivity enhancement.



Saves time

Childcare Manager 10 is a complete childcare management and accounting solution that helps childcare centers save time organizing their resources, managing everyday financial tasks, and growing their business. By organizing all your management and accounting information in one place, Childcare Manager helps you find the right information at the right time, so you can make better business decisions.



Lowest total cost of ownership

When choosing a childcare management and accounting software, one of the most important things to consider is total cost of ownership. Why? Because the objective of a good childcare management and accounting software should be to help make your job easier, manage your resources more efficiently, and improve your bottom line. Total cost of ownership gives you the best insight into the right software to meet that objective.

When considering the total cost of ownership you need to consider your initial investment in the software, the cost of setup and initial training, the cost of future training, the cost of keeping your program updated, the reduced time in doing tasks and the cost of technical support.

We are confident that, after considering each of these items individually and collectively, you will agree that Childcare Manager offers the lowest total cost of ownership in the industry today.



Easy to learn, easy to use

Childcare Manager is easy to learn and easy to use. Childcare Manager's up-to-date user interface greatly simplifies the task of learning and use. The modern look and feel and up-to-date user interface greatly reduces the time to train new employees. Information, tasks and reports are centralized into convenient, easy to access centers. For example, if you want information about a family or want to perform a family related task such as billing or receiving payments, simply go to the Family Center. Once there, information is never more than a mouse click away.



Best engine under the hood

If you want to know how an automobile runs where do you look? Under the hood of course. It's the same for a software program, especially a business application. In a business application like Childcare Manager, you need an engine that will perform well in all kinds of environments: single-user, multi-user, small networks, large networks, small databases and large databases. You need an engine that will perform equally well whether you are just starting out or growing to meet increasing demands. In software, the premier engine for handling all of these environments is Microsoft's SQL Server. That's why Childcare Manager is powered by MS

SQL Server.



Best support and update policy

Childcare Manager offers a support and update policy that is second to none. When you purchase Childcare Manager you receive a free one year support package that includes: Free toll-free telephone support, free toll-free scheduled training, free email support, and a copy of the latest Childcare Manager Users Guide. You also receive all updates and upgrades released during the year. After the first year, we bill you a small support and update fee (currently \$95) to extend these support services and updates for a year. This ensures guaranteed uninterrupted access to our trained support technicians and training specialists when you need them. It also ensures that you always have access to the latest version of the program and the latest program improvements.



Managing a center can be fun

Don't believe it? Give it a try with Childcare Manager 10.

See also:

[About Childcare Manager](#)¹¹

2 What Should I Do First?

There are a couple of things you should do before you get started. This section includes the most important ones. First, you will want to know where to get help if you run into any issues or have questions. Second, you'll want to learn the basics about how Childcare Manager and Childcare Manager's Centers are organized. Finally, you'll want to review the steps you'll need to do to complete your center setup.

2.1 Learn How to Get Help

The topics in this section describe Childcare Manager's support and obsolescence policies, and where to go for help.

Support Policy

Support in Your First Year After Purchase

When you purchase Childcare Manager you receive a support plan for the first year that includes:

- 1 year of free toll-free telephone support.
- 1 year of free toll-free scheduled telephone training.
- 1 year free email support.
- 1 year of free Childcare Manager online software updates and any upgrades released during the year.

Support After Your First Year

After the first year, you can extend these support services by purchasing an annual Extended Support Plan (ESP). **You do not have to purchase an ESP to continue to use Childcare Manager. However, you must be covered by an active support plan to receive support from Personalized Software and to keep current with the latest version of Childcare Manager and its updates.** The cost of an annual ESP is currently \$95. If your support expiration is over 3 months, the cost for an ESP increases (see the table below).

If your support and upgrade plan expired	The cost to renew your support & upgrade plan is
Less than 3 months ago	\$95
Between 3 and 12 months	\$195
Between 12 and 24 months	\$295
Over 24 months	\$595

Tip

Your best choice is to renew your support when it expires. It ensures guaranteed uninterrupted access to our trained support technicians and training

specialists when you need them and for the least cost. It also ensures that you always have access to the latest version of the program and the latest program improvements.

Obtaining Support

Each year, before your support expires, a series of messages will be displayed on your screen reminding you that your support is about to expire. A courtesy order form is also sent to you in the month prior to expiration for use in renewing your support plan.

You can purchase an Extended Support Plan by calling Personalized Software's Help Desk between 7 AM and 4 PM Pacific Time, Monday through Friday (holidays excepted). All major credit cards are accepted.

Key Information

Prices are subject to change at anytime.

— Where to go for help

Childcare Manager Users Guide

One of the first things you should do when your get Childcare Manager is to open this users guide. Whether you read the guide from cover to cover or just browse the areas that peak your interest, your effort will be well rewarded. Your users guide is the most comprehensive source of information about the program and the more time you spend reading and browsing, the easier you'll find the program.

Contact Sensitive Help

Contact-sensitive help is available throughout Childcare Manager wherever there is a Help button. Contact-sensitive help helps you obtain help that is directly relevant to a specific program feature or the task you are currently performing. It can make it much easier to learn how to use Childcare Manager because you get information about what you are trying to do while you are trying to do it.

Toll-free Technical Support

Toll-free technical support is available through Personalized Software's Help Desk. You can contact our Help Desk by calling toll-free (800) 553-2312 Ext. 200 weekdays from 7:00 am to 4:00 pm Pacific Time.

All customer requests for technical support are received, documented, assigned a case number and processed through our Help Desk. The primary goal of of our Help Desk is to provide the highest quality of support for Personalized Software's products and services.

Remote Assistance

Personalized Software's support technicians have the capability to directly access your computer and Childcare Manager using our Remote Assistant. With the availability of our Remote Assistant problems are solved and solutions implemented quicker.

Fax Support

Fax support is available from Personalized Software's Customer Service Help Desk by calling (541)

535-8889 weekdays from 7:00 am to 4:00 pm Pacific Time.

All fax requests for technical support are received, documented, assigned a case number and processed through our Help Desk.

Email Support

Contact our Customer Service Help Desk at support@childcaremanager.com. Your email will be responded to between the hours of 7:00 am and 4:00 pm Pacific Time.

Email requests are treated like phone requests; they are logged into our Help Desk, assigned a case number, and worked in the order they are received.

Scheduled Telephone Training

You can schedule toll-free telephone training by calling our Help Desk at (800) 553-2312 weekdays from 7:00 am to 4:00 pm Pacific Time.

Online Updates

Online updates are available 24/7 by going to your Help menu and clicking Check for Updates. This feature automatically checks to see if you have the latest version of the program. If you do, a message is displayed telling you that 'You already have the latest version!' If you don't have the latest version, you will be prompted to automatically update your program to the latest version.

Sample Database (Demo Daycare)

Childcare Manager includes a sample database called Demo Daycare. This center can be used to help familiarize you with the many features available in Childcare Manager. Use it as a training tool to help you better understand the program and to learn Childcare Manager's many time saving features.

Customer Portal

Each licensed Childcare Manager user is given access to their own Customer Portal. In your Portal, you can create support cases and enter them directly into Personalized Software's Help Desk. A record of all of your cases (past and pending) is maintained in the portal to be viewed at any time, as well as the status of any open cases. In addition, the Portal gives you access to a wide range of useful tools designed to help you get the most out of your software, including access to our online Knowledge Base with FAQ, Troubleshooting , and How-to articles. You will also have access to our online tutorial video clips and a summary of past and planned program updates. You can access your Customer Portal by going to the Help menu in Childcare Manager or to the Support menu in ChildcareManager.com and clicking **Customer Portal**. **You will need a special PIN from Personalized Software to register.**



Personalized SOFTWARE Customer Portal

User ID:

Password:

Remember me

[Forgotten Login Credentials?](#)

[Register Now](#)

– Obsolescence Policy

Personalized Software's Obsolescence Policy is to support the current release and two prior releases of Childcare Manager. Obsolete versions of Childcare Manager are replaced with versions that are compatible with the latest Windows operating systems and include improvements, new features and program fixes designed to improve Childcare Manager's performance.

A six-month notice regarding expiration of support for a given version of Childcare Manager will be posted on Personalized Software's web site at ChildcareManager.com. This period is intended to allow sufficient time for existing customers to upgrade from a discontinued version of Childcare Manager. Please bear in mind that only those versions of Childcare Manager that have reached the end of their life cycle will have expired support. Expired support is defined as the discontinuation of any support provided directly by our Technical Assistance Center.

Version	Original Release Date	Obsolescence Date
Version 10 (Childcare Manager 10)	May 09	TBD
Version 9 (Childcare Manager 2007)	Jun 07	TBD
Version 8	Aug 05	TBD
Version 7	Sep 04	May 09
Version 6	Aug 02	Jun 07

Key Information

Extended Support and Upgrade Plans are not available for an obsolete version.

2.2 Learn How to Get Around Childcare Manager

— How Childcare Manager is Organized

Childcare Manager is organized into one general center called My Center and six functional Centers called Family Center, Child Center, Accounting Center, Employee Center, Other Payor Center, and Report Center.



My Center is a central place where you can view information about your center. You can also perform a variety of program-related tasks. The tasks available to you will depend on whether you are in single-user mode or are on the server or client in multi-user mode. Single-user mode and the server in multi-user mode have unrestricted access to program-related tasks. *Not all program-related tasks are available to clients in multi-user mode, e.g., backup and restore.*



Family Center is a central place where you can manage all relevant information and transactions related to families, view and manage all of your family information and reports, and perform family related tasks.



Child Center is a central place where you can view and manage all of your child information and reports, and perform child-related tasks.



Accounting Center is a central place to view and manage all of your center's accounting information and reports, and perform accounting related tasks.



Employee Center is a central place where you can view and manage all of your employee information and reports, and perform employee related tasks.



Other Payor Center is a central place where you can view and manage all of your other payor (agency) information and reports, and perform other payor related tasks.



Report Center is a central repository of all your reports and report information, and a central place to go to view, modify and print all of your reports. Reports specific to a particular Center (e.g., Family, Child) are available in both the particular Center and Report Center.

How Childcare Manager Centers are Organized

Childcare Manager Centers, to the maximum extent possible, follow a common format. This reduces the time to learn Childcare Manager and simplifies its use. The common features found in most Centers are highlighted in the figure below.

1 - MenuBar
Provides quick access to all your information, tasks, and reports.

2 - CentersBar
Provides quick access to your centers.

3 - QuickView
Provides pertinent information about your center, families, children, accounts, employees, other payors and reports.

4 - Work Area
Provides pertinent information about your center, families, children, accounts, employees, other payors and reports.

5 - Title Bar

6 - Status Bar

7 - QuickBar
Provides quick access to your Name List, Task List, and Report List.

8 - Reports List
Provides quick access to center report categories

9 - Tasks List
Provides quick access to tasks for the center you're in.

10 - Name List
Provides quick access to families, children, accounts, employees, other payors and reports.

The screenshot shows the following interface elements:

- Title Bar:** Childcare Manager - Demo Daycare Center
- MenuBar:** File, Options, Lists, Family, Child, Accounting, Employee, Other Payor, Reports, Help
- CentersBar:** My Center, Family Center, Child Center, Accounting Center, Employee Center, Other Payor Center, Report Center, Emergency
- Family List (Table):**

Family	Balance
Anderson	\$70.00
Jalley	\$230.00
Carter	\$46.25
Javidson	\$180.00
Sonzales	\$300.00
Henderson	\$0.00
Iensen	\$20.00
- Family QuickView:**
 - Status: Active
 - Group: Subsidy
 - Deposit: \$0.00
 - Balance: \$70.00
 - Anderson, Sandy - Mother: Home: (555) 555-8660, Work: (555) 555-9200, Cell: (555) 555-2124
 - Anderson, Mike - Father: Home: (555) 555-8660, Work: (555) 555-6799, Cell: (555) 555-2125
 - Child Table:

Child	Primary Classroom	Age	Allergies	Physical	Pickup	Shots
Joyce Anderson	Butterflies	6 yrs 3 mos		♥	🚗	✍️
Michael Anderson	School Kids Club	10 yrs 4 mos		♥	🚗	✍️
- Family Receivables - Anderson (Table):**

User	Date	Comment	Item	Child	Charged	Paid	Balance
	4/1/2007	2007 Fall Registration	Registration Fee	Joyce	\$50.00	\$0.00	\$50.00
	4/1/2007	2007 Fall Registration	Registration Fee	Michael	\$50.00	\$0.00	\$100.00
wik.	4/1/2007		Cash Payment		\$0.00	\$100.00	\$0.00
	4/2/2007	Joyce & Michael	Parent Co-Pay		\$70.00	\$0.00	\$70.00
wik.	4/6/2007		Cash Payment		\$0.00	\$70.00	\$0.00
	4/9/2007	Joyce & Michael	Parent Co-Pay		\$70.00	\$0.00	\$70.00
- Family Tasks:** Notes, Contacts, Contract Charges, Batch Bill..., Receive Payments..., Make Deposits..., Receivables
- Family Reports:** Accounting (Income), Family Information, Other Payor Information
- Status Bar:** Users, Last Backup: 05/12/08, Unfiltered, 20 Families


1 - MenuBar The MenuBar is a traditional drop-down menu that provides access to all of your program information, transactions, tasks and reports. Most items found in the MenuBar are more easily accessed through the Centers. The primary exceptions are items on the File menu and the

Help menu.

2 - CentersBar The Centersbar is located immediately below the MenuBar and is used to support the primary views. The tasks displayed on the primary toolbar change as you move from Center to Center. The Centersbar also includes a special Emergency button. This button can be used to quickly printout a rollcall sheet for fire drills and other emergencies.

3 - QuickView provides pertinent information about the individual, agency or account highlighted in the List bar. More detailed information about the individual, agency or account is located in their data card. Data cards are accessed by double clicking on the name in the list or the name in the QuickView, or by clicking the edit button on the QuickView toolbar.

4 - Work Area The working area is located in the lower right hand corner of the screen and is used to display the accounting journals and several working screens, e.g., contacts, notes, schedules, and attendance records. You can increase the size of the working area by using the horizontal hide/

show bar  between the QuickView and work area, and vertical hide/show bar between the Tasks bar and work area. Simply, click the horizontal bar to hide or show the QuickView, or click the vertical bar to hide or show the QuickBar.

5 - TitleBar At the top of your work area is the TitleBar. The TitleBar displays the name of your program and the name of the center that is currently open.

6 - StatusBar The StatusBar is located at the bottom of your screen and is always visible when Childcare Manager is running. It provides a variety of useful information. Starting from the left and moving to the right on the Status bar you will find:

- As you point to individual buttons on the menu, navigation and toolbars, a help message is displayed on the far left that describes the active function.
- Childcare Manager displays the initials of the logged in user in the User field when you assign program rights through User's Manager. When not used, the letters N/A (none available) are displayed.
- The date you last backed up your program is displayed in the Last Backup field. Remember, you have a major investment in time and money in your program. Protect that investment by backing up daily.
- The StatusBar displays the word Filtered if the list for the center you are in (family, child, employee or other payor) is filtered. If the list is not filtered, the word Unfiltered is displayed.
- The StatusBar provides a count of the names in the List for the center you have open.

7 - QuickBar The QuickBar on the left side of your screen is used to access to your Name list, Tasks list and Reports list.

8 - Reports List A list of report categories for the center you are in. When you click a category, a list of reports for that category is displayed under the Name list. The Name List is replaced by the Report list for the report category selected. To run a report, double click the report you want to run.

9 - Tasks List A list of tasks for the center you are in.

10 - Name List A list of all the families, children, accounts, employees and other payors for the Center you are in. In addition, the family and other payor lists provide an account balance for each family and other payor listed. The child list provides an immunization icon for each child with an

overdue shot. An option is available in User Preferences that allows you to remove this icon or to replace it with one of the other 3 QuickFlag icons (Allergies, Pickup or Medical).

2.3 Complete Your Center Setup


We know you're excited to start using Childcare Manager, but we recommend that you first review this checklist to make sure your center file is properly setup and that your data is complete.

To complete your center setup, perform these tasks, as necessary:

— Enter your center information

When you setup your Childcare Manager center, you enter information about your center in the Creating a New Center window. Later, you can change the information you entered as well as add additional information. For example, you will need to enter your tax IDs if you plan to use Childcare Manager to help you manage your revenues.




How to enter (or change) center information:

- 1) Go to the Option menu and click **User Preferences** .
- 2) Click the preference category **Center Properties and Data**.
- 3) Double click **Center Information**. Fill in or change the information as appropriate. All of the information entered will appear on your My Center QuickView. Your Center name and address will appear in your report headings. Your Federal and State Tax IDs will appear on your Family Statements and Tax Statements.

— Create (edit) your accounts

When you created your center file, Childcare Manager created a chart of accounts for your center. Review the chart of accounts to be sure it accurately reflects the accounts you need to run your business. You can change account names, and add, edit, or delete accounts as necessary.

How to create (or edit) an account:

- 1) To view your chart of accounts, open the Accounting Center and view the Account List.
- 2) To add an account, click **add account**  on the Accounting QuickView toolbar. See [Adding Accounts](#) ^[235] for instructions on how to add an account.
- 3) To edit or delete an existing account, highlight the account on the Account List and click **edit**  or **delete**  on the Account QuickView toolbar. When editing an account, make the desired changes and click **OK**.

Warning

It is important to setup you accounts before you post any accounting data.

Setup your checking account

If you didn't setup your checking account when you setup your accounts you need to do so now. Childcare Manager includes a default bank account called Check Book Account 1. We recommend you change this account to reflect your checking account name and your checking account number. When you use Make Deposits, Childcare Manager prints this information on your deposit slip.

How to setup your checking account:

- 1) Click **Accounting Center** on the Centers bar.
- 2) Double click the account called Check Book Account 1. The Account Information dialog will appear.
- 3) Highlight the Account Name field and enter the name of your checking account, e.g., Bank of America, Wells Fargo.
- 4) Fill in a Last Check No if you plan to write checks in Childcare Manager. When you enter a number here Childcare Manager will enter the next number in sequence when you write your first check.

Key Information



The check writing function is only available in Childcare Manager Professional.

- 5) Fill in your checking account number.

Create (edit) your charge, credit and payment items



Childcare Manager includes a predefined set of charge, credit and payment items. Generally, the payment items will meet your needs. However, the charge and credit items will probably need to be modified or expanded to meet the unique requirements of your center. Review the charge, credit and payment items included with the program to be sure they accurately reflect the items you need to run your center. You can edit default charge, credit and payment items and add, or delete items as necessary.

How to create(edit) your charge and credit items:

- 1) To create or edit your charge and credit items, go to Lists and select *Accounting | Charge/Credit Items*.
- 2) To add an item, click **add**. See Charge/Credit Items for instructions on how to add an item.
- 3) To edit or delete an existing item, highlight the item on the Items List and click **edit**  or **delete** . Make the desired changes.

How to create(edit) your payment items:


- 1) To create or edit your payment items, go to Lists and select *Accounting | Payments*.
- 2) To add an item, click **add**.

- 3) To edit or delete an existing item, highlight the item on the Items List and click **edit**  or **delete** . Make the desired changes.

– Review and modify your user preferences

Through User Preferences, you can customize Childcare Manager to suit the needs of your center and your personal style of working.

How to review (modify) user preferences:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click a **preference category** in the list on the left.
- 3) For example, to enter your center information, click the category **Center Properties and Data**.
- 4) Click **Center Information** and enter your center information.
- 5) Do one of the following:
 - a) Click **OK** to save your changes and close the User Preferences window.
 - b) Click another preference in the **Center Properties and Data** tab and click **OK**.
 - c) Click another preference category in the list on the left to enter preferences for a different area of Childcare Manager.

– Add your families, children, other payors, employees and vendors

See [Tracking Family Information](#) ^[38], [Tracking Child Information](#) ^[78], [Tracking Other Payor Information](#) ^[123], [Tracking Employee Information](#) ^[114] and Vendor List for Instructions on setting up these records. You can choose to enter this information all at once, or you can enter it as you work.

– Enter historical transactions

If your start date is before today's date, you'll need to enter past transactions from the start date to today. This ensures that your Childcare Manager records will be completely up-to-date and reports will be accurate. It's important to enter historical transactions in chronological order. For example, Childcare Manager won't know how to credit a customer payment unless you've previously recorded the charge to that customer.

Key Information

Entering historical transactions is especially important if customers don't pay you at the time they receive your services. If you don't enter historical transactions early on, it's hard to track and collect late customer payments.

Personalized Software recommends that you enter your transactions in this order:

- 1) Charges or credits to family or other payor accounts made since your start date.
- 2) Cash or checks you've received since your start date.
- 3) Bills you've received since your start date. (Professional Edition Only)
- 4) Bills you've paid since your start date. (Professional Edition Only)
- 5) Deposits you've made to any of your accounts since your start date.
- 6) Any other checks you've written (for things other than bills) since your start date. (Professional Edition Only)

Key Information

You don't have to enter all your past transactions before you start using Childcare Manager. Enter new transactions as they occur, then catch up with historical transactions when you can.

Warning

Remember, your account balances will be incorrect (and your reports may be wrong) until you enter all past transactions.

— Complete your bank account information

After you've entered your historical transactions, your account journals will contain entries reflecting bills you've paid, checks you've written, and deposits you've received.

To make your account journals complete, you must enter these transactions:

- 1) Checks or other charges that happened before your start date but didn't appear on bank statements before your start date, i.e., didn't clear.
- 2) Other checks you wrote after your start date that were not for bills or accounts payable, e.g., credit card payments.
- 3) Deposits you made after your start date that were not customer deposits.
- 4) Deposits you made before your start date but that didn't appear on statements before your start date.
- 5) Bank charges and fees.
- 6) Interest paid on your account after you've installed Childcare Manager and setup your center file.

3 My Center

3.1 My Center Overview



My Center is a central place where you can view information about your center. You can also perform a variety of program-related tasks such as change user, email a backup, back up and restore your data files, and setup user preferences and user rights. In addition, you can quickly access Childcare Manager's Help files, Customer Portal and Remote Assistance. You can also view a daily summary of key management indicators (Center Summaries) and, if you are just starting out in the program, you can go to the Welcome Center in Center Summaries for a snapshot on how the program is organized.

You Can Easily Replace the Childcare Manager Logo With Your Own Logo

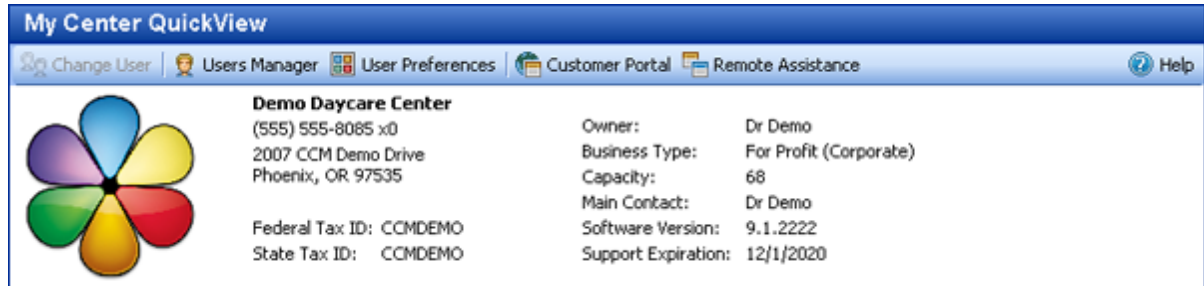
General Information About Your Center & Program are Displayed in the QuickView

A Number of Center Management Indicators are Displayed in Real Time

Note: Some program-related tasks are not available when operating in multi-user mode and using the Client version.


3.2 My Center QuickView


My Center QuickView provides general information about your center and your Childcare Manager program.




— My Center QuickView Toolbar




Change User  : If you are using Users Manager, click **Change User** to change from one user to another.


Users Manager  : Click **Users Manager** to add or delete users, or to edit their user rights. To enable (activate) Users Manager go to *User Preferences | Center Properties and Data | Security* and check the Enable Users Manager box.


User Preferences  : Click **User Preferences** to edit user preferences.

Customer Portal  : Click to access the Customer Portal. You must have applied for access through Personalized Software and received a one time password. Call (800) 553-2312 Ext. 200 for access.

Remote Access  : Click to access Remote Assistance. Remote Assistance allows Personalized Software to access your computer to help in resolving technical issues.

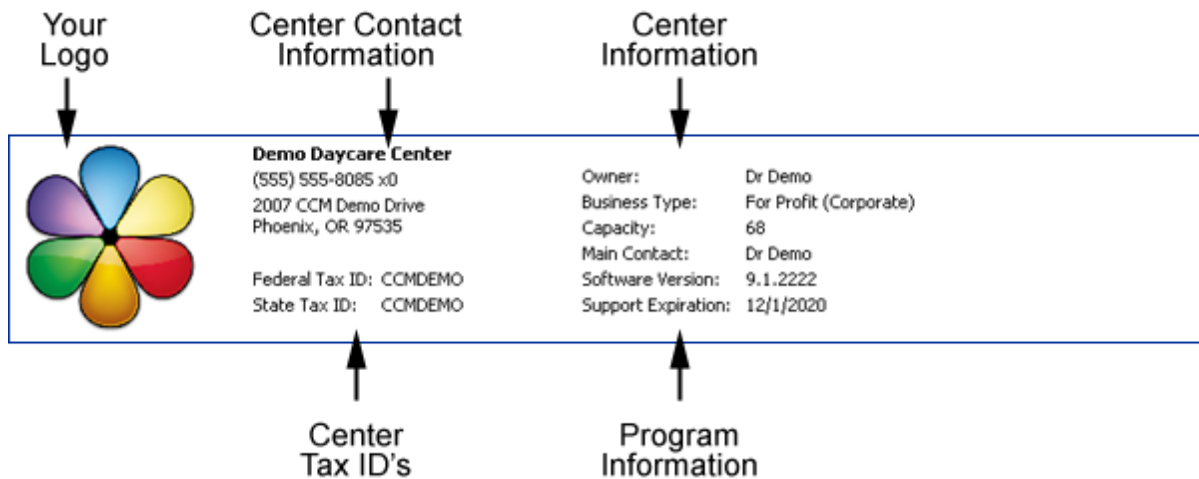
The following buttons are displayed on Childcare Manager's standalone and network server versions. They are not available on the network client version.

Email Backup (Send to)  : Click **Email Backup (Send to)** to email a center backup. When you use this function the program automatically backs up your center files and attaches them to an email. Just add a To address and click Send. **Note:** This feature is not available in the client version in multi-user mode.

Backup  : Click **Backup** to perform a normal backup of your center database. You can backup and store your database to any media you chose. **Note:** This feature is not available in the client version in multi-user mode.

Restore  : Click **Restore** to restore a backed up center database.

My Center QuickView Display Area



Your Logo: This field can be blank, display Childcare Manager's logo or display your center's logo. See [Report Logo Path in File Paths and Directories.](#)^[28†]

Center Name: Your center name displayed here in bold letters is the center name entered in Center Information in User Preferences.

Center Telephone Number: The telephone number and extension displayed here is the telephone number and extension entered in Contact Information in User Preferences.

Center Address: The address displayed here is the center address entered in Center Information in User Preferences.

Federal Tax ID: The federal tax ID displayed here is the one entered in Center Information in User Preferences.

State Tax ID: The state tax ID displayed here is the one entered in Center Information in User Preferences.

Owner: The name displayed here is the owner's name entered in Center Information in User Preferences.

Business Type: The business type displayed here is the one entered from the drop-down list in Center Information in User Preferences.

Capacity: The capacity displayed here is the center capacity entered in Center Information in User Preferences.

Main Contact: The contact displayed here is the name entered in Contact Information in User Preferences.

Software Version: This is the version of the software that you are currently running.

Support Expiration: This displays the date your support expires in Childcare Manager.

3.3 Center Summaries

Center Summaries provide snapshots of key information about your center and program. The following summaries are available in Center Summaries:

- Alert Notices
- Backup and Restore Log
- Daily Staffing
- Outstanding Balances
- Shots Due
- Welcome Center

How to display a Center Summary

- 1) Click the **drop-down arrow** in the field under the Center Summaries title.
- 2) Select from one of the following six summaries.

Alert Notices

The Alert Notices summary provides a listing of all active alerts. Alerts are separated by type: children, families, other payors and employees. Alerts are created in the child, family, employee , and other payor notes and are activated on the alert date and stay active until they are closed. To edit or close an alert from Alert Notices, click the **alert date**. This will take you to the notekeeper for the **Alert For** individual. Edit as appropriate and uncheck the alert check mark to deactivate the alert. To print the list of Alert Notices use the Print button. The checkbox to the left of the alert notice can be used when the list is printed to indicate the alert is complete.



Backup/Restore Log

The Backup/Restore Log provides a record of all past backup and restore attempts (except Autobackups). Each time you backup a center database, Childcare Manager records (1) the date of the backup, (2) the action --- backup, (3) the location (archive) where the backup is stored, (4) the location of the center file being backed up, and 5) whether the backup succeeded or failed.

Similarly each time a backup is restored, Childcare Manager records (1) the date of the restore, (2) the action --- restore, (3) the location of the file the backup was restored from, (4) whether the restore succeeded or failed and 5) the cause of the failure.

Backup Log as of November 7, 2008	
Date: 7/18/2008	Action: Restore
Archive: C:\Documents and Settings\Paul\Desktop\07-18-2008_VICTORY LIFE CHILD DEVELOPMENT CENTER.cbk	Status: Failed
Cause: The file does not exist.	
Date: 7/18/2008	Action: Restore
Archive: C:\Documents and Settings\Paul\Desktop\07-18-2008_VICTORY LIFE CHILD DEVELOPMENT CENTER.cbk	Status: Failed
Cause: The file does not exist.	
Date: 7/8/2008	Action: Backup
Archive: Demo Daycare Center_7-8-2008.cbk	Center: C:\Documents and Settings\All Users\Documents\Childcare Manager\Demo Daycare Center.cif
Status: Succeeded	
Date: 7/7/2008	Action: Backup
Archive: Demo Daycare Center_7-7-2008.cbk	Center: C:\Documents and Settings\All Users\Documents\Childcare Manager\Demo Daycare Center.cif
Status: Succeeded	

New Backup & Restore Log
Format & Color Coding

Daily Staffing

The Daily Staffing summary provides real-time classroom staffing information. The summary uses the number of children and employees clocked into each classroom, and your student-to-teacher ratio, to determine if your classroom staffing is OK, or if you are over or under staffed.

Center Summaries							
Daily Staffing Summary for November 14, 2008 9:29 am							
Classroom	Ratio	Number of Staff			Difference	Status	
		Children	Required	Actual			
1st Grade	0 : 1	0	0	0	0	Ok	
2nd Grade	0 : 1	0	0	0	0	Ok	
Bizzy Babies	0 : 1	0	0	0	0	Ok	
Butterflies	0 : 1	0	0	0	0	Ok	

Outstanding Balances

The Outstanding Balances summary displays a list of customers who owe you money and the amount, and a list of vendors you owe money to and the amount. Both lists are in alphabetical sequence by last name.

The screenshot shows a window titled "Center Summaries" with a sub-header "Outstanding Balances". It features a "Print" button and a "Help" icon. The main content is a table titled "Outstanding Balances as of November 14, 2008".

Customer	Balance	Vendor	Balance
Anderson	\$70.00	Office Works	\$55.95
Bailey	\$230.00		
Carter	\$46.25		
Davidson	\$180.00		

Shots Due

The Shots Due summary provides a list of children with overdue immunizations, the immunizations due and their due dates.

The screenshot shows a window titled "Center Summaries" with a sub-header "Shots Due". It features a "Print" button and a "Help" icon. The main content is a table titled "Overdue Immunizations as of November 14, 2008".

Child	Immunization Due	Due Date
Anderson, Joyce	DTP	08/07/2008
	HepB	02/07/2004
	Hib	11/07/2003
	IPV	12/07/2002
	MMR	08/07/2008

Welcome Center

The Welcome Center provides a general layout of the program and assistance to quickly find where information is stored and tasks performed.

The screenshot shows a window titled "Center Summaries" with a sub-header "Welcome Center". It features a "Print" button and a "Help" icon. The main content is a grid of five center buttons, each with a list of links below it.

Family Center	Child Center	Accounting Center	Employee Center	Other Payor Center
Family List List of Families Family QuickView	Child List List of Children Child QuickView	Chart of Accounts List of Accounts Account	Employee List List of Employees	Other Payor List List of Other Payors (Agencies)

4 Managing Center Finances



This section covers some accounting basics, how Childcare Manager centralizes most of your accounting tasks in the Accounting Center and provides you with a set of standard accounting reports.

4.1 Accounting Basics

Accounting can be described as the way financial information is collected, processed and summarized into financial statements and reports. In Childcare Manager, you identify a set of financial items (accounts) that you want to track. These accounts collectively are called the chart of accounts and are used to collect data as transactions occur in your daily operations. As the data are posted to your accounts they are accumulated (added or subtracted from the ongoing account balances) and reports are periodically prepared to determine the financial shape of your center.

In Childcare Manager all financial transactions are assigned to an expense, income or balance sheet account. Most of these transactions are created on a form e.g., Enter Bills, Pay Bills, Check Writer, Receive Payments, Make Deposits, or in the journal of a balance sheet account. In Childcare Manager you are posting debits and credits in balance sheet account journals. At the same time, Childcare Manager is posting the transaction to income and expense accounts or transferring it to another balance sheet account. When you do this the accounting equation of total debits equal total credits is maintained.

Debit & Credit Rules

Account	To Increase	To Decrease	Normal Balance
Assets	Debit	Credit	Debit
Liabilities	Credit	Debit	Credit
Owner's Equity (capital)	Credit	Debit	Credit
Drawings	Debit	Credit	Debit
Revenues	Credit	Debit	Credit
Expenses	Debit	Credit	Debit

Fortunately, you don't have to be a certified public accountant or even have an advanced degree in accounting to be successful in business. Lets review some of the basics.

– What is an Accounting Entity

One of the most basic concepts in accounting is that of the entity. An accounting or business entity is an organization or business that stands apart from other organizations or individuals as a separate economic unit. In accounting every business is treated as a separate entity. From an accounting perspective, a business must be kept separate from its owner or owners and from every other business. Personal transactions must never be confused with business transactions. Similarly, different accounting or business entities should never be accounted for together. With Childcare Manager you create a separate center for each business entity.

– What is the Chart of Accounts

When you manage the finances for a center, you want to track where your money comes from, where you put it, what you owe, and what you use to pay them. You track this flow of money through the list of accounts called chart of accounts. There are three basic kinds of accounts on a chart of accounts: balance sheet accounts, income accounts, and expense accounts.

– What are accounting's two main products

The two main products of an accounting system are the balance sheet and the profit and loss or income statement. The balance sheet reports a center's financial status at a specific point in time. The profit and loss statement reports the financial performance of the center during an accounting period.

Balance Sheet: A balance sheet is a financial snapshot of your center on one date. A balance sheet tells you what you have, what others owe you, what you owe others, and the net worth of your center. This information is maintained in three major account categories: assets, liabilities, and equity.

Assets: Assets are what you have and what others owe you. The money you have includes checking accounts, savings accounts, petty cash, equipment and other fixed assets, inventory, and other money you've already received from your customers but have not yet deposited in the bank. The money people owe you is called accounts receivable.

Liabilities: Liabilities are what your center owes to other people. Liabilities can be loans, unpaid bills, or sales and payroll taxes you owe to the government. The money you owe for unpaid bills is your accounts payable.

Equity: Equity is the net worth of your center. Equity equals your center's total assets minus total liabilities. Equity comes from three sources: investment of capital in the center by owners, net profit from the current accounting period, and retained earnings. Retained earnings are net profits from earlier periods that have not been distributed to owners. All equity belongs to owners. The money the center owes the owners is a liability from the center's point of view. Thus, *a balance sheet adds equity and liabilities to show that they equal total assets*

Profit and Loss Statement: A profit and loss statement (also called an income statement) displays your income, expenses, and net profit or loss (income minus expenses). Income accounts are accounts that track the source of a center's income. Childcare Manager categorizes income into two accounts: income and other income. Expense accounts are accounts that track what your center spends. Childcare Manager categorizes expenses into two accounts: expense and other expenses.

— Cash vs accrual accounting

The Internal Revenue Service recognizes two primary methods of accounting for tax purposes: the cash-based method and accrual-based method. When you first start out in business you have to choose which type of accounting method you will use.

Accrual Method: The accrual method allows you to get a more accurate picture of your net profit (revenue minus expense) and is recommended by the GAAP. With the accrual method you record income when the sale occurs, whether you deliver a product or render a service, regardless of when you get paid. You record an expense when you receive goods or services, even though you may not pay for them until later. The accrual method gives you a more accurate picture of your financial situation because you record income on the books when it is truly earned, and you record expenses when they are incurred. Income earned in one period is accurately matched against the expenses that correspond to that period, so you get a better picture of your net profits for each period.

Key Information

GAAP, an acronym for Generally Accepted Accounting Principles, is a combination of authoritative standards set by standard-setting bodies as well as accepted ways of doing accounting.

Cash Method: The cash method is generally used by individuals and by small businesses that don't carry an inventory. The cash method is simpler and less time-consuming. If you use the cash method, you record expenses when you actually pay a bill. You record income when you actually or constructively receive a payment. The cash method, while simpler than the accrual method, does not provide as accurate a picture of your financial position, especially if you extend credit to your customers, or if you buy on credit from your supplier.



— Double-entry (two-sided) accounting

Double-entry accounting provides the checks and balances to ensure that your books are always in balance. In double-entry accounting, every transaction has two journal entries: a debit and a credit. Debits must always equal credits. Because debits equal credits, double-entry accounting prevents most common bookkeeping errors. With double-entry accounting, errors like entering incorrect amounts, forgetting to record a transaction, and transposition errors are easily identified. If your accounts don't balance (total debits don't equal total credits), you know an error in your accounting records exists that must be investigated.

In double-entry accounting each financial transaction is posted using a debit and credit transaction. This is what keeps assets, liabilities and equity in balance. Fortunately, you don't have to worry about making double-entries in Childcare Manager. You make a single entry and the program automatically makes the second entry for you. The double-entry system is still there, but it exists mostly "behind the scenes." In fact, most standard accounting functions in Childcare Manager are

done behind the scenes. With Childcare Manager you don't have to be an expert in accounting. Whether you write a check, bill a customer, or perform other accounting tasks, Childcare Manager does the hard stuff for you.

Occasionally, your accounting records may get corrupted. This can happen in a variety of ways some of which are mentioned here: power outages, or interruptions; turning off your computer before shutting down your program; computer hard drive failures. If you experience one of these occurrences it is always good to run your Trial Balance Report. The Trial Balance Report will show if your debits and credits are in balance or out of balance.

Accounting Equation:	Assets		=	Liabilities		+	Owner's Equity	
Rules of Debit and Credit:	 Debit for Increase	 Credit for Decrease		 Debit for Decrease	 Credit for Increase		 Debit for Decrease	 Credit for Increase

4.2 The Accounting Center


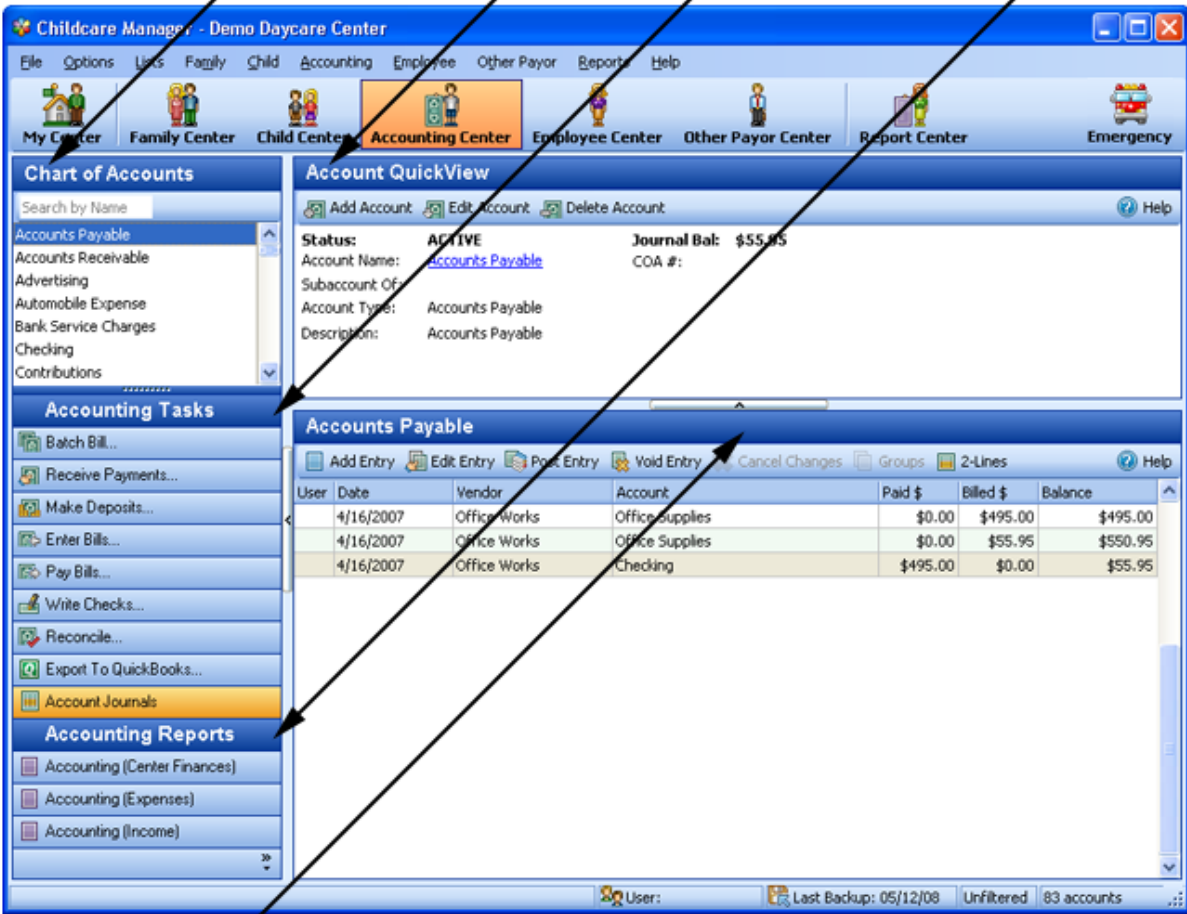
 **Accounting Center** is a central place to view and manage all of your center's accounting information and reports, and perform accounting related tasks. The Accounting Center consists of 5 areas: Chart of Account List, Account QuickView, Accounting Tasks, Accounting Reports and the Accounting work area.

Chart of Accounts
Provides quick access to all of your chart of accounts.

Account QuickView
Provides an overview of key information about the account highlighted in your chart of accounts list.

Accounting Tasks
Provides quick access to key accounting tasks..

Accounting Reports
Quick access to your accounting report categories.



The screenshot shows the 'Accounting Center' window for 'Childcare Manager - Demo Daycare Center'. The interface includes a menu bar (File, Options, Lists, Family, Child, Accounting, Employee, Other Payor, Reports, Help) and a toolbar with icons for My Center, Family Center, Child Center, Accounting Center, Employee Center, Other Payor Center, Report Center, and Emergency. The main area is divided into several sections:

- Chart of Accounts:** A list of accounts with a search box. The 'Accounts Payable' account is selected.
- Account QuickView:** Displays details for the selected 'Accounts Payable' account, including Status (ACTIVE), Journal Bal (\$55.95), Account Name, Subaccount Of, Account Type, and Description.
- Accounting Tasks:** A list of tasks such as Batch Bill, Receive Payments, Make Deposits, Enter Bills, Pay Bills, Write Checks, Reconcile, and Export To QuickBooks.
- Accounting Reports:** A list of report categories including Accounting (Center Finances), Accounting (Expenses), and Accounting (Income).
- Accounting Work Area:** A table showing transactions for the selected account. The table has columns for User, Date, Vendor, Account, Paid \$, Billed \$, and Balance.

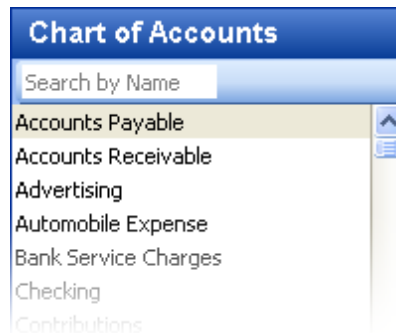
User	Date	Vendor	Account	Paid \$	Billed \$	Balance
	4/16/2007	Office Works	Office Supplies	\$0.00	\$495.00	\$495.00
	4/16/2007	Office Works	Office Supplies	\$0.00	\$55.95	\$550.95
	4/16/2007	Office Works	Checking	\$495.00	\$0.00	\$55.95

Accounting Work Area
The accounting work area displays a list of transactions for the account highlighted in your chart of accounts.

4.3 Chart of Account List

The *Chart of Accounts* is a list of all of the accounts in your database. In large lists, Childcare Manager adds a precision scrollbar to help you locate an account quickly. You can also use mouse wheel scrolling if you have a mouse with this capability.

You can find an account by entering the name in the Search by Name box . This feature uses an incremental (progressive) search. When you type in a 'W' the program takes you to the first name in the list beginning with a 'W'. When you add an 'e' after the 'W', the program takes you to the first name in the list beginning with 'We'.



If you move your cursor on the chart of accounts window and right click your mouse a drop-down menu will appear. From this window you can add, edit or delete an account, activate or deactivate an account, display the chart of account list with subaccounts indented or not, and export the chart of account list to Excel or html.

See Also:

[Account structure](#) ²³³

[Adding accounts](#) ²³⁵

[Adding subaccounts](#) ²³⁶

4.4 Account QuickView

The *Account QuickView* provides pertinent information about the account. More detailed information is located in the Account Information card. Information cards are accessed by double clicking on the name in the Account list or the name in the QuickView, or by clicking the edit button on the QuickView toolbar.

The *Account Information* card provides detailed information about the account displayed in the Account QuickView.

Account QuickView			
Add Account		Edit Account	
Delete Account		Help	
Status:	ACTIVE	Journal Bal:	\$3,629.55
Account Name:	Accounts Receivable	COA #:	
Subaccount Of:			
Account Type:	Accounts Receivable		
Description:	Accounts Recievable		

Account QuickView Toolbar

Add Account: The Add Account button brings up the Account Information window. This window is used to create a new account.

Edit Account: The Edit Account button brings up the Account Information window for the account highlighted on the Chart of Account list.

Delete Account: The Delete Account button brings up the *Delete Account?* message box. This box asks you if you wish to continue.

Account QuickView Account Information

Status: Displays whether the account is active or inactive.

Account Name: The name of the account.

Subaccount of: If the account is a subaccount, indicates the name of the parent account.

Account type: Indicates the type of account. See Childcare Manager's Account Structure for a list of the 13 account types in Childcare Manager.

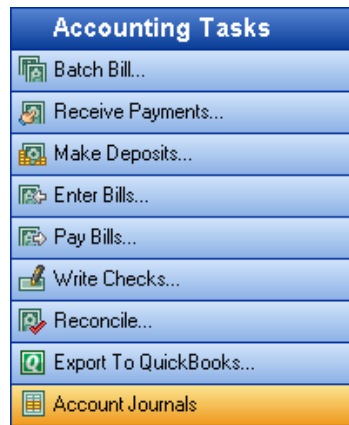
Description: The description of the account. This information is entered in the Account Information window for the highlighted account.

Journal Bal: The current balance for the account.

COA#: If a COA number is assigned to this account in the Account Information window it is displayed here.

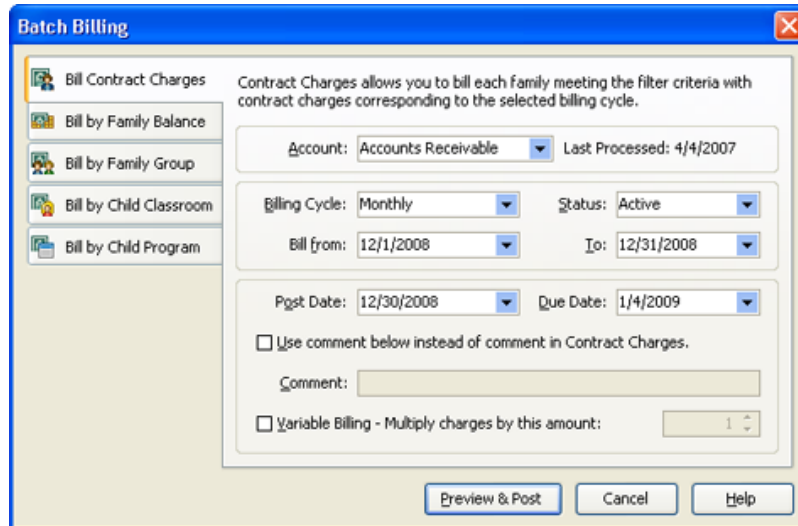
4.5 Accounting Tasks

The *Accounting Tasks* list provides a central list of all accounting related tasks that can be performed from the Accounting Center. Some accounting tasks can also be performed from the Family and Other Payor Task Lists. For example, Batch Bill, Receive Payments and Make Deposits can be performed in the Family Center. And, Receive Payments and Make Deposits can be performed in the Other Payor Center.



4.5.1 Batch Bill

Click  **Batch Bill** to display the Batch Billing Window.



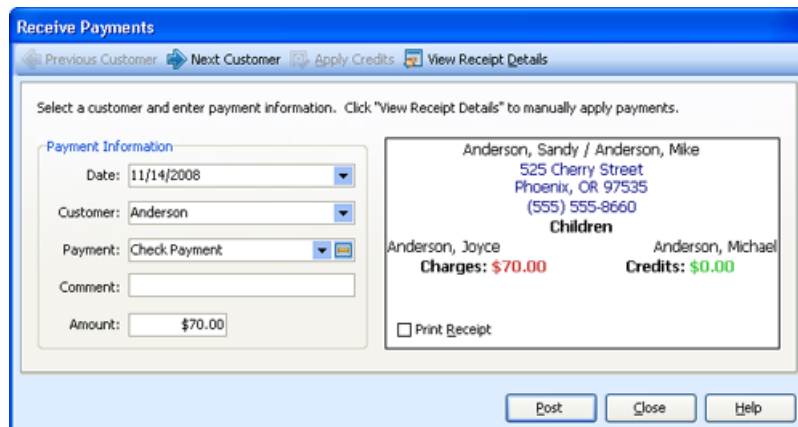
The Batch Billing Window is used to batch bill several customers at a time. Most centers use batch billing because it allows you to quickly bill a large number of customers at one time. You can also choose from a variety of billing methods: bill contract charges, bill by family balance, bill by family group, bill by classroom and bill by program. Batch billing contract charges which bills recurring charges is the most common method of batch billing at childcare centers.

See Also:

- [How to batch bill contract charges](#)^[174]
- [How to batch bill by family balance](#)^[177]
- [How to batch bill by family group](#)^[178]
- [How to batch bill by child classroom](#)^[180]
- [How to batch bill by child program](#)^[181]
- [Batch billing preview](#)^[175]

4.5.2 Receive Payments

Click **Receive Payments** to display the Receive Payments Window.



Receive Payments toolbar

Previous Customer: Click to move to the previous customer's record.

Next Customer: Click to move to the next customer's record.

Apply Credits: Click to apply outstanding credits. If you have credits they will be displayed in the *Credits* field in the *Address* box. This button is activated only if this customer has a credit balance.

See How to Apply Credits to Charges for more detail.

View Receipt Details: Click to display receipt details. This button opens a ledger card at the bottom of the Receive Payments form that displays the customer's unpaid charges.

Receive Payments display

Payment Information

Date: Enter the date you want this payment to be posted to your account journals. Childcare Manager defaults to the current date.

Customer: This is the customer's account the payment will be posted to. To enter a customer's name, highlight the **Customer** field and type the customer's name, use the drop-down menu to select the customer, or use the **Previous and Next Customer** buttons.

Payment: Enter the type of payment from the drop down list, e.g., payment by check or payment by cash.

Comment: Enter desired comments.

Tip

If you want to associate a check number with the payment enter that number in comments. This information is available when you deposit the payment and in your deposit slips.

Amount: This is the amount of the payment to be posted. Childcare Manager defaults to the total amount owed by the customer (click View Receipt Details to review charge details).

Address Box

Primary/Secondary Sponsor Names: This is the primary and secondary sponsor names from the customer's record.

Sponsor Address: This is the customer's street address, city, state and zip code.

Sponsor Phone: This is the customer's telephone number.

Children Names: The customer's children's names.

Charges: The customers total unpaid charges.

Credits: The customer's total unused credits.

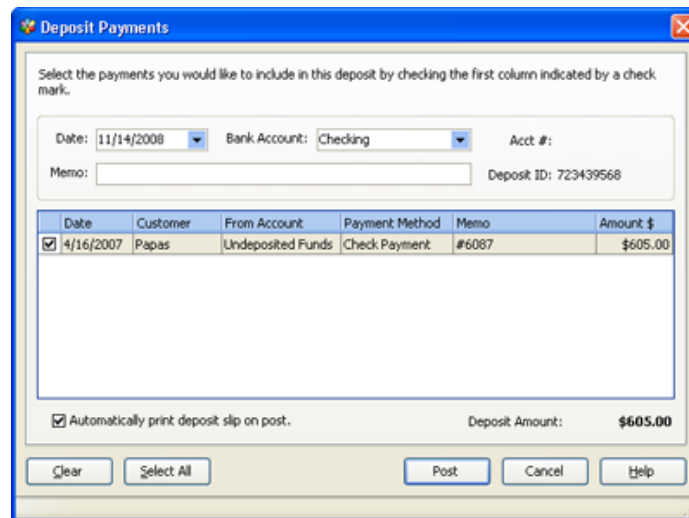
Print Receipt: Check this box if you want the program to print a receipt when posting.

See Also:

- [How to receive payments](#)¹⁸⁶
- [How to edit a payment](#)¹⁸⁷
- [How to receive a prepayment](#)¹⁸⁸
- [How to receive an overpayment](#)¹⁸⁹
- [How to print receipts](#)¹⁹⁶
- [How to apply credits to charges](#)¹⁹⁵

4.5.3 Make Deposits

Click  **Make Deposits** to display the Make Deposit Window.



Select the payments you would like to include in this deposit by checking the first column indicated by a check mark.

Date: 11/14/2008 Bank Account: Checking Acct #:
 Memo: Deposit ID: 723439568

Date	Customer	From Account	Payment Method	Memo	Amount \$	
<input checked="" type="checkbox"/>	4/16/2007	Papas	Undeposited Funds	Check Payment	#6087	\$605.00

Automatically print deposit slip on post. Deposit Amount: **\$605.00**

Clear Select All Post Cancel Help

When you receive a payment from a customer, use Deposit Payments to deposit the payment into a bank account. Most centers post deposits regularly (daily or weekly) depending on their cash flow requirements.

See Also:

- [How to make a deposit](#)¹⁹⁹
- [How to edit or delete a deposit](#)²⁰⁰
- [How to print deposit tickets](#)²⁰⁰
- [How do undeposited funds work](#)¹⁹⁹

4.5.4 Enter Bills

Click  **Enter Bills** to display the Enter Bills Window.

Enter Bills is used to enter bills in your Accounts Payable account. Entering your bills enables you to track information about your purchases.

Tip

You must create the vendor record before entering a bill for that vendor. Click the icon to the immediate right of the vendor drop down menu arrow to create a new vendor record.

See Also:

[How to use enter bills](#) ²⁰³

4.5.5 Pay Bills

Click  **Pay Bills** to display the Pay Bill Window.

Check #	Amount To Pay	Amount Owed	Vendor	Due Date
0	\$55.95	\$55.95	Office Works	4/30/2008


Pay Bills is used to track your unpaid bills and later lets you easily choose the bills you want to pay.

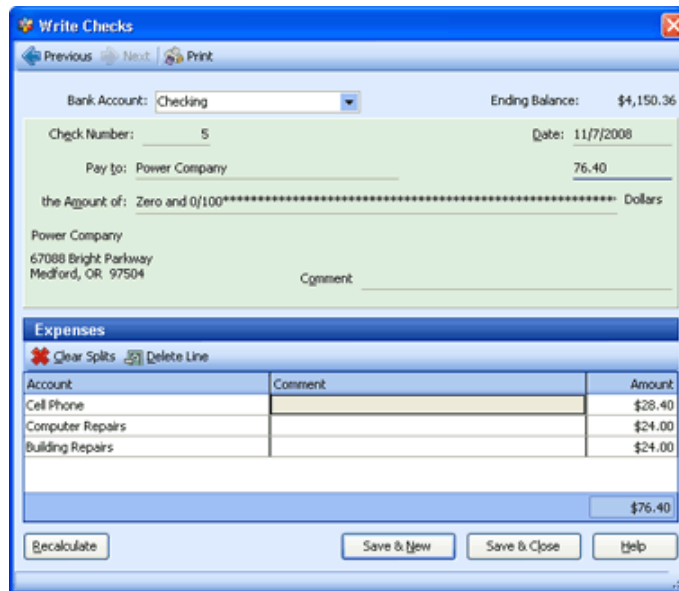
Childcare Manager then writes and prints the checks when you decide to pay them.

See Also:

[How to use pay bills](#)^[205]

4.5.6 Write Checks

Click  **Write Checks** to display the Check Writer.



Account	Comment	Amount
Cell Phone		\$28.40
Computer Repairs		\$24.00
Building Repairs		\$24.00
		\$76.40

The Check Writer is used to write and print checks and to track your expenses.


See Also:

[How to use the check writer](#)^[202]

[How to use the check journal](#)^[245]

[How to reconcile your checking account](#)^[237]

4.5.7 Reconcile

Check  **Reconcile** to display the Reconcile Bank Account Window.

If you write checks using Childcare Manager you will need to balance your checking account when you get your end of month statement. Childcare Manager's check reconciliation system greatly simplifies the process.

See Also:

[How to reconcile your accounts](#) ²³⁷

4.5.8 Export to QuickBooks

Click Export to **QuickBooks** to display the QuickBooks Export Wizard and export accounts receivable transactions and employee time to QuickBooks..

QuickBooks has authorized Personalized Software to share key data between itself and Childcare Manager. This helps save time, reduce data entry and increase accuracy. Data transfer in this manner is much more secure than manual importing and exporting, and QuickBooks validates the shared data.

See Also:


[Exporting to QuickBooks](#) ²⁰⁹

[Things you should know before you start](#) ²⁰⁹

[How to export employee time](#) ²¹⁶

[How to export A/R transactions](#) ²¹⁴

4.5.9 Account Journals

Click  **Account Journals** to display account journals in the work area.

Accounts Receivable						
Show: Current Year						
Add Entry Edit Entry Post Entry Void Entry Cancel Changes Groups						
2-Lines Help						
User	Date	Item	Payor	Charged \$	Paid \$	Balance
	4/9/2008	Preschool Full-Time	Papas	\$150.00	\$0.00	\$6,021.75
	4/9/2008	Sibling Discount	Papas	(\$43.00)	\$0.00	\$5,978.75
	4/9/2008	Preschool Full-Time	Reeder	\$150.00	\$0.00	\$6,128.75
	4/9/2008	Employee Discount	Reeder	(\$75.00)	\$0.00	\$6,053.75
	4/9/2008	After School Tuition	Snyder	\$45.00	\$0.00	\$6,098.75
	4/9/2008	Preschool Full-Time	Snyder	\$150.00	\$0.00	\$6,248.75

The account journals are used to track and display all of the transactions posted to your **Chart of account** accounts.

See Also:

- [How to use A/R account journals](#)^[240]
- [How to use A/P account journals](#)^[240]
- [How to use bank account journals](#)^[245]
- [How to use income account journals](#)^[247]
- [How to use expense account journals](#)^[248]
- [How to use asset account journals](#)^[250]
- [How to use liability account journals](#)^[251]
- [How to use equity account journals](#)^[252]
- [How to use the undeposited funds account journal](#)^[254]

4.6 Accounting Reports

The *Accounting Reports* list provides a list of accounting report categories. When you click a **report category**, a list of reports in that category replaces the **Chart of Accounts**. To run a report, click the **report** and click **Run** on the Report Preview bar. If you double click the **report**, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

4.6.1 Accounting (Center Finances)

+ Balance Sheet

Description: The Balance Sheet provides a financial 'snapshot' of your center at a given date in time. It shows you what you have, what others owe you, what you owe others, and your net worth. The information presented is in three categories: assets, liabilities and equity.

Filters: Date.

Customizations: None.

Sorting Options: Primitive Type, Major Type, Type, Account Name, Account Structure.

+ Charge/Credit Item List

Description: The Charge Credit Item Listing provides a list of all charge, credit, and payment items and their default amount if one is assigned.

Filters: Status.

Customizations: None.

Sorting Options: Item Type, Description.

⊕ **COA Balance Summary**

Description: The COA Balance Summary provides a list of your Chart of Accounts with their COA number, account type and current balance.

Filters: Account Status, Date.

Customizations: None.

Sorting Options: Account Structure, Account Type, Account Number, Account Name.

⊕ **COA List**

Description: The Chart of Accounts listing provides a list of the chart of accounts in hierarchical order.

Filters: Account, Status.

Customizations: None.

Sorting Options: COA Number, Account Name.

⊕ **Deposit History**

Description: Deposit History provides a list of your deposits. Each deposit is identified by the date of the deposit, the bank account the deposit was deposited to, a special deposit ID for tracking, and the amount of the deposit. The payments included in the deposit are separated by payment type and listed by date, account and amount.

Filters: Bank Account, Date Range, Deposit ID.

Customizations: Deposit Details.

Sorting Options: Deposit ID, Item, Deposit Date, Amount; Customer.

⊕ **Deposit Ticket**

Description: The Deposit Ticket is formatted like the deposit ticket you use to deposit your funds at the bank. The Deposit Ticket includes the deposit ID, date, name of the bank, bank routing identifier (the bank account identification number entered in the Account Information dialog for the selected bank account). If you want to enter a check number or bank identifier for an individual check, include the numbers in the comment field when receiving the payment.

Filters: Bank Account, Date Range, Deposit ID.

Customizations: None.

Sorting Options: Deposit ID, Item, Account, Deposit Date, Customer.

⊕ **Journal Detail (A/R & Income)**

Description: Journal Detail provides a list of transactions in your A/R and Income account journals. Transactions are displayed by account and include post date, item description, family name, child name, comment, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. An option is provided to see which user last modified each transaction and when. (The Date Range filter operates on the post date only.)

Filters: Date Range, Accounts.

Customizations: Show Last Modified.

Sorting Options: Account Name, Post Date, Sequence.

⊕ **Journal Detail (Other)**

Description: provides a list of transactions in your other journals i.e., non-A/R and income Journals. Transactions are displayed by account and include transaction type, post date, check number, vendor name, comment, split account, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. (The Date Range filter operates on the post date only.) provides a list of transactions in your journals. Transactions are displayed by account and include transaction type, post date, check number, vendor name, comment, split account, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. (The Date Range filter operates on the post date only.)

Filters: Date Range, Accounts.

Customizations: Show Last Modified.

Sorting Options: Account Name, Post Date, Sequence.

⊕ **Journal Summary**

Description: Journal Summaries provides a summary of debits and credits, and a net balance for each journal.

Filters: Date Range.

Customizations: None.

Sorting Options: Primitive Type, Structure.

⊕ **Profit & Loss Statement**

Description: The Profit and Loss Statement (also called an Income Statement) displays your income, expenses and net profit or loss (income minus expenses).

Filters: Balance Due, # Days, Date.

Customizations: None.

Sorting Options: Customer, Customer ID, Age.

+ Specific Charge/Credit Summary

Description: Specific Charge/Credit Summary provides a summary of charge/credit/payment items over a specific period of time and lists the transactions for each item. A total count and amount are displayed for each charge/credit/payment item.

Filters: Child, Date, Family Group, Item.

Customizations: None.

Sorting Options: Type of Charge, Charge/Credit Descriptions, Family Name.

+ Specific Charge Paid Summary

Description: The Specific Charges Paid Summary provides a list of charges at least partially paid by charge item. Charges with no payments for the date range selected are not displayed.

Filters: Charge Type, Payment Date, Payment Type.

Customizations: Group by Payment.

Sorting Options: None.

+ Total Charge/Credit Summary

Description: The Total Charge/Credit Summary provides a summary of charge/credit/payment items over a specific period of time. It also provides a beginning and ending balance summary for the specified time.

Filters: Date Range.

Customizations: None.

Sorting Options: Type of Charge, Charge/Credit Description.

Instructions: 1) Ending Balance equals Balance Forward plus Charges, Credits and Payments. 2) Ending Balance equals Sum of Debit Balances plus Charges minus Sum of Credit Balances, Credits, and Payments. 3) Ending Balance equals your Center's A/R journal balance. 4) Change in Debit Balances equals Sum of Debit Balances (above Balance Forward) plus Sum of Credit Balances (below Ending Balance). 5) Change in Credit Balances

+ Total Charge Paid Summary

Description: The Total Charges Paid Summary provides a list of charges at least partially paid by charge item. Charges with no payments for the date range specified are not displayed.

Filters: Payment Date.

Customizations: Group by Payment.

Sorting Options: None.

+ Trial Balance

Description: Trial Balance displays a trial balance of your accounts as of a specific date. The report shows the amount of each account in debit and credit format and a net value to indicate

whether the account is in balance.

Filters: Date Range.

Customizations: None.

Sorting Options: Account Type, Accounting Tree.

+ **Voided Transactions**

Description: Voided Transactions provides a list of all voided transactions for the date range selected. The post date, void date, item, payor, comment and amount are displayed.

Filters: Date Posted, Item, Payor, User Initials.

Customizations: None.

Sorting Options: Item, Date, Payor, User Initials.

4.6.2 Accounting (Expenses)

▣ **A/P Aging Detail**

Description: A/P Aging Detail provides a list of each unpaid bill, grouped by age.

Filters: # of Days, Date.

Customizations: None.

Sorting Options: Age, Vendor ID, Vendor, Open Balance.

▣ **A/P Aging Summary**

Description: A/P Aging Summary provides the accounts payable balance for each vendor and a summary of your unpaid bills in the customizable categories (default: current, 1-30 days, 31-60 days, 61-90 days, over 90 days and total).

Filters: # Days, Date.

Customizations: None.

Sorting Options: Vendor, Vendor ID, Age.

+ **Purchases by Vendor Detail**

Description: The Purchases by Vendor Detail report provides information about your vendors and the purchases you have made from them. This detail list lets you know what purchases you have made from each vendor for the date range selected.

Filters: Date Range, Vendor.

Customizations: None.

Sorting Options: Company, Post Date, Sequence.

+ **Purchases by Vendor Summary**

Description: The Purchases by Vendor Summary report provides information about your vendors and the purchases you have made from them. This summary lets you know the total amount of purchases made for each vendor by date range.

Filters: Date Range, Vendor.

Customizations: None.

Sorting Options: Vendor, Total.

+ **Reconciled Transactions (Detail)**

Description: The Reconciled Transactions (Detail) report shows a list of bank accounts and transactions therein that were posted during the selected date range, indicating and totaling the transactions that have and have not been reconciled.

Filters: Account, Cleared Status, Customer, Date, Vendor.

Customizations: None.

Sorting Options: Account, Cleared, Type, Date.

+ **Transaction List by Vendor**

Description: The Transaction List by Vendor provides a list of vendor transactions. Transactions are displayed by vendor and include transaction type, post date, check number, comment, split account, cleared status, and amount.

Filters: Date Range, Vendor.

Customizations: None.

Sorting Options: Vendor, Vendor ID, Post Date, Sequence.

+ **Unpaid Bills**

Description: The Unpaid Bills report lists your vendors and the bills you owe them.

Filters: Date, Vendor.

Customizations: None.

Sorting Options: Company, Post Date, Sequence.

+ **Vendor Balance Detail**

Description: The Vendor Balance Detail provides information about your vendors and the monies you owe to them. This detail list provides a list of outstanding bills you still owe vendors.

Filters: Date Range, Vendor.

Customizations: None.

Sorting Options: Company, Post Date, Sequence.

+ **Vendor Balance Summary**

Description: The Vendor Balance Summary provides information about your vendors and the monies you owe to them. This summary lets you know the total amount you owe each vendor by an 'as of date'.

Filters: Date, Vendor.

Customizations: None.

Sorting Options: Vendor, Balance.

⊕ **Vendor Directory**

Description: The Vendor Directory provides a list of vendors, their address, contact and phone number.

Filters: Vendor.

Customizations: None.

Sorting Options: Vendor Name, Contact Last Name, Contact First Name, City, State, ZIP Code.

4.6.3 Accounting (Income)

▣ **A/R Aging Detail**

Description: A/R Aging Detail provides a list of each unpaid charge and unused credit, grouped by age.

Filters: # of Days, Date.

Customizations: None.

Sorting Options: Age, Family, Item, Child, Balance.

▣ **A/R Aging Summary**

Description: A/R Aging Summary provides the accounts receivable balance for each customer and a summary of their unpaid charges in the customizable categories (default: current, 1-30 days, 31-60 days, 61-90 days, over 90 days and total).

Filters: Balance Due, # Days, Date.

Customizations: None.

Sorting Options: Customer, Customer ID, Age.

▣ **Account Activity Detail (Family)**

Description: Family Account Activity provides a list of charge/credit/payment item amounts for each family for the specified time period.

Filters: Balance, Family, First Contact, Group, Source, Status, Date Range.

Customizations: None.

Sorting Options: Family Name, Charge/Credit Item.

▣ **Account Activity Summary (Family)**

Description: Shows the beginning balances, all of the charges, credits, payments, and ending

balance for the date range selected. Can be used to confirm charges and credits incurred during a specific date range.

Filters: Balance, Date Range, Family, Group, Source, Status.

Customizations: None.

Sorting Options: Family, Tuition Charges, Other Charges, Credits, Payments, Deposits, Deposit Refunds.

▣ **Balance Summary (Family)**

Description: The Balance Summary (Family) report provides a list of each customer's account balance.

Filters: Customer, Date, Group, Status, Minimum Balance, Maximum Balance, Zero Balance.

Customizations: None.

Sorting Options: Customer Name, Balance.

▣ **Billing Forecast**

Description: Billing Forecast provides a summary of all charges by billing cycle entered in the Family Contract Charges. This report is used to forecast future revenues.

Filters: Billing Cycle, Status.

Customizations: None.

Sorting Options: Billing Cycle (Internal), Charge Type (Internal), Item Type.

▣ **Billing History**

Description: Billing History provides the history of prior billing activity sorted by date, method, and cycle.

Filters: Cycle, Post Date, Show Details.

Customizations: None.

Sorting Options: Batch, Child, Item, Date, Family.

▣ **Charge/Credit Summary (Family)**

Description: Family Charge/Credit Summaries provides a separate summary of charges, credits and payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

Filters: Family, Date, Status, Group.

Customization Options: Custom Message

Sorting Options: Name, Type of Charge, Charge/Credit Description.

▣ **Contract Charges**

Description: Contract Charges provides a list of contract charges for each family. Included are the name of family, and a list of each charge and credit. Information provided includes cycle, item description, child, payor, amount of charge or credit, and comment field.

Filters: Balance, Family, First Contact, Group, Source, Status, Billing Cycle.

Customizations: None.

Sorting Options: Customer ID, Family Name, Billing Cycle, Item.

☐ **Contract Charges by Item**

Description: Contract Charges by Item provides a list of contract charges grouped by item. Included are totals for each item category and billing cycle. Information provided includes cycle, item description, family, child, payor, and the amount of charge or credit.

Filters: Balance, Family, Family Status, Group, Source, Billing Cycle, Item. Customizations: None.

Sorting Options: Charge Credit Item, Billing Cycle, Family, Child.

☐ **Payment Charge Summary**

Description: The Payment/Charge Summary provides a list of payments and shows the charge or charges they were applied to. The amount of a payment not applied to a charge is also provided.

Filters: Date Range, Customer, Family Group, Payment Item.

Customizations: None.

Sorting Options: Customer, Posted Date, Transaction (Internal).

☐ **Statement (Family)**

Description: Family Statements provide a statement of each family's account. The family's previous balance, details of all new charges, payments received, and the new balance are displayed. Family statements are appropriate if you want to send monthly statements that show the detail of new charges as well as the previous balance and payments received. Family Statements include your center's Federal and State Tax IDs as well as the name and address of both the primary and secondary sponsors.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name, Posted Date, Transaction Number.

☐ **Tax Statement**

Description: Tax Statement provides a summary of payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name.

☐ **Tax Statement (Itemized)**

Description: The itemized Tax Statement provides a summary of payments received during the period specified and how they were applied for each family. It also includes your center's Federal and State Tax IDs.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name.

▣ **Unused Credits**

Description: The Unused Credits report provides a list of families and other payors in the Receive Payments dialog that have unused credit balances. Unused credits are payments that have not been applied to customer charges. This report also includes the A/R balance for each family with a credit balance.

Filters: Customer, Status.

Customizations: None.

Sorting Options: Family/Other Payor, Customer.

4.7 Closing Your Books

Childcare Manager offers two ways to close your books. The simplest and preferred method is to set a closing date and closing date password. A more advanced method is to zero out your expense and income accounts and update your retained earnings.

— The simple method: Setting a closing date and closing date password

The simple way to close your books is to set a closing date and a closing date password. When you use this method, the only way you can access and make changes to transactions in the closed accounting period is if you use a password. Childcare Manager requires the password for changes that would alter balances for the accounting period you have closed. This includes adding, modifying, or deleting transactions dated on or before the closing date. You can change the password at anytime.

To set a closing date and closing date password

- 1) Go to *Options | User Preferences | Accounting Settings | Accounting Period*.
- 2) Check Protect Closed Periods. The Closed Period Password window will appear.
- 3) Enter a password and re-enter the password to confirm. The password is case sensitive.
- 4) Click **OK**.
- 5) In the Closing Date field, select the date through which you want your books to be closed.
- 6) Click **OK**.

— The advanced method: Zeroing out expense/income accounts and updating retained earnings

The more advanced method is to zero out your income and expense accounts. First, Childcare Manager posts an adjusting entry in both your expense and income accounts at the end of the fiscal year. In this way, you begin your new fiscal year with a net income of zero. Second, Childcare Manager increases your Retained Earnings equity account on the first day of the new fiscal year by the amount of the previous year's net earnings. For example, if your net earnings the previous year were \$20,000 (the net difference between income and expenses), Childcare Manager will increase

Retained Earnings for the new fiscal year by \$20,000.

Note: In this option, Childcare Manager does not lock past year transactions, as it does in the simple method, when you close your books.

Before closing your books you need to make sure that they are ready to close. This means ensuring debits equal credits. This involves running a trial balance, correcting any errors in the trial balance, preparing and posting adjusting entries, if appropriate, preparing an adjusted trial balance, and preparing financial statements.

To close your books:

The following steps are designed to help you through the process of closing your books. You are cautioned, however, to consult with your accountant to ensure that the steps you follow are appropriate for your situation.

Step One: Prepare a trial balance to ensure debits equal credits. The trial balance is a listing of all of your accounts with debits in the left column and credits in the right. The actual numbers are not important. What is important is that the two columns balance, i.e., that the sum of the debits column equals the sum of the credits column. To run a Trial Balance go to the **Accounting Center**. Select **Center Financial Reports** under **Accounting Reports**. In the Center Financial Reports List select **Trial Balance**.

Step Two: If the two columns are out-of-balance, you will need to research the reason for the out-of-balance condition.

Step Three: Correct all errors found in the trial balance.

Step Four: Prepare adjusting entries. Adjusting entries are made to allocate revenue and expenses to the fiscal year in which they are applicable. There are generally two types of adjusting entries: accruals and deferrals. Accrual entries are made when revenues have been received for services or products not yet provided or expenses for services or products received but not yet paid for. Examples of accruals are tuition prepayments (unbilled income), interest payments, salaries, and income tax expenses.

Caution: Be sure that you run reversing entries after you close your books for any adjusting entries you made prior to closing your books. this avoids double counting the amount of the transaction when it occurs in the next fiscal year.

Step Five: Prepare an adjusted trial balance. This step involves running a new trial balance after any errors in the first trial balance were corrected and all adjusting entries have been made.

Step Six: Prepare your financial statements. After the adjusted trial balance is complete and your books are in balance you will want to run your Profit and Loss report, and Balance Sheet. To run a Profit and Loss Report and Balance Sheet go to the **Accounting Center**. Select **Center Financial Reports** under **Accounting Reports**. In the Center Financial Reports List select **Profit & Loss Statement** and **Balance Sheet**.

Step Seven: Prepare to close books.

- a) Enter Post Date. When you close your books, Childcare Manager posts an

adjusting transaction that zeros out your revenue and expense accounts for the previous fiscal year. Enter the date you want the adjusting transactions to be posted to your revenue and expense journals.

- b) Enter a Fiscal Year Begin and Fiscal Year End Date. If you operate on a calendar year, the dates you enter will be 1 January and 31 December of the past year.
- c) Check the Income Accounts and Expense Accounts boxes as appropriate. If you are running the Childcare Manager Standard Edition you only need to check Income Accounts. If you are running the Professional Edition you will also want to check Expense Accounts.
- d) Click **OK** to zero out your revenue and expense accounts for the previous fiscal year and to enter the previous year's net earnings in the current year's Retained Earnings account. When you close your books in Childcare Manager, the program enters an end of year adjusting entry in each of your income and expense accounts. This entry equals the balance in those accounts at the end of the fiscal year. For example, if your account balance in Infant Tuition was \$24,000 an offsetting entry of minus \$24,000 would be posted to your account.

Caution

Before closing your books you should go to *File | Maintenance | Database Maintenance | Recalculate*. Check Recalculate all Accounts and Recalculate all Ledgers. This will ensure that all of your accounts and ledgers are up-to-date. **You should always backup your data files before running a maintenance procedure like this.**

Step Eight: Prepare reversing journal entries. If you recorded any adjusting entries for accruals or deferrals on the last day of your accounting period (fiscal year), you need to reverse those entries to avoid double counting the amount of the transaction in the new fiscal year. The reversing transaction should be posted on the first day of the new fiscal year.

Caution

#1: The offsetting transactions are posted on the date entered into Post Date. If you use a date other

than your **Fiscal Year End** date as the post date, your end of year close out may be incorrect.
#2: When you close your books for the last fiscal year you need to be sure that prior fiscal years are also closed.

4.8 Running a Year End Backup

It is generally wise to backup your datafiles after closing your books. It is also smart to backup these files to a media other than your computer hard drive so you can store the backup in a safe location away from your computer. Personalized Software recommends using a thumb drive. A thumb drive is inexpensive and portable; so you can store the backup in an office or home safe, or at a bank safe deposit box.



5 Managing Families

5.1 The Family Center



Family Center is a central place where you can view and manage all of your family information and reports, and perform family related tasks. The **Family Center** consists of 5 major areas: Family List, Family Tasks, Family Reports, Family QuickView and the family tasks display area. To open the **Family Center** click **Family Center** on the centers toolbar.

Family List
Provides quick access to family names list and their current balance.

Family QuickView
Provides pertinent info about your families such as status, groups, balance, and contact information.

Family Tasks
Provides quick access to family related tasks.

Family Reports
Quick access to your family specific report categories.

Family Work Area
This is where you can edit and view your family notes, contacts, contract charges, and family receivables.

5.2 Family List

The Family List is a list of all of the families in your database. It also includes the family's account balance. In large lists, Childcare Manager adds a precision scrollbar to help you locate a name quickly. You can also use mouse wheel scrolling if you have a mouse with this capability.





How to Search the Family List by Name

You can find a family by entering the name in the Search by Name box . This feature uses incremental (progressive) search. For example, when you type in a 'J' the program takes you to the first name in the list beginning with a 'J'. When you add an 'o' after the 'J', the program takes you to the first name in the list beginning with 'Jo'.



How to Filter the Family List

You can filter the Family List so that it displays only those families that meet a specific criteria. To narrow the size of your list, click the **Filters** icon  **Filter**  **Advanced Search** in the List toolbar and check the desired filters. The Family List can be filtered by family status, group, source, date of first contact, and account balance.

To filter the Family List, check the Filters box on the left that you want to filter. You can filter the Family List with one, or as many filters, as you want. When you place a check in the filter box the drop-down list to the right is activated. Click the **arrow** to drop-down the list of filters to select from.

Place a check in the box in front of each filter you want to use. You can select as many items from the list as you need. For example, your status list may include the following selections: active, inactive, pending and waiting. If you only checked active, then only active families would appear on your list. If you checked active and inactive, then both active and inactive families would appear on your list.

How to use the Family List Advanced Search function

For more advanced searches, click the **Advanced Search** icon



Find Family

Search for:

Find Next

Close

Search by

Display Name

Last Name

First Name

Phone Number

PIN

Options

Partial Match

Match Case

How to Sort the Family List

You can sort the Family List in ascending or descending sequence. By default, the Family List is alphabetically in ascending sequence. Click the **Family column heading** to resort the list.

5.3 Family QuickView

The **Family QuickView** provides pertinent information about the family. More detailed information is located in the family data card. Data cards are accessed by double clicking on the name in the Family List or the name in the QuickView, or by clicking the edit button on the QuickView toolbar.

The Family QuickView consists of three areas:

- Family QuickView toolbar
- Family Information
- Child Information

Family QuickView

Add Family Edit Family Delete Family Email Family Add Child Edit Child Delete Child Help

Status: Active Group: Subsidy Deposit: \$0.00 Balance: \$70.00




[Anderson, Sandy](#) - Mother
Home: (555) 555-8660
Work: (555) 555-9200
Cell: (555) 555-2124



[Anderson, Mike](#) - Father
Home: (555) 555-8660
Work: (555) 555-6799
Cell: (555) 555-2125

Child	Primary Classroom	Age	Allergies	Physical	Pickup	Shots
Joyce Anderson	Butterflies	6 yrs 3 mos				
Michael Anderson	School Kids Club	10 yrs 4 mos				

Family QuickView Toolbar

Add Family  : Opens a new Family Data card.


Edit Family  : Opens the Data card for the family selected.


Delete Family  : Deletes the Data card of the family selected.


Key Information


Three conditions are required to delete a family: 1) the family receivables journal must be zero 2) all payments be fully applied 3) all payments must have been deposited.

Email Family  : Opens an Untitled Message dialog from your primary email provider.

Add Child  : Opens a new Child Data Card.

Edit Child  : Opens the Child Data card for the child highlighted in the Family QuickView.

Delete Child  : Deletes the Child Data card for the child highlighted in the Family QuickView.

Help  : Opens Help.

Family QuickView Family Information

Status: The family status. This is the status entered in the Primary and Secondary Sponsor tabs in the Family Data card.

Group: If the family is assigned to a group this is the group assignment. This is the group assignment entered in the Primary and Secondary Sponsor tabs in the Family Data card.

Deposit: If you track customer (security) deposits, the amount of the deposit is displayed in this field. See [Handling Customer Security Deposits](#)¹⁹¹ for instructions on how to setup and handle these type funds. The name of this field on the Family QuickView can be change by going to *User Preferences | Program Look and Feel | Other Defaults | Customer Liability Label* and editing the field name.

Tip

Security deposits are setup as charges that are linked to a liability account. Childcare Manager displays the total for all charges linked to a liability account in this field.

Balance: The family account balance. This is the balance that appears in the family receivables journal.

Primary Sponsor Name: The name of the Primary Sponsor. This is a hyperlink field. Click on the name to display the Primary Sponsor's Data card.

Primary Sponsor Relation: The relationship of the Primary Sponsor to the family's children.

Home: The Primary Sponsor's home telephone.

Work: The Primary Sponsor's work phone.

Cell: The Primary Sponsor's cell phone.

Secondary Sponsor Name: The name of the Secondary Sponsor. This is a hyperlink field. Click on the name to display the Secondary Sponsor's Data card.

Secondary Sponsor Relation: The relationship of the Secondary Sponsor to the family's children.

Home: The Secondary Sponsor's home telephone.

Work: The Secondary Sponsor's work phone.

Cell: The Secondary Sponsor's cell phone.

Family QuickView Child Information

Child: The name(s) of the family's children. This information comes from the Personal tab of the Child Data card of each of the family's children.

Primary Classroom: The primary classroom for the children displayed. This information comes from the Classrooms tab of the Child Data card.

Age: The age in years and months of the children displayed.

Tip

Go to the child's personal data card for the child's birthdate.

Allergies (QuickFlag): The Allergies QuickFlag lets you know when a child has one or more allergic conditions. The Allergies QuickFlag is automatically displayed whenever you enter an allergic condition in a child's Allergies tab. When you click the **Allergies QuickFlag**, the child's Allergies tab will appear.

Physical (QuickFlag): The Physical QuickFlag lets you know if a child's last physical was over a year ago. Childcare Manager automatically computes a next physical date of one year after the last physical was taken. The Physical QuickFlag is activated by checking the *Enforce* checkbox in the Medical tab of the Child Data card. When you click the **Physical QuickFlag** the child's medical record is displayed with the *Next Physical Due* date shown.

Pickup (QuickFlag): The Pickup QuickFlag lets you know who is authorized and who is not authorized to pickup a child. The Pickup QuickFlag is activated by checking the *Show Pickup Flag* checkbox in the Personal tab of the Child Data card. When you click the **Pickup QuickFlag** a list of individuals authorized and not authorized to pickup the child is displayed.

Key Information

You must enter pickup authorization information in the [Family Contacts record](#) ⁽⁶³⁾ for the Pickup QuickFlag to work.

Shots (QuickFlag): The Shots QuickFlag shows the Shots tab of the Child Data card when immunizations are due or overdue. You can define how many days in advance of an immunization's actual due date that you want it displayed by going to *User Preferences | Program Look and Feel | Explorers* and entering the number of days in *Days to Show Before Due*.

5.4 Family Tasks

The **Family Tasks** list provides a list of family related tasks that can be performed while you are in the **Family Center**.

5.4.1 Family Notes

Click **Notes** to open the family notekeeper.

Family Notes - Anderson				
<input type="button" value="Add Note"/> <input type="button" value="Edit Note"/> <input type="button" value="Delete Note"/>				<input type="button" value="Help"/>
Date	Type	Alert	Alert Date	Note
1/6/2009	Parent Teacher Meeti	<input checked="" type="checkbox"/>	1/14/2009	There will be a parent teacher meeting held at
1/6/2009	Volunteer Work	<input checked="" type="checkbox"/>	1/7/2009	This Saturday we could use the extra help at the

Childcare Manager provides a notekeeper with each family record so that you can maintain a diary or journal of information related to the family. With the notekeeper your notes are organized by category and attached to the individual or organization they are associated with. You never have to worry about where you saved your notes about that individual or organization. Grouping your notes into user defined categories enables easy, intuitive access at any time.

In addition, the notekeeper can be used to create alerts to track important events, meetings or activities. Childcare Manager makes it easy to manage all of your alerts in one place in Alert Notices in Center Summaries.

See Also:

[Notes and alerts](#) ²⁸⁸
[CenterSummaries](#) ²⁸⁷

5.4.2 Family Contacts

Click **Contacts** to open the Family Contacts view in the work area.

Family Contacts - Anderson		
<input type="button" value="Add Contact"/> <input type="button" value="Edit Contact"/> <input type="button" value="Delete Contact"/>		<input type="button" value="Help"/>
Last	First	Relation
Anderson	Sheila	Grandmother
Anderson	Robert	Grandfather

Family Contacts is used to keep a record of individuals having a relationship to the family. Use Family Contacts to store the name, address and phone number for each family contact. In addition, you can define a contact's relationship to the family (e.g., grandfather, grandmother, uncle, friend, doctor), if the contact is an emergency contact, if it is OK for the contact to pickup the family's children, and if you want the contact information to show in Childcare Manager's Pickup/No-pickup List. You can even store the contact's picture with Childcare Manager's built-in integrated VideoCam system and display the

picture in the Pickup/No-pickup List.

Family Contacts: Anderson

Last Name: Anderson First: Robert MI:

Relation: Grandfather PIN: 1889

Address 1: 3023 Main Street
Address 2:


City, State: Phoenix OR

Zipcode: 97535

Emergency Contact
 OK To Pickup Children
 Show In Pickup List

Phone Numbers

Home: (555) 555-6485
Work: () - x
Cell: (654) 555-7890


Get Image

How to enter a family contact

- 1) Go to *QuickBar | Families*.
- 2) Click **Contacts**. Family Contacts will appear in the lower right quarter of your screen.
- 3) Click **Add**. The Family Contacts Editor will appear.
- 4) Enter the contact's last name in the Last field.
- 5) Enter the contact's first name in the First field.
- 6) Enter the contact's middle initial in the MI field.
- 7) Enter the contact's relationship to the family in the Relation field. Select from the drop-down list.
- 8) Enter the contact's address in the Address 1 field.
- 9) Enter the contact's telephone number in the Phone field.
- 10) Use the Address 2 line if additional space is needed for the contact's address. This line can also be used if the primary sponsor has both a street address and a PO box address.
- 11) Enter the contact's city and state in the City & State fields.
- 12) Enter the contact's Zip code in the Zipcode field.
- 13) Check the Emergency Contact box if the contact is an emergency contact.
- 14) Check OK to Pickup Children box if the contact is authorized to pickup the family's children. If you don't check this box and check the Show in Pickup List box the contact will appear in the Pickup/No pickup List as a No Pickup Contact.

- 15) Check the Show in Pickup List box if you want Childcare Manager to display the contact in the Pickup/No Pickup List in the Family and Child QuickViews.
- 16) If you want to add a picture, click **Get Image**.

Tip

You can enter and edit a contact directly on the Family Contacts screen.

See also:

[How to add a picture](#) 

5.4.3 Contract Charges

Click **Contract Charges** to open the Family Contract Charges view in the work area.

Family Contract Charges - Anderson					
Item	Cycle	Payor	Child	Comment	Amt \$
Preschool Full-Time	Monthly	Social Services	Joyce		\$500.00
After School Tuition	Monthly	Social Services	Michael		\$90.00

Use Contract Charges to store charges/credits that you plan to bill a family or other payor on a regular basis. The Contract Charges window acts as a holding area where you can store, then retrieve recurring charges/credits as many times as you want in the future. The stored charges/credits have no effect on your financial records until you record them using Batch Billing. When you batch bill charges/credits for a particular cycle, e.g., weekly or monthly, the charges/credits in the family Contract Charges dialog for that cycle are automatically posted to the Family's Receivables Journal and the center's A/R Journal .

Edit Billing Item ✖

Contract Charge Type

Charge/Credit Item

Billing Package Item

Payor: Anderson ▼ Cycle: Weekly ▼

Rate Schedule: Preschool Full Time ▼

Child: Joyce ▼

Comment:

How to enter family/other payor contract charges

- 1) Go to *QuickBar | Families*.
- 2) Highlight the family in the Family Explorer that you want to enter a contract charge for.

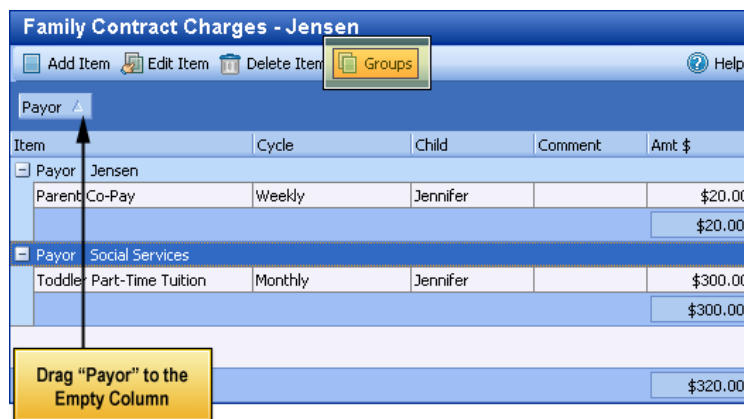
- 3) Select Contract Charges from the QuickBar menu. The Family Contract Charges window will appear in the lower right corner of your screen.
- 4) Enter the charge/credit item from the drop-down list in the Item field. Select from the drop-down list.
- 5) Enter how often you will be billing the item in the Cycle field. Select from the drop-down list.
- 6) If you want to link the charge/credit to a child, enter the child from the drop-down list in the Child field. The list only displays the family's children.
- 7) The Payor field defaults to the family whose record you are in. If you are billing an Other Payor, enter their name in the Payor field.
- 8) Enter any comments that might be useful in further identifying the charge/credit in the Comment field.
- 9) Enter the total dollar amount of the charge/credit in the Amount field. The amount defaults to the amount linked to the selected charge/credit.

Tip

#1: The other payor must have already been entered into the other payor database.
 #2: You can store as many charges/credits in a family's Contract Charges dialog as you need.

How to group contract charges fields

- 1) Click **Groups**.
- 2) Drag and drop a column heading to the area labeled "Drag a column header here to group by that column". In the example below the Payor field was selected for grouping.
- 3) In this example there were two Payors. The charges and credits were grouped under each Payor totalled in the amount (Amt\$) column on the far right. A total for both Payors is also given.

**See Also**

[Billing customers](#) ¹⁴⁸

[Batch billing contract charges](#) ¹⁷⁴

[Batch billing preview](#) ¹⁷⁵

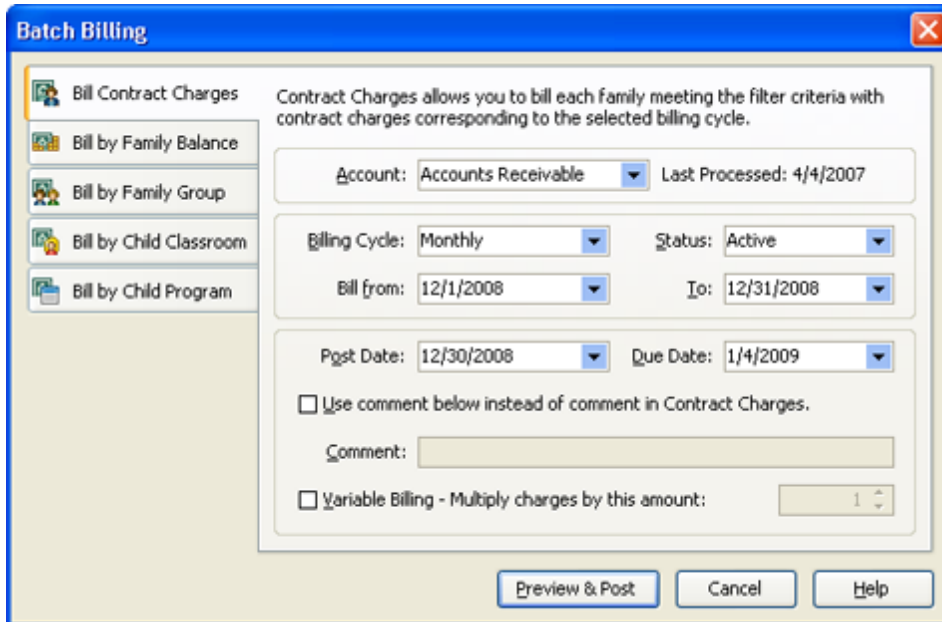
[How to setup contract charges](#)^[174]

[How to setup billing packages](#)^[153]

[How to setup billing cycles](#)

5.4.4 Batch Bill

Click  **Batch Bill** to open the Batch Billing Window.



The Batch Billing Window is used to batch bill several customers at a time. Most centers use batch billing because it allows you to quickly bill a large number of customers at one time. You can also choose from a variety of billing methods: bill contract charges, bill by family balance, bill by family group, bill by classroom and bill by program. Batch billing contract charges (which bills recurring charges) is the most common method of batch billing at childcare centers.

See Also:

[Billing customers](#)^[148]

[How to batch bill contract charges](#)^[174]

[How to batch bill by family balance](#)^[177]

[How to batch bill by family group](#)^[178]

[How to batch bill by child classroom](#)^[180]

[How to batch bill by child program](#)^[181]

[Batch billing preview](#)^[175]

5.4.5 Receive Payments

Click **Receive Payments** to open the Receive Payments Window.

When you receive payments from customers, you will normally receive those payments using the Receive Payments dialog. Payments received using the Receive Payments Window are then grouped in the Make Deposit dialog where you can later move them to your bank or checking account.

See Also:

[How to receive a payment](#)^[186]

[How to edit a payment](#)^[187]

[How to apply credits to charges](#)^[195]

[How to print receipts](#)^[196]

5.4.6 Make Deposits

Click  **Make Deposits** to open the Make Deposit Window.

Date	Customer	From Account	Payment Method	Memo	Amount \$	
<input checked="" type="checkbox"/>	4/16/2007	Papas	Undeposited Funds	Check Payment	#6087	\$605.00

When you receive a payment from a customer, use Deposit Payments to deposit the payment into a bank account. Most centers post deposits regularly (daily or weekly) depending on their cash flow requirements.

See Also:

- [How to make a deposit](#)^[199]
- [How to edit or delete a deposit](#)^[200]
- [How to print deposit tickets](#)^[200]
- [How do undeposited funds work](#)^[199]

5.4.7 Family Receivables

Click **Family Receivables** to open the family receivables journal for the customer highlighted on the Family list. The family receivables journal is a subset of your center's account receivables journal and includes all of your customer's charge, credit, billing package and payment item transactions. You can use the family receivables journal to add, edit, void and delete individual transactions. By default, when the Family Center is open the Family Receivables journal is displayed under the work area under the Family Quickview.

User	Date	Comment	Item	Child	Charged	Paid	Balance
	1/2/2009		Check Payment		\$0.00	\$70.00	(\$70.00)
	4/1/2009	2007 Fall Registration	Registration Fee	Joyce	\$50.00	\$0.00	(\$20.00)
	4/1/2009	2007 Fall Registration	Registration Fee	Michael	\$50.00	\$0.00	\$30.00
wlk	4/1/2009		Cash Payment		\$0.00	\$100.00	(\$70.00)
	4/2/2009	Joyce & Michael	Parent Co-Pay		\$70.00	\$0.00	\$0.00
wlk	4/2/2009		Cash Payment		\$0.00	\$70.00	(\$70.00)

Family receivables tool bar

- Add Entry:** Click to enter a new transaction in the family receivables journal.
- Edit Entry:** Click to edit the selected (highlighted) transaction.
- Post Entry:** Click **Post Entry** or press **Enter** to post a new or edited transaction.
- Void Entry:** Click to void the selected (highlighted) transaction.
- Cancel Changes:** Click to cancel all new entries or changes and exit the transaction.
- Receipt:** Click to print a receipt for the highlighted transaction. The highlighted transaction must be a payment.
- Statement:** Click to print a statement. A date range window will appear. Enter the date range for the statement. Click **OK**. Your statement will print.
- Email Statement:** Click to email a statement. A date range window will appear. Enter the date range for the statement. Click **OK**. An email message window will appear. Add message and click **Send**.
- Enter Charge:** Click to display the *Enter Charge* window. This window provides an alternative method for entering charges to entering them directly in the journal.
- Rate Calculator:** Click **Add Entry** to display the rate calculator. The rate calculator works on new

entries only.

2-Lines: Click to switch between a 1 line and 2 line transaction display.

Family Receivables Column Headings

1-line

User: This field displays the initials of the user posting the transaction when you use Users Manager.

Date: This is the date of the transaction.

Comment: Enter a comment if desired.

Item: This is the description of the posted charge, credit, billing package or payment item.

Child: If the charge or credit is linked to a child, the child's name appears here.

Charged: This is the amount of the charge or credit.

Paid: This is the amount of the payment.

Balance: This is the account balance for the highlighted transaction.

2-line

Type: This is the transaction type for the posted transaction.

Due Date: This is the date the highlighted transaction is due.

A/R Account: This is the A/R account the transaction was posted to.

5.5 Family Information

The **Family Data card** provides detailed information about the family displayed in the Family QuickView. The information is organized into 3 tabs: Primary Sponsor tab. Secondary Sponsor tab and the Custom (fields) tab.

5.5.1 Primary Sponsor Tab

The **Primary Sponsor** tab stores important information such as name, address and other contact information for the primary sponsor. The primary sponsor is the individual legally responsible for the child receiving services. The minimum information to create a Primary Sponsor record is the primary sponsor's name and status.

The screenshot shows a 'Family Data' dialog box with three tabs: 'Primary Sponsor', 'Secondary Sponsor', and 'Custom'. The 'Primary Sponsor' tab is active. The form contains the following fields and values:

- Last Name: Anderson, First: Sandy, MI: (empty)
- Relation: Mother (dropdown), PIN: 1234
- SSN: 555-55-5555, Employer: Parks & Recreation
- Address 1: 525 Cherry Street, Address 2: (empty)
- City, State: Phoenix, OR (dropdown), Zip: 97535
- Home: (555) 555-8660, Work, Ext: (555) 555-9200, 234, Cell: (555) 555-2124
- Email: sandy@mail.net
- Display Name: Anderson, Balance: \$70.00
- Status: Active (dropdown), Group: Subsidy (dropdown)
- Source: Public Schools (dropdown), 1st Contact: 12/13/2006 (dropdown)
- Reference: 30099

Buttons at the bottom include OK, Cancel, Apply, and Help. A photo of a woman is displayed on the right side of the form, with a 'Get Image' button below it.

Primary sponsortab fields

Last, First, MI: The primary sponsor's last name, first name and middle initial.

Tip

The Name and Status fields must be filled in to create a family record.

Relation: The relationship of the primary sponsor to the child/children, e.g., father, mother, step-father, grandmother.

PIN: The primary sponsor's personal identification number. This number is required to clock the family's children in or out using Childcare Manager's optional Time Manager software and TimeKlock hardware.

SSN: The primary sponsor's social security number.

Employer: The employer's name.

Address 1: The primary sponsor's address.

Address 2: Use this line if additional space is needed for the primary sponsor's address. This line can also be used if the primary sponsor has both a street address and a PO box address.

City, State: The primary sponsor's city and state. Select the state from the drop-down menu.

Zip: The primary sponsor's zip code.

Home: The primary sponsor's home telephone number.

Work, Ext: The primary sponsor's work telephone number and extension.

Cell: The primary sponsor's mobile phone number.

Email: The primary sponsor's email address. This address is automatically entered in Childcare Manager generated sponsor emails.

Get Image: Use Get Image to capture and store a picture of the primary sponsor using Childcare Manager's integrated VideoCam system.

Display Name: The Display Name is the name that will appear on the Family List. Childcare Manager automatically enters the *last name comma first name* of the primary sponsor. You can enter any name, however, that you choose. For example, you may enter the last name of the child if it is different than the parent.

Tip

The Display Name only shows up on the Family List. All reports use the Primary or Secondary Sponsor names.

Balance: The family's current accounts receivable balance.

Status: The family's status, e.g., active, deactive, waiting.

Tip

The Status and Name fields must be filled in to create a family record.

Group: The family's group if you assign your families to groups.

Source: How the family heard about your center, e.g., friend, referral, newspaper ad, yellow pages.

1st Contact (Date): The date of first contact with this family. The field defaults to the date the record was originally created.

Reference: This field can be used to enter a reference number, e.g., driver's license number. The field can consist of any combination of 24 alpha/numeric characters.

See Also

[Secondary Sponsor tab](#) 

5.5.2 Secondary Sponsor Tab

The **Secondary Sponsor** tab is identical to the Primary Sponsor tab. To fill-in the Secondary Sponsor tab follow the instructions for the [Primary Sponsor tab](#)^[71].

See Also

[Primary Sponsor tab](#)^[71]

5.5.3 Custom Field Tab

If the Family Data card doesn't contain a field for a specific field of information you want to store, you can create a custom field to store the information in. You can create three different types of custom fields: checkbox, text and list. See [Creating Custom Fields](#)^[292] for instructions on how to create custom fields.

See Also

[Custom Fields](#)^[292]

5.6 Family Reports

The Family Reports list provides a list of reports in that category. When you click a **report category**, a list of reports in that category replaces the Family List. To run a report, click the **report** and click **Run** on the Report Preview bar. If you double-click the report, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

5.6.1 Accounting (Income) Reports

▣ A/R Aging Detail

Description: A/R Aging Detail provides a list of each unpaid charge and unused credit, grouped by age.

Filters: # of Days, Date.

Customizations: None.

Sorting Options: Age, Family, Item, Child, Balance.

▣ A/R Aging Summary

Description: A/R Aging Summary provides the accounts receivable balance for each customer and a summary of their unpaid charges in the customizable categories (default: current, 1-30 days, 31-60 days, 61-90 days, over 90 days and total).

Filters: Balance Due, # Days, Date.

Customizations: None.

Sorting Options: Customer, Customer ID, Age.

▣ Account Activity Detail (Family)

Description: Family Account Activity provides a list of charge/credit/payment item amounts for each family for the specified time period.

Filters: Balance, Family, First Contact, Group, Source, Status, Date Range.

Customizations: None.

Sorting Options: Family Name, Charge/Credit Item.

☐ **Account Activity Summary (Family)**

Description: Shows the beginning balances, all of the charges, credits, payments, and ending balance for the date range selected. Can be used to confirm charges and credits incurred during a specific date range.

Filters: Balance, Date Range, Family, Group, Source, Status.

Customizations: None.

Sorting Options: Family, Tuition Charges, Other Charges, Credits, Payments, Deposits, Deposit Refunds.

☐ **Balance Summary (Family)**

Description: The Balance Summary (Family) report provides a list of each customer's account balance.

Filters: Customer, Date, Group, Status, Minimum Balance, Maximum Balance, Zero Balance.

Customizations: None.

Sorting Options: Customer Name, Balance.

☐ **Billing Forecast**

Description: Billing Forecast provides a summary of all charges by billing cycle entered in the Family Contract Charges. This report is used to forecast future revenues.

Filters: Billing Cycle, Status.

Customizations: None.

Sorting Options: Billing Cycle (Internal), Charge Type (Internal), Item Type.

☐ **Billing History**

Description: Billing History provides the history of prior billing activity sorted by date, method, and cycle.

Filters: Cycle, Post Date, Show Details.

Customizations: None.

Sorting Options: Batch, Child, Item, Date, Family.

☐ **Charge/Credit Summary (Family)**

Description: Family Charge/Credit Summaries provides a separate summary of charges, credits and payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

Filters: Family, Date, Status, Group.

Customization Options: Custom Message

Sorting Options: Name, Type of Charge, Charge/Credit Description.

☐ **Contract Charges**

Description: Contract Charges provides a list of contract charges for each family. Included are the name of family, and a list of each charge and credit. Information provided includes cycle, item description, child, payor, amount of charge or credit, and comment field.

Filters: Balance, Family, First Contact, Group, Source, Status, Billing Cycle.

Customizations: None.

Sorting Options: Customer ID, Family Name, Billing Cycle, Item.

☐ **Contract Charges by Item**

Description: Contract Charges by Item provides a list of contract charges grouped by item. Included are totals for each item category and billing cycle. Information provided includes cycle, item description, family, child, payor, and the amount of charge or credit.

Filters: Balance, Family, Family Status, Group, Source, Billing Cycle, Item. Customizations: None.

Sorting Options: Charge Credit Item, Billing Cycle, Family, Child.

☐ **Payment Charge Summary**

Description: The Payment/Charge Summary provides a list of payments and shows the charge or charges they were applied to. The amount of a payment not applied to a charge is also provided.

Filters: Date Range, Customer, Family Group, Payment Item.

Customizations: None.

Sorting Options: Customer, Posted Date, Transaction (Internal).

☐ **Statement (Family)**

Description: Family Statements provide a statement of each family's account. The family's previous balance, details of all new charges, payments received, and the new balance are displayed. Family statements are appropriate if you want to send monthly statements that show the detail of new charges as well as the previous balance and payments received. Family Statements include your center's Federal and State Tax IDs as well as the name and address of both the primary and secondary sponsors.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name, Posted Date, Transaction Number.

☐ **Tax Statement**

Description: Tax Statement provides a summary of payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name.

☐ **Tax Statement (Itemized)**

Description: The itemized Tax Statement provides a summary of payments received during the period specified and how they were applied for each family. It also includes your center's Federal and State Tax IDs.

Filters: Balance, Family, First Contact, Group, Source, Status, Date.

Customization Options: Custom Message.

Sorting Options: Family Name.

☐ **Unused Credits**

Description: The Unused Credits report provides a list of families and other payors in the Receive Payments dialog that have unused credit balances. Unused credits are payments that have not been applied to customer charges. This report also includes the A/R balance for each family with a credit balance.

Filters: Customer, Status.

Customizations: None.

Sorting Options: Family/Other Payor, Customer.

5.6.2 Family Information Reports

☐ **Contacts**

Description: The Contacts report provides contact information (name, address, telephone number, relation & pickup status) for each family contact.

Filters: Balance, Family, First Contact, Group, Source, Status.

Customizations: None.

Sorting Options: Sponsor Last Name, Sponsor First Name, Contact Last Name, Contact First Name.

☐ **Custom Fields**

Description: The Custom Fields report provides a list of families with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected.

Filters: Custom Fields, Balance, Custom Field 1 through 10, Family, First Contact, Group, Source, Status.

Customizations: None.

Sorting Options: Name, Custom Field 1 through 10.

☐ **Email List**

Description: This report lists out the sponsors and contacts for the families in the center with their email addresses.

Filters: Customer, Family Group, Family Status, Marketing Source.

Customizations: None.

Sorting Options: Sponsor Name.

▣ **Family Identification Numbers**

Description: Family Identification Numbers provides a list of personal identification numbers for the primary and secondary sponsor and for each family contact. Family contacts include their relationship to the family.

Filters: Group, Family Status, Relationship.

Customizations: None.

Sorting Options: Display Name, Customer Number, Contact Type, Last Name, First Name.

▣ **Marketing Information**

Description: The Marketing Information report provides marketing information for each family (phone number, ZIP, date of first contact, source, family status and group.)

Filters: Balance, Family, First Contact, Group, Source, Status.

Customizations: None.

Sorting Options: Source, Source ID, Last Name, First Name, Zip Code.

▣ **Notes**

Description: Notes provides information from the Family Notekeepers. You can display selected types of notes and notes for selected families.

Filters: Alert Date, Alerts Due, Balance, Date, Family, First Contact, Group, Note Type, Source, Status.

Customizations: None.

Sorting Options: Date, Note Type, Family Name.

▣ **Photo List**

Description: The Family Photo List displays the primary and secondary sponsor, plus any contacts that have a photos assigned.

Filters: Child, Family, Group, Source, Status.

Customizations: None.

Sorting: Family Name.

6 Managing Children

Child information is centralized in one section of the program for easy access and use. You can reach this information by clicking **Child Center** on the center's toolbar.

6.1 The Child Center



Child Center is a central place where you can view and manage all of your child information and reports, and perform child-related tasks. To open the Child Center, click **Child Center** on the navigation bar.

Child List
Provides quick access to a list of child names. In addition, it also provides allergy, physical, pickup, or shots due information.

Child QuickView
Provides pertinent info about your children such as clock in/out times, program, and primary classroom.

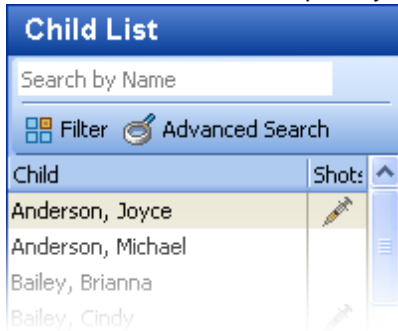
Child Tasks
Provides quick access to child tasks such as notes, schedules and attendance.

Child Reports
Quick access to your child specific report categories.



Child Work Area
This is where you can edit and view your child notes, schedules, and attendance records.

6.2 Child List

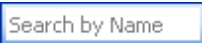
The **Child List** is a list of all of the children in your database. In large lists, Childcare Manager adds a precision scrollbar to help you locate a name quickly. You can also use mouse wheel scrolling if you have a mouse with this capability.





How to filter the child list

You can filter the Child List so that it displays only those children that meet a specific criteria. To narrow the size of your list, click **Filters**  **Advanced Search**  in the List toolbar and check the desired filters. The **Child List** can be filtered by child status, program, enrolled date, withdrawal date, waiting date, and primary classroom.

How to use the 'Search by Name' feature

You can find a child by entering the name in the Search by Name box . This feature uses an incremental (progressive) search. When you type in a 'W' the program takes you to the first name in the list beginning with a 'W'. When you add an 'e' after the 'W', the program takes you to the first name in the list beginning with 'We'.

How to use the 'Advanced search' feature

For more advanced searches you can click **Advanced Search**  **Advanced Search** . With Advanced Search you can do partial matches and case matches and search by first name, last name or Child Identification Number (CIN).

6.3 Child QuickView

The **Child QuickView** provides pertinent information about the child. More detailed information is located in the child data card. Data cards are accessed by double clicking on the name in the **Child List** or the name in the Child QuickView, or by clicking the edit child button on the QuickView toolbar.

The Child QuickView consists of three areas:

- Child QuickView toolbar
- Child Information
- Family/Contact Information

The screenshot shows a window titled "Child QuickView" with a toolbar containing "Add Child", "Edit Child", "Delete Child", and "Help". The main content area displays the following information:

Status: Deactive **Clocked Out:** 12:01 PM
Name: [Joyce Anderson](#) Primary Classroom: Butterflies
DOB: Program: Preschool
[Physical Overdue](#) [Pickup Notice](#) [Has Allergies](#) [Overdue](#)

Family / Emergency Contact	Relation	Home Phone	Work Phone	Cell Phone
Anderson, Sandy	Mother	(555) 555-8660	(555) 555-9200	(555) 555-2124
Anderson, Mike	Father	(555) 555-8660	(555) 555-6799	(555) 555-2125
Anderson, Robert	Grandfather	(555) 555-6485		(654) 555-7890

Child QuickView Toolbar

- Add Child** : Opens a new Child Data card.
- Edit Child** : Opens the Data card for the child selected.
- Delete Child** : Deletes the child selected.
- Help** : Opens Help.

Child QuickView Child Information

Status: The child status. This is the status entered in the Personal tab in the Child Data card.

Name: The name of the child as entered in the Personal tab of the Child Data card. Click on the name to open the personal tab of the Child Data card.

DOB: This is the child's date of birth.

Clocked In: If you are using the child's attendance record to keep track of the child's attendance the time the child was clocked in will be displayed here.

Primary Classroom: This is the child's primary classroom assignment.

Program: This is the child's program assignment.

Physical Overdue: *Physical Overdue* will be displayed if it has been a year or longer since the child last had a physical.

Pickup Notice: *Pickup Notice* will be displayed if the child's parent has authorized pickup or no pickup by other individuals. This information must be entered in the Family Contacts record with the appropriate check boxes checked.

Has Allergies: *Has Allergies* will be displayed if the child has allergies entered in his or her Allergy record.

Overdue: *Overdue* is displayed if the child is due or overdue immunizations and this option has been turned on.

Child QuickView Family/Emergency Contact Information

Family/Emergency Contact: The names of the child's primary sponsor, secondary sponsor and emergency contacts are displayed here.

Relation: This is the relationship of each family member and emergency contact listed.

Home Phone: This is the home telephone number of each of the contacts.

Work Phone: This is the work telephone number for each of the contacts.

Cell Phone: This is the cell number for each of the contacts.

6.4 Child Tasks

The Child Tasks list provides a list of child related tasks that can be performed while you are in the Child Center.

6.4.1 Notes

Click **Notes** to open the child notekeeper.

Child Notes - Anderson, Joyce				
Add Note Edit Note Delete Note			Help	
Date	Type	Alert	Alert Date	Note
1/6/2009	Learning Progress	<input checked="" type="checkbox"/>	1/6/2009	Joyce made real progress today. She was able to
1/6/2009	Accident	<input checked="" type="checkbox"/>	1/6/2009	Today on the monkey bars, Joyce slipped and fell ...

Childcare Manager provides a notekeeper with each child record so that you can maintain a diary or journal of information related to the child. With the notekeeper your notes are organized by category and attached to the individual or organization they are associated with. You never have to worry about where you saved your notes about that individual or organization. Grouping your notes into user defined categories enables easy, intuitive access at any time.

In addition, the notekeeper can be used to create alerts to track important events, meetings or activities. Childcare Manager makes it easy to manage all of your alerts in one place in Alert Notices in Center Summaries.

See Also:

[Notes and alerts](#)

6.4.2 Schedules

Click **Schedules** to open the child schedule view. Schedules is used to track child schedules. You can create an unlimited number of weekly schedules for each child.

Child Schedules - Anderson, Joyce						
Previous Month		Next Month		Edit Schedule		Help
January 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 9:00a-3:00p 3:00p-6:00p	2 9:00a-3:00p 3:00p-6:00p	3
4	5 9:00a-3:00p 3:00p-6:00p	6 9:00a-3:00p 3:00p-6:00p	7 9:00a-3:00p 3:00p-6:00p	8 9:00a-3:00p 3:00p-6:00p	9 9:00a-3:00p 3:00p-6:00p	10
11	12 9:00a-3:00p 3:00p-6:00p	13 9:00a-3:00p 3:00p-6:00p	14 9:00a-3:00p 3:00p-6:00p	15 9:00a-3:00p 3:00p-6:00p	16 9:00a-3:00p 3:00p-6:00p	17
18	19 9:00a-3:00p 3:00p-6:00p	20 9:00a-3:00p 3:00p-6:00p	21 9:00a-3:00p 3:00p-6:00p	22 9:00a-3:00p 3:00p-6:00p	23 9:00a-3:00p 3:00p-6:00p	24
25	26	27	28	29	30	31

- You can create an unlimited number of schedules for each child. Typically, you will create a child's schedule using a standard weekly schedule template that you created in Lists. Schedule templates let you apply standard schedules to children quickly and easily.
- Child schedules are made up of one or more weekly schedules. The weekly schedule or set of weekly schedules are then rotated weekly.
- One Week, Rotated Weekly. This is the simplest and most common type of schedule. Here, a weekly schedule is created for the child and the schedule is repeated (rotated) every week. This type of schedule is for children who attend school at the same time, every day, and on the same days every week.

Key Information

If you make a change in a one week, rotated weekly schedule one in one schedule it will repeat itself in all subsequent

- A Set of Weeks, Rotated Weekly. The second type of schedule is for children whose weekly schedules may differ over a period of time. This type of schedule is sometimes used for summer sessions where a child's schedule can be different each week of the summer session or for selected weeks during the period.
- A 12 week schedule can be setup by entering the appropriate weekly template for each week. The program automatically rotates through the 12 weeks based on the schedule begin date that you enter in the weekly schedule. Each time the 12 week cycle is completed, the program begins the 12 week schedule again and repeats the 12 week cycle.

How to add or edit a child schedule

- 1) Click **Child Center**.
- 2) Go to Child Tasks and click **Schedules**. The Weekly Schedule editor will appear.
- 3) The Weekly Schedule dialog lets you create one or more weekly schedules for a child.

These schedules are automatically applied to the child's monthly schedule view. You can create as many different weekly schedules as you need. If the child has a standard schedule that repeats itself throughout the school year you will only need to create one weekly schedule. If, on the other hand, the child was enrolled in a 9 week summer session and the child's schedule in each of the nine weeks was different you would create nine different weekly schedules.

Weekly Schedule Fields

Child: Displays the name of the child whose schedule you are working on.

Schedule Number: The number of the weekly schedule you are working on and the number of weekly schedules the child has.

Schedule 1 begins the week of: Enter the date when you want the first schedule to start. If the date you enter is not a Sunday the program begins the schedule on the Sunday preceding the date entered.

Active Schedule: The number of the active schedule is displayed here. If you have only one schedule the number displayed will be one. If you have more than one schedule, for example, five, and the current weekly schedule in use was number 3, then the number 3 would be displayed.

IN/OUT: Enter the daily in and out times.

To enter 5:30 am, enter '530a'. To enter 5:30 pm, enter '530p'. If you enter a time in Monday and want to copy it to another day, click in the Monday field, right click, click **copy**, then click in the **new day of the week** field and right click and click **paste**.

Week Totals: The child's total scheduled hours for the week are displayed here.

Previous: Click, to move to the previous week.

Next: Click, to move to the next week.

Create New Week: Click, to create a new week.

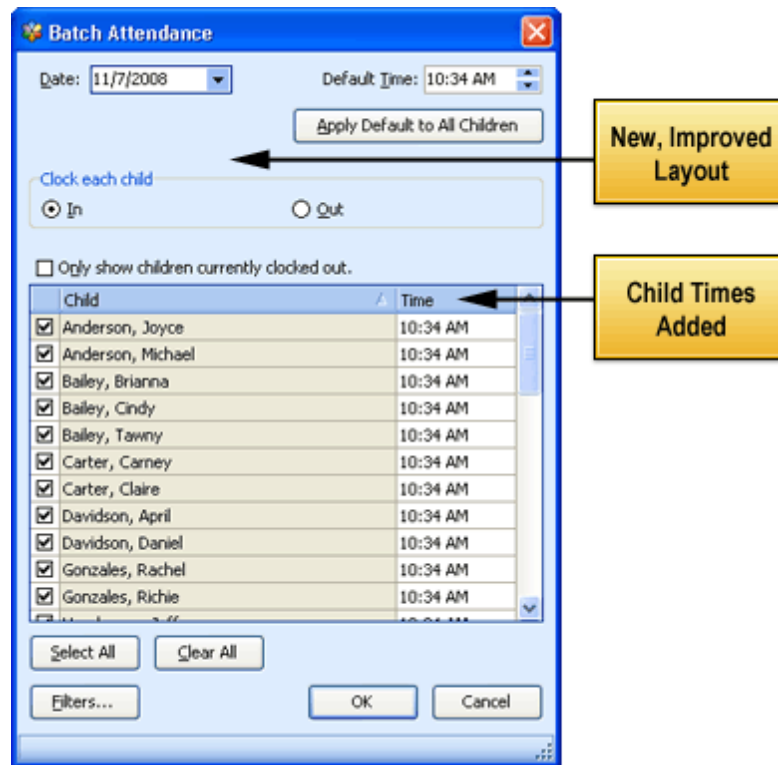
Delete Week: Click, to delete the week displayed.

Clear Week: Click, to remove all of the in and out times for the week displayed.


Load Template: Click, to load a schedule template.

6.4.3 Batch Attendance

Click **Batch Attendance** to open the batch attendance view. This function is often used when you run a before or after school program and want to clock in or out several children at the same time. It is also used to clock a group of children in or out that are going on a field trip. If parents forget to clock children out in the evening, you can use Batch Attendance to clock all of them out at the same time.



How to use batch attendance

- 1) Go to the **Child Center** and select **Batch Attendance**  from **Child Tasks**.
- 2) Enter the date in the **Date** field that you want the children selected below to be clocked in or out. Childcare Manager defaults to today's date.
- 3) Enter the time in the **Default Time** field that you want the children selected below to be clocked in or out. Childcare Manager defaults to your computer's current time. Notice, the default time is automatically entered in all of the children below. If you change the current time to a different time you will need to click the **Apply Default to All Children** button. This will update the individual child times for the selected children below to the new time. Changing the default time does not automatically do this.
- 4) Select the children you want to clock in or out by placing a check in the checkbox to the left of their name. When first opened, the Batch Attendance window displays all of the children in your database. You can reduce the size of this list by clicking the Filters button and applying the appropriate filters. You can filter by status, program, enrollment date, withdrawal date, waiting date, and primary classroom.
- 5) Check **In** to clock the selected children in and **Out** to clock-out the selected children out.
- 6) When you select **In** to clock each child in, you can reduce the size of the list by also clicking **Only show children currently clocked out**. Similarly, when you select **Out** to clock each child out, you can reduce the size of the list by also clicking **Only show children currently clocked in**. The latter selections, are useful for clocking children out at the end of the day who have forgotten to clock out.
- 7) Click **OK**.

6.4.4 Attendance

Click **Attendance** to open the child attendance view. By tracking child attendance you can make more efficient use of your staff time and bill more effectively.

Child Attendance - Anderson, Joyce						
Previous Month	Next Month	Attendance Details	Timesheet	Clock In	Clock Out	Help
November 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 08:01a-03:21p	4 08:12a-03:00p	5 07:58a-02:57p	6 08:01a-03:00p	7 08:04a-02:43p	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

How to use the monthly calendar view

- 1) Click **Previous Month** to move to the child's previous monthly attendance record.
- 2) Click **Next Month** to move to the child's next monthly attendance record.
- 3) Click **Attendance Details** to view a complete record of the child's clock-in and out times. You can also add, edit and delete in and out times in this record.
- 4) Click **Timesheet** to display the child's timesheet. See **How to Use the Child's Timesheet** below for detailed information on using the timesheet.
- 5) Click **Clock In** to check the child in. The clock in time will appear in the monthly calendar view.
- 6) Click **Clock Out** to check the child out. The clock out time will appear in the monthly calendar view.

How to edit a child's daily attendance

- 1) Go to the Child Attendance record.
- 2) Place the cursor in the day you want to edit.
- 3) Double click to bring up the Attendance Details form displaying 'todays' clock-in and out times.
- 4) Click **Edit** and change as desired.
- 5) Click **Close**.

Attendance for Anderson, Joyce


You can combine time records if you select two records. Just hold down the Ctrl or Shift key while selecting the second row.

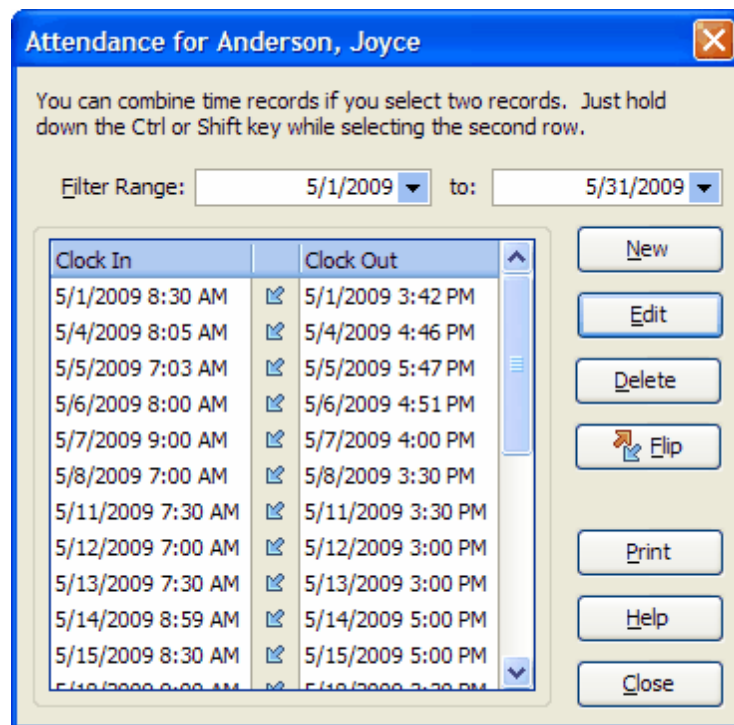
Filter Range: 11/1/2008 to: 11/30/2008

Clock In	Clock Out
11/14/2008 8:02 AM	11/14/2008 12:39 PM

New
Edit
Delete

How to edit the child's attendance record

- 1) Go to the Child Attendance record. Click **Attendance Details** . The attendance editor for the child highlighted on the Child List will appear.



- 2) Click **New** to add new time.
- 3) Highlight a time and click **Edit** to modify that in or out time.
- 4) Click **Delete** to delete the highlighted in and out time.
- 5) Click **Split** if you want to move or 'bump' the **Clock Out** time on the highlighted record to **Clock In** time on the next record. This is useful in helping correct time records when children or employees forget to clock out. Splittable records are identifiable by a single arrow between the Clock In and Clock Out fields.
- 6) Click **Flip** button if you want to move a time on the highlighted record from the **Clock In** column to the **Clock Out** column or vice versa. Flippable records are identifiable by a double arrow between the Clock In and Clock Out fields.
- 7) Click **Close**.

Tip

You can quickly print a list of a child's attendance by going to the child's attendance record and clicking Attendance Details. Next, click Edit, enter a desired date range and print.

How to Use the Child's Time Sheet

A separate timesheet is created for each child who is billed using a billing package. Based on the child's billing package and rate period, the timesheet calculates and displays the time for each billing component for the date range entered.

Timesheet - [Anderson, Joyce]

Package: Rate period:

Show timesheet for attendance between: and:

Drag a column header here to group by that column

Period Start	Type	Time (h:mm)	Status Flag
12/8/2008	Contracted Schedules	032:30	
12/8/2008	Unscheduled Hours	000:23	

OK

Timesheet fields:

Package: The name of the billing package used to calculate this child's charges. Billing packages for your center are described in *Lists | Accounting | Billing Packages*.

Rate Period: The period the billing package rate tables apply to. In this example, the rate table covers a week.

Show timesheet for attendance between: Enter the date range for the attendance you want displayed in this timesheet.

Period Start: The starting date for the time calculated in this line.

Type (Billing Component): The calculated time in this line is for this billing component of the child's billing package, e.g., regular, overtime, afterhours or scheduled, unscheduled or afterhours.

Time (h:mm): The hours and minutes calculated for the billing package component for the rate period and date range

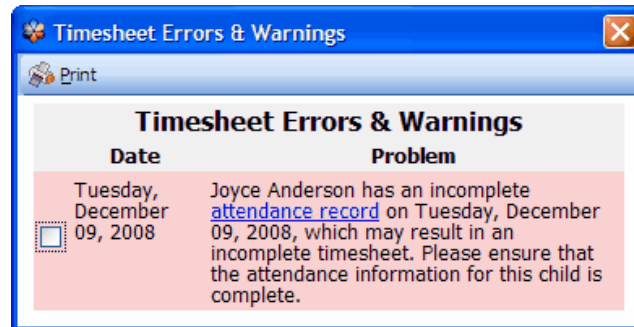
Status Flag: This field is used to display a status flag for calculated hours. Childcare Manager displays a green, yellow or red flag depending on the status.

A *green flag* indicates the time calculated properly.

A *yellow flag* indicates that the billing package was properly charged but not all of the child's attendance was billed.

A *red flag* indicates that an in or out time is missing.

To view the details of a yellow flag or red flag, double click the flag. The *timesheet Errors and Warnings* window will appear.



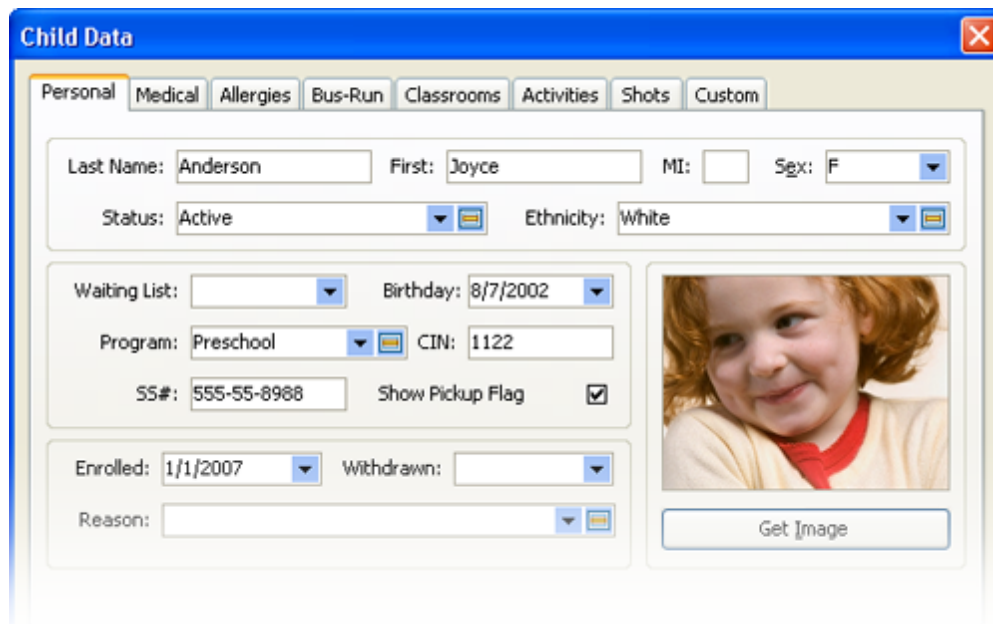
The *Timesheet Errors and Warnings* window displays the date of the error or warning and the problem. A link to the attendance record is also provided so you can view the errant record and fix it if appropriate.

6.5 Child Information

The **Child Data card** provides detailed information about the child displayed in the Child QuickView. The information is organized into 8 tabs.

6.5.1 Personal Tab

The child's **Personal** tab stores personal and general information about the child.



Personal tab fields

Last, First, MI: The child's last name, first name and middle initial.

Sex: The child's gender.

Status: The child's status.

Ethnicity: The child's ethnic background.

Waiting: If the child is on a waiting list, enter the date the child went on the list.

Birthday: The child's birthdate.

Program: Enter the program the child is assigned to

CIN: The child's Child Identification Number (CIN). This number is used in older versions of Time Manager. Newer versions of the program (Time Manager Pro & 10) use the sponsor and contact PIN numbers only.

SSN: The child's social security number.

Show Pickup: Check this box if you want the Pickup/No Pickup List QuickFlag to be displayed in the family and child QuickViews.

Enrolled: The date the child is enrolled. The program defaults to the date the child is added to the program.

Withdrawal: The date the child withdraws from the center.

Reason: The reason the child was withdrawn.

Get Image: For detailed instructions on entering pictures see the chapter on [Pictures](#)²⁹⁰.

6.5.2 Medical Tab

The child's **Medical** tab stores basic medical information about the child.

The screenshot shows a software window titled "Child Data" with a "Medical" tab selected. The window contains several input fields and checkboxes:

- Emergency Contact:** A dropdown menu showing "Anderson, Sandy" and a "Phone:" field with the value "(555) 555-9200". An "On File" checkbox is checked.
- Dr's Name:** A text field with "Dr Susan Miller" and a "Phone:" field with "(555) 555-4000".
- Dentist Name:** A text field with "Dr Peter Goldstien" and a "Phone:" field with "(555) 555-8111".
- Insurance Provider:** A text field with "United Care" and a "Policy:" field with "88804664".
- Blood Type:** A dropdown menu showing "B+".
- Last Physical:** A dropdown menu showing "11/2/2005", an "Enforce" checkbox (checked), and a "Next Physical Due:" field with "11/2/2006".
- Notes:** A text area containing "Speech Therapist - Dr Singler (555) 555-2397".

Medical tab fields

Emergency Contact: The name of the primary emergency contact from the drop-down list. The emergency contacts drop-down list includes contacts flagged as emergency contacts. The name selected is displayed on the child's QuickView along with the emergency contact's telephone number. Additional emergency contacts can be identified in the family contacts record.

Phone: The telephone number of the primary emergency contact.

On File: Check this box if a medical file on the child is maintained.

Dr's Name: The child's doctor's name.

Phone: The telephone number of the child's doctor.

Dentist Name: The name of the child's dentist.

Phone: The telephone number of the child's dentist.

Insurance Provider: The name of the child's insurance provider.

Policy: The child's insurance policy number.

Blood Type: The child's blood type. Select from the drop-down list.

Last Physical: The date the child last received a physical.

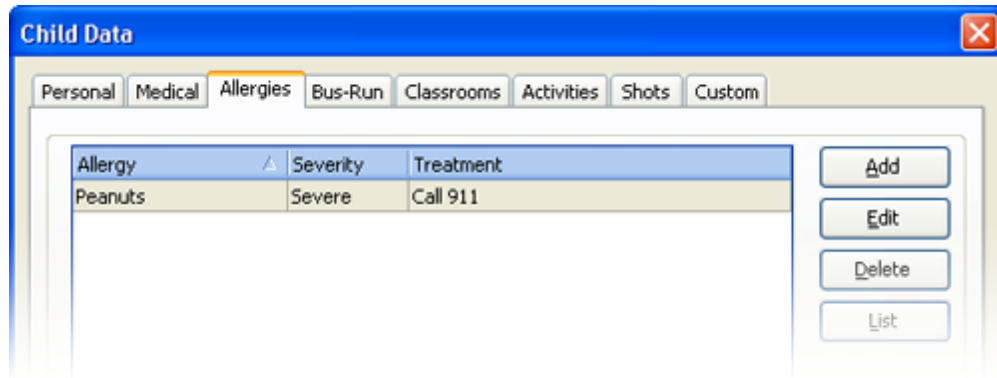
Enforce: Childcare Manager calculates a next physical date that is one year from the child's last physical. Check the *Enforce* box if you want the child's Physical QuickFlag to be displayed in the family and child QuickViews when the next physical date is past due.

Next: The date the child's next physical is due. The next physical due is one year from the child's last physical.

Notes: Space to enter medical comments, notes or additional phone numbers. Record medications and other medical information, as needed.

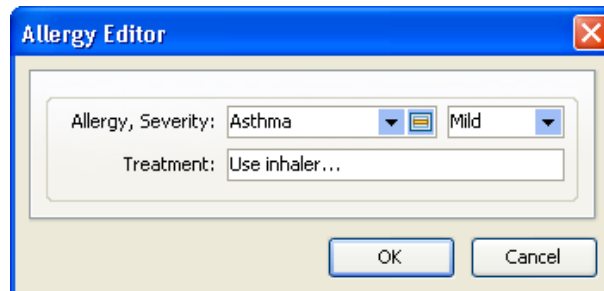
6.5.3 Allergies Tab

The child's **Allergies** tab stores information about the child's allergy conditions.



— Allergies tab fields

Add: Click to add an allergy to the child's allergy tab.



Allergy: Enter what the child is allergic to. Select from the drop-down list. Immediately to the right of the allergy drop down list is a shortcut to the allergy list. Click here to add or edit an allergy item on the allergy list.

Severity: Select the severity of the allergy from the drop-down list. The selections are mild, moderate and severe. This is a mandatory field that must be filled in.

Treatment: Enter the treatment to be followed in case of an allergic reaction. You could also enter a special contact.

6.5.4 Bus-run Tab

The child's **Bus-run** tab stores the child's bus-runs with pickup locations and dates. This information is used when preparing the center's bus-run schedules.

Bus Run	PU/DO	Location				
Sun	Mon	Tue	Wed	Thr	Fri	Sat
Lone Pine Elementary	Pick-up	Parkway Subdivision				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

– Bus-Run tab fields

Bus Run: Enter the name of the Bus Run.

PU / PO: Enter whether the child is to be picked-up or dropped off on this Bus Run.

Location: Enter the location the child is to be picked-up or dropped-off.

Place a check in the check boxes for the days the child is scheduled for pickup or drop-off.

– How to use the Bus Run report

- 1) Run a copy of the Bus Run List and give it to your bus driver.
- 2) Enter the name of the driver taking the bus run in the Driver field. This is optional.
- 3) Use Instruction to provide driver with any special instructions for the scheduled run..
- 4) Driver enters the Departure Time.
- 5) Driver checks the Present box if child is picked-up or dropped off.
- 6) Driver uses the pickup time and Drop-off time to enter the time children are picked-up or dropped off at the designated location.
- 7) Driver signs Verified By certifying that the children checked present were picked up or dropped-off and at the time indicated.

Daily Bus Run List Report

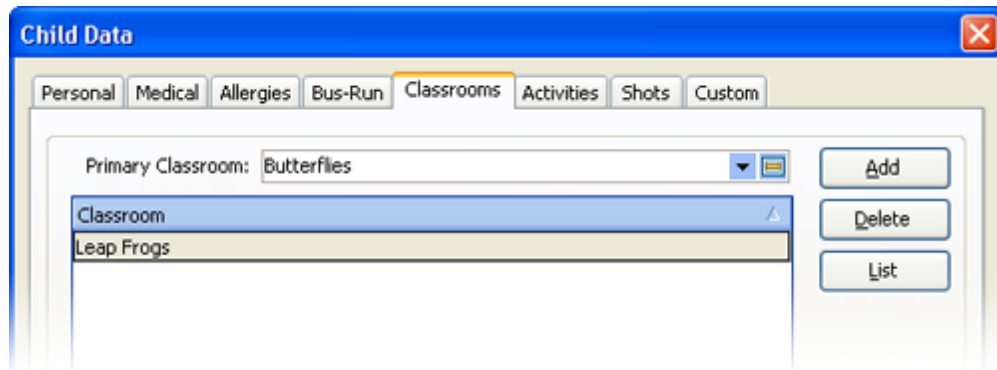
Weekly Bus Run Report

How to edit a bus-run schedule

Double click an item(or highlight and click **edit**) to edit the item in the bus run form. You can also click **Add** to open the bus run form.

6.5.5 Classroom Assignments Tab

The child's **Classrooms** tab is used to assign the child to one or more classrooms. You can assign 1) a child to one classroom, 2) a child to multiple classrooms, and 3) designate one of the classrooms as the primary classroom. **When assigning children to classrooms you should always assign a child to both a classroom and a primary classroom.** Childcare Manager uses the primary classroom for filtering Explorers and Reports.



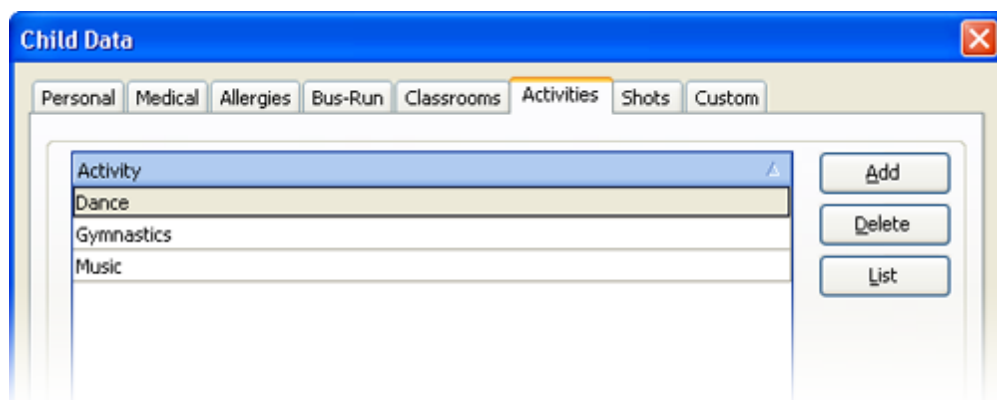
Classrooms Tab Fields

Primary Classroom: The child's primary classroom.

Classroom: The child's classroom assignments.

6.5.6 Activities Tab

The **Activities** tab stores the child's activity assignments. You can assign the child to one or more activities.

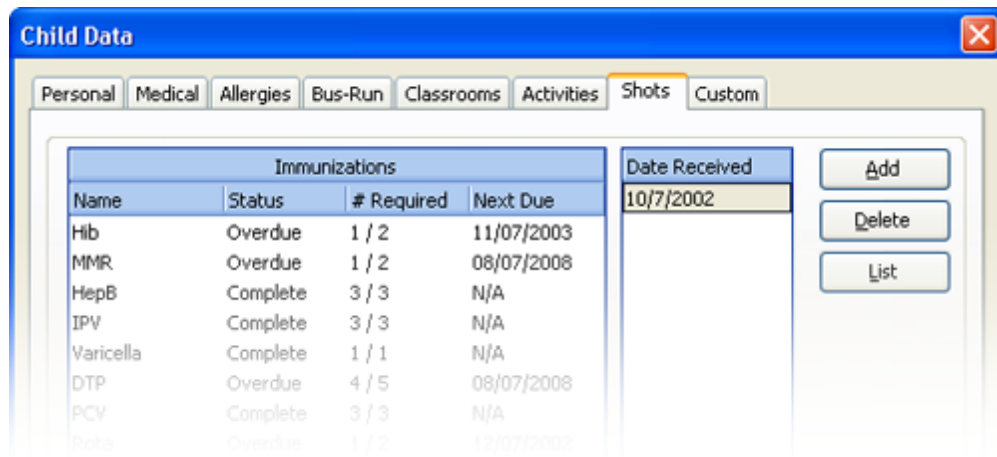


Activities Tab Fields

Activity: The child's activity assignments.

6.5.7 Shots Tab

The child **Shots** tab displays the child's shot requirements and is used to update the child's shot record when a shot is received.



– Shot Tab Field

Add: Click to enter the date a shot was received.

Name: The name of the required immunization.

Status: The status of the immunization. The status will be complete, coming due or overdue.

Required: The number of shots required in the series preceded by the number of shots completed. For example, if there were three shots in the series and two had been taken "2/3" would be displayed.

Next Due: The date the next shot in the series is due based on the criteria setup in the Standard Immunizations list.

Received Date: The date each shot in the series was received.

6.5.8 Custom Fields Tab

If the Child Data card doesn't contain a field for a specific field of information you want to store, you can create a custom field to store the information in. You can create three different types of custom fields: checkbox, text and list. See [Creating Custom Fields](#) ²⁹² for instructions on how to create custom fields.

See Also

[Custom Fields](#) ²⁹²

6.6 Child Reports

The Child Reports list provides a list of child report categories. When you click a **report category**, a list of reports in that category replaces the Child List. To run a report, click the **report** to highlight it and click **Run** on the Report Preview bar. If you double click the **report**, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

Two ways to run a report

- 1) If you don't want to filter the report, click the **report** once and click **Run** on the Report Preview bar. The report will run immediately using the last filter settings.
- 2) If you want to filter the report first, double click the **report**, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

6.6.1 Child Attendance Reports

Activity Rollcall

Description: Activity Rollcall provides attendance tracking for activities.

Filters: Activity, Child, Child Status, Primary Classroom, DOB, Enrollment, Ethnicity, Program, Waiting, Withdrawal.

Customizations: None.

Sorting Options: None.

Attendance Detail

Description: The Attendance Detail report provides a list of children and the times they were clocked-in and out. It also includes a total hours and minutes and a total days for each child for the date range selected. An option is available to show who clocked the child in or out. Note: If both Separate Children and Separate Classrooms are enabled, children will be sorted by their classrooms first, then by their names, and the classroom name will be displayed above their names.

Filters: Child, Classroom, Date Range, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: Separate Children, Separate Classrooms, Show Hundredths.

Sorting Options: None.

Attendance Graph

Description: The Attendance Graph displays attendance information for a center's children in a graphical fashion. If run for the printed date, a timestamp will appear to indicate when the report was run.

Filters: Child, Classroom, Date, Program, Status.

Customizations: Page Separations, Show Attended Only.

Sorting Options: None.

Attendance Summary

Description: The Attendance Summary displays a summary of the children's attendance, showing the interval of time during which a child has attendance without showing the time when the child clocked in or the child clocked out, grouping the time by date where possible. Note: If both Separate Children and Separate Classrooms are enabled, children will be sorted by their classrooms first, then by their names, and the classroom name will be displayed above their

names.

Filters: Child, Classroom, Date Range, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal..

Customizations: Separate Children, Separate Classrooms, Show Hundredths.

Sorting Options: None.

☐ **Currently Clocked In**

Description: The Children Clocked In report provides a list of children currently clocked-in. An option is available to display a list of children currently clocked-out.

Filters: Group by Classroom, In/Out, Classroom, Program, Status.

Customizations: None.

Sorting Options: Last Name, First Name, Date/Time.

☐ **Rollcall (Monthly) A**

Description: The Rollcall (Monthly) A report provides a list of children and space to record rollcall for five weeks. The child's date of birth and program are shown. This report prints in landscape.

Filters: Activities, Child, Classroom, DOB, Enrollment, Ethnicity, Group, Program, Schedule Date, Status, Withdrawal.

Customizations: Page Separations, Show Daily Care.

Sorting Options: Last Name, First Name.

☐ **Rollcall (Monthly) B**

Description: The Rollcall (Monthly) B report provides a list of children and space to record rollcall for five weeks. The child's date of birth, classroom, and program are shown. This report prints in landscape.

Filters: Activities, Child, Classroom, DOB, Enrollment, Ethnicity, Group, Program, Schedule Date, Status, Withdrawal.

Customizations: Page Separations, Show Daily Care.

Sorting Options: Last Name, First Name.

☐ **Rollcall Weekly**

Description: The Rollcall (Weekly) report provides a list of children and a space to check in and out in the am and in the pm each day for a week. To see the days for which the children are scheduled, select a schedule date.

Filters: Activities, Child, Classroom, DOB, Enrollment, Ethnicity, Group, Program, Schedule Date, Status, Withdrawal.

Customizations: Page Separations, Show Daily Care.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Sign In Sheet (Daily) A**

Description: The Sign In Sheet (Daily) provides a list of children with space to enter the sign in or out time and a place for the parent to sign.

Filters: Activities, Child, Classroom, DOB, Enrollment, Ethnicity, Group, Program, Status, Withdrawal.

Customizations: Page Separations, Show Balance, Show Balance Due, Show Breakfasts, Show Daily Care, Show Date of Birth, Schedule Date, Schedules Only, Two Lines.

Sorting Options: Last Name, First Name, Classroom, Date of Birth.

☐ **Sign In Sheet (Daily) B**

Description: The Sign In Sheet (Daily) provides a list of children with space to enter the sign in or out time and a place for the parent to sign.

Filters: Activities, Child, Classroom, DOB, Enrollment, Ethnicity, Group, Program, Status, Withdrawal.

Customizations: Page Separations, Show Balance, Show Balance Due, Show Daily Care, Show Date of Birth, Show Schedules, Schedule Date, Schedules Only, Two Lines.

Sorting Options: Last Name, First Name, Classroom, Date of Birth.

☐ **Sign In Sheet Monthly**

Description: The Sign In Sheet (Monthly) report provides schedule times and room to provide actual times and signatures for each child for an entire month.

Filters: Activity, Child, Date of Birth, Enrollment Date, Ethnicity, Family Group, Program, Status, Withdrawal Date.

Customizations: Month, Show Schedules, Show Two Lines, Show Weekends.

Sorting Options: None.

☐ **Sign In Sheet (Weekly) A**

Description: The Sign In Sheet (Weekly) A provides a list of children, with space to sign in and out over a seven day week.

Filters: Activities, Child, Classroom, Group, Program, DOB, Enrollment, Ethnicity, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Sign In Sheet (Weekly) B**

Description: The Sign In Sheet (Weekly) B Sheet provides a list of children and space to sign in or out with a signature. Options are available to overlay schedules, include space for two in and out times, show age, show date of birth, show balance, and show balance due.

Filters: Activities, Child, Classroom, Date of Birth, Enrollment Date, Ethnicity, Family Group, Program, Status, Withdrawal Date.

Customizations: Page Separations, Show Age, Show Balance, Show Balance Due, Show Date of Birth, Show Weekends, Schedule Date, Schedules Only, Show Schedules, Two Lines.

Sorting Options: Classroom, Last Name, First Name.

☐ **Suspect Times**

Description: The Suspect Times report provides a list of children that have been clocked-in or out twice in a row. This normally occurs when a child is clocked in but not clocked out.

Filters: Child, Classroom, Date, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Clockin, Time of Clockin, Date of Birth, Withdrawal Date, Enrollment Date

6.6.2 Child Information Reports

▣ Activity List

Description: The Activity List prints a list of the activities in your Activities List.

Filters: None.

Customizations: None.

Sorting Options: Alphabetized.

▣ Activity Summary

Description: The Activity Summary provides a list of activities, their capacities, and the number of children enrolled. Also, included is a list of the children enrolled in each activity.

Filters: Activity, Status.

Customizations: None.

Sorting Options: Activity, Child Name.

▣ Age

Description: The Age report allows you to determine a child's age as of a specific date in time. The report includes the name of the child, DOB, classroom and program assignments, and the child's age as of the selected date.

Filters: Child, Classroom, Date, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal, Waiting Date.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth.

▣ Allergies

Description: The Child Allergies report provides a list of your children and their allergies, including severity and treatment.

Filters: Allergy, Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: Page Separations.

Sorting Options: Last Name, First Name, Allergy.

▣ Allergy Photos

Description: The Photo list provides basic information about each child including a photo.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: Display Full Name.

Sorting Options: Last Name, First Name, Date of Birth, Allergy, Classroom, Withdrawal Date, Enrollment Date.

☐ Birthdays

Description: The Birthday report provides a list of children, their classroom and program assignments, enrollment date, date of birth, and age.

Filters: Child, DOB, Enrollment, Ethnicity, Month, Primary Classroom, Program, Status, Withdrawal.

Customizations: Page Separations.

Sorting Options: Birthday, Child ID, Date of Birth, First Name, Last Name.

(NOTE: These sorting options only affect the report when used without page separations between classrooms.)

☐ Child and Sponsor Cross Reference

Description: The Child/Sponsor Cross Reference report provides a list of children cross-referenced to their primary and secondary sponsors.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ Child Identification Numbers

Description: The Child Identification Numbers (CINs) report provides a list of children and their personal identification numbers.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ Classroom Assignments

Description: The Classroom Assignments report provides a list children by classroom enrollment.

Filters: Child, Classroom, Program, Status, Group.

Customizations: None.

Sorting Options: Classroom, Last Name, First Name.

☐ Custom Fields

Description: The Custom Fields report provides a list of children with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected.

Filters: Custom Fields, Child, Classroom, Custom Field 1 through 10, DOB, Enrollment, Ethnicity, Group, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Custom Field 1 through 10.

☐ **Directory**

Description: The Directory provides a list of children with their sponsors and co-sponsors. Two versions are available for printing: 1) Brief: Includes children's name and primary and secondary sponsors with their phone numbers only; and, 2) Expanded: a directory of children with their sponsors and co-sponsors with phone numbers, address, and email address.

Filters: Child Enrollment, Child Name, Child Status, Child Program, Child Classroom, Child Ethnicity, Child Withdrawal, Family Balance, Family Group, Family Name, Family Source, Family Status, Family Contact.

Customizations: Two versions are available for printing: 1) Brief: Includes children's name and primary and secondary sponsors with their phone numbers only; and, 2) Expanded: a directory of children with their sponsors and co-sponsors with phone numbers, address, and email address.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Emergency Cards**

Description: Emergency Cards provides emergency information for each family. Information provided includes: child name, date of birth, program and classroom, primary and secondary sponsor name, telephone numbers and address. Each card also contains: contacts with phone numbers and Yes/No fields for pickup authorization and emergency contact status; doctor name and phone number; dentist name and phone number.

Filters: Child Name, Family Status, Child Program Child Classroom, Child Ethnicity, Family Balance Family Group, Family Name, Family Source, Family Status, Family Contact.

Customizations: None.

Sorting Options: Child Name, Child Status, Child Program, Child Classroom, Child Ethnicity, Family Balance, Family Group, Family Name, Family Source, Family Status, First Contact.

☐ **Enrollment Confirmation**

Description: The Enrollment Confirmation provides a complete list of basic enrollment information for each child.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Enrollment Count**

Description: Enrollment Count provides a list of classrooms or programs and displays the number of children scheduled in each of them during the am, at noon and pm. The report covers a week.

Filters: Child status, Classroom, Program.

Customizations: *Schedule Date, Report Type.*

Sorting Options: Classroom, Classroom Key.

☐ Enrollment List

Description: The Child Enrollment List provides a list of children, their status, DOB, sex, ethnicity, and enrollment date.

Filters: Enrollment Date, Child Name, Child Status, Child Program, Child Classroom, Child Ethnicity, Family Group, Family Name, Family Source, Family Status, First Contact.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ Facility Roster

Description: This report shows a list of the children entered in the system, with sponsor contact information (i.e. home address and home phone number). Also included is contact information for each child's physician, date of birth, and dates of enrollment and withdrawal (where applicable).

Filters: Child Status, Classroom, Date of Birth, Family Group, Family Status, Program.

Customizations: None.

Sorting Options: Child First Name, Child Last Name, Sponsor First Name, Sponsor Last Name.

☐ General List A

Description: General List A provides a list of general information about each child. The General List includes the following information for each child: Name, Classroom(s), DOB, Enrollment Date, Program, SSN, Status and Ethnicity.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ General List B

Description: General List B provides a list of children showing their program and primary classroom. Space is provided next to each child for a hand-written comment.

Filters: Child, Child Status, Classroom, DOB, Enrollment, Ethnicity, Program, Waiting, Withdrawal.

Customizations: Page Separations.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ Immunization Detail

Description: The Immunization Detail report provides a complete immunization history for each child, showing when each immunization was received and when each immunization not received is due.

Filters: Child, Classroom, Immunization, Status.

Customizations: Page Separations.

Sorting Options: None.

☐ Immunization Summary

Description: The Immunization Summary report provides current immunization status for each child. Information provided includes: name, immunization requirements, date of last immunization, number of shots required and number of shots received, and the date shots are next due.

Filters: Child, Classroom, Due Date, Immunization, Immunization Status, Status.

Customizations: Page Separations.

Sorting Options: Last Name, First Name, Child ID (Internal), Immunization Name.

☐ **Medical Information**

Description: The Medical Information report displays relevant medical information on a separate card for each child. Medical information is printed on Avery 5388 Index cards with three 3x5 cards to a page.

Filters: Alert Date, Alerts Due, Child, Classroom, Date, DOB, Enrollment, Ethnicity, Note Type, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Notes**

Description: Notes provides information from the Child Notekeepers. You can display selected types of notes and notes for selected children.

Filters: Alert Date, Alerts Due, Child, Classroom, Date, DOB, Enrollment, Ethnicity, Note Type, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Date, Note Type, Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Photo List**

Description: The Photo list provides basic information about each child including a photo.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Physical History**

Description: The Physical History report provides a list of children with the dates of their last and next physicals.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Rotary Cards**

Description: The Rotary Cards are setup to be used with 3" X 5" rotary cards from Avery (5386) as well as the 3" X 5" index cards from Avery (5388). Emergency rotary cards include child

name, DOB, status, classroom, program, primary and secondary sponsor name, address, telephone numbers, email address, and a list of family contacts including their name and telephone number.

Filters: Child Name, Status, Child Program, Child Classroom, Child Ethnicity, Family Balance, Family Group, Family Name, Family Source, Family Status, Family Contact.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Waiting List**

Description: The Waiting List report provides a list of children and their waiting dates. An option is available to show the children's ages instead of the birthdates.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Page Separations, Program, Status, Withdrawal.

Customizations: Display Age/DOB.

Sorting Options: Classroom, Waiting Date, Last Name, First Name, Date of Birth, Enrollment Date, Withdrawal Date.

☐ **Withdrawal List**

Description: The Withdrawal List provides a list of children that have withdrawn from your center and the date and reason for withdrawal.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal.

Customizations: None.

Sorting Options: Withdrawal Reason, Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

6.6.3 Child Scheduling Reports

☐ **Bus Run (Daily)**

Description: The Bus Run report prints a separate schedule for each school bus run. Each schedule provides a list of children, by location, to be dropped-off and picked-up during the bus run. Locations are printed in alphabetical sequence. You can print your locations in drop-off/pickup time by prefacing each location with the drop-off/pickup time in military (24 hour clock) time, e.g., 0800 for 8am and 1400 for 2pm.

Filters: Activity, Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal, Bus Run.

Customizations: None.

Sorting Options: Bus Run, Location, Instruction, Last Name, First Name.

☐ **Bus Run (Weekly)**

Description: The Bus Run (Weekly) report prints a schedule for your center's bus runs. The schedule provides a list of children to be picked up or dropped off, the location of each pickup or drop-off, a place to check if the child is on the bus, and a place to annotate the time of pickup or drop-off with your driver's initials. Space is also provided to pencil in the driver's name, departure

time, and special instructions.

Filters: Activity, Bus Run, Child, Classroom, DOB, Enrollment, Ethnicity, Program, Page Separations, Status, Withdrawal.

Customizations: None.

Sorting Options: Bus Run, Location, Instruction, Last Name, First Name.

☐ **Count and Occupancy (Activity)**

Description: The Count & Occupancy (Activity) report provides a list of activities, their capacities, and the number of children enrolled. The percentage of occupancy for each activity is also provided.

Filters: Activities, Status.

Customizations: None.

Sorting Options: Activity.

☐ **Count and Occupancy (Classroom)**

Description: The Count & Occupancy (Classroom) report provides a list of classrooms, their capacities, and the number of children enrolled. The percentage of occupancy for each classroom is also provided. This report does not use the Primary Classroom but uses the classroom assignments entered in the Classrooms tab of the Child Datacard. Because of this, children who are assigned to more than one class will be counted more than once on the report.

Filters: Classroom, Status.

Customizations: None.

Sorting Options: None.

☐ **Hourly Schedule**

Description: The Hourly Schedule report displays daily child schedules in bar graph format. Up to two schedules are shown for each child.

Filters: Child, Classroom, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal, Schedule Date.

Customizations: You can select to display the schedule in monochrome or color.

Sorting Options: Last Name, First Name, Child ID, Date of Birth, Withdrawal Date, Enrollment Date.

☐ **Monthly Schedule**

Description: The Monthly Schedule report shows the child's schedule for the month in a calendar view.

Filters: Month, Child, Classroom, DOB, Enrollment Date, Ethnicity, Group, Program, Status, Withdrawal Date.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Enrollment Date, Withdrawal Date.

☐ **Weekly Schedule**

Description: The Monthly Schedule report shows the child's schedule for the month in a calendar view.

Filters: Child, Classroom, Date, Program, Status.

Customizations: None.

Sorting Options: Classroom, Last Name, First Name.

7 Managing Employees

Employee information is centralized in one section of the program for easy access and use. You can reach this information by clicking **Employee Center** on the centers toolbar.

7.1 The Employee Center



Employee Center is a central place where you can view and manage all of your employee information and reports, and perform employee related tasks. To open the Employee Center click **Employee Center** on the navigation bar.

Employee List
Provides quick access to a list of your employees.

Employee QuickView
Provides summary of your employees such as clock in/out times, classroom, contact info and more.

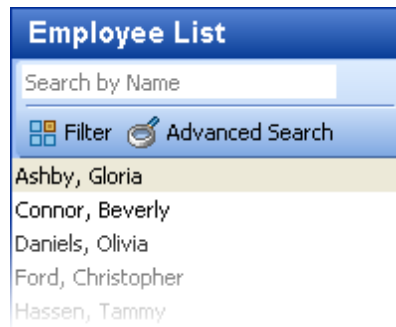
Employee Tasks
Provides quick access to employee tasks such as notes, schedules and timesheets.

Employee Reports
Quick access to your employee specific report categories.

Employee Work Area
This is where you can find your employee notes, schedules, and timesheet records.



7.2 Employee List

The Employee List is a list of all of the employees in your database. In large lists, Childcare Manager adds a precision scrollbar to help you locate a name quickly. You can also use mouse wheel scrolling if you have a mouse with this capability.




How to filter the employee list


You can filter the Employee List so that it displays only those employees that meet a specific

criteria. To narrow the size of your list, click **Filters**  **Advanced Search**  in the List toolbar and check the desired filters. The Employee List can be filtered by employee status, department, position, and hire date.

How to use the 'Search by Name' feature

You can find an employee by entering the name in the Search by Name box . This feature uses an incremental (progressive) search. When you type in a 'W' the program takes you to the first name in the list beginning with a 'W'. When you add an 'e' after the 'W', the program takes you to the first name in the list beginning with 'We'.

How to use the 'Advanced Search' feature

For more advanced searches you can click **Advanced Search** . With Advanced Search you can do partial matches and case matches and search by first name, last name, phone number and social security number.

7.3 Employee QuickView

The Employee QuickView provides pertinent information about the employee. More detailed information is located in the employee data card. Data cards are accessed by double clicking on the name in the list or the name in the QuickView, or by clicking the edit button on the QuickView toolbar.



Employee QuickView Toolbar

Add Employee : Opens a new Employee Data card.

Edit Employee : Opens the Data card for the employee selected.

Delete Employee : Deletes the child selected.

Help : Opens Help.

Employee QuickView Employee Information

Status: The employee status. This is the status entered in the Personal tab in the Employee Data card.

Name: This the name of the employee.

Home Phone: This is the employee's home telephone number.

Cell Phone: This is the employee's cell phone number.

Hire Date: This is the date the employee was hired.

Clocked In: If you are using the employee timesheet to keep track of the employee's time, the time the employee clocked in will be displayed here.

Classroom: This is the employee's classroom assignment.

Department: This is the employee's department assignment.

Position: This is the employee's position.

Home Email: This is the employee's home email address.

7.4 Employee Tasks

The Employee Tasks list provides a list of employee related tasks that can be performed while you are in the Employee Center.

7.4.1 Notes

Click **Notes** to open the employee notekeeper.

Family Notes - Anderson				
Add Note Edit Note Delete Note Help				
Date	Type	Alert	Alert Date	Note
1/6/2009	Parent Teacher Meeti	<input checked="" type="checkbox"/>	1/14/2009	There will be a parent teacher meeting held at
1/6/2009	Volunteer Work	<input checked="" type="checkbox"/>	1/7/2009	This Saturday we could use the extra help at the

Childcare Manager provides a notekeeper with each employee record so that you can maintain a diary or journal of information related to the employee. With the notekeeper your notes are organized by category and attached to the individual or organization they are associated with. You never have to worry about where you saved your notes about that individual or organization. Grouping your notes into user defined categories enables easy, intuitive access at any time.

In addition, the notekeeper can be used to create alerts to track important events, meetings or activities. Childcare Manager makes it easy to manage all of your alerts in one place in Alert Notices in Center Summaries.

See Also:

[Notes and alerts](#)²⁸⁸

7.4.2 Schedules

Click **Schedules** to open the employee's Weekly Schedule in the employee work area. The Weekly Schedule tracks the employee's work schedule.

Employee: Ashby, Gloria Schedule Number: 1 / 1

Schedule 1 begins the week of: 3/18/2007

IN/OUT	Sun	Mon	Tue	Wed	Thr	Fri	Sat
In		07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM	
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In		12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
Out		04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	
	0h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	0h 0m

Week Totals: 40h 0m

Buttons: Previous, Next, Create New Week, Clear Week, Delete Week, Load Template, OK, Cancel, Apply

Information about employee schedules

- You can create an unlimited number of schedules for each employee. Typically, you will create an employee's schedule using a standard weekly schedule template that you created in Lists. Schedule templates let you apply standard schedules to several employees quickly and easily.
- Employee schedules are made up of one or more weekly schedules. The weekly schedule or set of weekly schedules are then rotated weekly.
- One Week, Rotated Weekly. This is the simplest and most common type of schedule. Here, a weekly schedule is created for the employee and the schedule is repeated (rotated) every week. This type of schedule is for employees who work the same hours, every day, and on the same days every week.
- A Set of Weeks, Rotated Weekly. The second type of schedule is for employees whose weekly schedules may differ over a period of time. This type of schedule is sometimes used for summer sessions where an employee's schedule can be different each week of the summer session or for selected weeks during the period.
- A 12 week schedule can be setup by entering the appropriate weekly template for each week. The program automatically rotates through the 12 weeks based on the schedule begin date that you enter in the weekly schedule. Each time the 12 week cycle is completed, the program begins the 12 week schedule again and repeats the 12 week cycle.

How to add or edit an employee schedule

- 1) Go to the Employee Center.
- 2) Go to Employee Tasks and click **Schedules**. The Weekly Schedule editor will appear.
- 3) The Weekly Schedule dialog lets you create one or more weekly schedules for an employee. These schedules are automatically applied to the employee's monthly schedule view. You can create as many different weekly schedules as you need. If the employee has a standard schedule that repeats itself throughout the school year you will only need to create one weekly schedule.

Weekly Schedule Fields

Employee: Displays the name of the employee whose schedule you are working on.

Schedule Number: The number of the weekly schedule you are working on and the number of weekly schedules the employee has.

Schedule 1 begins the week of: Enter the date when you want the first schedule to start. If the date you enter is not a Sunday the program begins the schedule on the Sunday preceding the date entered.

Active Schedule: The number of the active schedule is displayed here. If you have only one schedule the number displayed will be one. If you have more than one schedule, for example, five, and the current weekly schedule in use was number 3, then the number 3 would be displayed.

IN/OUT: Enter the daily in and out times.

To enter 5:30 am, enter '530a'. To enter 5:30 pm, enter '530p'. If you enter a time in Monday and want to copy it to another day, click in the Monday field, right click, click **copy**, then click in the **new day of the week** field and right click and click **paste**.

Week Totals: The employee's total scheduled hours for the week are displayed here.

Previous: Click, to move to the previous week.

Next: Click, to move to the next week.

Create New Week: Click, to create a new week.

Delete Week: Click, to delete the week displayed.

Clear Week: Click, to remove all of the in and out times for the week displayed.


Load Template: Click, to load a schedule template.


7.4.3 Time Sheets


Click **Timesheets** to open a monthly timesheet for the employee highlighted on the Employee List. The employee timesheet is used to keep track of the employees's work hours.

Employee Time Sheets - Ashby, Gloria						
← Previous Month		Next Month →		Time Sheet Details	Clock In	Clock Out
November 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 07:00a - 03:00p	4 01:00p - 04:00p	5 07:02a - 03:00p	6 07:22a - 04:00p	7 09:00a - 04:00p	8
9	10	11	12	13	14 07:00a - 03:00p	15


Employee Monthly Time Sheet Fields

Previous  : Click to move to the previous monthly timesheet.

Next  : Click to move to the next monthly timesheet.

Time Sheet Details  : Click to view a history of the employee's clock in and out times.

Clock In  : Click to clock in.

Clock Out  : Click to clock out.

How to Edit an Employee Time Sheet

Time card for Ashby, Gloria

You can combine time records if you select two records. Just hold down the Ctrl or Shift key while selecting the second row.

Filter Range: 11/1/2008 to: 11/30/2008

Clock In		Clock Out
11/3/2008 7:00 AM		11/3/2008 3:00 PM
11/4/2008 1:00 PM		11/4/2008 4:00 PM
11/5/2008 7:02 AM		11/5/2008 3:00 PM
11/6/2008 7:22 AM		11/6/2008 4:11 PM
11/7/2008 9:00 AM		11/7/2008 4:00 PM
11/14/2008 7:00 AM		11/14/2008 3:00 PM

New
Edit
Delete

- 1) Go to the Employee timesheet. Click **Timecard Details** . The timecard editor will appear.
- 2) To go to a specific attendance record, enter the date in the Filter (Date) Range field.
- 3) The date and clock-in time will appear in the Clock In field. The date and clock-out time will appear in the Clock Out field.
- 4) Click Edit to change an existing time..

7.5 Employee Information

The **Employee Data card** provides detailed information about the employee displayed in the Employee QuickView. The information is organized into 6 tabs.

7.5.1 Personal Tab

The employee **Personal** tab is used to track name, address and other contact information for the employee.

The screenshot shows the 'Employee Data' window with the 'Personal' tab selected. The form contains the following fields and values:

- Last Name: Ashby
- First: Gloria
- MI: (empty)
- Status: Active
- SS Number: 555-55-4788
- Home Phone: (555) 555-7312
- Home Email: gloria@myemail.com
- Address 1: 1267 Ellendale Drive
- Address 2: (empty)
- City, State: Medford
- OR: (dropdown menu)
- Zip: 97504
- Ethnicity: Hawaiian
- DOB: 7/22/1969

There is a photo of a woman and a 'Get Image' button.

Employee Personal tab fields

Last, First, MI: Enter the employee's last name, first name, and middle initial.

Status: Enter the employee's status, e.g., active, retired, laid off.

SS Number: Enter the employee's social security number.

Home Phone: Enter the employee's home telephone number.

Home Email: Enter the employee's home email address.

Address 1: Enter the employee's address.

Address 2: Use this line if additional space is needed for the employee's address. This line can also be used if the employee has both a street address and a PO box address.

City, State: Enter the employee's city and state. Select the state from the drop-down menu.

Zip: Enter the employee's zip code.

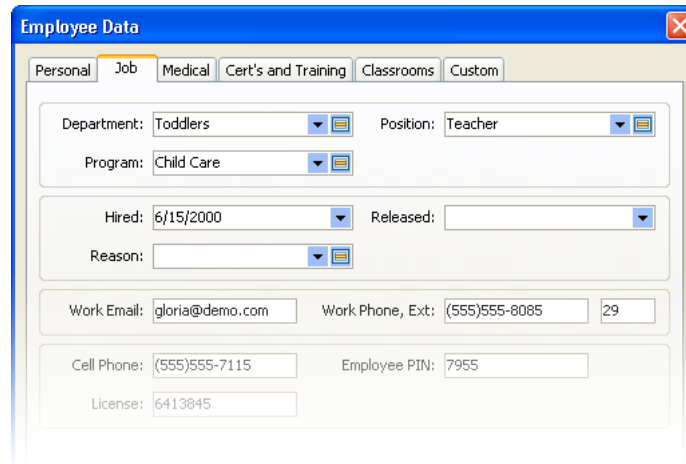
Ethnicity: Enter the employee's ethnic background

DOB: Enter the employee's date of birth

Get Image: Use Get Image to capture and store a picture of the employee using Childcare Manager's integrated VideoCam system. See [Pictures](#)^[290] for detailed instructions on using this function.

7.5.2 Job Tab

The **Job** tab is used to track key information about the employee's job.



The screenshot shows the 'Employee Data' window with the 'Job' tab selected. The window contains several fields for entering employee information:

- Department:** Toddlers (dropdown menu)
- Position:** Teacher (dropdown menu)
- Program:** Child Care (dropdown menu)
- Hired:** 6/15/2000 (date field)
- Released:** (empty date field)
- Reason:** (empty dropdown menu)
- Work Email:** gloria@demo.com (text field)
- Work Phone, Ext.:** (555)555-8085 (text field) and 29 (text field)
- Cell Phone:** (555)555-7115 (text field)
- Employee PIN:** 7955 (text field)
- License:** 6413845 (text field)

— Job tab fields

Department: Enter the employee's work department.

Position: Enter the employee's job position.

Program: Enter the program the employee is assigned to.

Hired: Enter the date the employee was hired.

Released: Enter the date the employee was released from employment.

Reason: Enter the reason the employee was released from employment.

Work Email: Enter the employee's work email address.

Work Phone, Ext.: Enter the employee's work phone number and extension.

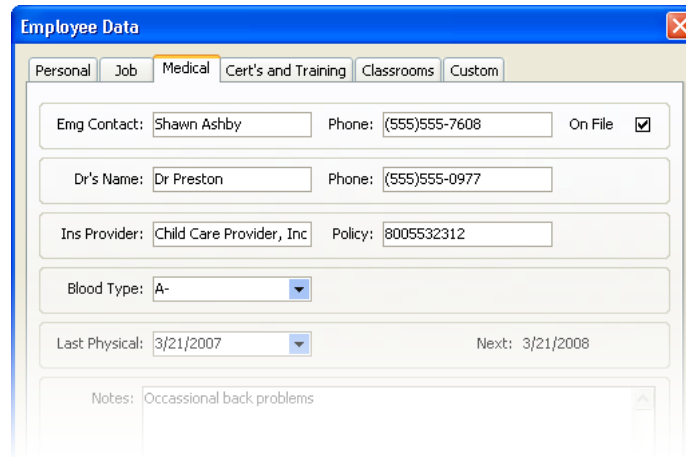
Cell Phone: Enter the employee's mobile phone number.

Employee PIN: Enter the employee's personal identification number.

License: Enter the employee's drivers license number or other identification number

7.5.3 Medical Tab

The **Medical** tab is used to track contact information for key medical contacts. Also tracks blood type, date of last physical and medical notes.



The screenshot shows the 'Employee Data' window with the 'Medical' tab selected. The form contains the following fields and values:

- Emg Contact:** Shawn Ashby, Phone: (555)555-7608, On File:
- Dr's Name:** Dr Preston, Phone: (555)555-0977
- Ins Provider:** Child Care Provider, Inc, Policy: 8005532312
- Blood Type:** A-
- Last Physical:** 3/21/2007, Next: 3/21/2008
- Notes:** Occassional back problems

Employee medical tab fields

Emg Contact: Enter the name of an emergency contact for this employee.

Phone: Enter the phone number for the employee's emergency contact.

On File: Check if the employee has a medical record on file.

Dr's Name: Enter the name of the employee's doctor.

Phone: Enter the employee's doctor's telephone number.

Ins Provider: Enter the name of the employee's insurance provider.

Policy: Enter the employee's insurance policy number.

Blood Type: Enter the employee's blood type. Select from the drop-down menu.

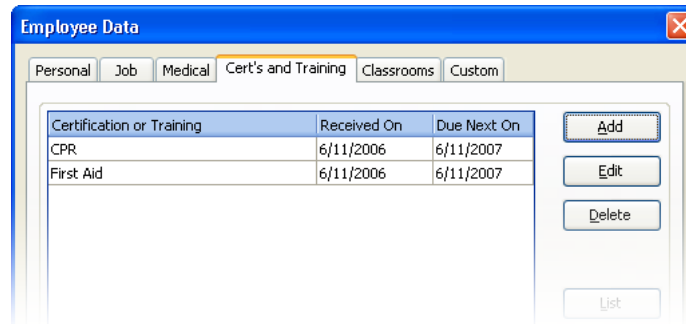
Last Physical: Enter the date of the employee's last physical.

Next: The date that the employee's next physical is due is automatically calculated and displayed here. The date displayed is one year after the Last Physical date.

Notes: Type any medical notes you want to store here. You can use this space to enter medical conditions, allergies, or other information you want to track.

7.5.4 Certificates and Training Tab

The **Cert's & Training** tab tracks certification and training requirements and status. Due dates for future training requirements are also provided.



— Certificates and training tab field

Certification or Training: Enter the name of the certificate or training requirement.

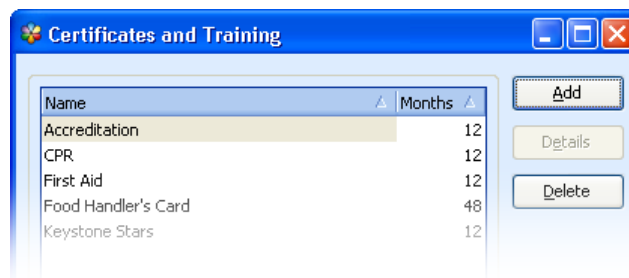
Received On: Enter the date the certificate or training was received.

Due Next On: Childcare Manager calculates and displays the date when the certificate or training is next due. Childcare Manager uses the months entered in the Cert's & Training list to determine when the next certificate or training requirement is due.

List: Click here to enter a new certificate or training requirement.

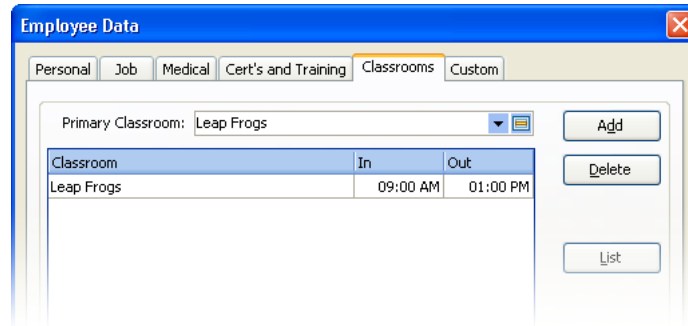
— How to create a certificate and training requirement

- 1) Go to *Lists | Employees | Certificates and Training*. The Certificates and Training List will appear.
- 2) Click **Add** to enter the certificate and training requirements for your employees.
- 3) Enter a name in the **Name** field. For example, you might enter First Aid or CPR.
- 4) In the Months field, enter the number of months until the next requirement is due. For example, if first aid training is due every 24 months, enter 24.



7.5.5 Classroom Assignments Tab

The employee's **Classrooms** tab is used to assign the employee to one or more classrooms. You can assign 1) an employee to one classroom, 2) an employee to multiple classrooms, and 3) designate one of the classrooms as the primary classroom. When assigning employees to classrooms you should always assign an employee to both a classroom and a primary classroom. Childcare Manager uses the primary classroom for filtering explorers and reports.



Classrooms Tab Fields

Primary Classroom: The employee's primary classroom.

Classroom: The employee's classroom assignments.

7.5.6 Custom (Fields) Tab

If the Employee Data card doesn't contain a field for a specific field of information you want to store, you can create a custom field to store the information in. You can create three different types of custom fields: checkbox, text and list. See [Creating Custom Fields](#)^[292] for instructions on how to create custom fields.

See Also

[Custom Fields](#)^[292]

7.6 Employee Reports

The **Employee Reports** list provides a list of employee report categories. When you click a **report category**, a list of reports in that category, replaces the Employee List. To run a report, click the **report** and click **Run** on the Report Preview bar. If you double click the **report**, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

7.6.1 Employee Information

Certificates and Training

Description: The Certificates & Training report provides a list of employees, their certification and training requirements, and the dates of their last and next certifications.

Filters: Certification, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom,

Release Date, Status.

Customizations: None

Sorting Options: Last Name, First Name, Certification Name.

☐ **Custom Fields**

Description: The Custom Fields report provides a list of employees with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected.

Filters: Custom Field 1 through 10, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: Custom Fields.

Sorting Options: Last Name, First Name, Custom Field 1 through 10.

☐ **Directory**

Description: The Employee Directory provides a directory of your employees with their position and department, email address and home and cell phone numbers.

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: None

Sorting Options: Last Name, First Name, Date of Birth, Release Date, Hire Date.

☐ **Employee Identification Numbers**

Description: Employee Identification Numbers provides a list of employees with their personal identification numbers.

Filters: Employee, Hire Date, Primary Classroom, Status.

Customizations: None

Sorting Options: Last Name, First Name, Primary Classroom, Hire Date, Employee PIN.

☐ **Key Dates**

Description: The Key Dates report provides a list of employees with their key dates (SSN, DOB, hire date, and release date).

Filters: Classroom, Department, Employee, Ethnicity, Hire Date, Position, Release Date, Status.

Customizations: None

Sorting Options: Last Name, First Name, Date of Birth, Release Date, Hire Date.

☐ **Notes**

Description: Notes provides information from the Employee Notekeepers. You can display selected types of notes and notes for selected employees.

Filters: Alert Date, Alerts Due, Date, Department, Employee, Ethnicity, Hire Date, Note Type, Position, Primary Classroom, Release Date, Status.

Customizations: None

Sorting Options: Date, Note Type, Last Name, First Name, Date of Birth, Release Date, Hire Date.

☐ **Photo List**

Description: The Photo list provides basic information about each employee including a photo.

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: None

Sorting Options: Last Name, First Name, Date of Birth, Release Date, Hire Date.

☐ **Release Reasons**

Description: The Release Reasons report provides a list of employees that have been released along with key information about their release (hire date, release date, release reason, department, and position).

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: None

Sorting Options: Last Name, First Name, Date of Birth, Release Date, Hire Date, Release Reason.

7.6.2 Employee Scheduling and Time

☐ **Currently Clocked In**

Description: The Employees Clocked In report provides a list of children currently clocked-in. An option is available to display a list of children currently clocked-out.

Filters: In/Out, Primary Classroom, Status.

Customizations: Page Separations.

Sorting Options: None.

☐ **Monthly Schedule**

Description: The Monthly Schedule report shows the employee's schedule for the month in a calendar view.

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: Month.

Sorting Options: Last Name, First Name, Schedule Number, Date of Birth, Hire Date, Release Date.

☐ **Sign In Sheet**

Description: The Sign-In Sheet report provides a list of employees and gives space for them to be signed in or out twice a day.

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: None.

Sorting Options: Last Name, First Name, Date of Birth, Release Date, Hire Date.

☐ **Timesheet Detail**

Description: The Timesheet Detail report provides a list of employees and their daily clock-in and out times. There is also a place for a supervisor verification signature and an option to define your overtime criteria.

Filters: Date Range, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: Overtime, Page Separations, Show Benefit Hours, Show Hundredths.

Sorting Options: Last Name, First Name, Date of Clockin, Time of Clockin.

☐ **Timesheet Graph**

Description: The Timesheet Graph displays timesheet information for a center's staff graphically. If run for the printed date, a timestamp will appear to indicate when the report was run.

Filters: Date, Department, Employee, Primary Classroom, Status.

Customizations: Show Times Only.

Sorting Options: None.

Key Information

If this report is run for a date other than today's date, only employees with time for that date will be shown, regardless of whether the Show Times Only customization is enabled or disabled.

☐ **Timesheet Summary**

Description: The Timesheet Summary provides a list of employees and shows the amount of hours and minutes the employee was clocked-in each day. It also provides total hours and minutes for the period selected.

Filters: Date Range, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Customizations: Page Separations, Show Hundredths.

Sorting Options: Last Name, First Name, Date of Clockin.

☐ **Weekly Schedule**

Description: The Weekly Schedule report shows the scheduled times for employees and includes filters to specify the schedule date, whether two lines should be printed for each employee, and if only the employees with schedules should have times printed.

Filters: Date of Birth, Employee, Hire Date, Primary Classroom, Release Date.

Customizations: Schedule Date, Schedules Only, Show Weekends, Status, Two Lines.

Sorting Options: Last Name, First Name.

8 Managing Other Payors

Other payors are persons or organizations other than the family who are responsible for paying all or part of a child's charges. Childcare Manager centralizes other payor information in one section of the program for easy access and use.

8.1 The Other Payor Center



Other Payor Center is a central place where you can view and manage all of your other payor (agency) information and reports, and perform other payor related tasks. To open the Other Payor Center click **Other Payor Center** on the centers toolbar.

Other Payor List
Provides quick access to a list of your other payors (agencies).

Other Payor QuickView
Provides an overview of key information about other payors such as, contact, status, and balance.

Other Payor Tasks
Provides quick access to key tasks such as notes and receivables.

Other Payor Reports
Quick access to your other payor specific report categories.

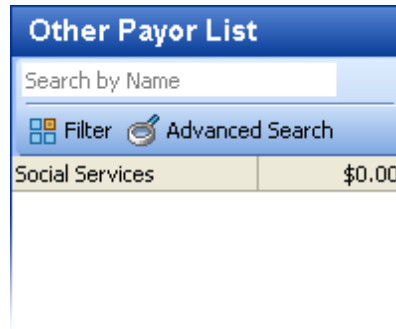
The screenshot shows the 'Childcare Manager - Demo Daycare Center' interface. The 'Other Payor Center' is selected in the top toolbar. The main window is divided into several sections:

- Other Payor List:** Shows a search bar and a table with one entry: 'Social Services' with a balance of '\$532.50'.
- Other Payor QuickView:** Displays details for 'Social Services', including 'Status: Active', 'Balance: \$532.50', 'Organization: Social Services', 'Contact Name: Pat. Dolmage', and 'Contact Phone: (555) 555-9777'.
- Other Payor Receivables - Social Services:** A table with columns: User, Date, Comment, Item, Child, Charged, Paid, Balance. It lists several entries for 'After School Tuition', 'Preschool Full-Time', 'Infant Full-Time', and 'Toddler Part-Time'.
- Other Payor Tasks:** A sidebar menu with options like 'Notes', 'Receive Payments...', 'Make Deposits...', 'Receivables', and 'Other Payor Reports'.

Other Payor Work Area
This is where you can view and edit your notes and receivables.

8.2 Other Payor List


The **Other Payor List** is a list of all of the other payors in your database. By default, the list also includes the other payor account balance. In large lists, Childcare Manager adds a precision scrollbar to help you locate a name quickly. You can also use mouse wheel scrolling if you have a mouse with this capability.



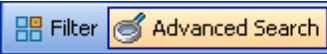
– How to filter the other payor list

You can filter the Other Payor List so that it displays only those other payors that meet a specific criteria. To narrow the size of your list, click **Filters**  **Advanced Search**  in the List toolbar and check the desired filters. The Other Payor List can be filtered by other payor status.

– How to use the 'Search by Name' feature

You can find an employee by entering the name in the Search by Name box . This feature uses an incremental (progressive) search. When you type in a 'W' the program takes you to the first name in the list beginning with a 'W'. When you add an 'e' after the 'W', the program takes you to the first name in the list beginning with 'We'.

– How to use the 'Advanced Search' feature





For more advanced searches you can click **Advanced Search** . With Advanced Search you can do partial matches and case matches and search by name, contact first name, contact last name and telephone number.

– How to remove the other payor account balance from the other payor list


You can remove the other payor account balance from the list by going to *Options | User Preferences | Program Look and Feel | Explorers* and unchecking *Family/Other Payors' Balances*.


8.3 Other Payor QuickView

The Other Payor QuickView provides pertinent information about the Other Payor. More detailed information is located in the Other Payor data card. Data cards are accessed by double clicking on the name in the list or the name in the QuickView, or by clicking **Edit Payor** on the QuickView toolbar.

Other Payor QuickView			
 Add Payor	 Edit Payor	 Delete Payor	 Help
Status:	Active	Balance:	\$0.00
Organization:	Social Services	Contact Phone:	(555) 555-9777
Contact Name:	Pat, Dolmage	Contact Email:	

Other Payor QuickView Toolbar


Add Payor  : Opens a new Other Payor Data card.

Edit Payor  : Opens the Data card for the other payor selected.

Delete Payor  : Deletes the other payor selected.

Key Information

Three conditions are required to delete an other payor: 1) the other payor receivables journal must be zero 2) all payments be fully applied 3) all payments must have been deposited.

Help  : Opens Help.

Other Payor QuickView Other Payor Information

Status: The other payor status. This is the status entered in the General tab in the Other Payor Data card.

Organization: The name of the other payor.

Contact Name: The name of the contact at the organization.

Balance: The other payor account balance. This is the balance that appears in the other payor receivables journal.

Contact Phone: The telephone number of the other payor contact.

Contact Email: The email address of the other payor contact.

8.4 Other Payor Tasks

The Other Payor Tasks list provides a list of other payor related tasks that can be performed while you are in the Other Payor Center.

8.4.1 Notes

Click **Notes** to open the other payor notekeeper.

Other Payor Notes - Social Services				
<input type="button" value="Add Note"/> <input type="button" value="Edit Note"/> <input type="button" value="Delete Notes"/> <input type="button" value="Help"/>				
Date	Type	Alert	Alert Date	Note
1/6/2009 3:44:00 PM	Inspection	<input checked="" type="checkbox"/>	1/7/2009	There will be a building inspection this Thursday.

Childcare Manager provides a notekeeper with each family record so that you can maintain a diary or journal of information related to the family. With the notekeeper your notes are organized by category and attached to the individual or organization they are associated with. You never have to worry about where you saved your notes about that individual or organization. Grouping your notes into user defined categories enables easy, intuitive access at any time.

In addition, the notekeeper can be used to create alerts to track important events, meetings or activities. Childcare Manager makes it easy to manage all of your alerts in one place in Alert Notices in Center Summaries.

See Also:

[Notes and alerts](#)²⁸⁸

8.4.2 Receive Payments

Click **Receive Payments** to display the Receive Payments Window.

Receive Payments

Select a customer and enter payment information. Click "View Receipt Details" to manually apply payments.

<p>Payment Information</p> <p>Date: <input type="text" value="11/14/2008"/></p> <p>Customer: <input type="text" value="Anderson"/></p> <p>Payment: <input type="text" value="Check Payment"/></p> <p>Comment: <input type="text"/></p> <p>Amount: <input type="text" value="\$70.00"/></p>	<p>Anderson, Sandy / Anderson, Mike 525 Cherry Street Phoenix, OR 97535 (555) 555-8660</p> <p style="text-align: center;">Children</p> <p>Anderson, Joyce Anderson, Michael</p> <p>Charges: \$70.00 Credits: \$0.00</p> <p><input type="checkbox"/> Print Receipt</p>
---	--

When you receive payments from customers, you will normally receive those payments using the Receive Payments dialog. Payments received using the Receive Payments Window are then grouped in the Make Deposit dialog where you can you can later move them to your bank or checking account.

See Also:

[How to receive a payment](#)¹⁸⁶

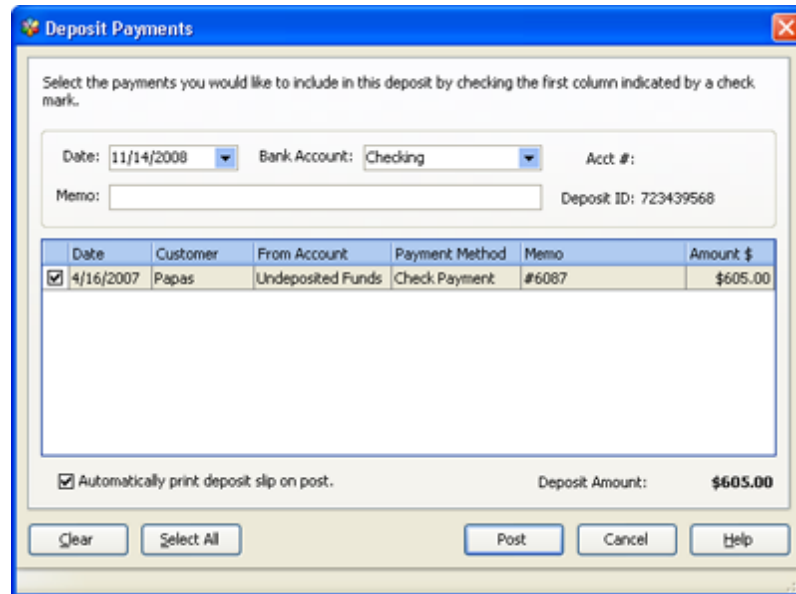
[How to edit a payment](#)¹⁸⁷

[How to apply credits to charges](#)¹⁹⁵

[How to print receipts](#)¹⁹⁶

8.4.3 Make Deposits

Click  **Make Deposits** to display the Make Deposit Window.



When you receive a payment from a customer, use Deposit Payments to deposit the payment into a bank account. Most centers post deposits regularly (daily or weekly) depending on their cash flow requirements.

See Also:

- [How to make a deposit](#)^[199]
- [How to edit or delete a deposit](#)^[200]
- [How to print deposit tickets](#)^[200]
- [How do undeposited funds work](#)^[199]

8.4.4 Other Payor Receivables

Click Other Payor **Receivables** to open the other payor receivables journal for the customer highlighted on the Other Payor list.

Family Receivables - Anderson							
User	Date	Comment	Item	Child	Charged	Paid	Balance
	1/2/2009		Check Payment		\$0.00	\$70.00	(\$70.00)
	4/1/2009	2007 Fall Registration	Registration Fee	Joyce	\$50.00	\$0.00	(\$20.00)
	4/1/2009	2007 Fall Registration	Registration Fee	Michael	\$50.00	\$0.00	\$30.00
wlk	4/1/2009		Cash Payment		\$0.00	\$100.00	(\$70.00)
	4/2/2009	Joyce & Michael	Parent Co-Pay		\$70.00	\$0.00	\$0.00
wlk	4/5/2009		Cash Payment		\$0.00	\$70.00	(\$70.00)

The other payor receivables journal is a subset of your center's account receivables journal and includes all of your other payor charge, credit and payment item transactions. You can use the other payor receivables journal to add, edit, void and delete individual transactions. By default, when the Other Payor Center is open the Other Payor Receivables journal is displayed in the work area under the Other Payor QuickView.

8.5 Other Payor Information

The **Other Payor Data card** provides detailed information about the Other Payor displayed in the Other Payor QuickView. The information is organized into 2 tabs.

8.5.1 General Tab

The **General** tab is used to track name, address and other contact information for the Other Payor.

The screenshot shows a software window titled "Other Payor" with a "General" tab selected. The form contains the following fields and values:

- Payor Name: Social Services
- Status: Active
- (Contact) First: Pat
- Last: Dolmage
- Phone: (555) 555-9777
- Cell: () -
- Address 1: 1200 State Street
- Address 2: (empty)
- City, State: Salem, OR
- Zip: 97301
- Email: (empty)

Buttons at the bottom include OK, Cancel, Apply, and Help.

Other Payor General tab fields

Payor Name: Enter the name of the other payor.

Status: Enter the status of the other payor.

Last, First: Enter the last name and the first name of the contact of the other payor.

Phone: Enter the other payor contact's telephone number.

Cell: Enter the other payor contact's mobile phone number.

Address 1: Enter the address of the other payor. Enter the other payor contact's email address.

Address 2: Use this line if additional space is needed for the other payor's address. This line can also be used if the other payor has both a street address and a PO box address.

Email: Enter the other payor contact's email address.

Zip: Enter the other payor's Zip code.

City, State: Enter the other payor's city and state.

Key Information

You must fill out the contact information if you want the other payor to show up on the Other Payor Statement.

8.5.2 Custom Field Tab

If the Other Payor Data card doesn't contain a field for a specific field of information you want to store, you can create a custom field to store the information in. You can create three different types of custom fields: checkbox, text and list. See [Creating Custom Fields](#)^[292] for instructions on how to create custom fields.

See Also

[Custom Fields](#)^[292]

8.6 Other Payor Reports

Other Payor Reports provides a list of other payor report categories. When you click a **report category**, a list of reports in that category replace the Other Payor List. To run a report, click the **report** and click **Run** on the Report Preview bar. If you double click the **report**, the Customize Report view will appear. Click **Run Report** to run the report or change the filter and or sort options.

8.6.1 Other Payor Information

Custom Fields

Description: The Custom Fields report provides a list of other payors with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected.

Filters: Balance, Custom Field 1 through 10, Other Payor, Status.

Customizations: Custom Fields.

Sorting Options: Name, Custom Field 1 through 10.

Directory

Description: The Other Payor Directory provides a list of other payors with their contact information (name, address, phone numbers, email address, and status).

Filters: Other Payor, Status.

Customizations: None

Sorting Options: Other Payor Name, Contact First Name, Contact Last Name, Contact ZIP Code, Balance

Notes

Description: Notes provides information from the Other Payor Notekeepers. You can display selected types of notes and notes for selected agencies.

Filters: Alert Date, Alerts Due, Balance, Date, Other Payor, Note Type, Status.

Customizations: None

Sorting Options: Date, Note Type, Other Payor Name.

8.6.2 Accounting (Income)

☐ Account Activity Detail (Other Payor)

Description: Other Payor Account Activity provides a list of charge, credit, and payment item amounts for each other payor for the specified time period

Filters: Balance, Date Range, Other Payor, Status.

Customizations: None.

Sorting Options: Payor Name, Charge/Credit Item.

☐ Balance Summary (Other Payor)

Descriptions: The Balance Summary (Other Payor) report provides a list of each payor's account balance.

Filters: Customer, Date, Status, Minimum Balance, Maximum Balance, Zero Balance.

Customizations: None

Sorting Options: Customer Name, Balance.

☐ Charge/Credit Summary (Other Payor)

Description: Other Payor Charge/Credit Summaries provide a summary of charges, credits and payments for each other payor for the period specified. It also includes your center's Federal and State Tax IDs.

Filters: Date, Other Payor, Status.

Customizations: Custom Message.

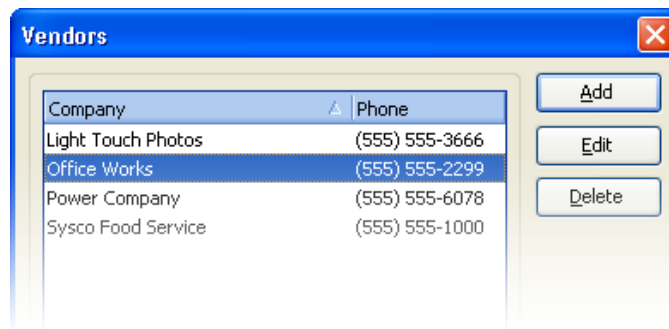
Sorting Options: Name, Type of Charge, Charge/Credit Description.

9 Managing Vendors

Childcare Manager uses the vendor list to store information about the people and companies you buy goods and services from to run your center. For example, your vendor list could include your power company, your phone company, your school supplies vendor and the Internal Revenue Service.

— To add a vendor:

- 1) Go to the Main menu and click Lists.
- 2) Select Accounting, then Vendors.



- 3) Click Add and enter the Company name and Phone number.
- 4) (Optional) Enter the Name and Phone number of a contact.
- 5) Enter the company's Address.

The screenshot shows a window titled "Vendor Data" with several input fields. The "Company" field contains "Office Works" and the "Phone" field contains "(555) 555-2299". The "Last, First" fields contain "James" and "Johnson". The "Phone, Ext" fields contain "(555) 555-2299" and "109". The "Address 1" field contains "1600 Grant Ave". The "Address 2" field is empty. The "City, State" field contains "Phoenix" and "OR".

- 6) Click OK.

Tip

It's a good idea to enter the vendor's address when you fill out the vendor data card. This information will be used later when you write a check. The address is included in the check window of your envelope along with the vendor's name.

10 Managing Reports

Childcare Manager provides nearly 150 preset reports that focus on all aspects of managing your center and center finances. These reports can help in a variety of ways by answering many of your day to day management and business questions.

Management questions like:

- Who is at school today and who isn't?
- What are my classroom and program occupancy rates, do they need to be increased?
- Are our child immunizations current, whose shots are due or overdue?
- Do I have current and quickly accessible emergency data on all my children?

And, business questions like:

- How much do my customers owe me and are they paying on time?
- How much do I owe my vendors, and when are my payments due?
- How is my center doing, am I making money or losing money?
- How can I improve my bottom line?

The best way to find the report you need is to use the Reports List when you are in functional center and need a report specific to that function, or to go to the Report Center where you can access all of Childcare Manager's reports.

This section describes the Report Center and Childcare Manager's many helpful reporting features.

10.1 The Report Center



Report Center is a central repository of all your reports and report information, and a central place where you can go to view, modify and print all of your reports. Childcare Manager includes nearly 150 pre-defined reports.

You can also run reports specific to a particular Center from that center. For example, if you are in the Child Center you can run child attendance, child information and child schedule reports. Normally, you will run your reports from the center you are working in. It's more convenient and quicker.

The Report Center is organized into 4 major areas: the Report List, the Report QuickView, the Report Categories and the Report Preview. To open the Reports Center click **Report Center** on the centers toolbar.

1 - Report List
Provides quick access to all your reports from the selected reports category.

2 - Report QuickView
Gives you a description of the report selected along with the filters and sorting options that are selected.

3 - Report Categories
A list of all your report categories.

4 - Report Preview
Quickly view, modify, export, email, and run your reports.

Childcare Manager - Demo Daycare Center

File Options Lists Family Child Accounting Employee Other Payor Reports Help

My Center Family Center Child Center Accounting Center Employee Center Other Payor Center **Report Center** Emergency

Accounting (Center Finances)

Search by Name

- Charge/Credit Item List
- COA Balance Summary
- COA List
- Deposit History
- Deposit Ticket
- Journal Detail (A/R & Income)
- Journal Detail (Other)
- Journal Summary
- Profit & Loss Statement
- Specific Charge/Credit Summary

Accounting (Center Finances)

- Accounting (Expenses)
- Accounting (Income)
- Child Attendance
- Child Information
- Child Scheduling
- Employee Information
- Employee Scheduling & Time
- Family Information
- Forms, Letters, & Labels
- Occupancy, FTE, & Staffing
- Other Payor Information

Report QuickView

Report Description:
The Profit and Loss Statement (also called an Income Statement) displays your income, expenses and net profit or loss (income minus expenses).

Filters: Date Range.
Sorting Options: Primitive Type, Structure.

Report Preview

Modify Report Run Memorize Custom report list...

Print Print Preview Export Report Email Report Zoom In Zoom Out Previous Page Next Page Help

Profit & Loss Statement 236 P# 11/21/2008

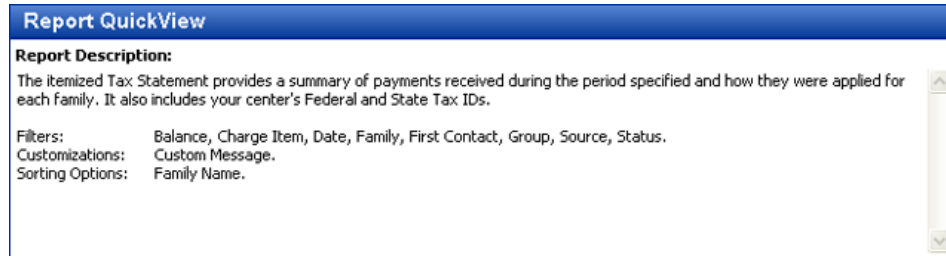
Demo Daycare Center
2007 CCM Demo Data
Floest, OR 97036
(503) 585-8085 ID
Printed for all dates included

Income		
Income From Services		(\$25.00)
Other Income	\$40.00	
Registration Fees	\$1,750.00	
Total Other Income		\$1,790.00
Tuition Income	(\$591.50)	
After School Tuition	\$760.00	
Before/After School Tuition	\$330.00	
Infant Tuition	\$1,590.00	
Parent Co-Pay	\$272.50	
Preschool Tuition	\$3,765.00	

User: Last Backup: 05/12/08 Unfiltered 16 reports

10.2 Report QuickView

The Report QuickView provides a description of the report, and a list of any filtering, customization or sorting options. Options are unique to each report.



Report Description. provides a detailed description of the report.

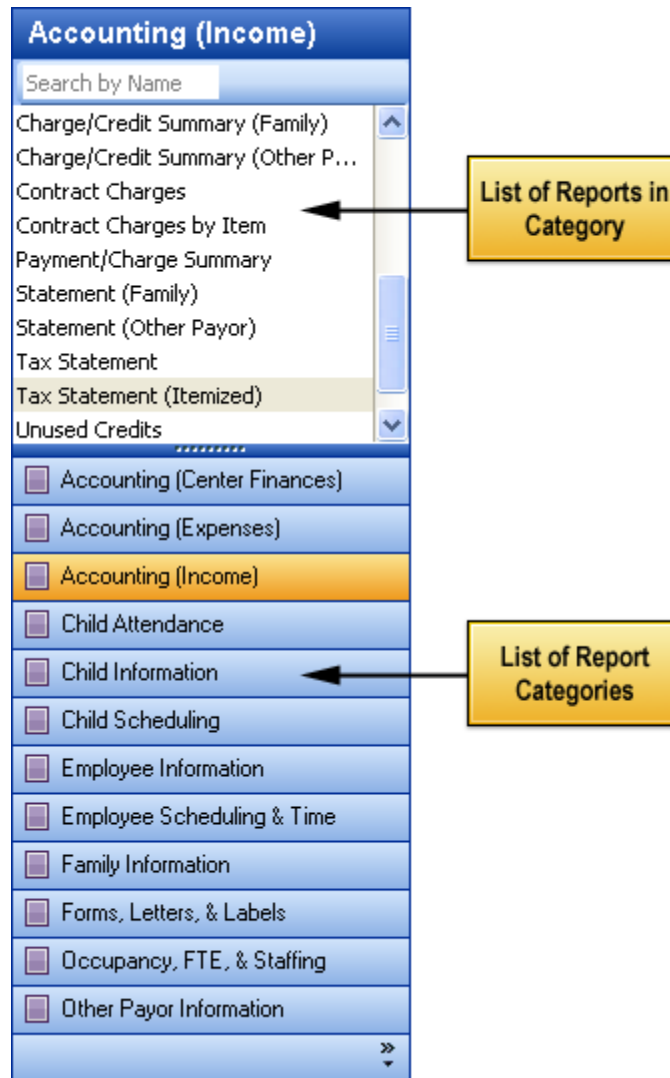
Filters. provides a list of filter options that allow you reduce the scope of your report by displaying only the information you want. For example, you can filter the Immunization report to show only overdue shots or you can filter financial reports to show only transactions from a specific date range.

Customizations. provides a list of customizations you can choose from to customize the report. Examples of customization options include adding a custom message to the Family Statement or showing the child's age or date of birth, or the family's balance or a balance due statement on the Weekly Sign-in Sheet.

Sorting Options. provides a list of sorting options that allow you to chose how a report is sorted. For example, you can sort the Child Birthdays report by first name, last name, child identification number or birthday.

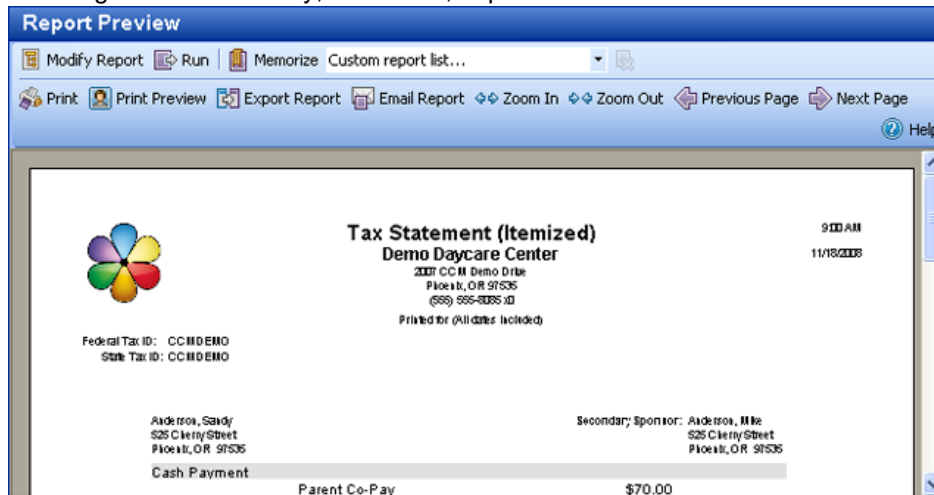
10.3 Report QuickBar

The Report QuickBar provides a list of report categories in the bottom portion of the QuickBar. When a report category is selected, a list of the reports in the selected category will appear in the top portion of the QuickBar. In the larger report lists, Childcare Manager adds a precision scrollbar to help you locate a name quickly. You can also use mouse wheel scrolling if you have a mouse with this capability. You can find a report by entering the name in the Search by Name box . This feature uses an incremental (progressive) search. When you type in a 'W' the program takes you to the first name in the list beginning with a 'W'. When you add an 'e' after the 'W', the program takes you to the first name in the list beginning with 'We'.





10.4 Report Preview


The Report Preview is used to display your reports. The Report Preview provides a full set of task buttons including buttons to modify, memorize, export and email them.




Report Preview Toolbar Buttons


Modify Report  : Click to display the modify report dialog. This dialog allows you to customize your report using a set of filtering, sorting and customization options. See [How to Modify a Report](#) ^[138] for instructions.


Run  : Click to run the report highlighted on the Report QuickBar.


Memorize  : Click to save (memorize) a modified report. See [How to Memorize a Report](#) ^[141] for instructions.

Custom report list: A list of your memorized (saved) reports. Use the drop-down arrow to access the full list.

Print  : Click to print the report in the Report Preview.


Print Preview  : Click to display report in the print preview mode. See [How to Use Print Preview](#) ^[144] for more information.


Export Report  : Click to export the report in the Report Preview. You can export reports in the following formats: a) Adobe Acrobat (.PDF), Web Page (.html), Excel Spreadsheet (.xls), or Rich Text (RTX) format. See [How to Export a Report](#) ^[147] for instructions.

Email Report  : Click to email the report in the Report Preview. See [How to Email a Report](#) ^[147] for instructions.



Zoom in  : Click this button to make the report larger.

Zoom out  : Click this button to make the report smaller.



Previous Page  : Click this button to move to the previous page in the report.

Next Page  : Click this button to move to the next page in the report.

10.5 How to Show or Hide Reports on the Reports List

Childcare Manager includes nearly 150 pre-defined reports. Most users will only use a portion of these reports. You can remove reports from your Reports list by going to *File | User Preferences*  | *Hide/Show Reports*  and uncheck the reports you want to hide.

10.6 How to Add or Remove the Report Logo

With Childcare Manager you have the option of running your reports with or without a logo. Your program comes with the Childcare Manager logo (flower icon) installed. You can replace the Childcare Manager logo with your own logo by going to *Options | User Preferences*  | *Internet and Directories*  | *File Paths and Directories | Reports Logo Path* and replacing the Childcare Manager logo path with the path to your own logo. If you don't want a logo to appear on your reports you can delete the reports path from the Reports Logo Path.

Tip

You can restore the default logo (Childcare Manager Logo) by clicking in the logo path field and click the "X". A message box will appear. Click **Yes** to restore the default logo or **No** to remove it.


– Logo specifications

If you decide to enter your own logo, the logo must be a .jpg or .bmp graphic. It should be high resolution. It should be approximately 1 1/4 inch high and 1 1/2 inch wide. Childcare Manager does a limited amount of stretching and resizing when installing the logo. Logos are placed in a standard location on the top left side of the report.


10.7 How to Run a Report

Childcare Manager includes nearly 150 pre-defined reports. You can run all reports from the Report Center or you can run reports specific to a particular center (Family, Child, Accounting, Employee and Other Payor) in that center.

– How to Run a Report from the Report Center

- 1) Click **Report Center** on the navigation bar.
- 2) Select a report category from the QuickBar. A list of reports in that category will appear in the list area above.
- 3) If you don't need to modify the report, highlight the report and click **Run**  on the Report Preview toolbar.
- 4) If you want to modify the report, double click the **report**. The customize report window for that report will appear. Make the desired modifications and click **Run report**.

— How to Run a Report from the Family, Child, Accounting, Employee and Other Payor Centers

- 1) Click the Family, Child, Accounting, Employee or Other Payor Center on the navigation bar.
- 2) Select a report category from the Reports category list. A list of reports in that category will appear in the list area above.
- 3) If you don't need to modify the report, highlight the report and click **Run**  on the Report Preview toolbar.
- 4) If you want to modify the report, double click the report. The customize report window for that report will appear. Make the desired modifications and click Run report.

— Two ways to run a report

There are two ways you can run a report.

If your don't need to modify the report:

- 1) Highlight the report in the list of reports.
- 2) Click **run** on the Report Preview toolbar. This runs the report immediately and bypasses the Customize Report screen.

If you need to modify the report first:

- 1) Double click the report in the list of reports. This will bring up the Customize Report screen.
- 2) Modify the report by selecting one or more of the filtering, customization or sorting options.
- 3) Click **Run** on the Report Preview toolbar.


10.8 How to Modify a Report

— Using Filter Options

Filtering is a very powerful and useful tool for customizing your reports. It allows you to tailor your report to display only the information you want. In Childcare Manager each report has a set of filter and sort options that are unique to that report. Here are a couple of examples of how filtering can help you: In the first example, one of your classrooms may be going on a field trip and you want to send a Sign In/Out sheet along with the teacher to ensure that all of the children are accounted for on the return trip. You would filter the Sign-in/Out sheet so that only the children in the classroom going on the field trip would be printed. In the second example, you may need to print a specific number of Family Statements, say for ten families. You would do this by filtering the report to run only Statements for the ten families selected.

There are two categories of filters: standard filters and date filters. The two operate differently but include several variations within their category. Following is a general description on how each category is used.

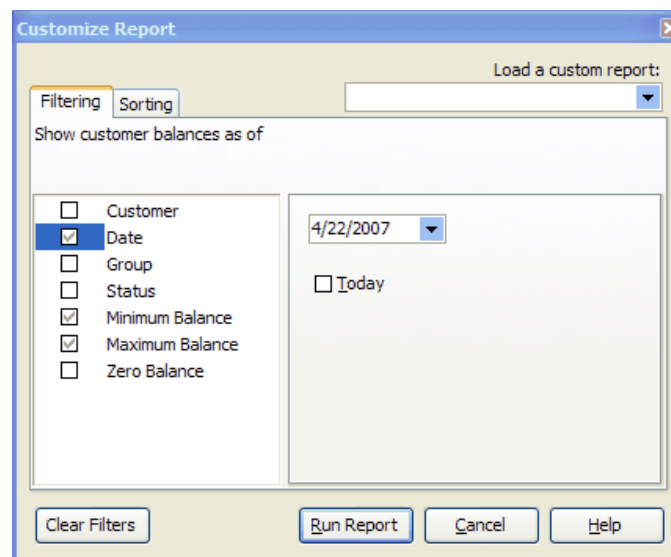
Using standard filters

- 1) Click **Modify Report**  on the Report Preview toolbar. The Customize Report screen will appear. In the figure below the filtering options are for the Daily Sign-in and out sheet.
- 2) Click **Filtering**. The Filtering tab for the report you are running (if you highlight the report and click **Run**) or are about to run (if you double click the report will appear). The filters included in the Filters dialog are specific to the report you are running and differ from report to report.
- 3) The box on the left side of the dialog displays the fields that can be filtered. The box on the right side of the dialog displays the information in the field that can be filtered. In the example shown, the Page Separations field is selected. When the "Separate classrooms by page breaks" box is checked the report is run with page breaks between classrooms.

Using date filters

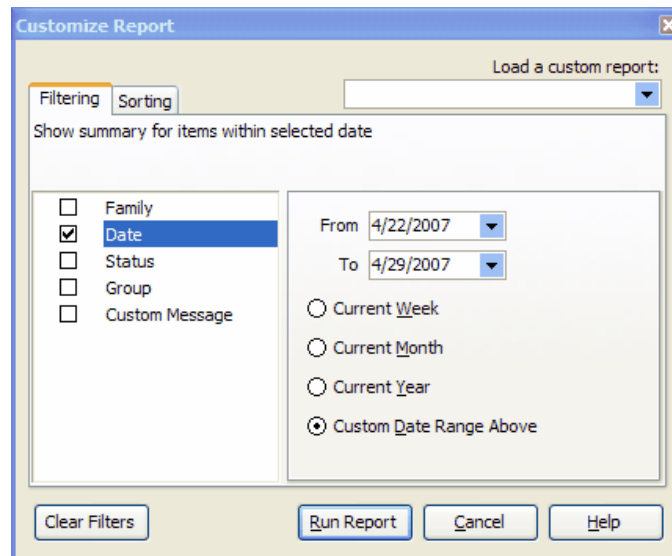
Childcare Manager uses three types of date filters: 1) '**As of Date**', 2) '**Date Range**' and 3) '**Schedule Date**'.

As of Date. The as of date filter allows you to choose an as of date for the report. The default state for this filter is today's date. To run the report using a different date, click the **Date checkbox** in the right column. Then, enter the As of Date you want use with the report. You can also use the drop-down arrow to bring up a calendar.



Date Range. The date range filter lets you choose a date range for your report. With the date range filter you can chose:

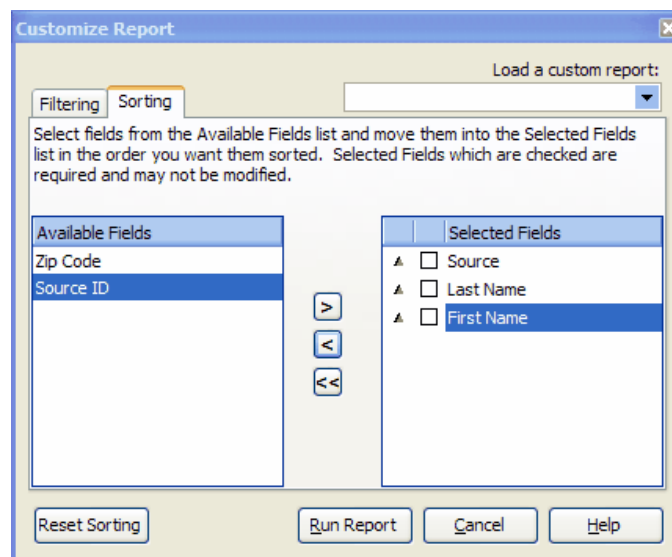
- 1) Current Week.
- 2) Current Month.
- 3) Current Year.
- 4) A Custom Date Range. For a custom date range, enter a From and To date in the date fields above.



Schedule Date. Some reports such as the Hourly Schedule (Child) include a Schedule Date. The schedule date is used to define schedule's date range.

Using Sort Options

Sorting is another useful tool for customizing your reports. It allows you to sequence your data into groups according to specific criterion. For example, the sort option tab shown below is for Childcare Manager's Marketing report. The report is configured to be run Last Name, First name sequence (the selected sort fields). You can also sort the report by marketing Source, or by Zip code. The figure below is configured for (marketing) source to be the primary sort.



Setting your sort criteria


- 1) Highlight the report you want to change the sort options for.

- 2) Double click the report. The Customize Report view will appear.
- 3) Click the Sorting tab.
- 4) To customize a sort criterion:
 - a) Selected Fields that are checked are required and may not be modified.
 - b) To add a sort criterion, select a field from the list of Available Fields and click the right facing arrow.
 - c) To delete/remove a sort criterion, select a field from the list of Selected Fields and click the left facing arrow.

Tip

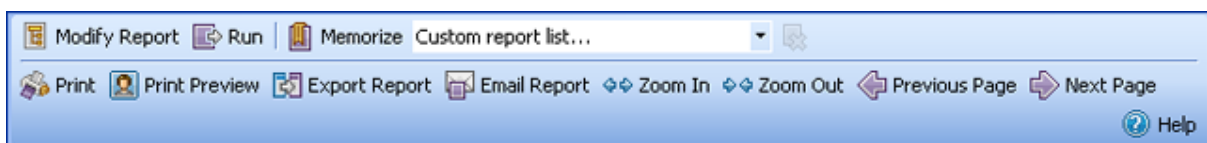
You can change the sort sequence from ascending to descending or descending to ascending by right clicking on a sort criteria and clicking Reverse Sort Order.

10.9 How to Print a Report

- 1) Run the report, then click **Print** on the Report Preview toolbar, or...
- 2) Run the report, click **Print Preview** on the Report Preview toolbar, then click the **Print**  icon in the top left corner of the screen.

10.10 How to Memorize a Custom Report for Reuse

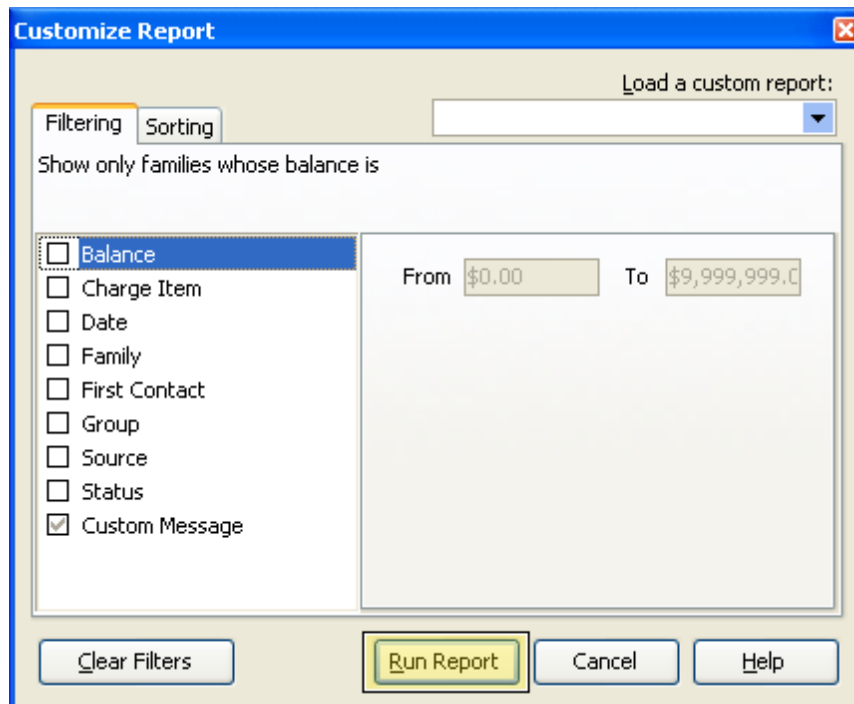
Whenever you change the filter, customization or sort options for a report, you can memorize the modified report with the new settings and save it in the Custom report list. Then, to run the modified report, simply go to the Custom report list and run it.

**Key Information**

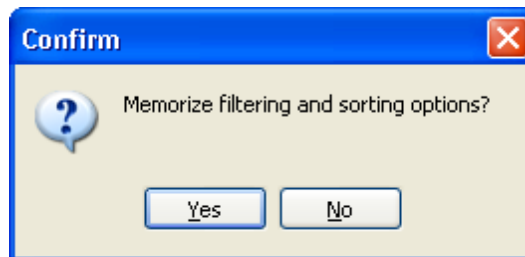
Childcare Manager memorizes the report settings, not the data in the report. When you display a memorized report, it applies the settings you memorized, but displays the latest data. If you want a record of the data output of a report, keep a printout in your files.

How to Memorize a Report

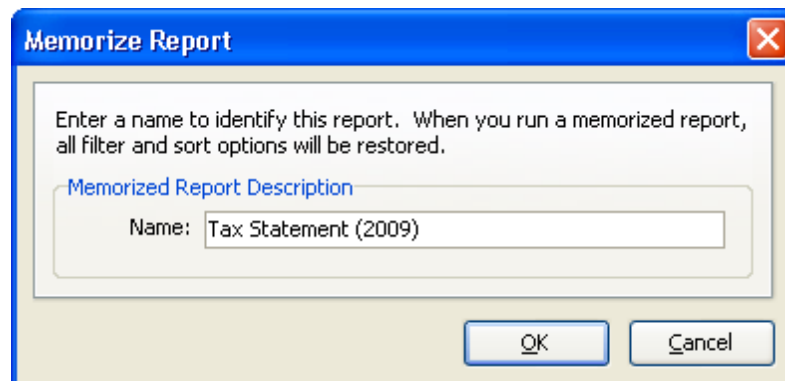
- 1) Open the Report List containing the report you want to modify and memorize.
- 2) Double click the **report**. The Customize Report view will appear.



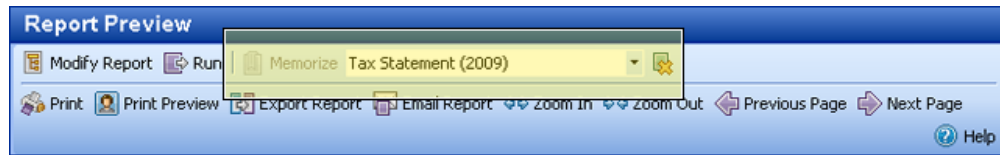
- 3) Modify the report by checking the desired filters and selecting the desired filter and sort options.
- 4) Click **Run Report**.
- 5) A message box will appear with the following message, "Memorize Filtering and Sorting Options?".




- 6) Click **Yes** to memorize the new report. A Memorize Report window will appear.



- 7) Enter a name for the modified report. Click **OK**.



- 8) This name will appear in the Custom report list window and in the header of the new report.
- 9) To delete a custom report, click the icon  to the right of the list.

How to Run a Memorized Report

- 1) Highlight the 'unmodified' report on the report list.
- 2) From the "Custom report list" drop-down list on the Report Preview toolbar, select the custom report that you want to run.
- 3) Click the report to run.

10.11 How to Setup Your Computer to Print a Report

All printing is controlled by software installed on your computer. Windows makes it easy for Childcare Manager to print to different printers (even virtual printers, like PDF Creator) as long as the printer driver is installed. The printer manufacturer is responsible for writing printer drivers, which tell Windows such things as: how to send information to the printer, what size paper can be printed with the printer, how small the margins can be, and whether the printer can do double-sided printing.

When you bought your printer, it was probably accompanied by a CD or floppy disk with the printer driver and software for installing the printer driver. If you do not have this, Windows may have a printer driver. If your printer is not installed yet, but you have connected it to your computer, you can turn it on and Windows might detect it and walk you through the installation process.

If you do not have the installation software and Windows cannot detect or install or printer, you can usually go online and download the printer driver. Not only can you try the website for the printer manufacturer, but you might be able to find the driver software at a website that specializes in driver software. A search engine can be useful in finding a place where you can download the printer driver.

Where Can I Find Drivers for My Printer?

- 1) The installation CD or floppy disk that came with your printer.
- 2) Your printer's manufacturer's website.
- 3) Your Windows CD.
- 4) A third-party printer driver provider (e.g. the result of using a search engine to find your printer driver).

It is recommended that you use the installation software to install the printer driver because it will sometimes come with additional software (e.g. software that detects your ink or toner level and warns you when it's almost empty). If the software came on a CD, the installation software will usually start if you simply insert the CD in your computer. If not, the printer should have come with instructions for installing the software. Once you have installed the printer driver, you should still

check online for a more recent driver. Make sure to match the driver up with your printer's model number.

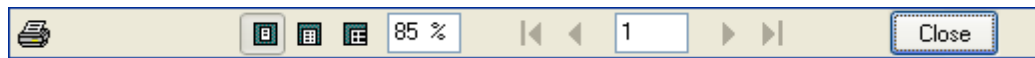
How Can I Determine What Printers are Installed on My Computer?

- 1) Open your Start Menu.
- 2) Select "Settings".
- 3) Click on "**Printers and Faxes**".

This opens a window listing what printers you have installed. You should also see an icon labeled "Add New Printer". You can double click this icon to start the printer installation process with the Add New Printer Wizard.

10.12 How to Use Print Preview

When you first run a report it is automatically displayed in the Reports section work area. Once a report is in the work area you can display it in Print Preview by clicking Preview on the Reports toolbar. Viewing your report in the Preview screen gives you additional flexibility that is not available when you view your report in the work area.



Print Preview Toolbar

- 1) To print a report, click the **printer** icon in the upper left corner of the screen.
- 2) To size a report, click one of the three icons to the right of the printer button. The field to the right of these three buttons displays the size of the report in percentage of full size.
- 3) To navigate a report, use the first or last page or previous or next page keys (see the figure above). The number in the center identifies the page the report is currently on.
- 4) To determine what page you are on, use the indicator in the lower left corner of the screen **Page 1 of 1**. The first number indicates the page you are on. If you have used the Last page key, the second number will indicate the total pages in the report.

10.13 How to Create a Merge Document

With Childcare Manager you can create your own merge document using the Family Merge document.

How to create a merge letter

- 1) Go to *Program Files | Personalized Software | Merge Letters | Family Merge*.
- 2) The Family Merge document opens in your word processing program. It includes the list of merge fields displayed below. You can use these merge fields to create your merge document.
- 3) To create your merge letter, write the narrative you want to use in your letter. You can enter any of the merge fields listed below in your letter.
- 4) When you complete your merge document save it as an .rtf document.
- 5) Next go to Forms, Letters, & Labels in your Report Center and double click Letter (Family

Merge). This will bring up the Customize Report screen.

- 6) Place a check in the RTF checkbox. Enter the file path to your new merge letter.
- 7) Click **Run Report**.
- 8) Click **Yes** to "Memorize Filtering and Sorting Options?".
- 9) Enter a name in the Memorize Report screen. Your new merge document will now be in the custom report list for Letter (Family Merge).
- 10) Select the report from the custom report list and click **Run Report** to run your merge document.

Available Merge Fields	Description
<date>	Inserts the current date into document
<time>	Inserts the current time into document
<family>	Will display family name for filtered selection
<balance>	The current balance of family listed above
<firstcont>	Inserts first contact date with sponsor
<reference>	Generic user definable field
<source>	Where your customers heard about your center
<group>	Inserts families group(s)
<childCount>	Number of children for family
<billingTotal>	Total items billed
<primarySponsor>	Primary Sponsor Tag
<primaryFirst>	Inserts primary sponsors first name
<primaryMiddle>	Inserts primary sponsors middle name
<primaryLast>	Inserts primary sponsors last name
<primaryPIN>	Inserts primary sponsors PIN number
<primarySSN>	Inserts primary sponsors Social Security Number
<primaryEmployer>	Inserts primary sponsors Employer
<primaryAddress1>	Inserts primary sponsors address
<primaryAddress2>	Inserts primary sponsors address, second line
<primaryCity>	Inserts primary sponsors City
<primaryState>	Inserts primary sponsors State
<primaryZip>	Inserts primary sponsors Zip
<primaryEmail>	Inserts primary sponsors Email address
<primaryHomePhone>	Inserts primary sponsors Home Phone Number
<primaryWorkPhone>	Inserts primary sponsors Work Phone Number
<primaryWorkEXT>	Inserts primary sponsors Work Phone Number Extension
<primaryCellPhone>	Inserts primary sponsors Cell Phone Number
<primaryRelation>	Inserts primary sponsors relation to Child
<secondarySponsor>	Secondary Sponsor Tag

<secondaryFirst>	Inserts secondary sponsors first name
<secondaryMiddle>	Inserts secondary sponsors middle name
<secondaryLast>	Inserts secondary sponsors last name
<secondaryPIN>	Inserts secondary sponsors PIN number
<secondarySSN>	Inserts secondary sponsors Social Security Number
<secondaryEmployer>	Inserts secondary sponsors Employer
<secondaryAddress1>	Inserts secondary sponsors address
<secondaryAddress2>	Inserts secondary sponsors address, second line
<secondaryCity>	Inserts secondary sponsors City
<secondaryState>	Inserts secondary sponsors State
<secondaryZIP>	Inserts secondary sponsors ZIP code
<secondaryEmail>	Inserts secondary sponsors Email address
<secondaryHomePhone>	Inserts secondary sponsors Home Phone Number
<secondaryWorkPhone>	Inserts secondary sponsors Work Phone Number
<secondaryWorkEXT>	Inserts secondary sponsors Work Phone Number Extension
<secondaryCellPhone>	Inserts secondary sponsors Cell Phone
<secondaryRelation>	Inserts secondary sponsors relation to Child
<custom1>	Inserts contents of custom field 1
<custom2>	Inserts contents of custom field 2
<custom3>	Inserts contents of custom field 3
<custom4>	Inserts contents of custom field 4
<custom5>	Inserts contents of custom field 5
<custom6>	Inserts contents of custom field 6
<custom7>	Inserts contents of custom field 7
<custom8>	Inserts contents of custom field 8
<custom9>	Inserts contents of custom field 9
<custom10>	Inserts contents of custom field 10



10.14 How to Modify an Existing Merge Document

Childcare Manager has 4 pre-defined merge documents: Collection, Overdue Notice, Overdue Reminder, and Past Due. Each of these documents includes a pre-defined letter and set of merge fields and you can run the document 'as is' or you can change the narrative or add additional merge fields to meet your specific needs. The merge fields are placeholders that are placed in the document where your customer's name, address, date and account balance are. Merge fields are bound by a set of brackets, i.e., <placeholder>. For example, each document includes the merge field <primarySponsor>. This merge field connects to your database and creates a separate letter for each primary sponsor in your database that meets the filter and sort options that you have selected in Modify Report. Filters allow you to filter out records that you know you don't want to include in the merge. For example, you may have assigned your sponsors to groups and decide you only want to print letters for one of the groups. In this case, you would filter out the groups that you didn't want to send letters for.

How to modify an existing merge document

- 1) Click the **Start** button in the lower left corner of your screen.
- 2) Click *Programs | Personalized Software | Merge Letters*.
- 3) Click the merge letter you want to modify. The letter is in Rich Text Format (.rtf) and will open in your computer's word processing program.
- 4) You can re-write the letter narrative to fit your center needs and personal style. You can move the existing merge fields within the body of the letter. You can also add additional merge fields. A list of merge fields available for use are included in the section called Creating your own merge document.
- 5) After you have completed editing the merge document, save it with an appropriate name as an RTF document.
- 6) Finally, open Childcare Manager, go to merge document in the report category called Forms, Letters and Labels.
- 7) Click **Run** to run the document. You can limit the number of documents run by going to Modify Report and filtering the document.

10.15 How to Email a Report

- 1) Run the report.
- 2) Click the **Email Report** button on the Report Preview toolbar. Your email client window will appear with the report already attached to the email. Your report will be in the format entered in *Options | User Preferences*  | *Internet and Directories*  | *Emailed Reports*. This should normally be in Adobe Acrobat (.PDF) format, however, you can also choose to send emailed reports in Web Page (.html), Excel Spreadsheet (.xls), or Rich text format (.rtf).


See also:

[Report Preview](#) 

10.16 How to Export a Report

The report export function is a two part process: The first step involves saving your report to file. The second step involves exporting the saved file to a final destination.

How to export a report

- 1) Run the report.
- 2) Click **Export Report**  on the Reports toolbar. The Export File dialog will appear so you can save your report to file. You can save your report in any of the following four formats: a) Adobe Acrobat (.PDF), Web Page (.html), Excel Spreadsheet (.xls), or Richtext (RTX) format.
- 3) With the report saved in the desired format, you can export it to a final destination.

11 Billing Customers

Batch billing allows customers to be billed as a group rather than individually. Batch billing is preferred over posting charges individually because it is easy to do and it allows you to quickly bill a large number of customers.

There are several ways to batch bill: by contract charges, family balance, family group, child classroom, and child program. The method you chose will depend on whether your charges are one-time or recurring. Most childcare charges are for tuition and, as such, are recurring. These charges are billed as contract charges. Contract charges are recurring charges that are billed at a fixed rate or using a fixed rate structure. One-time charges that are batch billed are billed using one of the other billing methods: family group, family balance, child classroom, and child program. Field trip and activity fees are examples of non-recurring charges billed using one of the other batch billing methods.

Whenever you create a new family record, Childcare Manager automatically appends a Contract Charges record to the family. This record is used to store all of a family's recurring charges. *Recurring charges for other payors are also stored in the family Contract Charges record.* Each charge is entered with a corresponding billing cycle. When you batch bill, you bill all of the charges within the same billing cycle. For example, if you were billing a monthly cycle, Childcare Manager would take all of the charge items, credit items and package billing items from your family Contract Charges records and bill them.

Childcare Manager uses an account called Accounts Receivable in the Chart of Accounts to track your billing transactions. There are four types of transactions that are recorded in Accounts Receivables (charges, credits, billing packages and payments). The net of these transactions is money owed to you (or in the case of a credit balance, monies you owe your customers). Childcare Manager automatically creates a receivables journal for each family and other payor. This journal is located in your Family Center and your Other Payor Center in the work area under the Family and Other Payor QuickViews.

When you bill a customer for your services, the charges (and credits) are recorded in the family or other payor accounts receivables journal. Charge, credit and billing package items are recorded in the charged column. Charges and billing packages are recorded as a positive amount. Credits are recorded as a negative amount. Payments are recorded in the paid column. The balance field lets you know how much your customer owes you or you owe your customer.

11.1 How to Setup Your Chart of Accounts

When you create a center in Childcare Manager, the program sets up a Chart of AccountsA Chart of Accounts (COA) is a list of all accounts tracked by a single accounting system. A chart of accounts is designed to capture financial information to help you make good financial decisions. with certain accountsAccounts are the names you establish for the different categoriesof assets, liabilities, income and expenses that you want to use to group transactions. for you automatically. These accounts may be adequate to meet your startup needs, however, more than likely, you will want to change some of these accounts or add additional accounts that were not provided during setup.

Tip

You will definitely want to update the sample checking account with the name of your checking account and your checking account number. Childcare Manager uses this information when it

prints the deposit ticket.

How to add an account to your chart of accounts

- 1) Go to the Accounting Center.
- 2) Click **Add Account** on the Account QuickView toolbar. A new Account Information card will appear.
- 3) Enter the new account's name in the Name field. This name will appear on all your center financial statements.
- 4) (Optional) You can make this account a sub account of another account by checking the 'Sub account of' checkbox. From the drop-down list, select the account that will be the higher-level account for this Subaccount.
- 5) (Optional) If you want to Enter a short Description.
- 6) (Optional) If you want to associate a number with the account, enter the number in the COA Number field.
- 7) (Optional for bank type accounts only) If you want to set a check number to start your checking account with, enter the number of the last check used in the Last Check No. field. Childcare Manager uses the next number to start your checks in the Check Writer.
- 8) (Optional for bank type accounts only) If you want to enter a bank account number, enter the number in the Bank Acct Num field. This number is printed on deposit tickets printed from Make Deposits.
- 9) (Optional for bank type accounts only) If you want to enter a beginning balance for the account, enter the balance in the Bank Account Balance.
- 10) Click **OK**.

See Also

[Childcare Manager's account structure](#)^[233]

[Using the Chart of Accounts](#)^[235]

[Adding subaccounts](#)^[236]

How to edit an existing account in your chart of accounts

- 1) Go to the Accounting Center.
- 2) Go to the Accounts list and highlight and double click the account you want to edit. The Account information card will appear.
- 3) Edit the fields you want to change.
- 4) Click **OK**.

Key Information

You cannot change the account type after any data has been entered in that account.

See Also

[Childcare Manager's account structure](#)^[233]
[Using the Chart of Accounts](#)^[235]
[Adding accounts](#)^[235]

– How to update your sample checking account

- 1) Go to the Accounting Center.
- 2) Go to the Accounts list and highlight and double click the sample checking account. The Account information card will appear.
- 3) Change the Account Name to the actual name of your checking account.
- 4) Enter the account number of your checking account in the Bank Acct Num. field.
- 5) Edit or add information in the other fields if desired.
- 6) Click **OK**.

See Also

[Childcare Manager's account structure](#)^[233]
[Using the Chart of Accounts](#)^[235]
[Adding subaccounts](#)^[236]

– Useful reports**COA List**

The Chart of Accounts listing provides a list of the chart of accounts in hierarchical order.

COA Balance Summary

The COA Balance Summary provides a list of your Chart of Accounts with their COA number, account type and current balance.

11.2 How to Setup Charge, Credit & Payment Items

A charge, credit and payment item are three of the four types of items that may appear on the family, other payor or center accounts receivable journal. In Childcare Manager charge, credit and payment items provide a quick means of data entry. They also handle the behind-the-scenes accounting. When you create a charge or credit item you link it to an account. Payment items are automatically linked to Undeposited Funds. When the charge or credit item is used to bill a family or other payor, it posts an entry to that customer's accounts receivable account and to the appropriate income, checking or other account.

– How to add a charge item

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Charge/Credit** Items.
- 3) Click **Add**.

- 4) Select the item Type from the drop-down list.
- 5) Enter a Name for the item.
- 6) Select the Account you want to link the item to from the drop-down list.
- 7) (Optional) Enter a default Amount if you want that amount entered in the transaction whenever the item is used.
- 8) (Optional) Enter a full time equivalent (FTE) factor if you want to track FTEs by charge.

– How to add a credit item

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Charge/Credit** Items.
- 3) Click **Add**.
- 4) Select the item Type from the drop-down list.
- 5) Enter a Name for the item.
- 6) Select the Account you want to link the item to from the drop-down list.
- 7) (Optional) Enter an Amount if you want that amount entered in the transaction whenever the item is used.
- 8) Click **OK**.
- 9) Check **Active** if this item is active or leave unchecked if inactive.

– How to add a payment item

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Payments**.
- 3) Click **Add**.
- 4) Enter a Name for the item.
- 5) Click **OK**.
- 6) Check **Active** if this item is active or leave unchecked if inactive.

– Helpful reports

Charge/Credit Item Listing

The Charge Credit Item Listing provides a list of all charge, credit, and payment items and their default amount if one is assigned.

11.3 How to Setup Billing Packages

Childcare Manager's package billing system consists of 3 billing package types: Type 1, Type 2, and Type 3. Each billing package type divides the 24 hour day into three logical billing components and allows you to create separate rates for those components and to bill those components as a package. The three billing package types and their components are:

Type 1: Child contract scheduled hours, unscheduled hours, after hours.

Type 2: Child scheduled hours, unscheduled hours, after hours

Type 3: Regular hours, overtime hours, after hours.

The figure below provides a graphical representation of each billing package type and how it relates to the 24 hour day.



— What type billing package should I use?

Use a Type 1 billing package if you want to bill a child based on the child's contracted schedule and you do not consider their actual attended hours. Type 1 billing packages use the child's schedule entered in Childcare Manager as the contracted schedule. Billing rates are fixed for the scheduled period but may be calculated based on a fixed or hourly rate. With type 1 billing packages, the parent is charged a fixed rate for the child's scheduled hours and is expected to pay for the child's scheduled hours regardless of the number of hours within the schedule the child actually attends.

Use a Type 2 billing package if you want to bill a child based on the child's scheduled hours and the child's actual attendance during the child's scheduled hours. Type 2 billing packages use the child's schedule entered in *Child Center | Child Tasks | Schedules* to determine the child's scheduled hours and the child's attendance entered in *Child Center | Child Tasks | Attendance* to determine the child's actual attendance. Billing charges vary for the scheduled period based on the child's actual attendance. Provisions are made when creating the rate table for scheduled hours for a Type 2 billing package to establish a minimum or maximum billing amount. This allows you to charge a minimum or maximum amount regardless of actual attendance. For example, if a child is scheduled for class 5 days a week and is charged a fixed amount everyday, e.g., \$10, you could set a minimum amount of, e.g., \$30. With the \$30 minimum amount the parent would be required to pay that amount whether the child attended class that week or not.

Use a Type 3 billing package if you want to bill a child based on your center's scheduled hours. Type 3 billing packages use the center schedule entered in *User Preferences | Center*

Properties and Data | Center Information. Type 3 billing packages allow you to define all or part of your center hours as regular hours or overtime hours and to bill those hours using the child's attendance. The child's attendance entered in *Child Center | Child Tasks | Attendance* is used to determine the child's actual attendance. Billing charges vary for the scheduled period based on the child's actual attendance. Provisions are made when creating the rate table for scheduled hours for a Type 3 billing package to establish a minimum or maximum billing amount. This allows you to charge a minimum or maximum amount regardless of actual attendance. For example, if a child is scheduled for class 5 days a week and is charged a fixed amount everyday, e.g., \$10, you could set a maximum amount of, e.g., \$30. With the \$30 maximum amount the parent would be required to pay no more than \$30 for the week.

11.3.1 How to Setup Type 1 Billing Packages (contract schedules)

Use a Type 1 billing package if you want to bill a child based on the child's contracted schedule and you do not consider their actual attended hours. A type 1 billing package can consist of rates for one, two or three of the components. The diagram below depicts graphically a type 1 billing package.

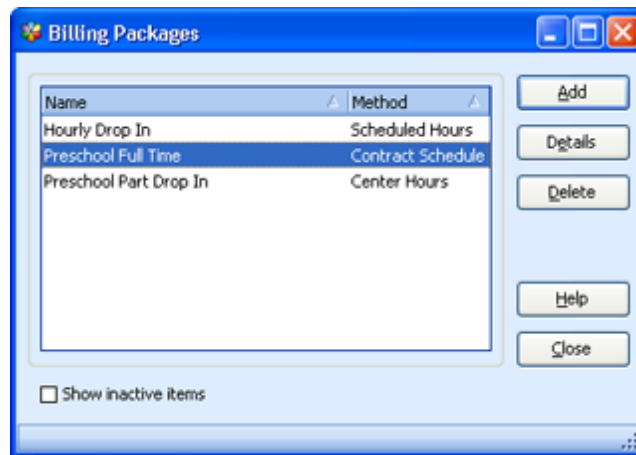


When you create a Type 1 billing package you will need to create one more of the following rate tables:

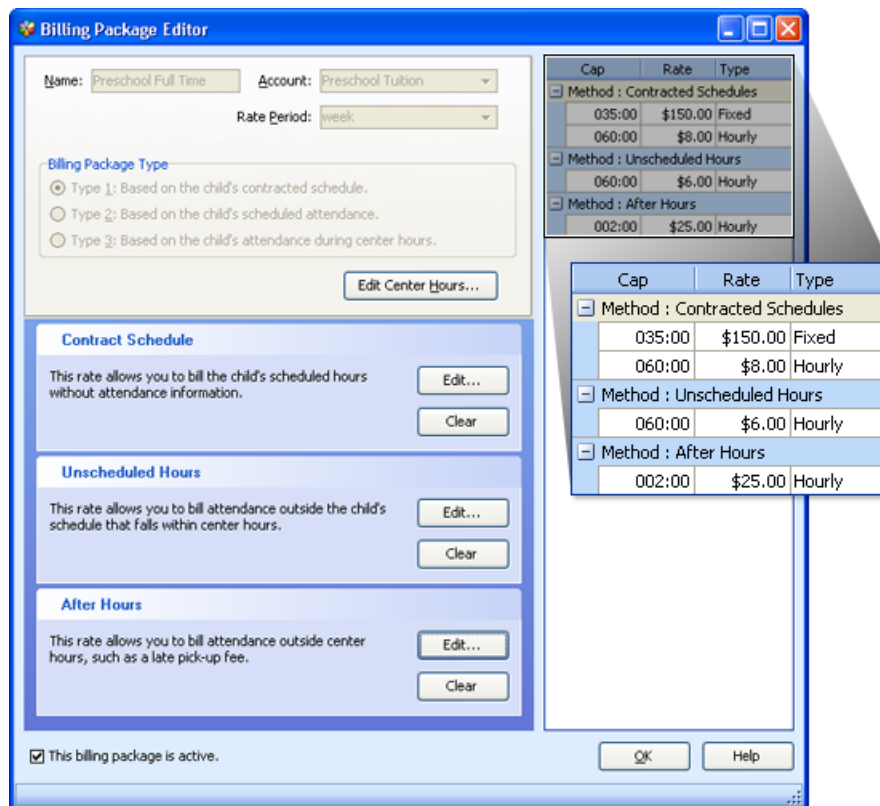
- 1) **Contract scheduled hours:** This rate allows you to bill the child's scheduled hours without attendance information.
- 2) **Unscheduled hours:** This rate allows you to bill attendance outside the child's contracted scheduled hours but within your center's scheduled hours.
- 3) **After hours:** This allows you to bill attendance outside your center's scheduled hours.

– To create a type 1 billing package:

- 1) Go to *Lists* on the Main menu.
- 2) Click **Accounting**, then **Billing Packages**. The Billing Packages list will appear.



- 3) Click **Add** to add a new billing package or highlight an existing billing package and click **Details** to edit that package. The Billing Package Editor will appear.



- 4) **Name:** Enter the name you want to call the new billing package. You cannot edit the billing package name of an existing billing package.
- 5) **Account:** Use the drop-down list to enter the income account you want the billing package to be posted to. When you bill a billing package your Accounts Receivables account and the income account that it is linked to are both increased.
- 6) **Rate Period:** Use the drop-down list to enter the rate period. The rate period is the timeframe Childcare Manager uses to apply the component rate tables to. You have three choices:

Session, Day and *Week*. If you choose **Session**, Childcare Manager applies the rate each time the child clocks in and out, regardless of the number of times the child checks in or out. If you choose **Day**, Childcare Manager applies the rate to a 24 hour period (midnight to midnight). If you choose **Week**, Childcare Manager applies the rate to the 168 hours in a week.

- 7) **Billing Package Type:** Check the appropriate *Billing Package Type* radio button. Check the **type 1** radio button for Contract Schedules.
- 8) **Edit Center Hours:** Enter your center's schedule if you want to bill afterhours. When you enter a center schedule you are defining the hours your center is open and closed during the week. If you don't enter your center's schedule, Childcare Manager treats the hours your center is closed as unscheduled or overtime hours.

— To create a rate table for contract schedules:

- 1) From the Package Billing Editor, go to *Contract Schedule* and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
035:00	\$150.00	Fixed
060:00	\$8.00	Hourly

- 2) The *Name*, *Account* and '*Hourly caps (in the rate table) apply to each*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) You can round your child clock in and out times up to the nearest interval. Use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) Click **Add** to create a rate line. You can create as many lines as you need. Each line

consists of three parts: *Cap*, *Rate* and *Type*.

- 5) The *Cap* field defines the number of hours the rate applies to. In the example above, a fixed fee of \$150 is charged for the first 35 hours and an additional \$8 per hour is charged for each hour after 35 and up to 60 hours.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, a fixed fee of \$150 is charged for the first 35 hours and an additional \$8 per hour is charged for each hour after 35 and up to 60 hours.

Key Information

Normally, contract schedule rates are fixed rates.

- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

– To create a rate table for unscheduled hours

- 1) From the Package Billing Editor, go to Unscheduled Hours and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
060:00	\$6.00	Hourly

- 2) The *Name*, *Account* and '*Hourly caps (in the rate table) apply to each*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above, an hourly fee of \$6 is charged for the first 60 hours of unscheduled time in the week.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly fee of \$6 is charged for the first 60 hours of unscheduled attended time in the week.
- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

— To create a rate table for after hours

- 1) From the *Package Billing Editor*, go to *After Hours* and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
002:00	\$25.00	Hourly

- 2) The *Name*, *Account* and '*hourly caps in the rate table apply to each (Rate Period)*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above, an hourly fee of \$25 is charged for the first 2 hours before and after your center is open.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly fee of \$25 is charged for the first 2 hours attended outside your center hours.
- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

11.3.2 How to Setup Type 2 Billing Packages (child schedules)

Use a Type 2 billing package if you want to bill a child based on the child's scheduled hours and the child's actual attendance during the child's scheduled hours. A type 2 billing package can consist of rates for one, two or three of the components. The diagram below depicts graphically a type 2 billing package.

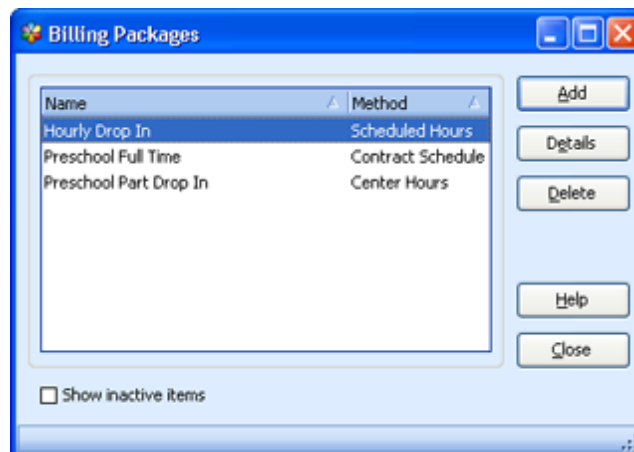


When you create a Type 2 billing package you will need to create one more of the following rate tables:

- 1) **Child's scheduled hours:** This rate allows you to bill the child's scheduled hours using the child's actual attendance.
- 2) **Unscheduled hours:** This rate allows you to bill the child's attended hours outside the child's scheduled hours but within your center's scheduled hours.
- 3) **After hours:** This allows you to bill the child's attendance outside your center's scheduled hours.

— To create a type 2 billing package:

- 1) Go to *Lists* on the *Main* menu.
- 2) Click **Accounting**, then **Billing Packages**. The *Billing Packages* list will appear.



- 3) Click **Add** to add a new billing package or highlight an existing billing package and click **Details** to edit that package.

Cap	Rate	Type
Method : Scheduled Hours		
016:00	\$4.75	Hourly
Method : After Hours		
023:00	\$25.00	Hourly

- 4) **Name:** Enter the name you want to call the new billing package. You cannot edit the billing package name of an existing billing package.
- 5) **Account:** Use the drop-down list to enter the income account you want the billing package to be posted to. When you bill a billing package your Accounts Receivables account and the income account that it is linked to are both increased.
- 6) **Rate Period:** Use the drop-down list to enter the rate period. The rate period is the timeframe Childcare Manager uses to apply the component rate tables to. You have three choices: Session, Day and Week. If you choose **Session** Childcare Manager applies the rate each time the child clocks in and out, regardless of the number of times the child checks in or out. If you choose **Day**, Childcare Manager applies the rate to a 24 hour period (midnight to midnight). If you choose **Week**, Childcare Manager applies the rate to the 168 hours in a week.
- 7) **Billing Package Type:** Check the appropriate Billing Package Type radio button. Check the type 2 radio button for Child's Scheduled Attendance.
- 8) **Edit Center Hours:** Enter your center's schedule if you want to bill afterhours. When you enter a center schedule you are defining the hours your center is open and closed during the week. If you don't enter your center's schedule, Childcare Manager treats the hours your center is closed as unscheduled or overtime hours.

– To create a rate table for a child's scheduled hours:

- 1) Click Contract Schedule Edit to create a rate table for the contracted schedule. The Edit Contract Schedule Rate dialog appears.

Cap	Rate	Type
016:00	\$4.75	Hourly

- 2) The Name, Account and 'hourly caps in the rate table apply to each (Rate Period)' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) You can round your child clock in and out times up to the nearest interval. Use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) If you want to create a **Minimum** charge amount for this rate, enter it here. This becomes the default minimum charge amount for this billing package component whenever the billing package is entered in *Contract Charges* in the Family Center.
- 5) If you want to create a **Maximum** charge amount for this rate, enter it here. This becomes the default maximum charge amount for this billing package component whenever the billing package is entered in *Contract Charges* in the Family Center.
- 6) Click **Add** to create a rate line. You can create as many lines as you need. Each line consists of three parts: Cap, Rate and Type.
- 7) The *Cap* field defines the number of hours the rate applies to. In the example above, an hourly rate of \$4.75 is charged for the first 16 hours.
- 8) The *Rate* field in combination with the *Type* field defines the basis for billing the cap

hours. In the example above, an hourly rate of \$4.75 is charged for the first 16 hours.

Key Information

Normally, contract schedule rates are fixed rates.

- 9) Click **OK** to save the rate table and return to the *Billing Package Editor*.

To create a rate table for a child's unscheduled hours

- 1) From the Package Billing Editor, go to Unscheduled Hours and click **Edit**. The *Edit Contract Schedule Rate* window appears.

- 2) The *Name*, *Account* and '*Hourly caps (in the rate table) apply to each*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above,
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above,

7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

— To create a rate table for child attendance after hours

- 1) From the *Package Billing Editor*, go to *After Hours* and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
023:00	\$25.00	Hourly

- 2) The *Name*, *Account* and '*hourly caps in the rate table apply to each (Rate Period)*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above, an hourly fee of \$25 is charged for the first 2 hours before and after your center is open.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly fee of \$25 is charged for the first 2 hours attended outside your center hours.
- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

11.3.3 How to Setup Type 3 Billing Packages (center schedule)

Use a Type 3 billing package if you want to bill a child based on your center's scheduled hours and the child's actual attendance during those hours. A type 3 billing package can consist of rates for one, two or three of the components. The diagram below depicts graphically a type 3 billing package.

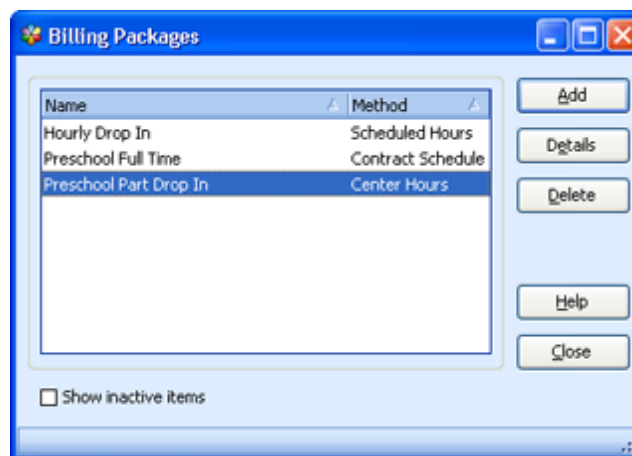


When you create a Type 3 billing package you will need to create one more of the following rate tables:

- 1) **Regular hours:** This rate allows you to bill the child's attended hours without child schedule information.
- 2) **Overtime hours:** This rate allows you to bill attendance outside the child's defined regular hours but within your center's scheduled hours.
- 3) **After hours:** This allows you to bill attendance outside your center's scheduled hours.

— To create a type 3 billing package:

- 1) Go to *Lists* on the *Main* menu.
- 2) Click **Accounting**, then **Billing Packages**. The *Billing Packages* list will appear.



- 3) Click **Add** to add a new billing package or highlight an existing billing package and click **Details** to edit that package.

Cap	Rate	Type
Method : Regular Hours		
004:00	\$10.00	Hourly
008:00	\$5.00	Hourly
010:00	\$2.50	Hourly
Method : Overtime Hours		
020:00	\$80.00	Hourly

Cap	Rate	Type
Method : Regular Hours		
004:00	\$10.00	Hourly
008:00	\$5.00	Hourly
010:00	\$2.50	Hourly
Method : Overtime Hours		
020:00	\$80.00	Hourly

- 4) **Name:** Enter the name you want to call the new billing package. You cannot edit the billing package name of an existing billing package.
- 5) **Account:** Use the drop-down list to enter the income account you want the billing package to be posted to. When you bill a billing package your Accounts Receivables account and the income account that it is linked to are both increased.
- 6) **Rate Period:** Use the drop-down list to enter the rate period. The rate period is the timeframe Childcare Manager uses to apply the component rate tables to. You have three choices: Session, Day and Week. If you choose **Session** Childcare Manager applies the rate each time the child clocks in and out, regardless of the number of times the child checks in or out. If you choose **Day**, Childcare Manager applies the rate to a 24 hour period (midnight to midnight). If you choose **Week**, Childcare Manager applies the rate to the 168 hours in a week.
- 7) **Billing Package Type:** Check the appropriate Billing Package Type radio button. Check the type 3 radio button for child attendance during center hours.
- 8) **Edit Center Hours:** Enter your center's schedule if you want to bill afterhours. When you enter a center schedule you are defining the hours your center is open and closed during the week. If you don't enter your center's schedule, Childcare Manager treats the hours your center is closed as unscheduled or overtime hours.

– To create a rate table for a child's regular attendance during center hours:

- 1) Click **Regular Hours Edit** to create a rate table for the regular hours. The *Edit Regular Time Rate* dialog appears.

Cap	Rate	Type
016:00	\$4.75	Hourly

- 2) The Name, Account and 'hourly caps in the rate table apply to each (Rate Period)' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) You can round your child clock in and out times up to the nearest interval. Use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) If you want to create a **Minimum** charge amount for this rate, enter it here. This becomes the default minimum charge amount for this billing package component whenever the billing package is entered in *Contract Charges* in the Family Center.
- 5) If you want to create a **Maximum** charge amount for this rate, enter it here. This becomes the default maximum charge amount for this billing package component whenever the billing package is entered in *Contract Charges* in the Family Center.
- 6) Click **Add** to create a rate line. You can create as many lines as you need. Each line consists of three parts: Cap, Rate and Type.
- 7) The *Cap* field defines the number of hours the rate applies to. In the example above, an hourly rate of \$4.75 is charged for the first 16 hours.

- 8) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly rate of \$4.75 is charged for the first 16 hours.

Key Information

Normally, contract schedule rates are hourly rates.

- 9) Click **OK** to save the rate table and return to the *Billing Package Editor*.

Cap	Rate	Type
004:00	\$10.00	Hourly
008:00	\$5.00	Hourly
010:00	\$2.50	Hourly

— To create a rate table for a child's overtime hours during center hours

- 1) From the Package Billing Editor, go to *Unscheduled Hours* and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
020:00	\$80.00	Hourly

- 2) The *Name*, *Account* and '*Hourly caps (in the rate table) apply to each*' fields are filled in for

you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above, an hourly fee of \$6 is charged for the first 60 hours of unscheduled time in the week.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly fee of \$6 is charged for the first 60 hours of unscheduled attended time in the week.
- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

— To create a rate table for after hours

- 1) From the *Package Billing Editor*, go to *After Hours* and click **Edit**. The *Edit Contract Schedule Rate* window appears.

Cap	Rate	Type
002:00	\$25.00	Hourly

- 2) The *Name*, *Account* and '*hourly caps in the rate table apply to each (Rate Period)*' fields are filled in for you.

Key Information

Notice, that the name is appended with the letters RT. Childcare Manager appends the letters RT (regular time) to contract schedule hours, OT (overtime) to unscheduled hours and AH to after hours.

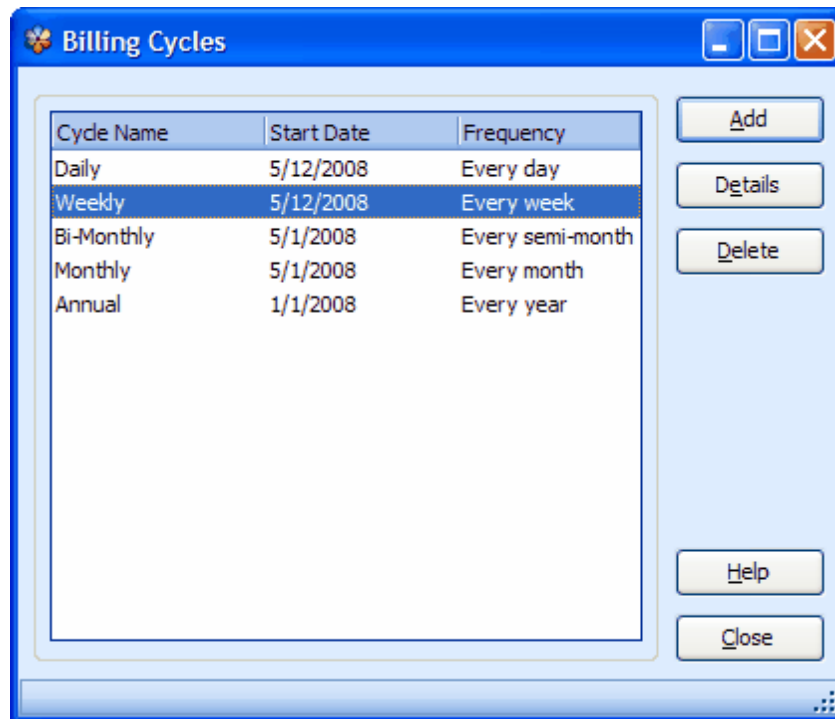
- 3) If you want to round child clock in and out times up to the nearest interval, use the drop-down list to select the interval. Your choices range from 1 minute to 60 minutes. 1 minute is the default.
- 4) To create the rate table, click **Add**. A new rate line will appear. There are three parts to a rate table: cap, rate and type.
- 5) The *Cap* field defines the periods of time that the rate applies to. In the example above, an hourly fee of \$25 is charged for the first 2 hours before and after your center is open.
- 6) The *Rate* field in combination with the *Type* field defines the basis for billing the cap hours. In the example above, an hourly fee of \$25 is charged for the first 2 hours attended outside your center hours.
- 7) Click **OK** to save the rate table and return to the *Billing Package Editor*.

11.4 How to Setup Billing Cycles

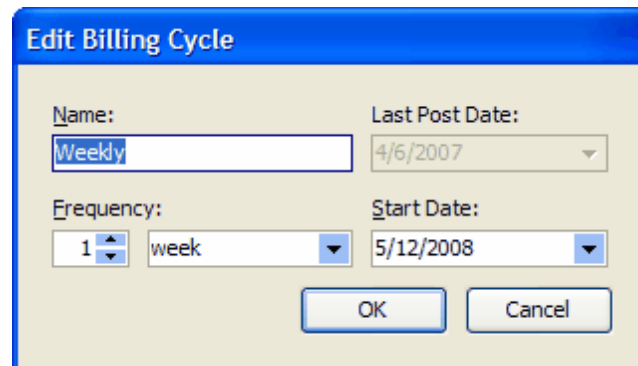
Childcare Manager uses billing cycles to define the frequency between billings when you batch bill. For example, if you batch bill once a month you could create a billing cycle called monthly. Similarly, if you batch billed weekly you could use a billing cycle called weekly. Childcare Manager includes five default billing cycles: daily, weekly, monthly, bi-monthly, and annual. You can use these or create your own.

How to add a billing cycle

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Billing Cycles**.



- 3) Click **Add**. The billing cycle editor will appear.
- 4) Enter a Name for the billing cycle in the blank highlighted field.
- 5) (Optional) If the billing cycle will be used with billing packages, enter a Start Date. Then enter the billing cycle Frequency.



11.5 How to Setup Contract Charges

Childcare Manager uses the Family Contract Charges window to enter charges, credits and billing package items. These items are used to bill families and other payors for recurring (cyclical) charges. For example, if you bill a standard weekly tuition charge of \$150 for each child in your full time toddler program, you might enter a charge item called Toddler Tuition Full Time with an amount of \$150, and a weekly billing cycle. When you performed your weekly batch billing, all of the charges and credits entered in all of the Family Contract Charge windows with a weekly billing cycle would be posted to the appropriate family and other payor receivables journals and to the center receivables journal.

Family Contract Charges - Anderson					
Item	Cycle	Payor	Child	Comment	Amt \$
Preschool Full-Time	Monthly	Social Services	Joyce		\$500.00
After School Tuition	Monthly	Social Services	Michael		\$90.00

Contract Charges Window

How to open Contract Charges

- 1) Got to the Family Center.
- 2) Highlight the family whose child is receiving your services.
- 3) Click **Contract Charges** under Family Tasks.

How to add, edit or delete a charge or credit item

- 1) To add a charge or credit item, click **Add Item**. The Edit Billing Item Window will appear.

- 2) Check "Charge/Credit Item".
- 3) Select the **Payor** from the drop-down list. The program defaults to the family highlighted on the Family List. If a payor different than the highlighted family will be responsible for the charge, select the payor from the drop-down list.
- 4) **Cycle**: Enter the billing cycle from the drop-down list.
- 5) **Item**: Enter the charge or credit description from the drop-down list.
- 6) **Amount**: Childcare Manager enters the default amount set for this charge or credit in the charge/credit item list. Edit the amount here if you want to change the amount for this customer.

- 7) **Child:** (Optional) If you want link the charge (or credit) to a child, select the Child from the drop-down list. Only the children from that family are included in the drop-down list.
- 8) **Rate Calculator:** The rate calculator calculates a charge by multiplying hours and minutes and by an hourly rate.
- 9) **(Optional) Comment:** This comment appears in the Family Receivables journal and on the customer's statement.
- 10) To edit a charge or credit item for the family highlighted in the Family List, highlight the charge or credit in the Family Contract Charges view and click **Edit Item**. The Edit Billing Item Window will appear. Make edits as desired and click **OK** to record changes and exit the Edit Billing Item Window.
- 11) To delete a charge or credit item for the family highlighted in the Family List, highlight the charge or credit in the Family Contract Charges view and click **Delete Item**.

Tip

The Payor drop-down list displays the families first in alphabetical sequence, then the other payors.

How to add, edit or delete a billing package item

- 1) To add a billing package, click **Add Item**. The Edit Billing Item Window will appear.

The screenshot shows the 'Edit Billing Item' dialog box. The 'Contract Charge Type' section has 'Billing Package Item' selected. The 'Payor' dropdown is set to 'Anderson' and the 'Cycle' dropdown is set to 'Weekly'. The 'Rate Schedule' dropdown is set to 'Preschool Full Time' and the 'Child' dropdown is set to 'Joyce'. There is a 'Comment' text box at the bottom.

- 2) Check "**Billing Package Item**".
- 3) Select the Payor from the drop-down list. The program defaults to the family highlighted on the Family List. If a payor different than the highlighted family will be responsible for the charge, select the payor from the drop-down list.
- 4) **Cycle:** Enter the billing cycle from the drop-down list.
- 5) **Rate Schedule:** Enter billing package from the drop down list.

- 6) **Child:** (Optional) If you want link the charge (or credit) to a child, select the Child from the drop-down list. Only the children from that family are included in the drop-down list.
- 7) **Optional) Comment:** This comment appears in the Family Receivables journal and on the customer's statement.
- 8) To edit a contract charge for the family highlighted in the Family List, highlight the charge in the Family Contract Charges view and click Edit Item. The Edit Billing Item Window will appear. Make edits as desired and click OK to record changes and exit the Edit Billing Item Window.
- 9) To delete a contract charge for the family highlighted in the Family List, highlight the charge in the Family Contract Charges view and click Delete Item.

Tip

The Payor drop-down list displays the families first in alphabetical sequence, then the other payors.

11.6 How to Batch Bill Contract Charges

- 1) Go to the Family Center or Accounting Center.
- 2) Click **Batch Bill** on the Family Tasks List. The Bill Contract Charges tab of the Batch Billing window will appear.

How to batch bill contract charges

- 1) Select the **Accounts Receivable** account from the drop-down list that you want these contract charges to post to. If you have only one accounts receivable account the program will default to it (typical for most centers). If you have more than one accounts receivables account, the program defaults to the accounts receivable account entered in *Accounting Settings | Default Accounts* in User Preferences.
- 2) Enter the **Billing Cycle** from the drop-down list.
- 3) Enter the **Status** of the families you want to bill. This will normally be Active.
- 4) Enter the **Date** you want the selected contract charges to post to your accounts.

- 5) Fill-in the **Due Date** with the date you want your customers to pay their bills by. Childcare Manager uses the days entered in *Accounting Settings | Default Days Due for A/R* in User Preferences to calculate the due date. You can overwrite this date with a different date if desired.

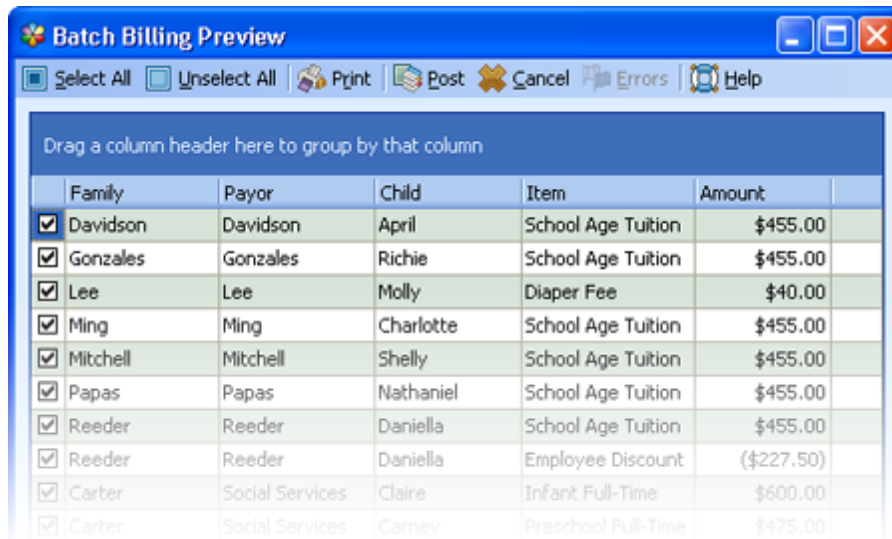
Tip

If your charges are due on the day they are billed enter a zero in this field.

- 6) (Optional) Place a check in *Use comment below instead of comments in Contract Charges* if you want the same comment to apply to all charges. Enter the comment you want to apply to all bills in the Comment field. This will override individual comments entered in the Contract Charges window.
- 7) (Optional) Check *Variable Billing - Multiply charges by this amount* if you want to multiply the charges being billed by a whole number. For example, if you are billing a daily rate, you can use Variable Billing to multiply the daily rate by the number of days being billed.
- 8) Click **Preview & Post**. The Batch Billing Preview Screen will appear. This screen displays a list of all charges, billing packages and credits being billed.
- 9) Click **Post** to record the charges and exit Batch Billing.

11.7 How to Use Batch Billing Preview

Childcare Manager lets you preview a list of families and/or other payors before they are billed. This is done through the Batch Billing Preview window. Here, you can remove customers from being billed by un-checking their name. You can also subgroup billing information by column. For example, if you wanted to know the amount of Preschool (Full Time) charges being billed this cycle you can, by using the grouping function.



	Family	Payor	Child	Item	Amount
<input checked="" type="checkbox"/>	Davidson	Davidson	April	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Gonzales	Gonzales	Richie	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Lee	Lee	Molly	Diaper Fee	\$40.00
<input checked="" type="checkbox"/>	Ming	Ming	Charlotte	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Mitchell	Mitchell	Shelly	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Papas	Papas	Nathaniel	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Reeder	Reeder	Daniella	School Age Tuition	\$455.00
<input checked="" type="checkbox"/>	Reeder	Reeder	Daniella	Employee Discount	(\$227.50)
<input checked="" type="checkbox"/>	Carter	Social Services	Claire	Infant Full-Time	\$600.00
<input checked="" type="checkbox"/>	Carter	Social Services	Carney	Preschool Full-Time	\$475.00

Batch Billing Preview Toolbar

Select All: Places a check in all of the Post check boxes.

Unselect All: Uncheck's all of the Post check boxes.

Print: Prints all of the charges with a check in the Post check boxes.

Post: Posts all of the charges with a check in the Post check boxes.

Cancel: Exits Batch Billing Preview without posting.

Errors: Displays a list of red and yellow flag errors when billing the billing packages.

Help: Displays help for the Batch Preview window.

Batch Billing Preview Fields

Post Select: When this box is checked and the Post button is pressed the checked charges are posted.

Family: This is the name of the family being billed or the name of the family whose child is being billed.

Payor: This is the family or other payor being billed. It will be the same as the family when the family is being billed. It will be different when an other payor is being billed. The charge will show up in the Receivables journal of the organization or individual displayed in this column.

Child: If the charge is linked to a child the child's name is displayed here.

Item: This is the charge or credit item associated with the amount.

Amount: This is the amount of the charge or credit.

Billing Package Status Flags: This field is used to display a status flag for billing package transactions. Childcare Manager displays a green, yellow or red flag depending on the status.

A *green flag* indicates a properly calculated billing package component.

A *yellow flag* indicates that the billing package component was properly calculated but not all of the child's attendance was billed. The unbilled hours are not covered by the billing package component rate tables.

Tip

Yellow flags indicate potential areas for increasing applicable charges. You may want to consider updating your rate tables to include the unbilled hours.

Click **Errors** to display a list of yellow flags and a link to their error source. A yellow flag condition exists

A *red flag* indicates that an in or out time is missing. Click **Errors** to display a list of red flags and a link to their error source.

11.8 How to Use Variable Billing

Variable billing multiples each charge being billed by the number entered in the Variable Billing - Multiple Charges By field. Variable billing is commonly used when your batch bill a daily rate and you want to multiply that rate by the number of school days in the week or month.

How to use variable billing

- 1) Go to **Family Center**.
- 2) Click **Batch Billing** on the Family Tasks List.
- 3) Select **Contract Charges**.
- 4) Select the **Accounts Receivable** account from the drop-down list that you want these contract charges to post to. If you have only one accounts receivables account the program will default to it (typical for most centers). If you have more than one accounts receivables account, the program defaults to the accounts receivables account entered in *Accounting Settings | Default Accounts* in User Preferences.
- 5) Enter the **Billing Cycle** from the drop-down list.
- 6) Enter the **Status** of the families you want to bill. This will normally be Active.
- 7) Enter the **Date** you want the selected contract charges to post to your accounts. The program defaults to today's date.
- 8) Fill-in the **Due Date** with the date you want your customers to pay their bills by. Childcare Manager uses the days entered in *Accounting Settings | Default Days Due for A/R* in User Preferences to calculate the due date. You can overwrite this date with a different date if desired.

Tip

If your charges are due on the day they are billed enter a zero in this field.

- 9) Check **Variable Billing - Multiple Charges By**.
- 10) Enter the number you want the selected charge to be multiplied by.
- 11) Click **Post**.

11.9 How to Batch Bill by Family Balance

- 1) Go to the **Family Center** or **Accounting Center**.
- 2) Click **Batch Bill** on the Family or Accounting Tasks List. The Bill Contract Charges tab of the Batch Billing window will appear.
- 3) Click **Bill by Family Balance**.

How to batch bill by family balance

- 1) Select the Accounts Receivable account you want to post your charges to from the Account field. Normally, you will only have one A/R account. If you are using more than one, you will need to be sure you enter the right one.
- 2) Enter the criteria amount for billing in the Balance field.
- 3) Select the Status of the families that you want to bill. This will normally be active.
- 4) Select the billing Date. This is the date Childcare Manager uses to post the charges and credits being billed. The program defaults to today's date but you can select another date by highlighting the existing date and entering a different date. You can also use the drop-down calendar to select another date.
- 5) Select the Due Date. The due date is used to let customers know when a charge is due. It is also used by the Childcare manager to age your outstanding bills. The program defaults to today's date. You can select a different due date by highlighting the existing date and entering a different date, or by using the drop-down calendar to select another date.
- 6) Select the tuition charge you want to bill form the Item drop-down list. This will normally be Late Fees since billing by family balance is most often used for this purpose.
- 7) Enter the Amount of the charge. If the charge item in the list includes a standard amount, this amount will be entered. If you want to change the charge amount you can edit it in this field.
- 8) Enter a comment if desired in the Comment field.
- 9) Click Preview & Post. The Batch Billing Preview Screen will appear. This screen displays a list of all charges, billing packages and credits being billed.
- 10) Click Post to record the charges and exit Batch Billing.

11.10 How to Batch Bill by Family Group

If you want to post a one time charge or credit to everyone in a sponsor group, you would use the Batch Billing Bill by Group option. Using this option, you can post a one time charge or credit to all sponsors assigned to a specific sponsor group. For example, you could post a one time credit of \$100 for all sponsors in a group called Center Employees.

- 1) Go to the Family Center or Accounting Center.
- 2) Click **Batch Bill** on the Family or Accounting Tasks List. The Bill Contract Charges tab of the Batch Billing window will appear.
- 3) Click **Bill by Family Group**.

How to bill by family group

- 1) Select the Accounts Receivable account you want to post your charges to from the Account field drop-down list. Normally, you will only have one A/R account. If you are using more than one, you will need to be sure you enter the right one.
- 2) Select the family Group you want to bill.
- 3) Select the Status of the families that you want to bill. This will normally be active.
- 4) Select the billing Date. This is the date Childcare Manager uses to post the charges and credits being billed. The program defaults to today's date but you can select another date by highlighting the existing date and entering a different date. You can also use the drop-down calendar to select another date.
- 5) Select the Due Date. The due date is used to let customers know when a charge is due. It is also used by the Childcare Manager to age your outstanding bills. The program defaults to today's date. You can select a different due date by highlighting the existing date and entering a different date, or by using the drop-down calendar to select another date.
- 6) Select the tuition charge you want to bill from the Item drop-down list.
- 7) Enter the Amount of the charge. If the charge item in the list includes a standard amount, this amount will be entered. If you want to change the charge amount you can edit it in this field.
- 8) Enter a Comment if desired.
- 9) Click Preview & Post. The Batch Billing Preview Screen will appear. This screen displays a list of all charges, billing packages and credits being billed.
- 10) Click Post to record the charges and exit Batch Billing.

11.11 How to Batch Bill by Child Classroom

Use batch billing by classroom if you want to selectively bill by classroom. With this method you can easily charge a one-time fee for everyone in a classroom going on a field trip.

If you want to charge a one time fee related to a classroom activity, use the Bill by Child Classroom option in Batch Billing. Using this option, you can charge a one time fee for everyone in a particular classroom. For example, you could bill a one time fee of \$25 Go to the Family Center or Accounting Center.

- 1) Click **Batch Bill** on the Family or Accounting Tasks List. The Bill Contract Charges tab of the Batch Billing window will appear.
- 2) Click **Bill by Child Classroom**.

The screenshot shows the 'Batch Billing' window with the 'Bill by Child Classroom' option selected in the left-hand menu. The main area contains the following fields and options:

- Account:** Accounts Receivable (dropdown)
- Classrooms:** Leap Frogs/Dandelic (dropdown)
- Status:** Active (dropdown)
- Post Date:** 12/30/2008 (dropdown)
- Due Date:** 1/4/2009 (dropdown)
- Item:** Activity Fee (dropdown)
- Amount:** \$5.00 (text input)
- Comment:** (empty text input)

Buttons at the bottom include 'Preview & Post', 'Cancel', and 'Help'.

How to batch bill by classroom

- 1) From Account select the Accounts Receivable account you want to post your charges to. Normally, you will only have one A/R account. If you are using more than one, you will need to be sure you enter the right one.
- 2) Check the Classroom or classrooms you want to bill.
- 3) Select the Status of the families that you want to bill. This will normally be active.
- 4) Select the billing Date. This is the date Childcare Manager uses to post the charges and credits being billed. The program defaults to today's date but you can select another date by highlighting the existing date and entering a different date. You can also use the drop-down calendar to select another date.
- 5) Select the Due Date. The due date is used to let customers know when a charge is due. It is also used by the Childcare Manager to age your outstanding bills. The program defaults to today's date. You can select a different due date by highlighting the existing date and entering a different date, or by using the drop-down calendar to select another date.
- 6) From the Item drop-down list select the tuition charge you want to bill.
- 7) Enter the Amount of the charge. If the charge item in the list includes a standard amount, this

amount will be entered. If you want to change the charge amount you can edit it in this field.

- 8) Enter a Comment if desired.
- 9) Click **Preview & Post**. The Batch Billing Preview Screen will appear. This screen displays a list of all charges, billing packages and credits being billed.
- 10) Click **Post** to record the charges and exit Batch Billing.

11.12 How to Batch Bill by Child Program

1) If you want to charge a one time fee related to a program activity, use the Bill by Child Program option in Batch Billing. Using this option, you can charge a one time fee for everyone in a particular program. For example, you could bill a one time fee \$20 for everyone in a program for extra training materials.

- 1) Go to the *Family Center* or *Accounting Center*.
- 2) Click **Batch Bill** on the Family or Accounting Tasks List. The Bill Contract Charges tab of the Batch Billing window will appear.
- 3) Click **Bill by Child Program**.

- 4) The Bill by Child Program screen will appear.
- 5) Select the Accounts Receivable Account you want to post your charges to. Normally, you will only have one A/R account. If you are using more than one, you will need to be sure you enter the right one.
- 6) Check the Program or programs you want to bill. Use the drop-down list.
- 7) Select the Status of the families that you want to bill. This will normally be active.
- 8) Select the billing Date. This is the date Childcare Manager uses to post the charges and credits being billed. The program defaults to today's date but you can select another date by highlighting the existing date and entering a different date. You can also use the drop-down calendar to select another date.
- 9) Fill-in the Due Date with the date you want your customers to pay their bills by. Childcare Manager uses the days entered in *Accounting Settings | Default Days Due for A/R* in User Preferences to calculate the due date. You can overwrite this date with a different date if

desired.

Tip

If your charges are due on the day they are billed enter a zero in this field.

- 10) Select the tuition charge Item you want to bill.
- 11) Enter the Amount of the charge. If the charge item in the list includes a standard amount, this amount will be entered. If you want to change the charge amount you can edit it in this field.
- 12) Enter a Comment if desired.
- 13) Click **Preview** to view a list of the families to be billed.
- 14) Click **Post** to record the charges and exit Batch Billing.

11.13 How to Bill Manually

There are two ways to manually bill in Childcare Manager.

- 1) You can bill (post) charges and credits directly to a family or other payor receivables journal.
- 2) You can bill (post) charges and credits to the family receivables journal using the Enter Statement Charge dialog. You can not post to the other payor receivables journal using the Enter Statement Charge Dialog.

— How to post charge/credit items directly to a family or other payor receivables journal

- 1) Go to Family Center or the Other Payor Center.
- 2) Go to the Family or Other Payor List and select the family or other payor you want to post a charge or credit to.
- 3) Go to the Family or Other Payor Receivables journal.
- 4) Click **Add Entry**. A new journal entry line will appear.
- 5) In the Item field, use the drop-down list and enter the charge/credit description.
- 6) In the Charged field, enter the amount of the charge or credit. Childcare Manager enters a charge as a positive amount and a credit as a negative amount.
- 7) If you want to enter a Comment (optional), enter it here.
- 8) If you want to link the charge or credit to a child (optional), enter the child in the Child field using the drop-down list.

— How to post charge/credit items to the family receivables journal using the Enter Statement Charge dialog

1. Click **Family Center** .

2. Click **Enter Charge** on the Family Receivables journal toolbar. The Enter Statement Charge dialog will appear. Childcare Manager enters the name of the family and the family's account balance.
3. Enter the Date you want this transaction posted. The program defaults to the current date.
4. Enter the A/R Account you want this transaction posted to.
5. Enter the charge or credit Item you want to apply this transaction to.
6. Enter the Due Date that the charge is due (optional). The program defaults to today's date adjusted by the "Days Due for A/R Charges" setting in User Preferences.
7. Enter the Amount of the charge or credit.
8. If you want to link this charge to a Child (optional), enter the child's name. Select from the drop-down list.
9. If you want to enter a Comment (optional), enter it here.
10. Click **Post** to post the transaction and exit the Enter Statement Charge dialog.

Enter Statement Charge

Fill in the item, amount, and child, then click "Post & Close" to simply apply the charge or Post & New to apply this charge and create a new one. Click cancel to close and cancel any changes.

Family: Anderson Balance: \$70.00

Date: 11/14/2008 Account: Accounts Receivable

Item: Before School Tuition Due Date: 11/19/2008

Amount: \$25.00 Rate Calculator


Child: Joyce

Comment:

Post Close Help

11.14 How to Print Statements

You can print individual statements from the family and other payor receivables journals. You can print individual or multiple statements from Reports.



Statement
Demo Daycare Center
 2007 CCM Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x0

10:17 AM
11/14/2008

Printed for (All dates included)

Federal Tax ID: CCMDEMO
State Tax ID: CCMDEMO

Anderson, Sandy
525 Cherry Street
Phoenix, OR 97535

Post Date	Due	Item	Child	Comment	Beginning Balance:		Balance
					Credit	Debit	
4/1/2007	4/2/2007	Registration Fee	Anderson, Joyce	2007 Fall Registration		50.00	50.00
4/1/2007	4/2/2007	Registration Fee	Anderson, Michael	2007 Fall Registration		50.00	100.00
4/1/2007		Cash Payment			100.00		0.00
4/2/2007	4/7/2007	Parent Co-Pay		Joyce & Michael		70.00	70.00
4/8/2007		Cash Payment			70.00		0.00
4/9/2007	4/14/2007	Parent Co-Pay		Joyce & Michael		70.00	70.00
					170.00	240.00	
					Statement Ending Balance:		\$70.00

Customer Statement

Customer statements are useful because they serve to remind customers of their outstanding balance and they ensure that your records and the customer's records reflect the same information. With Childcare Manager you can print or email a statement.

— How to print a Statement from a receivables journal

- 1) Click **Family Center** or **Other Payor Center**.
- 2) Go to the Family or Other Payor Receivables Journal and click **Statement**. The Date Range filter will appear.
- 3) Enter the desired date range for your Statement.
- 4) Click **OK**. Your Statement will appear in a Print Preview window.
- 5) Click **Print** to print the Statement.


— How to print a Statement from reports

- 1) Click **Family Center** or **Other Payor Center**.
- 2) Click **Accounting (Income)** in Family or Other Payor Reports.
- 3) Click **Statement (family)** or **Statement (Other Payor)**.
- 4) Click **Run**.
- 5) Click **Print** to print Statements for all of your families or other payors.
- 6) To print Statements for selected families, click **Modify Report**, check **Family**, then press the **Control** key and with your mouse click each family that you want to print a Statement for.

11.15 How to Email Statements

You can email a statement from the Family Receivables or the Other Payors journal.

How to Email a statement

- 1) Go to the Family Center or Other Payors Center.
- 2) Highlight the family or other payor you want to email a statement to in the Family List or Other Payor list.
- 3) Click **Email Stmt**  on the Family or Other Payor Receivables toolbar. A date range filter will appear.
- 4) Enter the Date Range for the Customer Statement. Transactions within the date range will be displayed on the Statement. A beginning balance and an ending balance to cover transactions outside the date range will also be included on the Statement.
- 5) Click **OK**. Your the email window for your default email program will appear.
- 6) Childcare Manager fills in the To address with the email address entered in the sponsor's record.
- 7) (Optional) Enter a subject and message.
- 8) Click **Send**.

11.16 Helpful Billing Reports

When you bill a customer, Childcare Manager keeps track of whether your families and other payors have paid you. Childcare Manager uses the amount of the charge and the due date to determine which customers owe you money and how long they have owed you. Use the A/R Aging reports (Summary and Detail) to track the status of your unpaid bills.

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Anderson	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$70.00
Bailey	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	\$230.00
Carter	\$0.00	\$0.00	\$0.00	\$0.00	\$46.25	\$46.25
Davidson	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00

A/R Aging Summary

12 Receiving Payments

When you receive payments from customers, you will normally receive those payments using the Receive Payments dialog. Payments received using the Receive Payments dialog are then grouped in the Make Deposit dialog where you can later move them to your bank or checking account.

12.1 How to Receive a Payment

Click **Receive Payments** to display the Receive Payments Window.

Receive Payments toolbar

Previous Customer: Click to move to the previous customer's record.

Next Customer: Click to move to the next customer's record.

Apply Credits: Click to apply outstanding credits. If you have credits they will be displayed in the *Credits* field in the *Address* box. This button is activated only if this customer has a credit balance.

See *How to Apply Credits to Charges* for more detail.

View Receipt Details: Click to display receipt details. This button opens a ledger card at the bottom of the Receive Payments form that displays the customer's unpaid charges.

Receive Payments display

Payment Information

Date: Enter the date you want this payment to be posted to your account journals. Childcare Manager defaults to the current date.

Customer: This is the customer's account the payment will be posted to. To enter a customer's name, highlight the **Customer** field and type the customer's name, use the drop-down menu to select the customer, or use the **Previous and Next Customer** buttons.

Payment: Enter the type of payment from the drop down list, e.g., payment by check or payment by cash.

Comment: Enter desired comments.

Tip

If you want to associate a check number with the payment enter that number in comments. This information is available when you deposit the payment and in your deposit slips.

Amount: This is the amount of the payment to be posted. Childcare Manager defaults to the total amount owed by the customer (click View Receipt Details to review charge details).

Address Box

Primary/Secondary Sponsor Names: This is the primary and secondary sponsor names from the customer's record.

Sponsor Address: This is the customer's street address, city, state and zip code.

Sponsor Phone: This is the customer's telephone number.

Children Names: The customer's children's names.

Charges: The customers total unpaid charges.

Credits: The customer's total unused credits.

Print Receipt: Check this box if you want the program to print a receipt when posting.

See Also:

[How to receive payments](#)¹⁸⁶

[How to edit a payment](#)¹⁸⁷

[How to receive a prepayment](#)¹⁸⁸

[How to receive an overpayment](#)¹⁸⁹


[How to print receipts](#)¹⁹⁶

[How to apply credits to charges](#)¹⁹⁵

12.2 How to Edit a Payment

It's easy to edit a payment in the family or other payor receivables journal using Childcare Manager's Payment editor. You can even transfer a payment from one family to another if you have posted to the wrong account.

How to edit a payment

- 1) Go to the Family Center or Other Payor Center.
- 2) Click **Receivables**  under Family or Other Payor Tasks.
- 3) Double click the payment in the Receivables journal that you want to edit and make the desired change or changes
- 4) To transfer the payment to another family or other payor account go to the customer field and use the drop-down list to select and enter the correct account.
- 5) Click **Post** to record the changes and exit the Payment Editor.

12.3 How to Receive a Prepayment

Prepayments are payments received in advance of providing a product or service. A typical prepayment occurs when a parent pays for a child's tuition a year in advance. You need to deposit the monies received in your checking account, then apply a portion of the advance against each month's tuition charges.

How to enter a prepayment

Childcare Manager automatically applies payments posted in a receivables journal to any outstanding charges. The payment is applied to the oldest charge first, the next oldest and so on.

To enter a prepayment which is not applied against a charge:

- 1) Go to the Receive Payments dialog for the family who is making the prepayment. Click the **View Receipt Details**.
- 2) Enter the prepayment amount in the Amount box. Click **Post**. This will enter the amount of the prepayment in Receive Payments Unused Credits window. **Caution:** You must click the **View Receipt Details** and open the Charge Details window to keep from applying the prepayment to outstanding charges.

– How to handle prepayments

- 1) When the prepayment is received, post it to the family's account. You can do this by going to the Family's Receivables Journal or to the Receive Payments dialog.
- 2) Enter the family's regular tuition charges in the Family Contract Charges dialog. When you batch bill, these charges are automatically entered in the Receive Payments window.
- 3) Go to the Receive Payments dialog. Any prepayment balance will appear in the Unused Credits field. Apply these credits to outstanding customer charges.
- 4) To apply a prepayment (unused credit) to a charge item, click **Apply Credits**. The Overpayment Credits dialog will appear.
- 5) Enter the amount of the unused credits you want to apply to the current charges. In the example shown the amount of the amount charged and owed was \$275. We entered \$275 in the Amt to Apply field.

Tip

Childcare Manager lists overpayment credits individually by the date they are received. You can generally differentiate between customer deposits, overpayments and prepayments by their amount and the date they were posted. For example, if you charge \$25 or \$50 for a customer deposit you will recognize that entry in the Overpayment Credits dialog as a customer deposit. Similarly, annual tuition Prepayments will normally be for several thousand dollars

- 6) Click **OK** to post the unused credit and return to the *Receive Payments* window. The *Receive Payments* window is updated to reflect posting the unused credits.

12.4 How to Receive an Overpayment

If a customer pays you more money than he or she owes (an overpayment), there will be an amount left over after you have applied the payment to any unpaid charges. Childcare Manager, by default, keeps track of the credit amount (overpayment) and applies this credit to any new charges as they occur.

– How to enter an overpayment

- 1) Click **Receive Payments** to display the *Receive Payments* window.
- 2) Click the **Customer** drop-down list and choose the *Customer* name.
- 3) Enter the payment amount in the *Amount* field.
- 4) Click the **Payment (method)** drop-down arrow and choose a payment method.
- 5) (Optional) You can give your customer a receipt for the payment by checking the Print Receipt checkbox.
- 6) Click **Post**. The amount of the overpayment will be recorded as an unused credit and be displayed in the Credits field.

— How to adjust the customer's account receivables

- 1) Click the **Family** or **Other Payor Center**. Select the family or other payor whose over payment you wish to refund.
- 2) Click **Family** or **Other Family Receivables** in the *Family* or *Other Payor Receivables* tool bar.
- 3) Click **Enter Charge**. The Enter Statement Charge window will appear. This form will include the name of the selected family or other payor and their outstanding balance.
- 4) **Date**. Enter the date you want this transaction posted.
- 5) **Account**. Enter an Accounts Receivable account. This account should be the same one used by the customer receiving the refund.
- 6) **Item**. Enter a charge item called 'Customer Refund'. This item should be linked to an income account.
- 7) **Due Date**. This field is not required for customer refunds.
- 8) **Amount**. Enter the amount of the refund
- 9) **Child**. This field is not required for customer refunds.
- 10) **Comment**. Enter a comment that links the refund to the over payment.

— How to write a refund check

- 1) Click **Accounting Center**.
- 2) Click **Write Checks**.
- 3) Write a check to the customer for the amount of the refund.
- 4) Record the refund amount in an other expense account called *Customer Refunds*.
- 5) Enter a comment that links this check back to the customer over payment.

12.5 How to Handle a Returned (NSF) Check

When a customer bounces a check, you normally re-bill the customer for the NSF check, plus any bank fees you want to recover.

Tip

Make sure the appropriate charge credit items and accounts have been created.

— How to handle a returned (NSF) check

- 1) Click **Family Center** or **Other Payor Center** as appropriate.
- 2) Select the family or other payor with the NSF check.

- 3) Click **Add Entry** on the family or other payor's *Receivables Journal*.
- 4) Enter a transaction using the NSF Check item and the amount of the NSF check. Because this item is linked to your checking account, the transaction will reduce your checking account by the amount of the NSF check. Your income account is not affected since it was increased as a result of the original charge, not payment.
- 5) Click **Post Entry**.
- 6) If you charge your customers a service charge for bounced checks, enter a second transaction using the *NSF Check Service Charge* item for any checking account fees that you want to recover.
- 7) Click **Post Entry**.

Reminder

Don't forget to enter your checking account's NSF charge when you reconcile your checking account. (Childcare Manager Professional only) also: Include your bank's charge for the bounced check in the Service Charge field. In the Service Charge Account field, enter an expense account, for example, Returned Check Charge.

12.6 How to Handle Customer Security Deposits

Security deposits are monies paid at the beginning of a school term to protect the center against damage or non-payment. As such, they are generally returned at the end of the term or applied against a future tuition charge. These monies are deposited in your banking account and tracked in a liability account. Security deposits should not be recorded as income unless and until they are used to pay for damage, non-payment of a bill or a future charge.

Handling customer security deposits is a 4 step process.


- Step 1:** Charge the customer for the security deposit.
- Step 2:** Receive the customer's security deposit payment.
- Step 3:** Reverse the customer's security deposit charge.
- Step 4:** Refund the security deposit.

Childcare Manager provides the following set of default accounts and charge/credit items for use in handling your security deposits. You can add, edit or delete these items and accounts to meet your individual needs.


Item Name	Item Type
Sec Dep Chg	Charge
Sec Dep Chg Rev(ersal)	Credit
Cust Dep Pmt Ref(und)	Charge

Account	Account Type
Customer Deposits	Other Current Liability
Checking	Bank

– Step 1: How to charge for the security deposit

- 1) Click **Family Center** on the navigation bar.
- 2) On the Name List, highlight the family you want charge a security deposit.
- 3) Click **Add**  on the Family Receivables journal.
- 4) Select **Sec Dep Chg** from the Item drop-down list.
- 5) Enter the amount of the security deposit in the Charged field. This will increase your family receivables journal and your other current liability account (Customer Deposits) by the amount of the security deposit.
- 6) **Important!** Enter the name of the family that you are charging the security deposit in the Comment field. By doing this the name of the family will show up in your Customer Deposits other current liabilities account.


– Step 2: How to receive a payment for the security deposit charge

- 1) Click **Family Center** on the navigation bar.
- 2) Click **Receive Payments** .
- 3) In the Customer field, enter the name of the family making the payment using the drop-down list.
- 4) Enter the payment Type using the drop-down list.
- 5) Click **Post**. This will decrease your family receivables journal and increase your undeposited funds account by the amount of the transaction.
- 6) Go to Make Deposits to deposit this payment. This can be done at any time.


See Also:

[How to make a deposit](#) ¹⁹⁹

– Step 3: How to reverse the customer's security deposit charge

- 1) Click **Family Center** on the navigation bar.
- 2) On the Name List, highlight the family you want to return a security deposit to.
- 3) Click **Add**  on the Family Receivables journal.
- 4) Select Sec Dep Chg Reversal from the Item drop-down list.
- 5) Enter the amount of the security deposit in the Charged field. This decreases your family receivables journal and your other current liability account (Customer Deposits) by the amount of the transaction.
- 6) **Important!** Enter the name of the family that you are refunding the deposit to in the Comment field. By doing this the name of the family will show up in your Customer Deposits other current liabilities account.

– How to refund the customer's security deposit

- 1) Click **Family Center** on the navigation bar.
- 2) On the Name List, highlight the family you want to record a security deposit refund to.
- 3) Click **Add**  on the Family Receivables journal.
- 4) Select Sec Dep Pmt Refund from the Item drop-down list. This will decrease your family receivables journal and your bank account by the amount of the transaction

– Helpful Reports

- For a list of all of your security deposit liabilities, run Journal Summaries and filter for the Security Deposits account and select Show Details.
- For a record of each family's customer deposit transactions, run Family Charge/Credit Summaries and filter for Security Deposit charge/credit/payment items
- For a history of each customer's deposit activity for a selected period, run Family Statements for the selected date range.

12.7 How to Use Enter Statement Charges

The Enter Statement Charge window is used to post non-recurring charges, i.e., charges that are not batch billed. Non-recurring charges are one time charges. An example of a one time charge might be for a meal provided during a parent visit.

How to use Enter Statement Charges

- 1) Click **Family Center**.
- 2) Go to the *Family List* and select the Family you want to charge a non-recurring charge for.
- 3) Click **Enter Charge** on the *Family Receivables Journal*.
- 4) **Family**. Childcare Manager enters the name of the family you have selected on the Family Explorer.
- 5) **Balance**. Childcare Manager enters the selected family's outstanding balance.
- 6) Enter the *Date* you want this transaction posted. The program defaults to the current date.
- 7) Enter the *A/R Account* you want this transaction posted to.
- 8) Using the drop down menu, enter the charge *Item* you want to apply this transaction to.
- 9) Enter the *Due Date* that this charge is due. The program defaults to today's date adjusted by the "Days Due for A/R Charges" setting in User Preferences.
- 10) Enter the *Amount* of the charge.
- 11) If you want to link this charge to a *Child*, enter the child's name. Select from the drop-down list.
- 12) If you want to enter a *Comment*, enter it here.
- 13) Click **Post & Close** to post the transaction and exit the Enter Statement Charge dialog.
- 14) Click **Post & New** to post the transaction and enter a new transaction.

12.8 How to Apply Credits to Charges

How to apply existing credits in Receive Payments

- 1) (Optional) If the Credits amount on Receive Payments is positive and the Charges amount is positive, you may want to apply existing credits before accepting new payments.
- 2) Enter the amount of the credit you want to apply in the "Amount" field and click **Apply Credits**.

The screenshot shows the 'Receive Payments' window. At the top, there are navigation buttons: 'Previous Customer', 'Next Customer', 'Apply Credits' (highlighted), 'View Receipt Details', and 'Make Electronic Payment'. Below these is a text prompt: 'Select a customer and enter payment information. Click "View Receipt Details" to manually apply payments.'

The 'Payment Information' section includes:

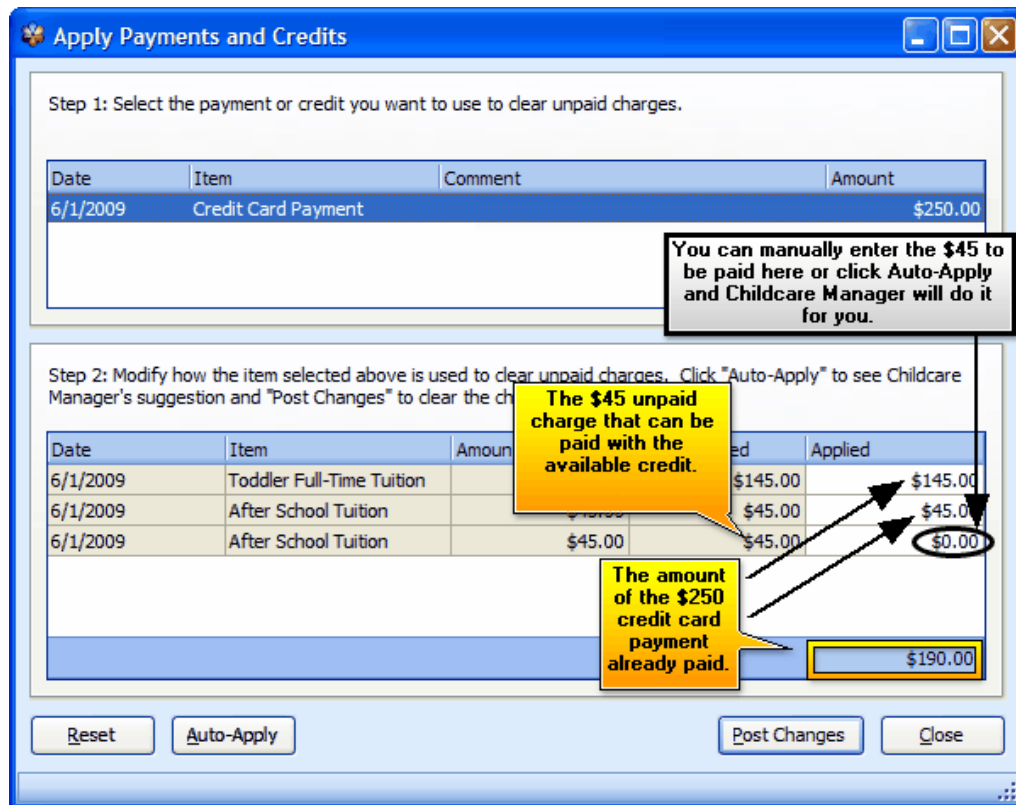
- Date: 6/1/2009
- Customer: Ming
- Payment: Credit Card Payment
- Comment: (empty field)
- Amount: \$0.00

To the right, customer details are listed:

- Ming, Emily / Ming, Derek
- 6400 Mistletoe Drive
- Medford, OR 97504
- (555) 555-1224
- Children
- Ming, Brian (with Charges: \$45.00)
- Ming, Charlotte (with Credits: \$60.00)

At the bottom right, there are buttons for 'Post', 'Close', and 'Help'. A 'Print Receipt' checkbox is also present.

- 3) The Apply Payments and Credits screen will appear. The screen below shows a 2 step process. Step one displays a list of payments and credits that have not yet been applied or are partially applied to charges. In the example below, a credit card payment of \$250 is selected for use in paying unpaid charges.



- 4) Step one displays a list of any charges already paid for by the selected payment and any unpaid charges. In the example shown, \$190 of the \$250 credit card payment has been used to pay down unpaid charges, i.e., Toddler Full-Time Tuition for \$145 and After School Tuition for \$45. This leaves a credit of \$60 and an unpaid charge of \$45.
- 5) Click Auto-Apply to see Childcare Manager's suggested charges to clear. Childcare Manager suggests that you apply the payment or credit to the oldest charges in order of age. Click Post Changes to post the payment or credit.
- 6) You can also enter \$45 directly into the Applied column to pay the \$45 After School Tuition unpaid charge. Click Post Changes.

12.9 How to Print Receipts

You can print receipts from Receive Payments while posting payments, or from the family/other payor receivables journals at any time.

How to print a receipt from Receive Payments

- Check the **Print Receipt** checkbox.
- Click **Post**.

How to print a receipt from a family or other payor receivables journal

- 1) Go to the family or other payor's receivables journal you want to print a receipt for.

- 2) Highlight the payment you want to print a receipt for.
- 3) Click **Receipt**.

Key Information

When you print a receipt it will print with or without the customer's account balance based on which option is selected in User Preferences. To set this option, go to *Receipt | Accounting Settings* in User Preferences. To display the customer balance check Print Balance. Uncheck Print Balance if you don't want to display the customer's balance in the receipt.

12.10 Helpful Payment Reports

Account Activity Detail (Family)

Family Account Activity Detail provides a list of charge/credit/payment item amounts for each family for the specified time period.

Account Activity Summary (Family)

The Family Account Activity Summary shows the beginning balances, all of the charges, credits, payments, and ending balance for the date range selected. Can be used to confirm charges and credits incurred during a specific date range.

Account Activity Summary (Other Payor)

The Other Payor Account Activity Summary shows the beginning balances, all of the charges, credits, payments, and ending balance for the date range selected. Can be used to confirm charges and credits incurred during a specific date range.

Charge/Credit Summary (Family)

The Family Charge/Credit Summary provides a separate summary of charges, credits and payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

Journal Detail (A/R & Income)

Journal Detail provides a list of transactions in your A/R and Income account journals. Transactions are displayed by account and include post date, item description, family name, child name, comment, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. An option is provided to see which user last modified each transaction and when. (The Date Range filter operates on the post date only.)

– Payment/Charge Summary

The Payment/Charge Summary provides a list of payments and shows the charge or charges they were applied to. The amount of a payment not applied to a charge is also provided.

– Specific Charge Credit Summary

Specific Charge/Credit Summary provides a summary of charge/credit/payment items over a specific period of time and lists the transactions for each item. A total count and amount are displayed for each charge/credit/payment item.

– Specific Charges Paid Summary

The Specific Charges Paid Summary provides a list of partially or fully paid charges, displayed by charge item. Charges with no payments for the date range selected are not displayed.

– Tax Statement

Tax Statement provides a summary of payments for each family for the period specified. It also includes your center's Federal and State Tax IDs.

– Tax Statement (Itemized)

The itemized Tax Statement provides a summary of payments received during the period specified and how they were applied for each family. It also includes your center's Federal and State Tax IDs.

– Total Charge/Credit Summary

The Total Charge/Credit Summary provides a summary of charge/credit/payment items over a specific period of time. It also provides a beginning and ending balance summary for the specified time.

– Total Charges Paid Summary

The Total Charges Paid Summary provides a list of partially or fully paid charges, displayed by charge item.

Charges with no payments for the date range specified are not displayed.

13 Making Deposits

13.1 How to Make a Deposit

When you receive a payment from a customer, use Deposit Payments to deposit the payment into a bank account. Most centers post deposits regularly (daily or weekly) depending on their cash flow requirements.

Select the payments you would like to include in this deposit by checking the first column indicated by a check mark.

Date: 11/14/2008 Bank Account: Checking Acct #:




Memo: Deposit ID: 723439568

Date	Customer	From Account	Payment Method	Memo	Amount \$	
<input checked="" type="checkbox"/>	4/16/2007	Papas	Undeposited Funds	Check Payment	#6087	\$605.00

Automatically print deposit slip on post. Deposit Amount: \$605.00

Clear Select All Post Cancel Help

How to make a deposit

- 1) Go to the *Accounting, Family or Other Payor Center*.
- 2) Click **Make Deposits**  under Accounting, Family or Other Payor Tasks.
- 3) Select the payments you would like to include in the deposit by checking the box to the left of the payment.
- 4) Enter the *Date* you want the deposit to be deposited to your bank account journal. The program defaults to today's date. Use the drop-down calendar to change the date.
- 5) Select the Bank Account you want to make the deposit to. The program defaults to the default checking account entered in Accounting Settings  in User preferences .
- 6) (Optional) Select Memo to enter any comments you want recorded with this transaction.
- 7) (Optional) Check the 'Automatically print deposit slip on post' if you want to print a deposit slip.
- 8) Click **Post**.

13.2 How do Undeposited Funds Work?

Any payments you receive from customers automatically go into an account called Undeposited Funds. The Undeposited Funds account acts as a holding account until you deposit the payment in a Childcare Manager bank account. Undeposited Funds are displayed in the Make Deposit window until they are deposited to your bank account.

13.3 How to Edit or Delete a Deposit Record

You can edit a deposit by removing one or more items from the deposit. You cannot delete a deposit, however, you can void a deposit.

Key Information

When you delete a payment from the account register, the payment no longer exists in Childcare Manager.

— How to edit a deposit

- 1) Go to the bank account journal containing the deposit that you want to edit.
- 2) Highlight the deposit that you want to edit.
- 3) Double click the deposit. The Make Deposit window will open.
- 4) Deselect the payments that you want to remove from the deposit.
- 5) Click **Post**.
- 6) Any payments removed from the deposit will be reinstated in the Make Deposit window.

— How to void a Deposit Record

- 1) Go to the bank account journal containing the deposit that you want to void.
- 2) Highlight the deposit that you want to void.
- 3) Click **Void Entry**.
- 4) When you void a deposit, Childcare Manager reinstates all of the payments in the deposit in the Make Deposit window.

13.4 How to Print Deposit Tickets

You can print a deposit ticket whenever you deposit payments using the Deposit Payments window. Deposit tickets are printed on regular printer paper and from any type of printer. You can also print deposit tickets using the Deposit Ticket report.

— How to print a deposit ticket from the Deposit Payments window

- 1) Check "*Automatically print deposit slip on post*".
- 2) Click **Post**.

— How to print a deposit ticket from the Deposit Ticket report.

- 1) Click **Accounting Center**.

- 2) Click **Accounting (Center Finances)** in Accounting Reports.
- 3) Click **Deposit Ticket**.
- 4) Click **Run**.
- 5) To print selected Deposit Tickets, click Modify Report, check Deposit ID, then press the Control key and with your mouse click each deposit ticket that you want to print.

13.5 Helpful Deposit Reports

– Deposit History

The Deposit History report provides a list of your deposits. Each deposit is identified by the date of the deposit, the bank account the deposit was deposited to, a special deposit ID for tracking, and the amount of the deposit. The payments included in the deposit are separated by payment type and listed by date, account and amount.

– Deposit Ticket

The Deposit Ticket is formatted like the deposit ticket you use to deposit your funds at the bank. The Deposit Ticket includes the deposit ID, date, name of the bank, bank routing identifier (the bank account identification number entered in the Account Information dialog for the selected bank account). If you want to enter a check number or bank identifier for an individual check, include the numbers in the comment field when receiving the payment.

14 Paying Bills

14.1 How to Use the Check Writer (Pro Edition Only)

You can write a check for:

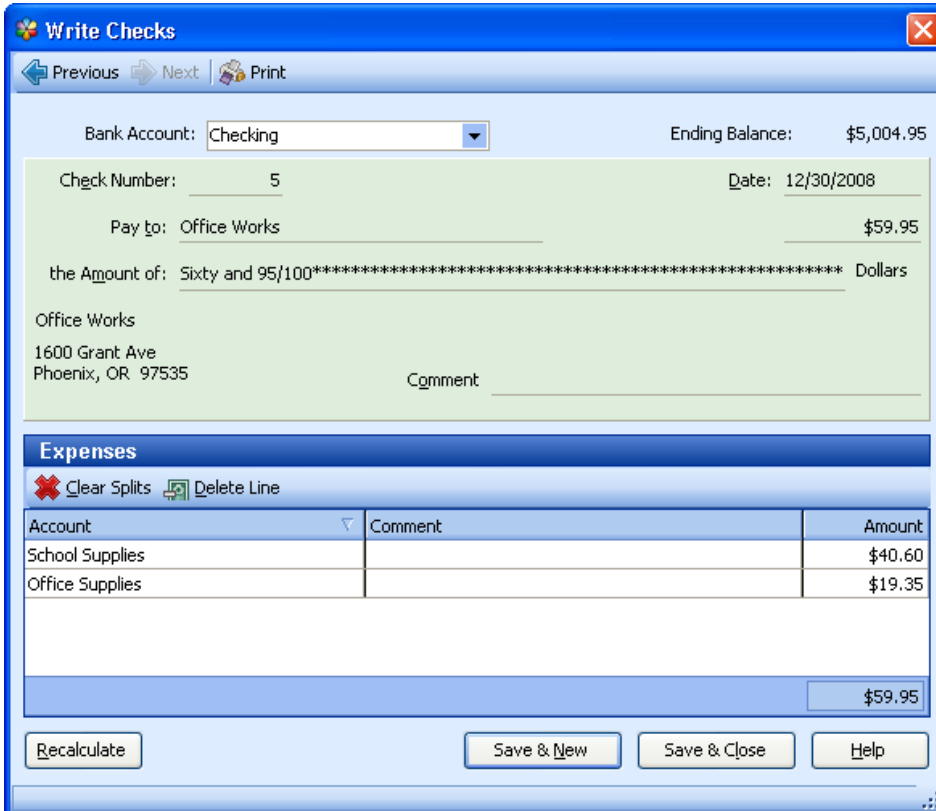
- Any expense that you track through expense accounts.
- The following types of items: fixed asset, non-inventory part, service, and other charge.
- Putting money into your petty cash account.

Caution

Do not use the Write Checks window to pay bills that you have already entered into the Enter Bills window. Use the Pay Bills window for this.

How to write and print a check

- 1) Go to the Accounting Center and click **Write Checks**  .



Write Checks

Previous Next Print

Bank Account: Ending Balance: \$5,004.95

Check Number: Date:



Pay to: \$59.95

the Amount of: Dollars

Office Works
1600 Grant Ave
Phoenix, OR 97535



Comment

Expenses

 Clear Splits  Delete Line

Account	Comment	Amount
School Supplies		\$40.60
Office Supplies		\$19.35
		\$59.95

Recalculate Save & New Save & Close Help


- 2) Click the **Bank Account drop-down arrow** and select the account from which you want to write the check. The program defaults to the bank/checking account entered in *Accounting Settings*  | *Default Accounts in User Preferences*  .

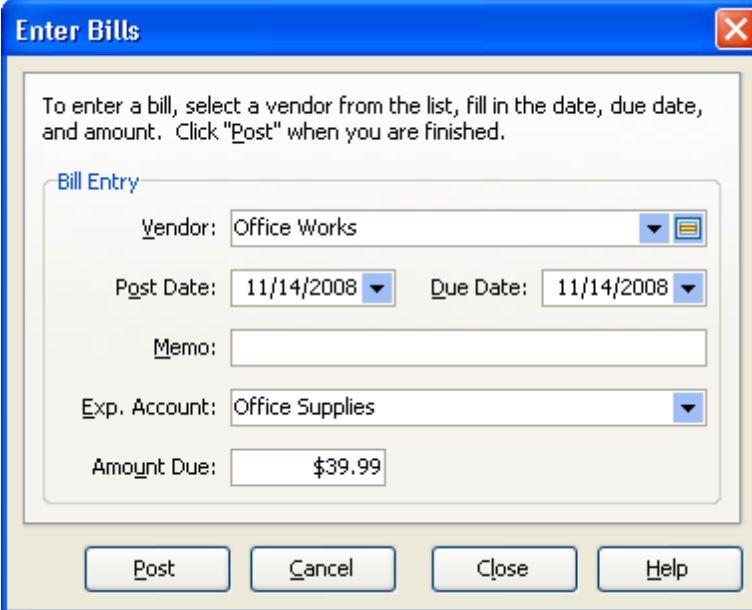
- 3) Enter the check number. Childcare Manager displays the last check number used incremented by one. You can change this number by highlighting the number and over writing it with a new number.
- 4) Enter the vendor you are writing the check to. Begin typing the vendor name in the Pay to field. This field uses an incremental (progressive) search. When you type in a 'O' the program takes you to the first name in the list beginning with a 'O'. When you add an 'f' after the 'O', the program takes you to the first name in the list beginning with 'Of'. You can also click your mouse curser in the field and use the drop-down list to select the vendor you want to write the check for.
- 5) Enter the amount of the check.
- 6) (Optional) Fill in the comment field if necessary.
- 7) Enter the expense account you want to track the expense with. If you are recording this check to more than one expense account, tab to the next account line.
- 8) Use the Clear Splits button to remove all of the expense data displayed under Expenses.
- 9) Use the Delete Line button to remove all of the data from the highlighted line.
- 10) (Optional) Use the recalculate button to recalculate the check amount after editing an expense amount.
- 11) (Optional) Use the Print button to print a copy of the check.
- 12) Click **Save & New** to record the transaction and display a blank check.
- 13) Click **Save & Close** to record the transaction and exit the Check Writer.

14.2 How to Use Enter Bills (Pro Edition Only)

If you set aside your bills to pay later, track the money you owe others for bills, or use accrual accounting, you need to use Accounts Payable. Accounts Payable is the primary source of short-term liabilities for your center and is an easy way to keep track of your bills, and to control the timing of your bill payments. The benefit of using Accounts Payable is that it helps you pay on time and to better manage your cash. When you use accounts payable, expenses are posted to your Profit and Loss Statement when you enter the bill, not when it is paid. Using accounts payable is a two step process. In the first step you enter the bill. In the second your pay the bill.

How to use Enter bills to pay your bills later

- 1) Go to the Accounting Center and click **Enter Bills** .
- 2) In the Vendor field, enter a vendor using the drop-down list.
- 3) Specify the Due Date.
- 4) (Optional) Change the Post Date and fill in the Memo field as necessary.
- 5) Use the drop-down list to assign the bill to an Exp(ense) Account.
- 6) Enter the amount of the bill in the Amount Due field.
- 7) Click **Post** to record the transaction.



Enter Bills

To enter a bill, select a vendor from the list, fill in the date, due date, and amount. Click "Post" when you are finished.

Bill Entry

Vendor: Office Works

Post Date: 11/14/2008 Due Date: 11/14/2008

Memo:

Exp. Account: Office Supplies

Amount Due: \$39.99

Post Cancel Close Help

Productivity Tip

If the vendor you want to enter is not in the list, click the icon to the right of the drop-down list arrow. This will bring up the Vendor List. Click **Add** to enter a new vendor. Click **Close** to record the new vendor. Using the drop-down list, enter the new vendor.

14.3 How to Use Pay Bills (Pro Edition Only)

- 1) Go to the Accounting Center and click **Pay Bills**.

- 2) (Optional) Change the Post Date and fill in the Comment field as necessary.
- 3) Click the **Checking Account drop-down arrow** and then click the account from which you want to pay the bills. The program defaults to the bank/checking account entered in *Accounting Settings | Default Accounts* in User Preferences.
- 4) All outstanding bills are displayed. To limit the number of bills displayed, click **Due On or Before** and then enter the due date for the bills you want to display.
- 5) Click **Select All** if you want to pay all of the bills displayed or check only those bill in the list you want to pay.
- 6) Click **Post** to complete the transaction.

14.4 How to Use the Petty Cash Journal

If you use an ATM to withdraw cash from your center's bank account, you are, in effect, taking a petty cash advance. When you do this you must account for the withdrawn cash as you would any business expense. The way you track expenses for which you've taken money from your bank account is to use a petty cash account. The petty cash account functions like a cash drawer. You put money in, then account for the money as it is spent. When it is gone you replenish it.

A simple procedure for handling petty cash is to enter the amount that you withdraw from the ATM in your petty cash journal. As you spend the money you withdrew from the ATM be sure to get a receipt for each expenditure. Periodically, post these expenditures to your petty cash account. Each receipt you post will decrease your petty cash account balance.

14.5 How to Use Reimbursable Checks

Sometimes you may pay a center expense out of personal funds. If you do, you can pay yourself back with a check. Simply keep track of all cash receipts and total them weekly, biweekly or monthly,

depending on your volume of expenses. Keep a log of each category of expense, for tax purposes, and write yourself a check for the total. Write cash reimbursable in your check journal to differentiate this from taxable income. Alternatively, you can keep a petty cash record by writing a check to petty cash and keeping a log of each expense paid out of petty cash.

14.6 How to Use a Check Journal

If you manually write a check (and don't use the Check Writer), enter the transaction in the appropriate checking account journal.

See also:

[How to use bank account journals](#) ²⁴⁵

14.7 How to Use the A/P Journal

The accounts payable journal lists all of the bills, payments and credits related to your vendors. From the journal you can view all of your accounts payable transactions in date order. You can also enter bills directly into the accounts payable journal.

- To add/edit a Bill in the Accounts Payable Journal

- 1) Go to *QuickBar | Accounting Journals*.
- 2) Select **Accounts Payable** from the Accounts Explorer. The A/P journal will appear in the lower right corner of the screen. A/P journal transactions can be displayed in 1 line (default) or 2 lines. The 1-Line option displays the following fields: Date, Vendor, Account, Paid\$, Billed\$ and Balance. The 2-Line option displays the same fields in line 1 and adds the following fields in line 2: Type, Due Date, and Comment. To change between the 1 and 2 line options right click in the accounts payable grid and toggle 1-line.

Accounts Payable						
User	Date	Vendor	Account	Paid \$	Billed \$	Balance
	4/16/2008			\$0.00	\$495.00	\$495.00
	4/16/2008			\$0.00	\$55.95	\$550.95
	4/16/2008			\$495.00	\$0.00	\$55.95

1-Line Display

Accounts Payable						
User	Date	Vendor	Account	Paid \$	Billed \$	Balance
Type	Due Date	Comment				
	4/16/2008	Office Works	Office Supplies	\$0.00	\$495.00	\$495.00
BILL CHG	4/16/2008	Office Works	School Photos	\$0.00	\$55.95	\$550.95
BILL CHG	4/30/2008					
	4/16/2008	Office Works	Checking	\$495.00	\$0.00	\$55.95
BILL PMT						

2-Line Display

– A/P Account Journal Fields

Add Entry: Click to enter a bill or payment.

Edit Entry: Click to edit a bill or payment.

Post Entry: Click to record the highlighted transaction.

Void Entry: Click to void the highlighted transaction.

Cancel Changes: Click to cancel current changes.

Groups: The function is disabled and not available on the A/P journal.

2-Lines: Click to convert A/P journal format from 2 line to 1 line. Converting to 1-line eliminates information from line 2 (type & comment) from the journal.

– How to access and use the A/P journal right click menu

- 1) Place the mouse cursor over the A/P journal.
- 2) Click the right button. A drop-down menu will appear.

☐ A/P Journal Right Click Menu Items

- 1) **Add Entry:** Click to enter a bill or payment.
- 2) **Edit Entry:** Click to edit a bill or payment.
- 3) **Post Entry:** Click to record the highlighted transaction.
- 4) **Void Entry:** Click to void the highlighted transaction.
- 5) **Recalculate:** No longer used.
- 6) **Export to Excel:** Click to export the A/P data to an Excel spreadsheet.
- 7) **Export to html:** Click to export the A/P data to html.
- 8) **2-Lines:** Click to convert A/P journal format from 2 line to 1 line. Converting to 1-line eliminates information from line 2 (type & comment) from the journal.

14.8 Helpful Reports

– A/P Aging Detail

A/P Aging Detail provides a list of each unpaid bill, grouped by age.

– A/P Aging Summary

A/P Aging Summary provides the accounts payable balance for each vendor and a summary of your unpaid bills in the customizable categories (default: current, 1-30 days, 31-60 days, 61-90 days, over 90 days and total).

– Purchases by Vendor Detail

The Purchases by Vendor Detail report provides information about your vendors and the purchases you have made from them. This detail list lets you know what purchases you have made from each vendor for the date range selected.

– Purchases by Vendor Summary

The Purchases by Vendor Summary report provides information about your vendors and the purchases you have made from them. This summary lets you know the total amount of purchases made for each vendor by date range.

– Unpaid Bills

The Unpaid Bills report lists your vendors and the bills you owe them.

– Vendor Balance Detail

The Vendor Balance Detail provides information about your vendors and the monies you owe to them. This detail list provides a list of outstanding bills you still owe vendors.

– Vendor Balance Summary

The Vendor Balance Summary provides information about your vendors and the monies you owe to them. This summary lets you know the total amount you owe each vendor by an 'as of date'.

– Vendor Directory

The Vendor Directory provides a list of vendors, their address, contact and phone number.

15 Exporting to QuickBooks

QuickBooks has authorized Personalized Software to share key data between itself and Childcare Manager. This helps save time, reduce data entry and increase accuracy. Data transfer in this manner is much more secure than manual importing and exporting, and QuickBooks validates the shared data.

When the QuickBooks export feature is used, data is selectively exported from Childcare Manager to QuickBooks without linking and with some filtering. Exporting provides the capability to transfer large amounts of data or transactions to QuickBooks on call.

Following is a list of data types and transactions that can be exported from Childcare Manager to QuickBooks Professional and Premier editions. The first column lists the data and transactions in Childcare Manager that can be transferred to QuickBooks. The second column lists the type of information that can be transferred, either list or transaction. The third column lists where the data or transactions are transferred to QuickBooks.

Childcare Manager Elements	Type Information	Transfer to QuickBooks
Chart of Accounts	List Item	Chart of Accounts
Charge/Credit Items	List Item	Item List (Service Items)
Payment Items	List Item	Payment Items
Families	List Item	Customer List
Other Payors	List Item	Customer List
Employees	List Item	Employee List
Timesheets	Work Hours	Timesheets
Vendors	List Item	Vendor List
A/R Transactions	Transaction (txn) Items	A/R Journals

15.1 Read This First!

Before you export data to QuickBooks the first time you should read and understand the following:

First, always back-up your QuickBooks and Childcare Manager files before you export data.

Second, if you are exporting Childcare Manager files for the first time you need to give Childcare Manager permission to access your QuickBooks files. This must be done by your QuickBooks' program administrator. If you are not the administrator, be sure that your administrator is available the first time you export your data.

Third, the first time you export data to QuickBooks, QuickBooks must be running and the company that you want to transfer data to open. This is so the QuickBooks permissions can be authorized. QuickBooks does not have to be open after this for Childcare Manager to export data or transactions.

Fourth, QuickBooks will not accept duplicate list names or list descriptions. For example, if you are exporting the family name Michael Jordan to QuickBooks, and the name Michael Jordan already exists as a customer in QuickBooks, an error message indicating that the new Michael Jordan

record will not be exported to QuickBooks will be displayed.

Fifth, QuickBooks allows duplicate financial transactions to be exported. To help guard against inadvertent transfer of duplicate transactions, Childcare Manager's transaction export function defaults to the date following the date of your last transfer.

Caution


If you enter a date earlier than this date you will be entering potential duplicate transactions.

15.2 How to Export to QuickBooks

When you export to QuickBooks the first time you will go through a four step process.

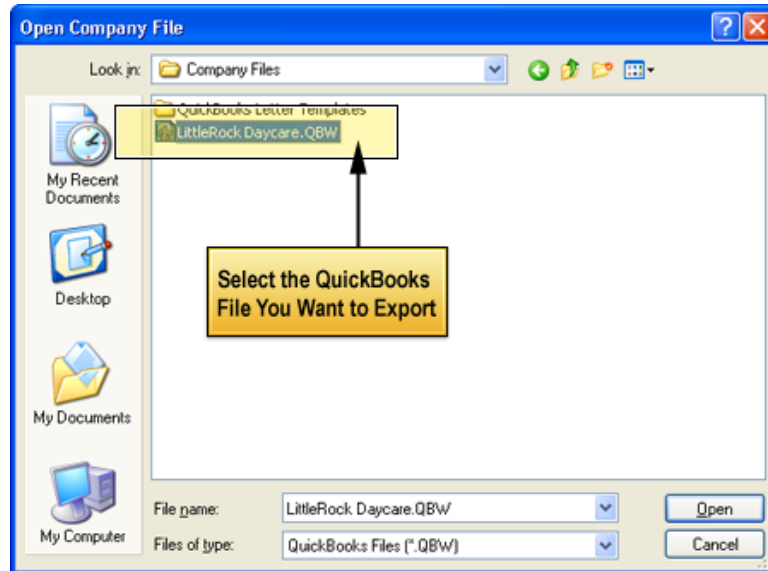
- Step one is to export the information that QuickBooks needs to process your accounts receivable transactions and/or employee timesheets.
- Step two is to setup your permissions in QuickBooks. This only has to be done once.
- Step three is to export your A/R transactions to QuickBooks.
- Step four is to export your employee timesheets to QuickBooks.

15.3 Step One: Export your Setup Information

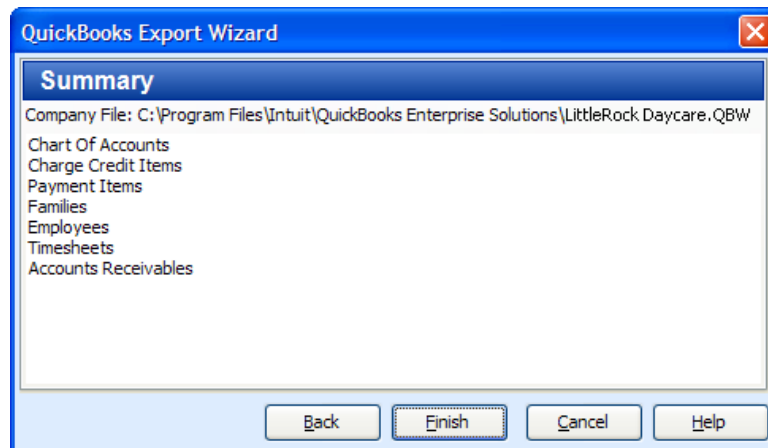
- 1) Go to *File | Export | Export to QuickBooks*  . The Quickbooks Export Wizard will appear.
- 2) Select the items that you want to export by checking the appropriate boxes.



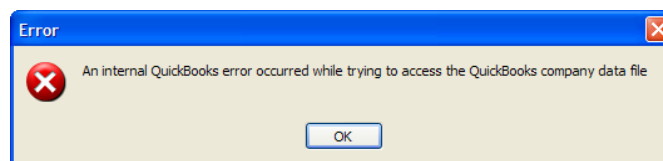
- 3) Select the QuickBooks file you want to export the data to. Use the browse button to choose the QuickBooks company file. After your first export, Childcare Manager automatically enters the path of the last company that you exported to.



- 4) Select File to Export to.
5) Confirm that the items that you selected are correct.



- 6) Click **Finish** if the list of items to be exported to QuickBooks is correct. Childcare Manager will finish the export process.
7) If the following Error message appears after clicking Finish, you have a company file open in QuickBooks that is different from the one you selected for transfer in the Wizard. If this occurs, you will have to open the correct company or change the company path in the Wizard.



Key Information

After you initially export the information QuickBooks needs to process your accounts receivable transactions and/or employee timesheets, you will only need run step one whenever a change in this information is made in Childcare Manager, e.g., when you enroll a new customer or hire a new employee.

Caution

Blank dates are exported to QuickBooks.

15.4 Step Two: Setup your QuickBooks Permissions

- 1) When exporting to QuickBooks for the first time and after you click **Finish**, a QuickBooks *Application with No Certificate* Window will appear. The QuickBooks administrator should click **Yes, Always**. This will allow you to export Childcare Manager data to QuickBooks at any time, even when QuickBooks is not running.

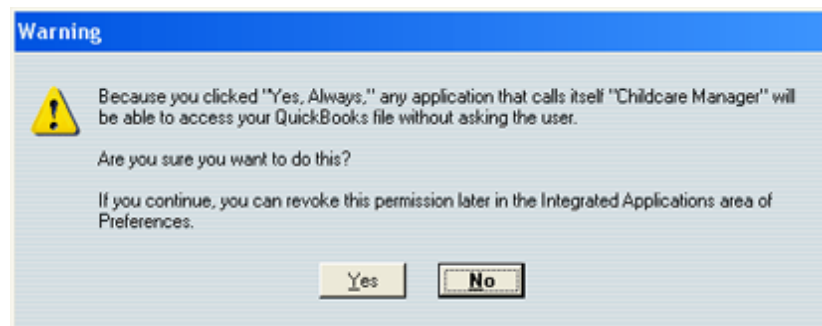




Key Information

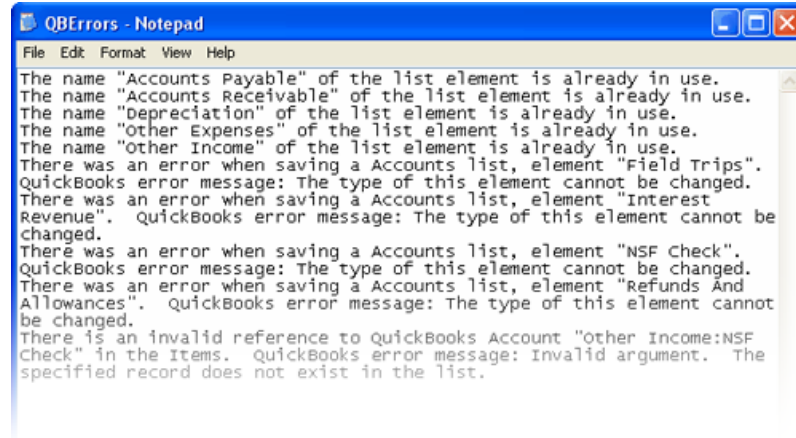
The QuickBooks Application Certificate will vary in appearance depending on the version of QuickBooks you have installed. The permissions process, however remains essentially the same.

- 2) When you click **Yes, Always**, the following Warning will appear. This is a cautionary warning that you should be aware of.



- 3) If your certificate states "*This application does not have a certificate.*" don't worry. This is a normal part of your efforts to integrate Childcare Manager with QuickBooks. This statement occurs when Childcare Manager has been altered from its original form or has been modified to perform functions that are not visible to the user. This occurs frequently because Childcare Manager is continually being updated.

- 4) After you click yes, a QBErrors-Notepad will appear. The notepad lists all of the data or transactions that did not transfer and the reasons the data didn't transfer. For example, in the QBErrors - Notepad that follows, the first five COA accounts did not transfer because they already existed in QuickBooks.



```

QBErrors - Notepad
File Edit Format View Help
The name "Accounts Payable" of the list element is already in use.
The name "Accounts Receivable" of the list element is already in use.
The name "depreciation" of the list element is already in use.
The name "other Expenses" of the list element is already in use.
The name "other Income" of the list element is already in use.
There was an error when saving a Accounts list, element "Field Trips".
QuickBooks error message: The type of this element cannot be changed.
There was an error when saving a Accounts list, element "Interest
Revenue". QuickBooks error message: The type of this element cannot be
changed.
There was an error when saving a Accounts list, element "NSF Check".
QuickBooks error message: The type of this element cannot be changed.
There was an error when saving a Accounts list, element "Refunds And
Allowances". QuickBooks error message: The type of this element cannot
be changed.
There is an invalid reference to QuickBooks Account "other Income:NSF
Check" in the Items. QuickBooks error message: Invalid argument. The
specified record does not exist in the list.

```

Tip

Most errors that occur during initial setup are not really errors. Any records in Childcare Manager that already exist in QuickBooks will be reported on the QBErrors - Notepad.

QuickBooks error messages and required actions

Error Message: The name "xxxxxx" of the list element is already in use.

Required Action: None. The account being transferred from Childcare Manager is already in QuickBooks.

Error Message: The specified record does not exist in the list. There is an invalid reference to QuickBooks Account "xxxxxx" in the items.

Required Action: "Create in Quickbooks the missing COA account that is referenced in the invalid reference statement." Tip: Charge/credit items in Childcare Manager must be linked to a COA account. When exporting charge/credit items to QuickBooks be sure that the same COA account used in Childcare Manager exists in QuickBooks.

Error message: The type of this element cannot be changed. There was an error when saving a Account list, element "xxxxxx".

Required Actions: Call Personalized Software Customer Service 800-553-2312.

15.5 Step Three: Export Your A/R Transactions

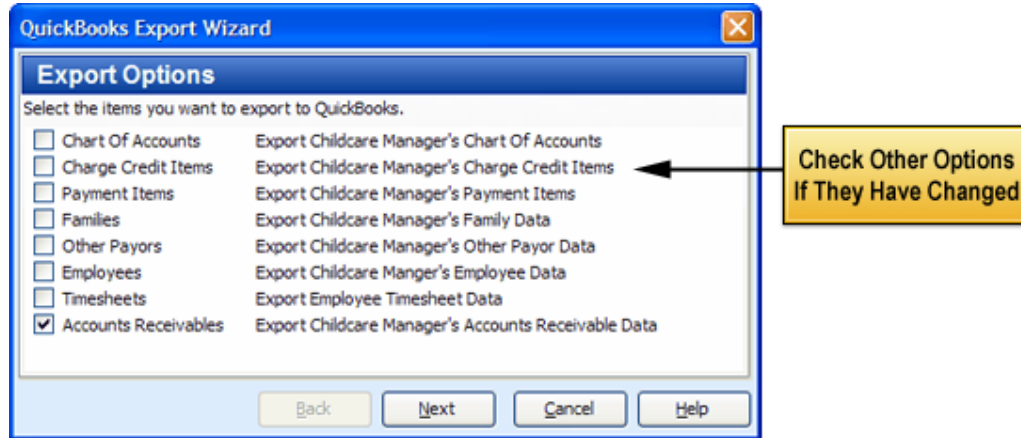
Three things are important to remember when exporting your accounts receivable transactions.

First, Always backup your center data files before exporting to QuickBooks.

Second, Childcare Manager exports all charges, credits and payments for the date range selected.

Third, and most importantly, if you export the same date range twice, the same transactions will be exported. For this reason, after each export, Childcare Manager sets the start date for the date range filter to the day following the last export date.

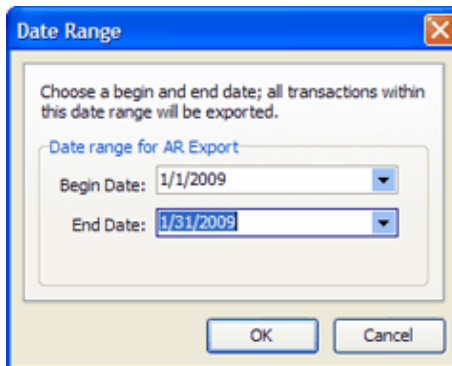
- 1) Go to *File | Export | Export to QuickBooks*  . The Quickbooks Export Wizard will appear.
- 2) Check Accounts Receivables.



Warning

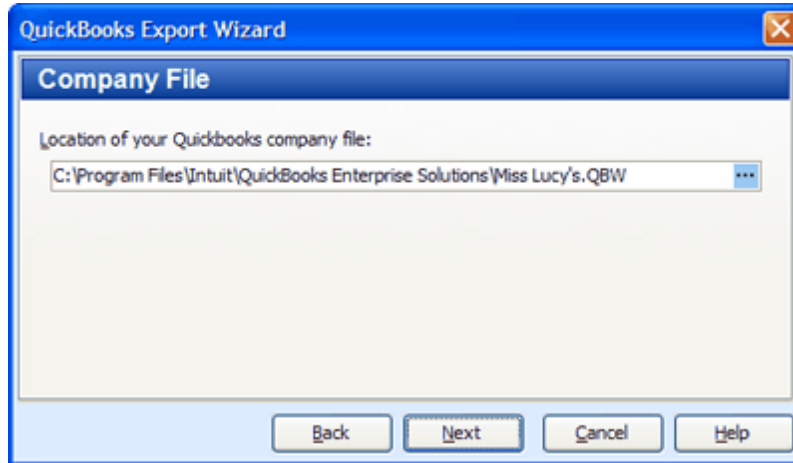
If any other Export Options have change in Childcare Manager since the last time you exported A/R transactions to QuickBooks you will need to check them also. For example, if you add a new family or add a new charge or credit item you will need to check Families and/or Charge Credit items. This helps avoid export errors and ensures QuickBooks stays in sync with Childcare Manager.

- 3) Click **Next**. A date range window appears. Enter a begin and end date for the transactions to be exported.

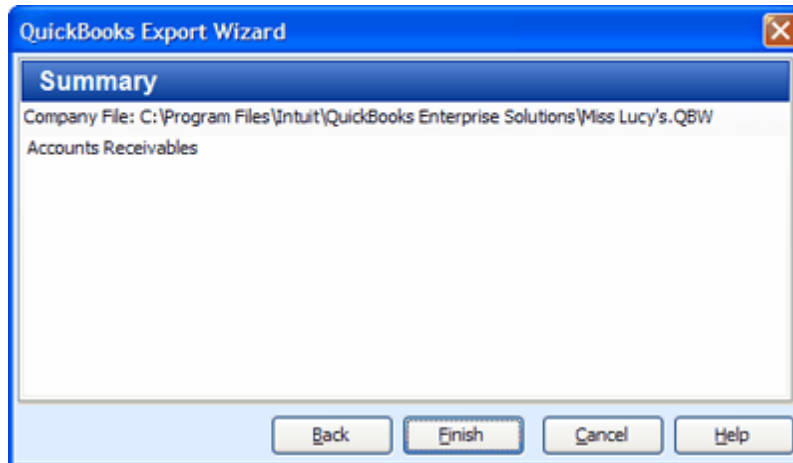


- 4) Click **OK**. The Export Options Window will reappear.

- 5) Click **Next**. The Company File Window will appear.
- 6) Enter the location of the QuickBooks Company file that you want to export your revenue transactions to. Use the ellipse button to browse and find your files.



- 7) Click **Next**. A summary of the files you have selected to export will appear.



- 8) If correct, click **Finish**. Childcare Manager will export the selected files to QuickBooks.

Items exported to QuickBooks that match exactly with an item in QuickBooks will be rejected as an error. This is OK since the rejection indicates the item being exported already exists in QuickBooks.

Items being exported that don't have a matching entry in QuickBooks will be created in QuickBooks.

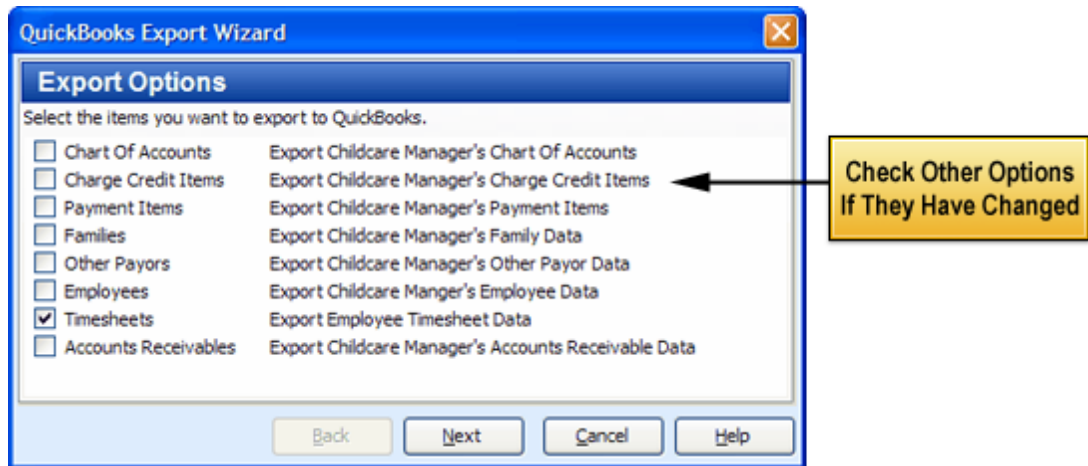
15.6 Step Four: Export Your Employee Time Sheets

Two things are important to remember when exporting your employee timesheets.

First, Always backup your center data files before exporting to QuickBooks.

Second, and most importantly, if you export the same date range twice, the same timesheets will be exported. For this reason, after each export, Childcare Manager sets the start date for the date range filter to the day following the last export date

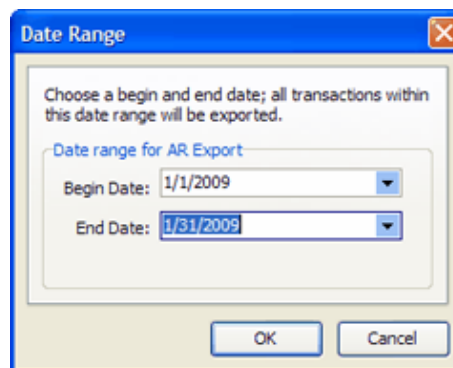
- 1) Go to *File | Export | Export to QuickBooks*  . The *Quickbooks Export Wizard* will appear.
- 2) Check **Timesheets**.



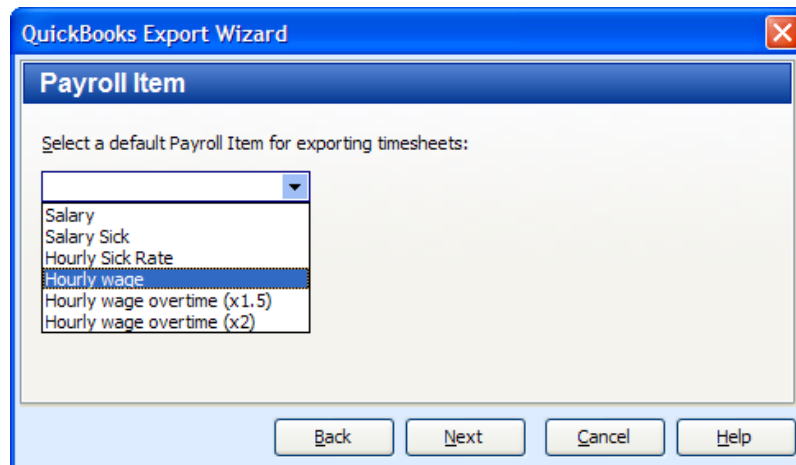
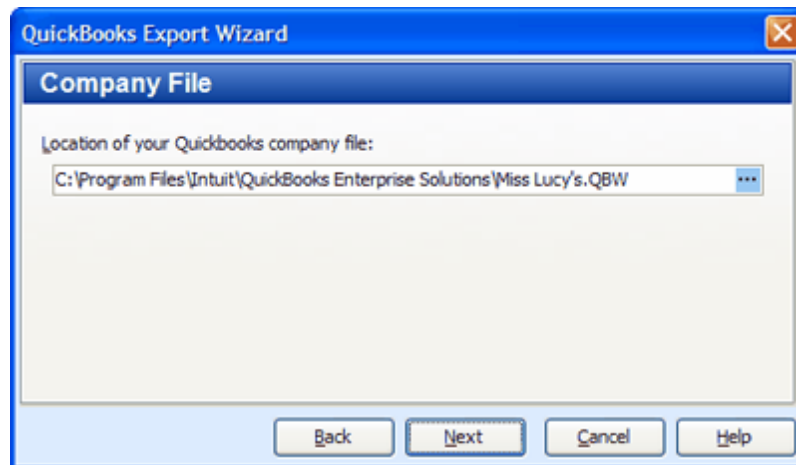
Warning

If any other Export Options have change in Childcare Manager since the last time you exported employee time to QuickBooks you will need to check them also. For example, if you add a new employee you will need to check Employees. This helps avoid export errors and ensures QuickBooks stays in sync with Childcare Manager.

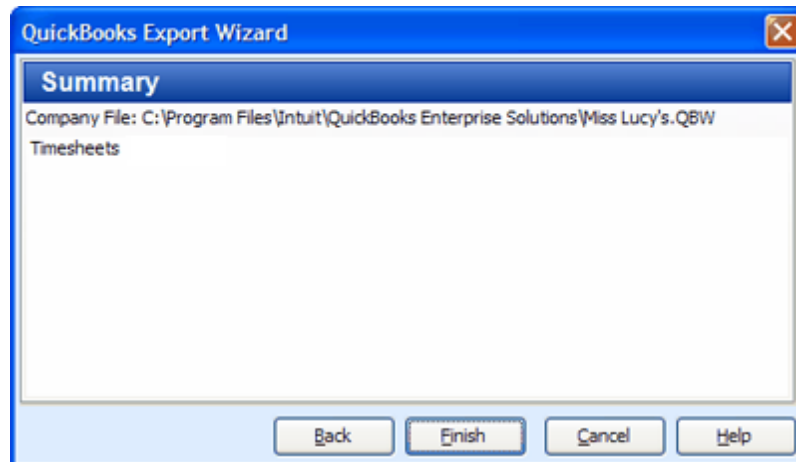
- 3) Click **Next**. A date range window appears. Enter a begin and end date for the timesheets to be exported.



- 4) Click **OK**. The Export Options Window will reappear.
- 5) Click **Next**. The Company File Window will appear.
- 6) Enter the location of the QuickBooks Company file that you want to export your employee timesheets to. Use the ellipse button to browse and find your files.



- 7) Click **Next**. A summary of the files you have selected to export will appear.



- 8) If correct, click **Finish**. Childcare Manager will export the selected files to QuickBooks.
- a) Items exported to QuickBooks that match exactly with an item in QuickBooks will be rejected as an error. This is OK since the rejection indicates the item being exported already exists in QuickBooks.

- b) Items being exported that don't have a matching entry in QuickBooks will be created in QuickBooks.

15.7 How to Edit Your QuickBook Permissions

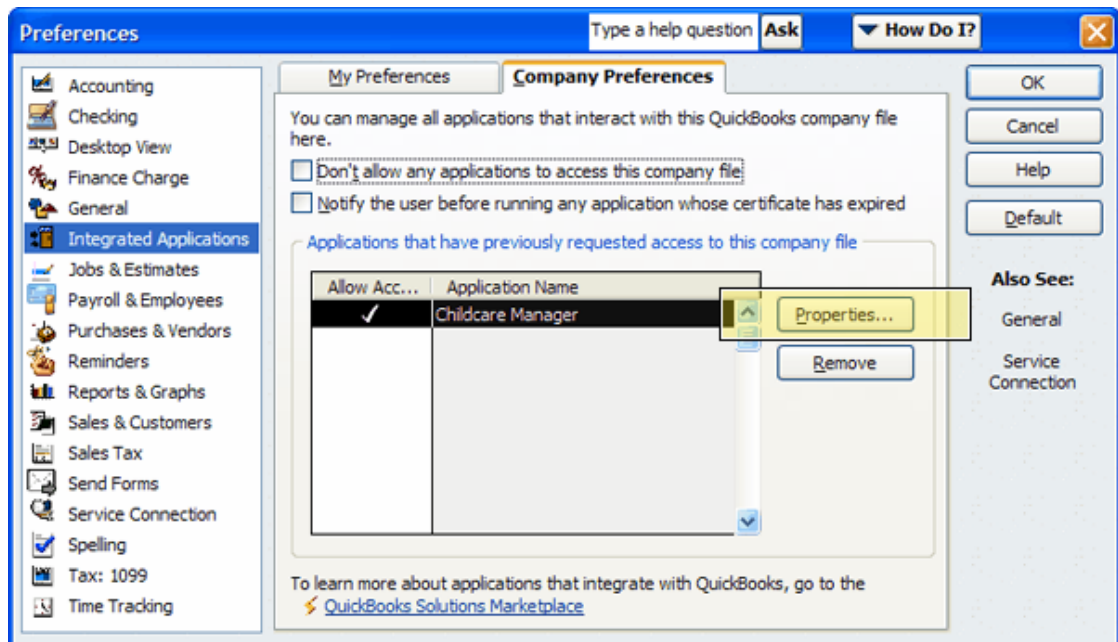
You can use QuickBooks Preferences to set or modify permissions or restrictions on Childcare Manager without waiting for the authorization window to appear.

Key Information

The actual QuickBooks screen layouts for integrated applications may differ depending on the year and version of QuickBooks you are using. The process, however, is the same.

▣ To edit your QuickBooks Permissions:

- 1) Go to Edit menu. Click **Preferences**. The Preferences dialog will appear.
- 2) Click **Integrated Applications**.
- 3) Click **Company Preferences**.



Company Preferences Tab

"Don't allow any application to access this company file": Checking this box prevents all integrated applications from accessing the current company file. When this box is checked, neither the administrator nor the user will see access screens or be able to authorize applications to access the company file. Unchecking the box will permit administrators and users (if permitted by the administrator) to authorize access. **Childcare Manager recommends that this box remain unchecked.**

"Notify the user before running any applications whose certificate has expired": Checking

this box tells QuickBooks to show the user the Expired Certificate window if an application attempts to access a company file after the application's certificate has expired. The user can then determine whether the application should be allowed to access the company file. A certificate is not invalid because it expires nor does the application itself change when the certificate expires. ***Childcare Manager recommends that this box remain unchecked.***

" Applications that have previously requested access to this company file": This field includes a list of all applications that have been given access to the current company file. The checkmark in the left column indicates that the application is currently allowed to access the company file. Click the checkmark to remove it, or remove the application by selecting it and clicking Remove.

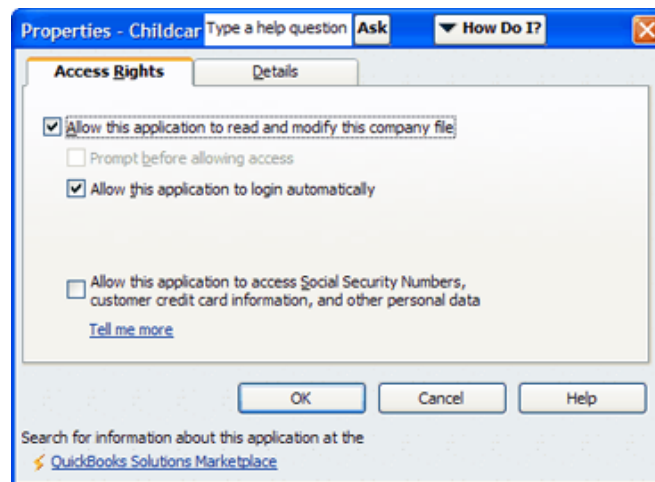
Click **Properties** to access the Access Rights and Details tabs. These tabs enable you to see and modify QuickBooks properties associated with the selected application. These properties control how the application accesses the current QuickBooks company file.

Access Rights Tab

"Allow this application to read and modify this company file": When selected, allows the selected application to access the current company file. A check in this box is mirrored by a check in the Allow Access column in the Integrated Applications Preferences window. If this is not checked, you can't set other properties. The application itself determines whether it needs read-only access or read and modify access, and you can only permit or deny the level of access requested. You cannot okay read-only access if the application requests read and modify access.

"Prompt before allowing access": When selected, you will be prompted each time the application attempts to access the current company file. This is checked automatically if you selected "Yes, This Time" or "Yes, prompt each time" on an access window for this application. If this is selected, you cannot choose to allow the application to log in automatically.

"Allow this application to login automatically": When selected, you will be prompted each time the application attempts to access the current company file. This is checked automatically if you selected "Yes, This Time" or "Yes, prompt each time" on an access window for this application. If this is selected, you cannot choose to allow the application to login automatically.



Details Tab

Name: The name of the application.

Description: A description of the application.

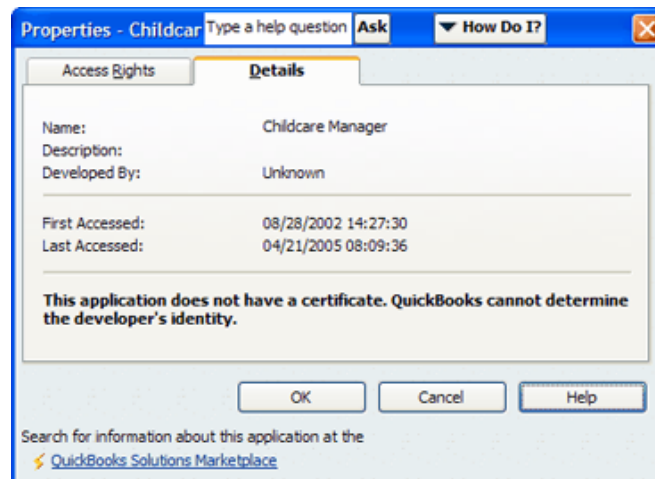
Developed by: The name of the developer who created the application. This name may not be available to QuickBooks if the application does not have a certificate.

Key Information

Do not be concerned if the Developed by field is Unknown or the Statement "This application does not have a certificate. QuickBooks cannot determine the developer's identity" is displayed. Both are common and result each time Childcare Manager is updated.

First Accessed: The date and time the application first accessed the current company file.

Last Accessed: The most recent date and time the application accessed the current company file.



16 Updating Childcare Manager


When you purchase Childcare Manager all updates and upgrades released in the next 12 months are available to you free. After your first year, updates and upgrades are included as part of our annual Extended Support Plans. See [Support Policy](#) ¹⁴ for more information.

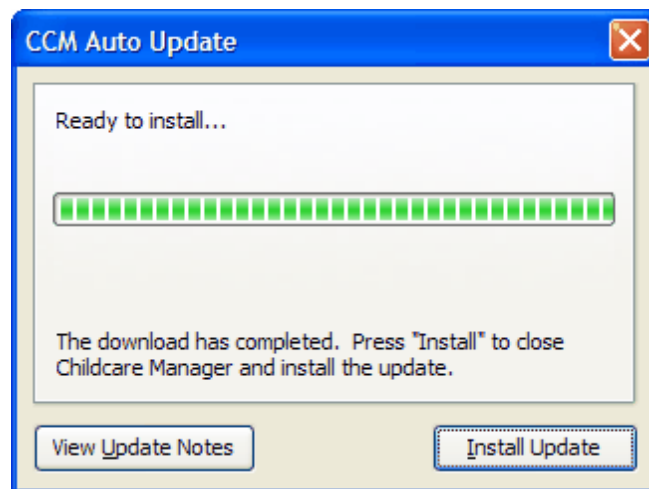
If you are in your first year or are covered by an Extended Support Plan you can update your program through Auto Update, Check for updates or by ordering a CD from Personalized Software.

How Auto Update works

Childcare Manager provides you with a pop-up message each time a new update is released. When the pop-up message appears, you will be given an opportunity to review a summary of the latest improvements to Childcare Manager. At this time you can update your program, or defer updating until a later date.

How to use Check for Updates

In addition, at any time, you can go to the Help menu and click **Check for Updates** . You will be advised if you are using the latest version of the program. If you are not, you can update immediately or defer updating to a later date.



How to order a CD

If you are not able to update online, you can call Personalized Software at 1.800.553.2312 and order an installation CD for a nominal price.



17 Backing Up and Restoring Your Files

Childcare Manager's files are an important business asset and should be backed up regularly. We recommend daily. By routinely backing up your files you help avoid the potential serious issues that can result from hard drive failures, data corruption, and other computer related problems. We recommend you run backups on a removable media for safety reasons. This can be done on a CD, DVD, thumb drive, or your hard drive. We do not recommend backing up to a floppy disk because of potential problems with that media.

To help simplify the task of backing up, Childcare Manager provides several alternatives.

17.1 How to backup your files

Normal backups can be run with or without pictures. Normal backup files include both data and pictures and are identified with the file extension (.cbk). Backups without pictures are identified with the file extension (.cbkwp). **This function is not available in the Multi-user Client. You can only backup your files in the Standalone version or in the Multi-user Server.**

☐ To backup center files:

- 1) Go to File menu and select **Backup**. The Save Backup File will appear.
- 2) Use the Save In field to enter the location you want your files backed up to. Select a location from the drop-down list.
- 3) Enter a name for the backup file in the File name field. Childcare Manager automatically enters the name of your center and the current date in this field.
- 4) Childcare Manager enters Center Backup Files (*.cbk) in the Save as type field. When this type is used, a complete backup of all of your center files is made. You can save your center files without pictures by using the drop-down list and selecting Center backup files without pictures (.cbkwp).
- 5) Click **Save**.

Warning

If you backup your database without pictures and restore it, any pictures in your database at the time the backup is restored will be lost.

17.2 How to Turn Automatic Backup On and Off

Childcare Manager includes an automatic backup feature. This feature is controlled in User Preferences. **This function is not available in the Multi-user Client. You can only turn automatic backup on/off in the Standalone version or in the Multi-user Server.**

☐ To turn automatic backup on/off and set automatic backup options:

- 1) Go to *Options | User Preferences | Center Properties and Data | Automatic Backup*.
- 2) Check the Enabled box to turn on automatic backup and uncheck it to turn it off. The program defaults to on. Automatic backups are stored in a special folder called AutoBackup in your Childcare Manager folder.
- 3) Enter the number of backups you want to save in the Backups to Keep field.
- 4) Enter the number of days you want the program to keep backups in the Days to Keep field. When both the Backups to Keep and Days to Keep criteria are met, the oldest backup is deleted after the next backup is made.
- 5) Click **OK**.

Key Information

Time Manager users. If you are not using the new Time Manager Pro, Childcare Manager will run a "dirty backup" of Childcare Manager's datafiles without shutting down Childcare Manager. You should be aware, however, when this is done there is a slight chance that the backup could be corrupted.

Key Information

Time Manager Pro users. If you are using Time Manager Pro, you do not need to turn off Time Manager to run a backup of Childcare Manager's datafiles.

17.3 How to Backup Using the Task Scheduler

With the Task Scheduler, you can schedule to run your backups at a time that is most convenient to you. You can schedule a backup to run daily, weekly, or monthly and at a specific time. Task Scheduler backups will only be run if Childcare Manager is open on the computer that is running the task and if another user or Time Manager is not using the datafiles. **This function is not available in the Multi-user Client. You can only use the Task Scheduler in the Standalone version or in the Multi-user Server.**

☐ To backup using the Task Scheduler:

- 1) Go to *Options | Task Scheduler*.
- 2) Click **Add Task**.
- 3) Enter a name for your backup. We recommend that the name you choose be descriptive of the task, (e.g., 'Demo Daycare Daily Backup'). It is recommended that you include the name of your center and the frequency of task in the name.
- 4) The Task Type will be Backup.
- 5) Click **Next**.
- 6) Using the drop-down list, enter your backup cycle (daily, weekly, monthly) in 'Frequency of

Schedule'. If you select Weekly, use the drop-down list and enter the day of the week. If you select Monthly, use the drop-down list and enter the day of the month.

- 7) Enter the time you want your backup to run.
- 8) Click **Next**.
- 9) If you must enter a password to enter your computer you need enter the following information:
 - 10) **Account name**. Your account name is automatically entered in this field.
 - 11) **Password**. Enter the password you use to logon your computer. This is not the password for Childcare Manager or Users Manager.
 - 12) **Confirm**. Re-enter the password you use to logon your computer.
- 13) Click **Next**.
- 14) Using the drop-down list, enter a backup filename. You can choose from five options.
- 15) **'Custom File Name'**. Enter the name in the field on the right.
- 16) **'Center Name Only'**.
- 17) **'Center Name + Backup Date'**. This selection is recommended.
- 18) **'Backup Date + Center Date'**.
- 19) **'Backup Date Only'**.
- 20) Check 'Email Backup' if you want your backup sent to an email address.
- 21) Enter the address you want your backup emailed to.
- 22) Enter your From email address.
- 23) The following information will be the same as the information entered in *Options | User Preferences | Internet and Directories | Messaging and Email*.
- 24) Enter you host SMTP name.
- 25) Enter your user name.
- 26) Enter your password.
- 27) Re-enter your password.
- 28) Click **Finish**.

Key Information

Childcare Manager uses Microsoft's Scheduled Tasks for scheduling backups.

17.4 How to Email a Backup

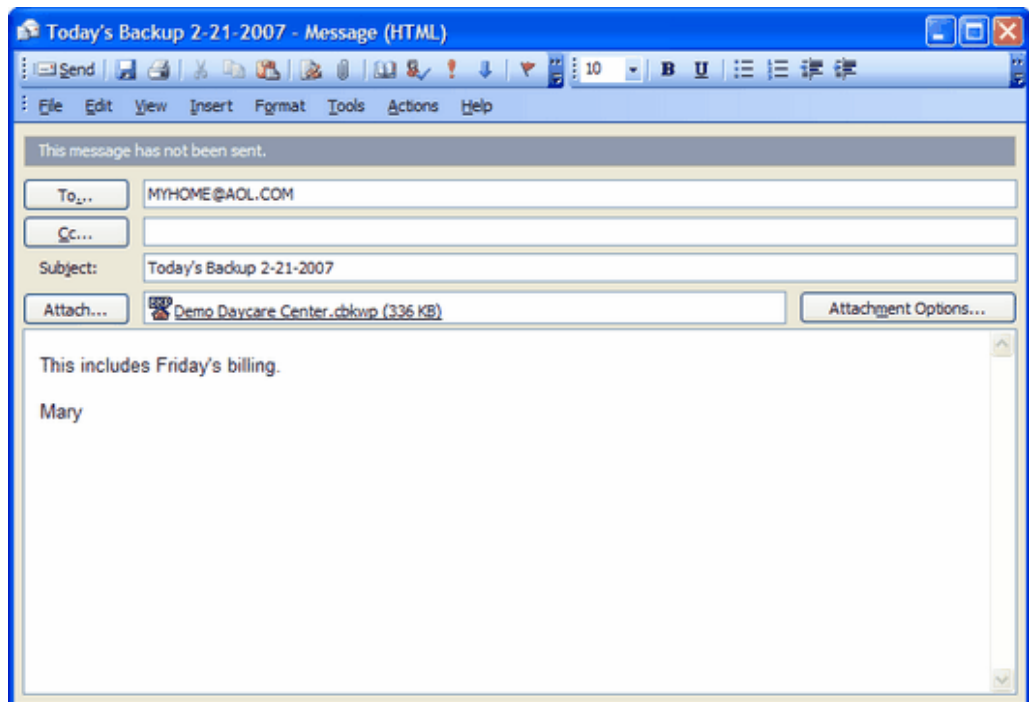
Childcare Manager includes a feature that lets you easily and quickly email a backup of your database files. This is a useful feature if you want to sent a copy of your database to your home or corporate office. When this feature is used, Childcare Manager automatically backs up your database files and attaches them to a ready to send email. **This function is not available in the Multi-user Client. You can only use Email Backup in the Standalone version or in the Multi-user Server.**

Warning

Email backups are created without pictures in order to reduce their file size and speed delivery. Users who want to email a backup with pictures should backup their center database using Childcare Manager's regular backup function and email their files using their regular email program. When you restore a backup without pictures, a message will appear to alert you that 'restoring a database without pictures' will remove any pictures currently on the files that you are restoring.

☐ To email a backup: (Note: This function is not available on the Client version)

- 1) Go to *My Center | My Center QuickView* and click **Email Backup - (Send To)** or go to File menu and click **Email Backup - (Send To)**. Childcare Manager will backup your database files and attach them to an Email message form.



- 2) Enter the email address where you want to send your backup to in the To field.
- 3) Enter your email return address in the From field.

- 4) (Optional) Enter a subject in the Subject field.
- 5) (Optional) Enter a message in the Email Body tab.
- 6) Click **Send Email**.

17.5 How to Restore Your Files

This function is not available in the Multi-user Client. You can only restore your files in the Standalone version or in the Multi-user Server.

☐ What does restoring a backup file do:

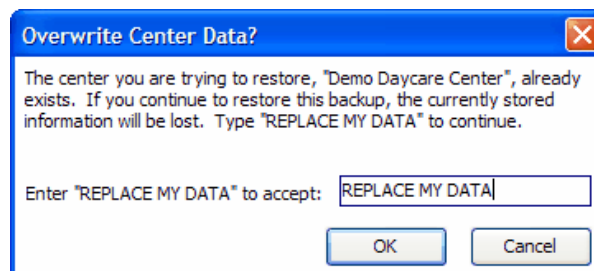
The restore feature only works with Childcare Manager backup files.

Can I restore only a part of a center file or data for a specific date range? No. You can't update part of your center data or data for a specific date range. When you restore a backup file, all data in that backup file will be in the restored center file.

Why is the data in the restore file not current? The data in your restored file is the data in your backup file. If your restored file is missing data, chances are you restored a backup file that was made before the missing data was entered. To restore the missing data you will need to restore a backup file that was created after the last date of the transactions that are missing.

☐ To restore your files: (Note: This function is not available on the Client version)

- 1) If your backup file is not on your hard drive or on a network drive, insert the CD, DVD, thumb drive or other media in the appropriate drive.
- 2) Go to the File menu and select **Restore**. The *Open Backup File* window appears.
- 3) Select the file you want to restore. Restorable files are identified with a house icon and the letters BKP on the top.
- 4) Click **Open**. An Overwrite Center Data window will appear. Read the message. If you understand and concur, enter "REPLACE MY DATA" to accept.



- 5) Click **OK** to restore your data.

Warning

Whenever you restore a file it overwrites everything currently in your center's database with the

information contained in the file you are restoring.

17.6 How to Use the Backup and Restore Log

Each time you backup or restore your data files, Childcare Manager keeps a record of the transaction in a Backup and Restore Log. This log is included in your Center Summaries in My Center. Automatic backups enabled in User Preferences are not included in the Backup and Restore log.

Tip

Use this log to help you determine when you backed up your files last and where they are located.

The Backup and Restore log is only used in the Standalone version or in the Multi-user Server.

☐ **To use the Backup and Restore log:**

- 1) Go to *Center Summaries* in *MyCenter*.
- 2) Select **Backup/Restore Log**. Backup and restore information is stored in chronological order.



18 Protecting Your Data

With Childcare Manager there are two ways to password protect your data: The first way is to create a single password that gives anyone with that password full access to your center data. The second way is to assign specific rights to users. This gives users rights to access only those areas where they have been assigned rights.

18.1 How to Setup Simple Password Protection

This gives you the ability to create a password that can be used to limit access to your center database.

How to enter or change this information:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Security**.
- 4) Check the Password Protect File checkbox to create a center password. A password setup window will appear.
- 5) Enter your password (case-sensitive) and re-enter it to confirm. Click **OK**.

18.2 How to Use Users Manager

Users Manager gives you the ability to setup user rights for your program. With Users Manager you can assign unique passwords to employees and assign them specific rights within the program. For example, you might restrict access to your accounting data to your accountant. Or, you might restrict access to employee records to the Director only. Go to *Options | Users Manager* to setup users and user rights.


Setting up user rights is a three step process:

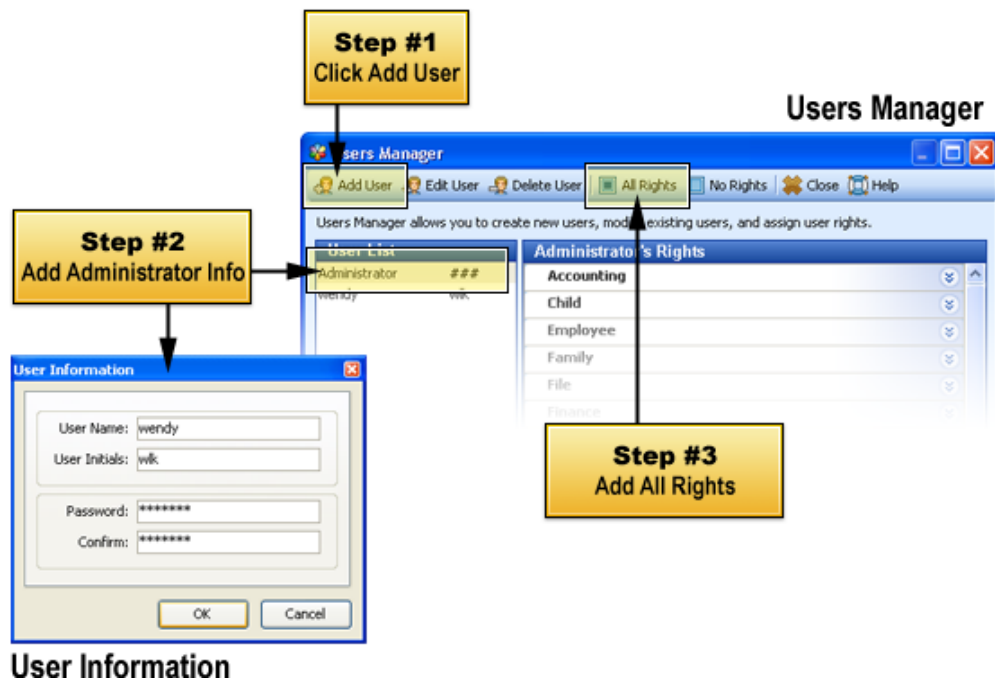
- 1) **Step one:** Setup the Users Manager Administrator.
- 2) **Step two:** Setup Users and their rights.
- 3) **Step three:** Enable users manager in Users Preferences.

Warning


The first user to be added should always be the system administrator and should be given 'All Rights'. The system administrator will generally be the center owner or director. When enabling Users Manager at least one user must be assigned all rights. If not, the unassigned rights will not be assignable in the future.

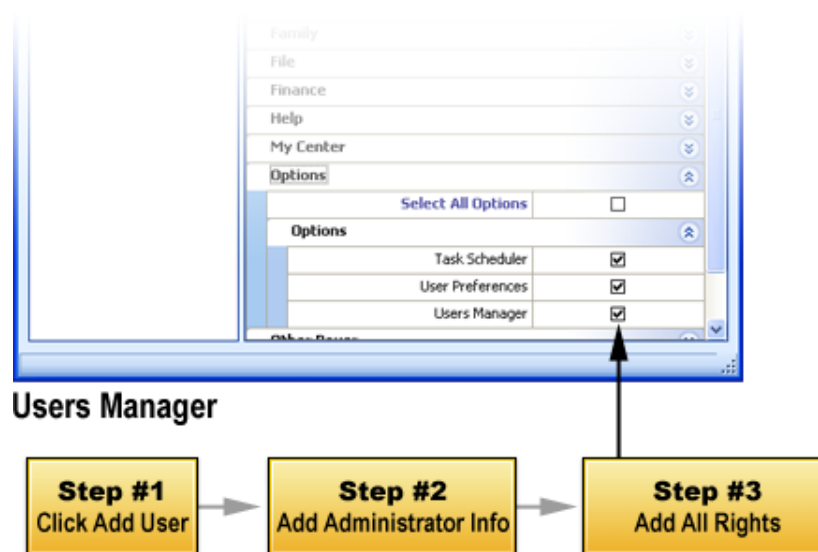
Step one: Setup the Users Manager Administrator

- 1) Go to *Options | Users Manager*  . The Users Manager dialog will appear. Administrator ### is displayed in the Users List. Use Edit User to edit this entry or Add User to create a new user. Administrator ### uses a default password called password.
- 2) Click **Add User**. The User Information dialog will appear.
- 3) Enter the User Name.
- 4) Enter the User Initials.
- 5) Enter a Password for the user. When you enter your password it will be displayed as asterisks. Your password must be a minimum of five but no more than eight alphanumeric characters.
- 6) Confirm your password by re-entering it. Your password confirmation will be displayed as asterisks.
- 7) Click **OK** to add a new user. The User Information dialog will reappear.
- 8) You now need to assign user rights to the new user. Click **All Rights** to assign the individual highlighted in Users List with all user rights.
- 9) To assign individual rights check one of the five categories.
- 10) Add a user's right by placing a check in the box to the right of the user right. To assign or edit rights for other users, highlight the individual and repeat the process.
- 11) Click **Close** to save the rights assigned to the new user.
- 12) To edit a user's name, initials or password, click **Edit User** and change, then click **OK**.



Step two: Setup Users and Their Rights



- 1) Go to *Options | Users Manager*  . The Users Manager dialog will appear. Click **Add User** to create a new user. Administrator ### uses a default password called password.
- 2) Click **Add User**. The User Information dialog will appear.
- 3) Enter the User Name.
- 4) Enter the User Initials.
- 5) Enter a Password for the user. When you enter your password it will be displayed as asterisks. Your password must be a minimum of five but no more than eight alphanumeric characters.
- 6) Confirm your password by re-entering it. Your password confirmation will be displayed as asterisks.
- 7) Click **OK** to add a new user. The User Information dialog will reappear.
- 8) You now need to assign user rights to the new user. Click **All Rights** to assign the individual highlighted in Users List with all user rights.
- 9) To assign individual rights check one of the five categories.
- 10) Add a user's right by placing a check in the box to the right of the user right. To assign or edit rights for other users, highlight the individual and repeat the process.
- 11) Click **Close** to save the rights assigned to the new user.
- 12) To edit a user's name, initials or password, click **Edit User** and change, then click **OK**.



Caution

Do not check the Enable Users Manager box before you have created at least one user in Users Manager. The first user should always be the administrator.

▣ Step three: Enable Users Manager in User Preferences

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Security**.
- 4) Check the Enable User's Manager checkbox to enable Users Manager. When you check this box a Users Manager Login dialog will appear. Enter your Users Manager Users Initials and Password.
- 5) Uncheck the Enable User's Manager checkbox to disable Users Manager.

19 Chart of Accounts

In any accounting system the flow of money is tracked through a list of accounts called the chart of accounts. This section describes Childcare Manager's account structure, how to use your chart of accounts, adding and removing accounts and subaccounts, reconciling your accounts, using account journals, and editing and voiding account transactions.

19.1 Childcare Manager's Account Structure

When you create a center in Childcare Manager, the program sets up certain accounts for you automatically. However, as your center grows or changes, you might need to add new accounts to your chart of accounts to better organize your finances. Or, you might need an account that was not provided during setup.

Understanding your chart of accounts

There are two main type of accounts in the Childcare Manager's chart of accounts.

- Balance sheet accounts.
- Income and expense accounts.

Childcare Manager provides 13 types of accounts to choose from as you create and add to your chart of accounts. Use the type of account that best describes the type of data you are tracking.

Balance Sheet Accounts	Income and Expense Accounts
Accounts Receivable	Income
Bank	Other Income
Fixed Asset	Expense
Other Current Asset	Other Expense
Other Asset	
Long Term Liability	
Accounts Payable	
Other Current Liability	
Equity	

Caution

Your Chart of Accounts must be created first because some of the other lists you create like Charge/Credit items require that you link to accounts.

Balance Sheet Accounts

Balance sheet accounts track the following:

Assets (what you have) & accounts receivables (what customers owe you)

Asset accounts are accounts that track what you have and what others owe you. The money you have includes checking accounts, savings accounts, petty cash, equipment and other fixed assets, inventory, and other money you've already received from your customers but have not yet deposited in the bank. The money people owe you is called accounts receivable.

Accounts payable and other liabilities (what you owe to other people) {Professional edition only}

Liability accounts are accounts that track what your center owes to other people. Liabilities can be loans, unpaid bills, or sales and payroll taxes you owe to the government. The money you owe for unpaid bills is your accounts payable.

Equity (the net worth of your center) {Professional edition only}

Equity accounts are accounts that track the net worth of your center. Equity equals the center's total assets minus total liabilities. Equity comes from three sources: investment of capital in the business by owners, net profit from the current accounting period, and retained earnings. Retained earnings are net profits from earlier periods that have not been distributed to owners. All equity belongs to owners. The money the center owes the owners is a liability from the center's point of view. Thus, a balance sheet adds equity and liabilities to show that they equal total assets.

Income and Expense Accounts

Income Accounts

Income accounts are accounts that track the source of a center's income. Think of income as money that comes to the center. There is no "right " way to organize income accounts for any given center. Childcare Manager lets you define your own income accounts. When deciding what income accounts to use, think about how much detail you'd like to see on a profit and loss statement for your center. Also, think of what you need to list on the tax returns you file.

Childcare Manager has two types of income accounts: income and other income. Income accounts are generally used for ordinary center activities. Other income accounts may be used for income not directly related to center activities such as income from consulting.

Expense Accounts

Expense accounts are accounts that track what your center spends. Think of expenses as money that leaves the center. You generally will have more expense accounts than income accounts. You may have separate accounts for expenses such as advertising, bank charges, interest on loans, rent, and telephone charges. You may also want to subgroup your expenses. For example, you may include accounts called electricity, water, waste, and gas under an account called utilities.

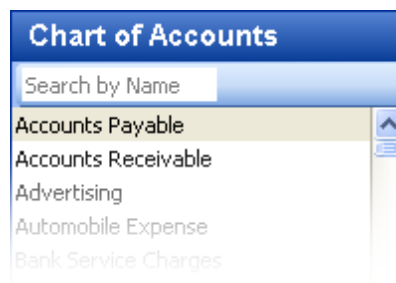
Childcare Manager has two types of expense accounts: expenses and other expenses. Expenses accounts are generally used for ordinary center activities. Other expenses accounts may be used for expenses not directly related to center activities such as corporate income tax.

19.2 How to Use the Chart of Accounts

To display the chart of accounts, go to the CentersBar and click **Accounting Center**. The Chart of Accounts list is displayed on the left side of the screen.

The chart of accounts contains a complete list of your center's accounts. Immediately to the right of the chart of accounts is the Account QuickView. The Account QuickView includes the type of account, account balance and other pertinent information about the account highlighted in the chart of accounts. You use accounts to track how much money your center has, how much money it owes, how much money is coming in, and how much is going out.

To open the journal for any account, click it. The journal is displayed to the right of the chart of accounts and below the Account QuickView.



19.3 How to Add Accounts

— When should I add an account?

You add new accounts as your center grows and changes. For example, you may need to add one or more of the following accounts:

- Income accounts to track new sources of income.
- Expense accounts to track new types of expenses.
- Bank accounts when you open new checking, savings, or money market accounts at your bank.
- Credit card accounts when you acquire new credit cards.
- Other kinds of balance sheet accounts to track specific assets, liabilities, or equity.

For example, you may need to add a fixed asset account to track the depreciation of a new equipment purchase, a long term liability account to track a business loan, or an equity account to track the investment from a new business partner.

— What information do I need to add an account?

When you add a new account, have the following information on hand:

- All bank statements (checking, savings, credit card, etc.) ending on or shortly before your start date.

- All transactions for your bank accounts that were not recorded (cleared) as of your start date.
- Value of your assets, liabilities, credit cards and other accounts as of your start date. If you have an accountant, he or she can provide you with this information on a balance sheet.
- Customer names and the amount owed to you as of your start date.
- Vendor names and the amount you owed to those vendors as of your start date.
- All historical transactions (checks, invoices, etc.) made since your start date through today.

How to add an account

- 1) Go to the Accounting Center.
- 2) Click **Add Account** on the Account QuickView toolbar. A new Account Information card will appear.
- 3) Enter the new account's name in the Name field. This name will appear on all your center financial statements.
- 4) If you want to make this account a subaccount of another account, select the 'Subaccount of' checkbox. From the drop-down list, select the account that will be the higher-level account for this Subaccount.
- 5) (Optional) Enter a short Description, Bank Account Number, or Bank Account Balance, depending on the account Type you are adding.
- 6) Click **OK**.

19.4 How to Add Subaccounts

Should I create a subaccount


When you need more detail about what's going on in an account, you can divide the account into one or more subaccounts. Subaccounts let you track several related types of income and expense accounts independently yet keep them all under the "umbrella" of a single parent account. Subaccounts appear indented immediately below their parent account in the Chart of Accounts. For example, you might be satisfied with consolidating all of your utility expenses in one account called Utilities. Or, you may prefer to track your Utilities individually such as electricity, waste, water, and telephone. If you did the latter, you could setup an account called Utilities and then create the individual utilities as subaccounts.



How to add subaccounts

- 1) Go to the Accounting Center.
- 2) Click **Add Account** on the Account QuickView toolbar.
- 3) Select the account Type from the drop-down list.
- 4) Enter an Account Name for the new account.
- 5) Check the Subaccount Of checkbox.
- 6) Select the Account you want to add this Subaccount to from the drop-down list.
- 7) (Optional) Enter the other information as appropriate.

19.5 How to Reconcile (balance) Your Accounts


 If you write checks using Childcare Manager you will need to balance your checking account when you get your end of month statement. Childcare Manager's check reconciliation system greatly simplifies the process.

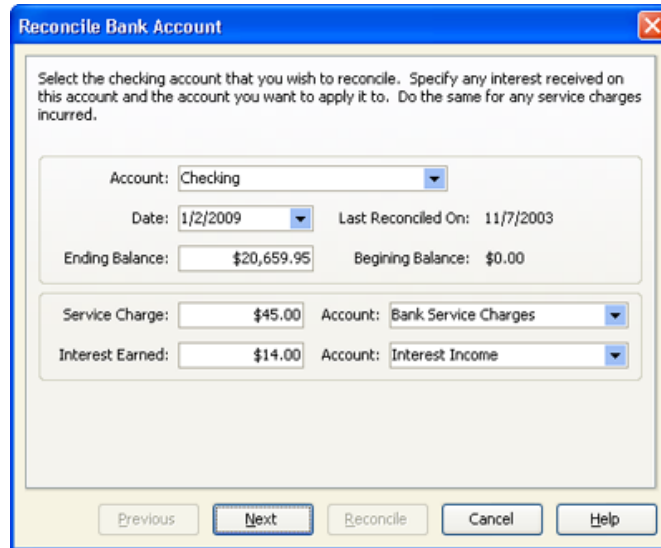
Generally, you will reconcile your checking account once a month or when you receive your monthly statement. If you miss a month or two, don't worry. The process of reconciling your bank statement is the same whether you reconcile for one month or several months. You'll just have a few more transactions to reconcile. The more months you try to reconcile at one time, the more potential problems you'll have. So try to reconcile every month.

The process of reconciling your bank statement is fairly straightforward. You start with a beginning balance and end with an ending balance. The beginning balance plus all of the cleared debits and credits in between must equal the ending balance. Thus, if you open a checking account with a zero balance, make a deposit for \$1000 and write a check for \$500 (and both the deposit and check clear), you will have an ending balance of \$500. You might have, however, written the check at the end of the month and it hasn't cleared when you get your bank statement. In this case you would have a beginning balance of 0, a cleared deposit of \$1000, and an ending balance of \$1000.

Now, lets see how Childcare Manager helps you keep your checking accounts in balance.

How to reconcile your bank statement

- 1) Go to *Accounting Tasks* in the *Accounting Center* and click **Reconcile** . The *Reconcile Bank Account* window will appear.



Select the checking account that you wish to reconcile. Specify any interest received on this account and the account you want to apply it to. Do the same for any service charges incurred.


Account:

Date: Last Reconciled On: 11/7/2003

Ending Balance: Beginning Balance:

Service Charge: Account:


Interest Earned: Account:


- 2) Select the bank account you want to reconcile from the drop-down list in the Account field.
- 3) Enter the closing date of your bank statement in the Date field.
- 4) Childcare Manager displays the date this bank account was last reconciled in the Last Reconciled On field.
- 5) Enter the ending balance from your bank statement in the Ending Balance field.
- 6) Childcare Manager places the ending balance from your last reconciliation in the Beginning Balance.
- 7) Enter any bank charges included in the bank statement(s) being reconciled in the Service Charges field.
- 8) Enter the account you want the service fees posted to in the Account field to the right of the Service Charges field.
- 9) Enter any interest included in the bank statement(s) being reconciled in the Interest Earned field.
- 10) Click **Reconcile**  to reconcile your account. A Reconcile Bank Account screen will appear.

Reconcile Bank Account

Outstanding Items					
	Type	Date	Chk #	Payee	Amount
<input checked="" type="checkbox"/>	DEP	12/15/2008	0		\$8,950.00
<input checked="" type="checkbox"/>	DEP	12/31/2008	0		\$6,100.00
<input checked="" type="checkbox"/>	DEP	1/2/2009	0		\$605.00
<input checked="" type="checkbox"/>	CHK	4/16/2009	4		\$495.00
<input checked="" type="checkbox"/>	CHK	4/16/2009	2	Power Company	\$112.30
<input checked="" type="checkbox"/>	DEP	4/16/2009	0		\$5,937.25
<input checked="" type="checkbox"/>	CHK	4/16/2009	1	Sysco Food Service	\$325.00

Debits (Checks, Payments, Charges): 3 Service Charge: \$45.00
 Credits (Deposits, Credits, Interest): 4 Interest Earned: \$14.00
 Ending Balance: \$20,659.95
 Cleared Balance: \$20,628.95
 Difference: \$31.00

- 11) Outstanding Items includes a list of each uncleared debit and credit.
- 12) Place a check in the checkbox of each item cleared in this statement. Leave unchecked if the item has not cleared yet.
- 13) The type of transaction is included in the Type column.
- 14) The date of the transaction is included in the Date column.
- 15) The check number of the transaction is included in the Chk # column.
- 16) The name of the payee is included in the Payee column.
- 17) The amount of the transaction is included in the Amount column.
- 18) The Debits field displays the number of debit items displayed under Outstanding Items.
- 19) The Credits field displays the number of credit items displayed under Outstanding Items.
- 20) The Service Charge field displays the amount of service charges entered from bank statement (s).
- 21) The Interest Earned field displays the amount of interest earned entered from the bank statement(s).
- 22) The Ending Balance field is the ending balance of this statement.
- 23) The Cleared Balance field is the amount of cleared items (check items) in the bank statement (s).
- 24) The difference between the Ending Balance and Cleared Balance is displayed in the Difference field. This should be zero. If it isn't, you will need to find the source of the discrepancy and fix it.
- 25) Click **Reconcile**  to complete the reconciliation process. If the difference between the Ending Balance and Cleared Balance is zero you have had a successful reconciliation. If there is a difference between the Ending Balance and the Cleared Balance and you click **Reconcile**

 , Childcare Manager displays a Confirm dialog that advises you what the difference is and asks if you want to automatically enter an adjustment. If you want the Childcare Manager to enter an adjustment that balances your statement, click **Yes**. Click **No** to return to the reconciliation screen to further investigate the source of the difference.

19.6 How to Remove Accounts

Key Information

You can only delete an account if it has no journal activity.

How to delete an account with no journal activity?

- 1) Go to the Accounting Center.
- 2) Select the account that you want to delete.
- 3) Right click in the **Chart of Accounts**. A menu will appear.
- 4) Click **Delete Account**.

19.7 How to Use the Account Journals

Every account created in Childcare Manager has a corresponding journal that can be viewed in the Accounting Center. This journal keeps a record of all transactions posted to that account. The information displayed on the account journals varies depending on the type of account. You can edit transactions in asset, liability and equity journals only. You can not edit transactions in income or expense accounts.

19.7.1 How to Use A/R Journals

Accounts receivable is a term used by accountants and Childcare Manager to refer to monies that are owed to you for sales that you have already made, but have not yet been paid for. Accounts Receivable is called A/R for short.

Childcare Manager automatically adds an Accounts Receivable account to your chart of accounts when you create a center. Childcare Manager uses this account to track the money owed to your center. When you bill a family or other payor or receive a payment from a customer, Childcare Manager records the transaction in your Accounts Receivable account and Family Receivables account journals.

Your chart of accounts lists the type of this account as "Accounts Receivable." If you need to use more than one of this type of account in your center, you can add additional "accounts receivable" accounts to the chart. When you have more than one accounts receivable account, Childcare Manager lets you choose the account you want to use when you bill a customer.

Accounts Receivable							
Show: Current Year							
Add Entry Edit Entry Post Entry Void Entry Cancel Changes Groups							
2-Lines Help							
User	Date	Item	Payor	Charged \$	Paid \$	Balance	
	4/9/2008	Preschool Full-Time	Papas	\$150.00	\$0.00	\$6,021.75	
	4/9/2008	Sibling Discount	Papas	(\$43.00)	\$0.00	\$5,978.75	
	4/9/2008	Preschool Full-Time	Reeder	\$150.00	\$0.00	\$6,128.75	
	4/9/2008	Employee Discount	Reeder	(\$75.00)	\$0.00	\$6,053.75	
	4/9/2008	After School Tuition	Snyder	\$45.00	\$0.00	\$6,098.75	
	4/9/2008	Preschool Full-Time	Snyder	\$150.00	\$0.00	\$6,248.75	

The A/R journal shows all the transactions in your A/R account, but a family or other payor's A/R journal shows only the transactions related to that customer.

How do I open the A/R journal?

- 1) Click **Accounting Center** on the CentersBar.
- 2) Select **Accounts Receivable** from the Chart of Accounts list.
- 3) The accounts receivable account journal will appear in the lower right corner of your screen.

How to post a charge, credit, or payment to the A/R journal?

- 1) Click **Add Entry**.
- 2) Enter your transaction.
- 3) Click **Post Entry**.

Tip

When entering a payment in the A/R journal you must enter it as a new transaction. You can not enter it in the Paid \$ field of an existing transaction. If you want to apply a payment against a specific charge or set of charges you must enter it through the Receive Payments Window.

How to edit a transaction in the A/R journal?

- 1) Select the transaction you want to edit.
- 2) Click **Edit Entry**.
- 3) Make the changes that you want to make.
- 4) Click **Post Entry**.

Note: Special procedures apply to editing payments.

How do I edit a payment?

- 1) Double click the payment transaction you want to edit. The Payment Editor will appear.
- 2) Make the changes you want to make.

How to void a transaction in the A/R journal?

- 1) Select the transaction you want to void.
- 2) Click **Void Entry**.

How to use the Accounts Receivable Journal?

Accounts receivable journal toolbar

Show: This option allows you to reduce the volume of transactions displayed in your journal. If you have a large database with multiple years of transactions, exercising this option can help speed up processing time.

Use the drop-down list to select your journal transaction display option. You can choose from *All*, *Current + Last Year*, *Current Year*, and *Current Quarter*. Childcare Manager defaults to *All*.

Add Entry: Click to enter a new transaction in the A/R journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the account receivable journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal.

▣ **Accounts receivable journal columns**

First Line

User: This field displays the initials of the user posting the transaction when you use Users Manager.

Date: This is the date of the transaction.

Item: This is the description of the posted charge, credit, billing package or payment item.

Payor: This is the individual or organization responsible for paying for the charge.

Charged \$: This is the amount of the charge or credit.

Paid \$: This is the amount of the payment.

Balance: This is the account balance for the highlighted transaction.

Second Line

Type: This is the transaction type for the posted transaction.

Due Date: This is the date the highlighted transaction is due.

Comment: Enter a comment if desired.

19.7.2 How to Use A/P Journals

Accounts payable is a term used by accountants and Childcare Manager to refer to monies that you owe to others, but have not yet paid for. Accounts Payable is called A/P for short.

If you purchased Childcare Manager Professional Edition, Childcare Manager automatically adds an Accounts Payable account to your chart of accounts when you create a center. Childcare Manager uses this account to track the money your center owes to others. When you enter a bill in Enter Bills, Childcare Manager records the transaction in your Accounts Payable account journals.

Your chart of accounts lists the type of this account as "Payable." If you need to use more than one of this type of account in your center, you can add additional "accounts payable" accounts to the chart.

Accounts Payable						
Add Entry Edit Entry Post Entry Void Entry Cancel Changes Groups 2-Lines Help						
User	Date	Vendor	Account	Paid \$	Billed \$	Balance
	4/16/2008	Office Works	Office Supplies	\$0.00	\$495.00	\$495.00
	4/16/2008	Office Works	Office Supplies	\$0.00	\$55.95	\$550.95
	4/16/2008	Office Works	Checking	\$495.00	\$0.00	\$55.95

How do I open the A/P journal?

- 1) Click **Accounting Center** on the CentersBar.
- 2) Select **Accounts Payable** from the Chart of Accounts list.
- 3) The accounts payable account journal will appear in the lower right corner of your screen.

How do I post a bill or payment to the A/P journal?

- 1) Click **Add Entry**.
- 2) Enter your transaction.
- 3) Click **Post Entry**.

Warning

Do not enter a bill or pay a bill in the A/P account journal if you have already entered it in the Enter Bills window.

How do I edit a transaction in the A/P journal?

- 1) Select the transaction you want to edit.
- 2) Click **Edit Entry**.
- 3) Make the changes that you want to make.
- 4) Click **Post Entry**.

How do I void a transaction in the A/P journal?

- 1) Select the transaction you want to void.
- 2) Click **Void Entry**.

How do I use the A/P journal?**Accounts payable journal toolbar**

Add Entry: Click to enter a new transaction in the A/P journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the account payable journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal.

▣ Accounts payable journal columns

First Line

User: This field displays the initials of the user posting the transaction when you have enabled Users Manager.

Date: This is the date of the transaction.

Vendor: This is the name of the vendor you owe the money in this transaction to.

Account: This is the account that this bill is being expensed to or the payment is being applied to.

Paid \$: This is the amount being paid with this transaction.

Billed \$: This is the amount you owe for this bill.

Balance: This is the account balance for the highlighted transaction.

Second Line

Type: This is the transaction type for the posted transaction.

Due Date: This is the date the highlighted transaction is due.

Comment: Enter a comment if desired.

19.7.3 How to Use Bank Account Journals

Checking						
Add Entry Edit Entry Post Entry Void Entry Cancel Changes Groups 2-Lines Help						
User	Date	Number	Account	Payment	Deposit	Balance
	4/16/2008	1	Food Supplies	\$325.00	\$0.00	(\$325.00)
	4/16/2008	2	Utilities	\$112.30	\$0.00	(\$437.30)
	4/16/2008	0	Undeposited Funds	\$0.00	\$5,937.25	\$5,499.95
	4/16/2008	4	Accounts Payable	\$495.00	\$0.00	\$5,004.95

▣ How do I open my bank (checking) account journals?

- 1) Click **Accounting Center** on the CentersBar.
- 2) Select your **Checking** account from the Chart of Accounts list.
- 3) The account journal for your checking account will appear in the lower right corner of your

screen.

— How do I post a transaction to my checking account?

- 1) Click **Add Entry**.
- 2) Enter your transaction.
- 3) Click **Post Entry**.

— How to I edit a transaction in my checking account?

- 1) Select the transaction you want to edit.
- 2) Click **Edit Entry**.
- 3) Make the changes that you want to make.
- 4) Click **Post Entry**.

Note: Special procedures apply to editing deposits.

▣ **How do I edit a deposit?**

- 1) Double click the deposit transaction you want to edit. The Make Deposit Window will appear.
- 2) Make the changes you want to make.

— How do I void a transaction in my checking account?

- 1) Select the transaction you want to void.
- 2) Click **Void Entry**.

— How do I use my checking account?

▣ **Checking account journal toolbar**

Add Entry: Click to enter a new transaction in the checking account journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the checking account journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal.

☐ **Checking account journal columns**

First Line

User: This field displays the initials of the user posting the transaction when you use Users Manager.

Date: This is the date of the transaction.

Number: This is the number of the check being used to pay out monies from your checking account.

Account: This is the account that this payment is being expensed to or deposit is being transferred from.

Payment: This is the amount being paid with this transaction.

Deposit: This is the amount being deposited to your checking account.

Balance: This is the account balance for the highlighted transaction.

Second Line

Type: This is the transaction type for the posted transaction.

Vendor: This is the name of the vendor you are paying money to.

Memo: Enter a comment if desired.

19.7.4 How to Use Income Account Journals

Income accounts are provided for viewing only. You cannot edit an income account.

Preschool Tuition						
<input type="checkbox"/> Add Entry <input type="checkbox"/> Edit Entry <input type="checkbox"/> Post Entry <input type="checkbox"/> Void Entry <input type="checkbox"/> Cancel Changes <input type="checkbox"/> Groups <input type="checkbox"/> 2-Lines ? Help						
Date	Comment	Item	Payor/Customer	(Inc)+	(Dec)-	^
4/2/2008		Preschool Full-Time	Papas	\$150.00	\$0.00	
4/2/2008		Preschool Full-Time	Reeder	\$150.00	\$0.00	
4/2/2008		Preschool Full-Time	Snyder	\$150.00	\$0.00	
4/2/2008		Preschool Full-Time	VanZant	\$150.00	\$0.00	
4/9/2008	M, W, F	Preschool Part-Time	Davidson	\$115.00	\$0.00	
4/9/2008		Preschool Full-Time	Gonzales	\$150.00	\$0.00	
4/9/2008		Preschool Full-Time	Johnson	\$150.00	\$0.00	

☐ **How do I use my income account journals?**

☐ **Income account journal toolbar**

Add Entry: This function is disabled in the income account journal.

Edit Entry: This function is disabled in the income account journal.

Post Entry: This function is disabled in the income account journal.

Void Entry: This function is disabled in the income account journal.

Cancel Changes: This function is disabled in the income account journal.

Groups: This function allows you to group information by dragging and dropping a column heading. To use this function, click the **Groups** button. This will open an area immediately below the toolbar with the words *'Drag a column heading here to group by that group'*. Next, click a column heading and drag the heading to this location. The information in the journal will be grouped by information in that heading.

2 Lines: Income account journals have only one line. This function is disabled in the income account journal.

Help: Click to access help for this journal.

Income account journal columns

First Line

Date: This is the date of the transaction.

Comment: Add a comment here if desired.

Item: This is the description of the posted charge, credit, or billing package item transaction.

Payor/Customer: This is the individual or organization responsible for paying for the charge.

(Inc)+: An amount in this field indicates an increase in the income account.

(Dec)-: An amount in this field indicates a decrease in the income account.

Second Line

Income accounts include one line only.

19.7.5 How to Use Expense Account Journals

Expense accounts are provided for viewing only. You cannot edit an expense account.

Food Supplies					
<input type="button" value="Add Entry"/> <input type="button" value="Edit Entry"/> <input type="button" value="Post Entry"/> <input type="button" value="Void Entry"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Groups"/> <input type="button" value="2-Lines"/> <input type="button" value="Help"/>					
Date	Account	Vendor	Comment	(Dec)-	(Inc)+
4/16/2008	Checking	Sysco Food Service		\$0.00	\$325.00

How do I use my expense account journals?

Expense account journal toolbar

Add Entry: This function is disabled in the income account journal.

Edit Entry: This function is disabled in the income account journal.

Post Entry: This function is disabled in the income account journal.

Void Entry: This function is disabled in the income account journal.

Cancel Changes: This function is disabled in the income account journal.

Groups: This function allows you to group information by dragging and dropping a column heading. To use this function, click the **Groups** button. This will open an area immediately below the toolbar with the words *'Drag a column heading here to group by that group'* . Next, click a column heading and drag the heading to this location. The information in the journal will be grouped by information in that heading.

2 Lines: This function is disabled in the income account journal.

Help: Click to access help for this journal.

Expense account journal columns

First Line

Date: This is the date of the transaction.

Account: This is the other account this transaction is posted to.

Vendor: This is the name of the vendor this expense applies to.

Comment: Add a comment here if desired.

(Dec)-: An amount in this field indicates a decrease in the expense account.

(Inc)+: An amount in this field indicates an increase in the expense account.

Second Line

Expense accounts do not include a second line..

19.7.6 How to Use Asset Account Journals

Computer Equipment						
User	Date	Account	Vendor	(Dec)-	(Inc)+	Balance
Comment						
	1/5/2009	Checking		\$0.00	\$850.00	\$850.00
	1/5/2009	Checking	Office Works	\$0.00	\$450.00	\$1,300.00
new server						

How do I use my asset account journals?

Asset account journal toolbar

Add Entry: Click to enter a new transaction in the asset account journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the asset account journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal.

Asset account journal columns

First Line

User: This field displays the initials of the user posting the transaction when you have enabled Users Manager.

Date: This is the date of the transaction.

Account: This is the other account this transaction is posted to.

Vendor: This is the name of the vendor this expense applies to.

(Dec)-: An amount in this field indicates a decrease in the asset account.

(Inc)+: An amount in this field indicates an increase in the asset account.

Balance: This is the account balance for the highlighted transaction.

Second Line

Comment: Add a comment here if desired.

19.7.7 How to Use Liability Account Journals

Liability accounts track what your center owes. You can add as many liability accounts as necessary to track your debts.

Bus Lease						
User	Date	Account	Vendor	(Dec)-	(Inc)+	Balance
	1/5/2009	Checking		\$650.00	\$0.00	(\$650.00)

How do I use my liability account journals?

Liability account journal toolbar

Add Entry: Click to enter a new transaction in the liability account journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the asset account journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal..

Liability account journal columns

First Line

User: This field displays the initials of the user posting the transaction when you have enabled Users Manager.

Date: This is the date of the transaction.

Account: This is the other account this transaction is posted to.

Vendor: This is the name of the vendor this liability applies to.

(Dec)-: An amount in this field indicates a decrease in the liability account.

(Inc)+: An amount in this field indicates an increase in the liability account.

Balance: This is the account balance for the highlighted transaction.

Second Line

Liability accounts include one line only.

19.7.8 How to Use Equity Account Journals

Equity is the net worth of your center. Equity is the difference between what you owe (liabilities) and what you have (assets). If you sell all your assets, and pay off all your liabilities, the money left over is your equity. Equity is a measure of the health of your center since it represents the amount of money left over after all of your center's debts are paid.

Equity comes from money invested in your center and profits or losses from your center. You can reduce the equity in your center by making withdrawals from your center, called owner's draws.

Childcare Manager automatically creates an account called Opening Bal Equity when you create a center. Childcare Manager uses Open Bal Equity to ensure that you get a correct balance sheet even before you enter all your company's assets and liabilities. Childcare Manager records the opening balance of each account in Opening Bal Equity. You can transfer some or all of the money in Opening Bal Equity to other equity accounts.

You can create additional equity accounts as you need them. Following are typical equity accounts you might consider creating:

Owner's Equity: If you are the owner of the center you might want to create an owner's equity account. This account holds your original investment in the center and any retained earnings that have been transferred into it at the end of each fiscal year. It shows the value or net worth of the center to you (the owners). Basically, it is your center's assets minus your liabilities.

Owner's Draw: An owner's draw account is an equity account where Childcare Manager tracks withdrawals of the center's assets to pay an owner.

Capital Investment: You can use an equity account to track your investments in your center. A capital investment equity account tracks personal money that you or a business partner invests in your center.

Opening Bal Equity						
User	Date	Account	Vendor	(Dec)-	(Inc)+	Balance
	12/30/2008	Checking		\$0.00	\$10,000.00	\$10,000.00

How do I open an equity account journal?

- 1) Click **Accounting Center** on the CentersBar.
- 2) Select Opening Bal Equity (or other equity account) from the Chart of Accounts list.
- 3) The equity account journal will appear in the lower right corner of your screen.

How to post a transaction to equity account journal?

- 1) Click **Add Entry**.
- 2) Enter your transaction.
- 3) Click **Post Entry**.

How to edit a transaction in an equity account journal?

- 1) Select the transaction you want to edit.
- 2) Click **Edit Entry**.
- 3) Make the changes that you want to make.
- 4) Click **Post Entry**.

How to void a transaction in an equity account journal?

- 1) Select the transaction you want to void.
- 2) Click **Void Entry**.

How to use an equity account journal?

Equity account journal toolbar

Add Entry: Click to enter a new transaction in the equity journal.

Edit Entry: Click to edit the selected (highlighted) transaction.

Post Entry: Click **Post Entry** or press **Enter** to post a new or edited transaction.

Void Entry: Click to void the selected (highlighted) transaction.

Cancel Changes: Click to cancel all new entries or changes and exit the transaction.

Groups: This function is disabled on the equity account journal.

2 Lines: Click to switch between a 1 line and 2 line transaction display.

Help: Click to access help for this journal.

Equity account journal columns

First Line

User: This field displays the initials of the user posting the transaction when you use Users Manager.

Date: This is the date of the transaction.

Account: This is the account that this transaction is being posted to.

Vendor: This is the individual or organization responsible for paying for the charge.

(Dec)-: This is the amount of the charge or credit.

(Inc)+: This is the amount of the payment.

Balance: This is the account balance for the highlighted transaction.

Second Line

Comment: Enter a comment if desired.

19.7.9 How to Use the Undeposited Funds Account Journal

When you post a payment directly to a Family or Other Payor Receivables journal or receive a payment using the Receive Payments Window, Childcare Manager places the payment into an account called Undeposited Funds. The Undeposited Funds account acts as a holding account, similar to a cash drawer, holding these payments until you deposit them to your checking account. Childcare Manager enters these payments in the Make Deposits Window until they are deposited into a Childcare Manager bank account.

Undeposited Funds					
Date	Account	Vendor	(Dec)-	(Inc)+	Balance
4/2/2008	Accounts Receivable		\$0.00	\$100.00	\$1,750.00
4/3/2008	Accounts Receivable		\$0.00	\$555.00	\$2,305.00
4/5/2008	Accounts Receivable		\$0.00	\$346.00	\$2,651.00
4/5/2008	Accounts Receivable		\$0.00	\$555.00	\$3,206.00
4/6/2008	Accounts Receivable		\$0.00	\$70.00	\$3,276.00
4/6/2008	Accounts Receivable		\$0.00	\$230.00	\$3,506.00
4/6/2008	Accounts Receivable		\$0.00	\$46.25	\$3,552.25

Key Information

You cannot add, edit, void or delete a transaction in the Undeposited Funds account journal.

How do I open the Undeposited Funds journal?

- 1) Click **Accounting Center** on the Centers toolbar.
- 2) Select **Undeposited Funds** from the Chart of Accounts list.
- 3) The Undeposited Funds account journal will appear in the lower right corner of your screen.

Undeposited Funds Journal Columns

First Line

User: This field displays the initials of the user posting the transaction when you use Users

Manager.

Date: This is the date of the transaction.

Account: This is the account that this transaction is being posted to.

Vendor: This is the individual or organization responsible for paying for the charge. The use of this field might occur if you posted a vendor refund in the Accounts Payable account.

(Dec)-: This is the amount of the charge or credit.

(Inc)+: This is the amount of the payment.

Balance: This is the account balance for the highlighted transaction.

Second Line

Comment: Enter a comment if desired.

19.8 Helpful Reports

– COA Balance Summary

The COA Balance Summary provides a list of your Chart of Accounts with their COA number, account type and current balance.

– COA List

The Chart of Accounts listing provides a list of the chart of accounts in hierarchical order.

– Journal Detail (A/R & Income)

Journal Detail (A/R & Income) provides a list of transactions in your A/R and Income account journals. Transactions are displayed by account and include post date, item description, family name, child name, comment, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. An option is provided to see which user last modified each transaction and when. (The Date Range filter operates on the post date only.)

– Journal Detail (Other)

Journal Detail (Other) provides a list of transactions in your other (non A/R and Income) account journals. Transactions are displayed by account and include post date, item description, family name, child name, comment, created date, modified date, amount, and the balance at the time of transaction. A total for each journal is provided. An option is provided to see which user last modified each transaction and when. (The Date Range filter operates on the post date only.)

– Trial Balance

Trial Balance displays a trial balance of your accounts as of a specific date. The report shows the amount of each account in debit and credit format and a net value to indicate whether the account is in balance.

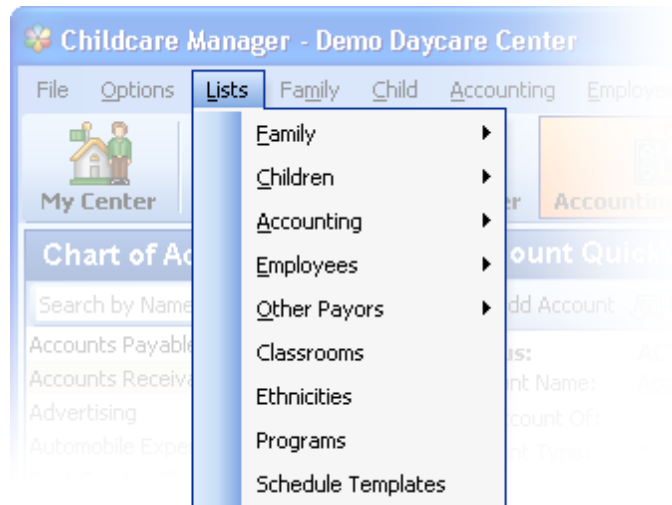
Balance Sheet

The Balance Sheet provides a financial 'snapshot' of your center at a given date in time. It shows you what you have, what others owe you, what you owe others, and your net worth. The information presented is in three categories: assets, liabilities and equity.

20 Lists

Childcare Manager uses a variety of lists to help you with your data entry. Lists are identified in the program with a down facing arrow on the right side of the field.

Childcare Manager's lists are separated into five categories: family, children, accounting, employees, and other payors. In addition, there are four lists that are common to two or more categories: classrooms, ethnicities, programs and schedule templates. These lists are included in the categories they are common with.



Childcare Manager includes a default set of lists to help you get started. You can use this set of list items or add, delete or edit the list items to suit your individual needs.

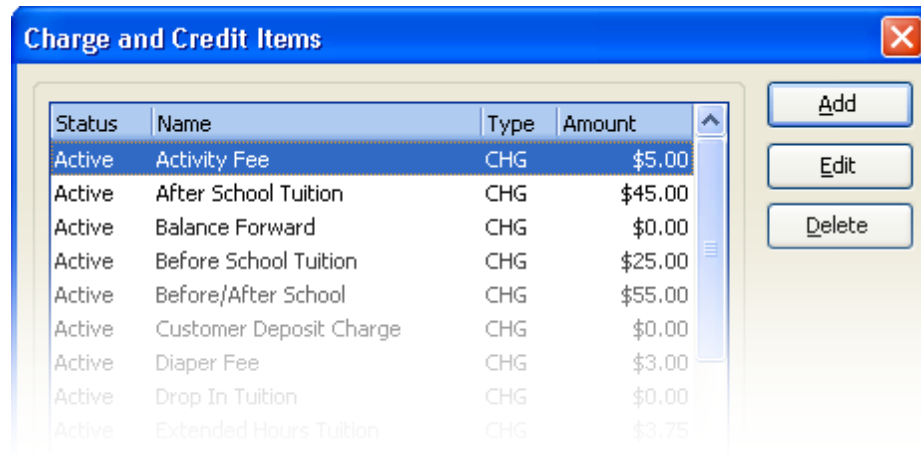
20.1 Accounting Lists

Charge Credit Item List

A charge, credit or payment item is anything that might appear on the family or center accounts receivable journal. In Childcare Manager charge, credit and payment items provide a quick means of data entry. They also handle the behind-the-scenes accounting. When you create a charge or credit item you link it to an account. Payment items are automatically linked to Undeposited Funds. When the charge or credit item is used to bill a family or other payor, it posts an entry to that accounts receivable account and to the appropriate income, checking or other account.

How to add a charge or credit item:

- 1) Go to *Lists | Accounting | Charge/Credit Items*. The Charge/Credit Items dialog will appear. This dialog provides a list of all of your charge and credit items. Also displayed is their status (active or inactive), the type item (charge or credit) and an amount if a default amount has been entered.



- 2) Click **Add** to create a new charge or credit item. Click **Edit** to edit the highlighted item. The charge/credit Item dialog will appear.

Item

Type: Charge Name: Activity Fee

Account: Other Income

Amount: \$5.00 FTE:

Active

OK Cancel Help

- 3) Enter the item Type: charge or credit. Select from the drop-down list.
- 4) Enter a Name for the item.
- 5) Select the Account you want to link the item to from the drop-down list. This will normally be an income account. For security deposits you will want to link to a liability account.
- 6) (Optional) Enter a default Amount for the charge or credit. If you enter an amount in this field Childcare Manager will enter the amount in the amount field each time the charge or credit item is used. You can edit the default amount in the individual transaction.
- 7) (Optional) Enter a full time equivalent (FTE) factor if you want to track FTEs by charge.
- 8) Place a check in the Active box if this item is active. Leave the Active box unchecked if this item is inactive. Inactive items are not displayed in the item drop-down lists.

– Vendor List

Childcare Manager uses the vendor list to store information about the people and companies you buy goods and services from to run your center. For example, your vendor list could include your power company, your phone company, your school supplies vendor and the Internal Revenue Service.

How to add a vendor:

- 1) Go to the Main menu and click **Lists**.
- 2) Select **Accounting**, then **Vendors**.
- 3) Click **Add** and enter the Company name and Phone number.
 - a) (Optional) Enter the Name and Phone number of a contact.
- 4) Enter the company's Address.

– Billing Cycle List

Childcare Manager uses billing cycles to define the frequency between billings when you batch bill. For example, if you batch bill once a month you could create a billing cycle called monthly. Similarly, if you batch bill weekly you could use a billing cycle called weekly. Childcare Manager includes five default billing cycles: daily, weekly, monthly, bi-monthly, and annual. You can use these or create your own.

How to add a billing cycle:

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Billing Cycles**.
- 3) Click **Add**.
- 4) Enter a Name for the billing cycle in the blank highlighted field.

– Billing Package List

Billing packages are use to bill customers. Billing packages consist of one to three rates that are consolidated into one package to bill a customer.

How to add a billing package:

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Billing Packages**.
- 3) Click **Add**.

— Payment (Item) List

A payment item subtracts the amount of a customer payment from the total amount of his or her bill. You need a payment item when you receive a partial or advance payment toward the amount of a charge or before the time you post charge. If you receive full payment at the time of the sale, use a sales receipt form (instead of an invoice) with a payment item. If you receive full or partial payment on an invoice or statement after you created it, enter the payment in the Receive Payments window instead.

How to add a payment item:

- 1) Go to Lists on the Main menu.
- 2) Click **Accounting**, then **Payments**.
- 3) Click **Add**.
- 4) Select the item Type from the drop-down list.
- 5) Enter a Name for the item.
- 6) Select the Account you want to link the item to from the drop-down list.
 - a) (Optional) Enter an Amount if you want that amount entered in the transaction whenever the item is used.
 - b) (Optional) Enter a full time equivalent (FTE) factor if you want to track FTEs by charge.

20.2 Family Lists

— Family Groups List

The Family Groups Types list includes the different groups to which your families might belong. Typical family groups are Private Pay, Single parent, Subsidy, Employee and Church Member.

How to change the Family Groups list:

- 1) Go to the Lists menu and click **Family**.
- 2) Click **Family Groups**.
- 3) To add a family group, click **Add** and enter the name of the group.
- 4) To edit a family group, highlight the group and edit the name.

— Family Note Types List

The Family Note Types list includes the types or categories of notes entered into the Family NoteKeeper. Typical family note types are parent/teacher meeting, volunteer work, and financial history.

How to change the Family Note Types List:

- 1) Go to the Lists menu and click **Family**.
- 2) Click **Family Note Types**.
- 3) To add a family note type, click **Add** and enter the name of the note type.
- 4) To edit a family note type, highlight the note type and edit the name.

Family Statuses List

The Family Status list includes a list of family statuses. Typical family statuses are Active, Deactive, and Waiting.

How to change the Family Statuses list:

- 1) Go to the Lists menu and click **Family**.
- 2) Click **Family Statuses**.
- 3) To add a family status, click **Add** and enter the name of the status.
- 4) To edit a family status, highlight the status and edit the name.

Marketing Sources List

The Marketing Sources list includes the names of the sources from which customers heard about your center and services. Typical sources are referral, newspaper, and radio.

How to change the Marketing Sources list:

- 1) Go to the Lists menu and click **Family**.
- 2) Click **Marketing Sources**.
- 3) To add a marketing source, click **Add** and enter the name of the marketing source.
- 4) To edit a marketing source, highlight the marketing source and edit the name.

Relationship Types List

The Contact Relationship Type list includes the names of your contact relationships. Typical relationship types include mother, father, grandmother and uncle.

How to change the Relationship Types list:

- 1) Go to the Lists menu and click **Family**.
- 2) Click **Relationship Types**.
- 3) To add a relationship type, click **Add** and enter the name of the relationship type.
- 4) To edit a relationship type, highlight the relationship type and edit the name.

20.3 Child Lists

– Activity List

The Activity list includes the names of your center's activities. Typical activities include Crafts, Swimming and Dancing.

How to Change the Activity List:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Activities**.
- 3) To add an activity, click **Add** and enter the name of the activity.
- 4) (Optional) Enter the capacity for that activity.
- 5) To edit an activity, highlight the activity and edit the name and capacity, as needed.

– Bus Run Locations List

The Bus Run Locations list includes the pickup and drop off locations for center bus runs.

How to change the bus runs locations list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Bus Run Locations**.
- 3) To add a bus run location, click **Add** and enter the name of the location.
- 4) To edit a bus run location, highlight the bus run location and edit the name.

– Bus Runs List

The Bus Run List includes the names of your center's bus runs.

How to change the Bus Runs list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Bus Runs**.
- 3) To add a bus run, click **Add** and enter the name of the bus run.
- 4) To edit a bus run, highlight the bus run and edit the name.

– Child Allergies List

The Child Allergies list includes the names of the allergies tracked in the Allergies tab of the Child Data card. Typical allergies include Milk Products, Bee Stings, and Peanuts.

How to change the Child Allergies list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click Child **Allergies**.
- 3) To add a child allergy, click **Add** and enter the name of the allergy.
- 4) To edit a child allergy, highlight the allergy and edit the name.

Child Note Types List

The Child Note Type list includes the types or categories of notes entered into the Child NoteKeeper. Typical note types include Accidents, Behavior Problems, and Progress Reports.

How to change the Child Note Types list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Child Note Types**.
- 3) To add a child note type, click **Add** and enter the name of the note type.
- 4) To edit a child note type, highlight the note type and edit the name.

Child Status List

The Child Status list includes a list of child statuses. Typical child statuses include Active, Deactive, Pending and Waiting.

How to change the Child Status list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Child Status**.
- 3) To add a child status, click **Add** and enter the name of the child status.
- 4) To edit a child status, highlight the status and edit the name.

Child Withdrawal Reason List

The Child Withdrawal Reason list includes the reasons why a child was withdrawn from the center. Typical reasons include Moved Out of Area, Graduated, and Financial Problems.

How to change the Child Withdrawal Reason list:

- 1) Go to the Lists menu and click **Children**.
- 2) Click **Child Withdrawal Reasons**.
- 3) To add a child withdrawal reason, click **Add** and enter the name of the withdrawal reason.

- 4) To edit a child withdrawal reason, highlight the withdrawal reason and edit the name.

Classroom List

The Classroom list includes the names of your classrooms with factor, capacity and teacher to student ratios.

How to change the Classrooms list:

- 1) Go to the Lists menu and click **Classrooms**.
- 2) To add a classroom, click **Add** and enter the name of the classroom.
- 3) Enter an FTE factor (Optional). The FTE factor is a number between 0.00 and 9.99. It is used on the Factored FTE by Classroom report. It is used for simple FTE calculations. This number is multiplied by the number of children in a classroom to come up with an FTE factor.
- 4) Enter the classroom capacity (Optional). This can be a certified capacity or the capacity you wish to maintain as a goal.
- 5) Enter the ratio (Optional). All states require that a certain ratio of teachers to students be maintained. If you have an infant room and your State requires one teacher per four infants, you would enter a 4 here.
- 6) To edit a classroom, highlight the classroom and edit the name, FTE factor, Capacity, or Ratio.

Ethnicities List

The Ethnicities list includes the standard California list of ethnicity names. These can be changed to meet your own State or personal preferences.

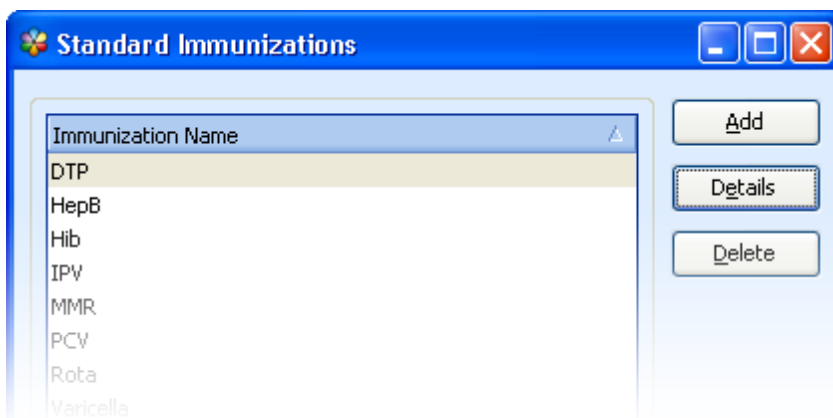
How to change the Ethnicities list:

- 1) Go to the Lists menu and click **Ethnicities**.
- 2) To add an ethnicity, click **Add** and enter the name of the ethnicity.
- 3) To edit an ethnicity, highlight the ethnicity and edit the name.

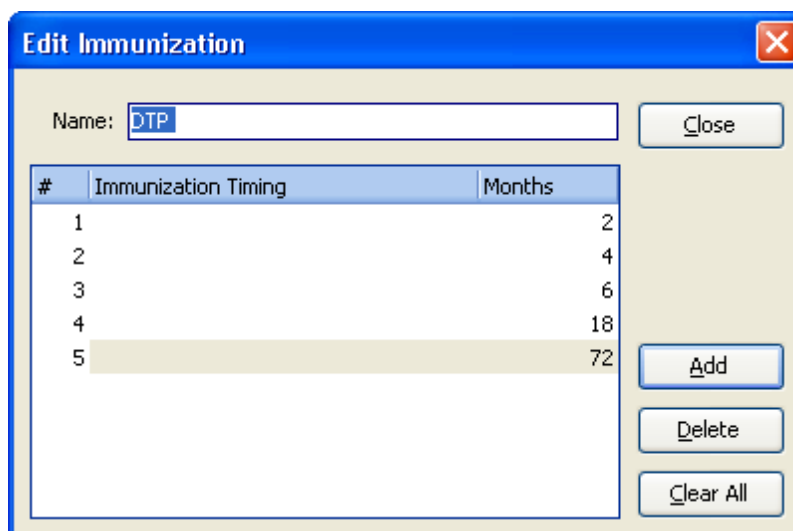
— Immunizations List

To setup your immunization requirements:

- 1) Go to *Lists | Children | Standard Immunizations*. The Standard Immunizations dialog will appear. This dialog contains a list of your center's immunization requirements.



- 2) Click **Add** to add a new immunization.



- 3) Enter or edit the name of the immunization in the Name field.
- 4) Click **Add** to enter a new immunization requirement.
- 5) The series of the next immunization to be entered will be entered under the column heading #. When adding a new immunization this field always starts with 1.
- 6) The immunization timing will appear under the Immunization Timing column. Click in the field. A drop-down arrow will appear in the right corner of the field. Click on the **drop-down arrow**. A list of three immunization timing types will appear: From Birth, From Previous Shot and From Enrollment. Select the appropriate one for your requirement. Childcare

Manager uses the immunization timing type to calculate the dates when the next immunizations are due.

- 7) Based on the immunization timing type selected, enter the number of Months until the next immunization is due. For example, if the immunization type is From Birth and you entered 12 in the months field, the immunization would be due 12 months from birth.

Tip

For information about vaccines, vaccine supply, and contraindications for immunization, you can visit the National Immunization Program Website at www.cdc.gov/ni.

Caution

Once in use an immunization requirement cannot be deleted. It can only be edited.

— Programs List

The Programs list includes the names of your programs with factor, capacity and teacher to student ratios.

How to change the Programs list:

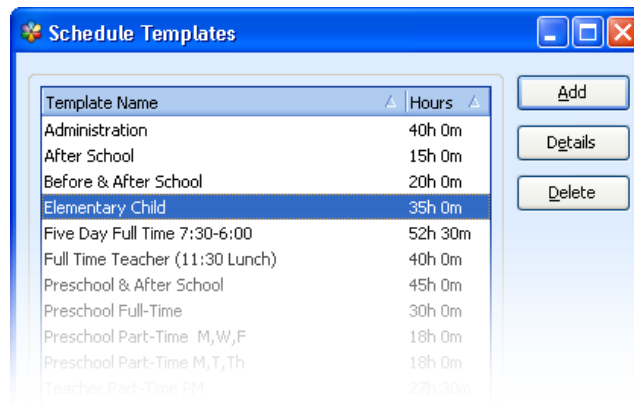
- 1) Go to the Lists menu and click **Program**.
- 2) To add a program, click **Add** and enter the name of the program.
- 3) Enter an FTE factor (Optional). The FTE factor is a number between 0.00 and 9.99. It is used on the Factored FTE by Program report. It is used for simple FTE calculations. This number is multiplied by the number of children in a program to come up with an FTE factor.
- 4) Enter the program capacity (Optional). This can be a certified capacity or the capacity you wish to maintain as a goal.
- 5) Enter the ratio (Optional). All states require that a certain ratio of teachers to students be maintained. If you have an infant program and your State requires one teacher per four infants, you would enter a 4 here.
- 6) To edit a program, highlight the program and edit the name, FTE factor, Capacity, or Ratio.

— Schedule Templates List

The Schedule Templates list includes your center's weekly schedules with daily in/out times, daily scheduled hours and minutes, and total weekly scheduled hours minutes. Schedule templates cover one week and reduce the time to enter standard weekly schedules.

How to create a weekly schedule template:

- 1) Go to *Lists | Schedule Templates*. A list of schedule templates will appear.



- 2) Click **Add** to add a new template. An empty Weekly Schedule Template will appear.
- 3) Click **Edit** to edit an existing template. A schedule template for the schedule selected will appear.

Schedule Name:

IN/OUT	Sun	Mon	Tue	Wed	Thr	Fri	Sat
In		08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	
Out		03:00 PM	03:00 PM	03:00 PM	03:00 PM	03:00 PM	
In							
Out							
		7h 0m	7h 0m	7h 0m	7h 0m	7h 0m	

- 4) Enter or edit the name of the schedule in the Schedule Name field.
- 5) Enter or edit the IN/OUT times for your schedule. You can enter up to two in and out times for each day of the week.
- 6) Use Clear Week to remove all in/out times.
- 7) Total Hours displays the total weekly scheduled in/out times in hours and minutes.
- 8) Click **OK** to exit and save the new schedule.
- 9) Click **Apply** to save the entered times.

Tip

You can create a schedule that starts or ends at 12 am (midnight).

20.4 Employee Lists

– Certificates and Training List

The Certificates and Training list includes a list of your center's certificate and training requirements and their next due dates in months. Typical requirements include First Aid Training, CPR Training and Fire Training.

How to change the certificates and training list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Certificates and Training**.
- 3) To add a certificate or training requirement, click **Add** and enter the name of the certificate or training requirement.
- 4) Enter the number of months until the next due date. For example, if CPR training is required every 12 months, enter 12 in the months field.
- 5) To edit a certificate or training requirement, highlight the certificate or training requirement and edit the name and months field, as needed.

– Departments List

The Department List includes the names of your center's departments. A typical list includes Administration, Food Service, and Teaching.

How to change the departments list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Departments**.
- 3) To add a department, click **Add** and enter the name of the department.
- 4) To edit a department, highlight the department and edit the name.

– Employee Note Types List

The Employee Note Type list includes the types or categories of notes entered into Employee NoteKeeper. Typical note types include Performance Evaluations, Disciplinary Actions and Counseling Sessions.

How to change the employee notes type list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Employee Note Types**.
- 3) To add an employee note type, click **Add** and enter the name of the note type.

- 4) To edit an employee note type, highlight the note type and edit the name.

Employee Release Reasons List

The Employee Release Reason list includes the reasons why your employees leave. Typical reasons include Layoff, Left Area, and For Cause.

How to change the employee release reasons list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Employee Release Reasons**.
- 3) To add an employee release reason, click **Add** and enter the name of the release reason.
- 4) To edit an employee release reason, highlight the release reason and edit the name.

Employee Status List

The Employee Status list includes a list of employee statuses. Typical employee statuses include Active, Deactive, Part-time and Waiting.

How to change the employee status list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Employee Status**.
- 3) To add an employee status, click **Add** and enter the name of the status.
- 4) To edit an employee status, highlight the status and edit the name.

Positions List

The Position list includes a list of center positions. Typical positions include Director, Teacher, and Office Assistant.

How to change the positions list:

- 1) Go to the Lists menu and click **Employees**.
- 2) Click **Positions**.
- 3) To add a position, click **Add** and enter the name of the position.
- 4) To edit an employee position, highlight the position and edit the name.

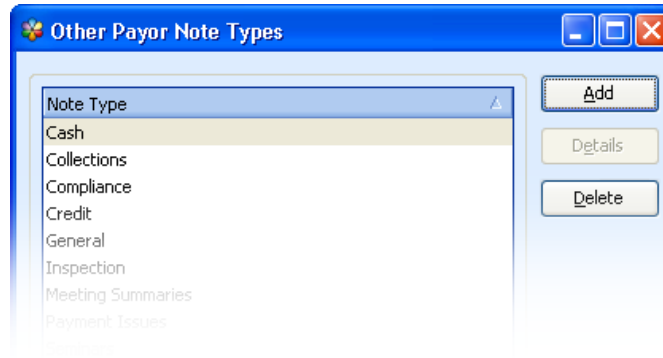
20.5 Other Payor Lists (Agencies)

Other Payor Notes List

The Other Payor Note Type list includes the types or categories of notes entered into Other Payor NoteKeeper. Typical note types might include Telephone Contacts, Meeting Summaries and Payment Issues.

How to change the other payor notes list:

- 1) Go to the Lists menu and click **Other Payors**.
- 2) Click **Other Payor Notes**.
- 3) To add an other payor note, click **Add** and enter the name of the note.
- 4) To edit an other payor note, highlight the note and edit the name.



Other Payor Status List

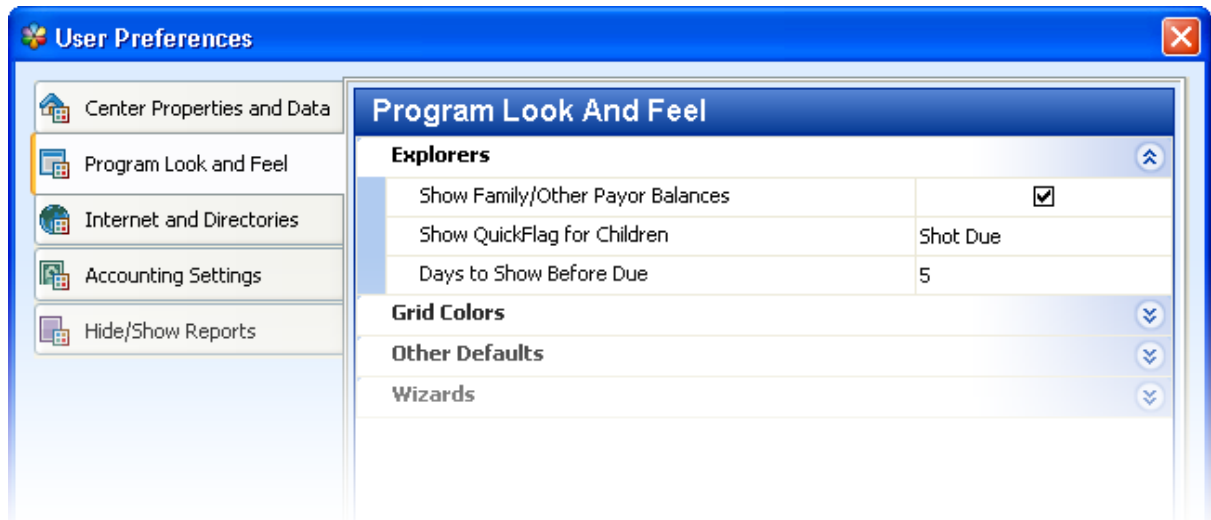
The Other Payor Status list includes a list of other payor statuses. Typical other payor statuses might include Active and Deactive.

How to change the other payor status list:

- 1) Go to the Lists menu and click **Other Payors**.
- 2) Click **Other Payor Status**.
- 3) To add an other payor status, click **Add** and enter the name of the status.
- 4) To edit an other payor status, highlight the status and edit the name.

21 User Preferences

In this section you'll learn how to setup and change user preferences. Childcare Manager uses preferences to customize Childcare Manager to suit the needs of your center and your personal style of working. From the Childcare Manager User Preferences window, you can define preferences in five different categories: Center Properties and Data, Program Look and Feel, Internet and Directories, Accounting Settings, Hide/Show Reports.





21.1 Center Properties and Data

Center information

Gives you the ability to store important information about your center.

How to enter or change this information:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the Center **Properties and Data**  tab.
- 3) Double click **Center Information**.
- 4) Enter your Center Name. The name entered here will be displayed on Childcare Manager's Titlebar, the My Center QuickView and on your report headings.
- 5) Enter the Owner's Name. This name will be displayed on the My Center QuickView.
- 6) Click in the **Business Type field** and use the drop-down list to enter your business type.
- 7) Enter your Center Capacity. This number is generally the state approved capacity for your center. It can also be your desired goal.

- 8) Enter your Center Hours. Click **Edit Center Hours**. The Edit Center Hours dialog will appear. Enter the days and the hours that your center is open.

IN/OUT	Sun	Mon	Tue	Wed	Thr	Fri	Sat
In		06:00 PM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	
Out		06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM	
In							
Out							
	0h 0m	12h 0m	12h 0m	12h 0m	12h 0m	12h 0m	0h 0m

Week Totals: 60h 0m

Clear Week

Load Template

- 9) Enter your center's address.
- 10) Enter your Federal and State tax IDs. The tax IDs are used in Customer Statements and End of Year Tax Statements.



See also:

[How to create a weekly schedule](#) 

- Contact information

Gives you the ability to store a center contact name and telephone number.

How to enter or change this information:


- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Center Information**.
- 4) Enter a main contact name and telephone number for your center. This information will appear in the My Center QuickView.

- How to setup a password to protect your center

Gives you the ability to create a password that can be used to limit access to your center database.

How to enter or change this information:



- 1) Go to the Options menu and click **User Preferences** .

- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Security**.
- 4) Check the Password Protect File checkbox to create a center password. A password setup window will appear. Enter your password and re-enter it to confirm.

How to enable Users Manager

Gives you the ability to enable or disable Users Manager. Enable Users Manager if you want to setup user rights for your program. With Users Manager you can assign unique passwords to employees and assign them specific rights within the program. For example, you might restrict access to your accounting data to your accountant. Or, you might restrict access to employee records to the Director only. Go to Options|Users Manager to setup users and user rights.

How to enter or change this information:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Security**.
- 4) Check the Enable User's Manager checkbox to enable Users Manager. When you check this box a Users Manager Login dialog will appear. Enter your Users Manager Users Initials and Password.
- 5) Uncheck the Enable User's Manager checkbox to disable Users Manager.



Warning

The first user to be added should always be the system administrator and should be given 'All Rights'. The system administrator will generally be the center owner or director. When enabling Users Manager at least one user must be assigned all rights. If not, the unassigned rights will not be assignable in the future.

Fulltime Equivalents (FTE)

Gives you the ability to store full time equivalents that Childcare Manager uses in certain reports to calculate FTEs.

How to enter or change this information:



- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **FTE Info**.
- 4) In the Hours Per Week field enter the number of hours per week you want Childcare Manager to use to calculate a FTE.

- 5) In the Hours Per Day field enter the number of hours per day you want Childcare Manager to use to calculate a FTE.

Automatic backup preferences

Gives you the ability enable or disable Childcare Manager's automatic backup feature. When automatic backups are enabled a backup is automatically made each time you shut down your program. When you enable automatic backups, Childcare Manager allows you to set the number of backups you want the program to store and the number of days you want the program to keep the backups for.

How to enter or change this information:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Center Properties and Data**  tab.
- 3) Double click **Automatic Backup**.
- 4) Place a check in the Enabled field to enable automatic backups.
- 5) Uncheck the Enabled field to disable automatic backups.
- 6) Enter the number of automatic backups you want the program to keep in Backups to Keep. Enter the number of days you want the program to keep backups for in Days to Keep.

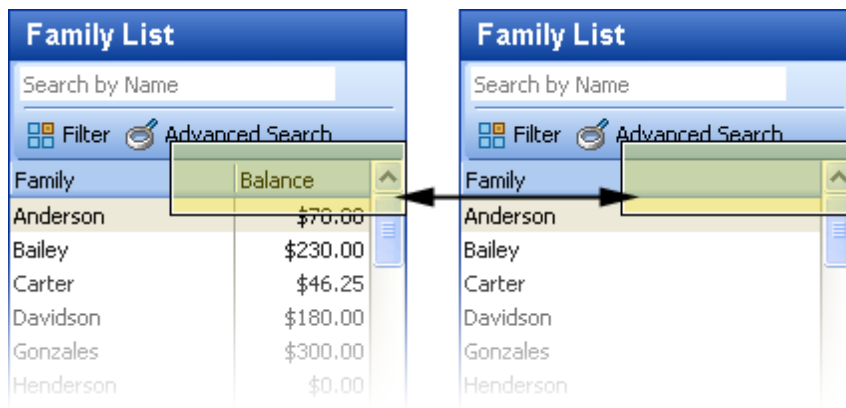
Key Information

Automatic backups are located in a special folder called AutoBackup. If you are using Microsoft XP for your operating system, automatic backups are stored in C:\Documents and Settings\All Users\Documents\Childcare Manager\AutoBackup. If you are using Microsoft Vista for your operating system automatic backups are stored in C:\Users\Public\Documents\Childcare Manager\AutoBackup.



21.2 Program Look and Feel Preferences

How to show or hide account balances in the Family or Other Payor lists

Gives you the ability to show or hide the family and other payor account balances in the Family and Other Payor lists.



How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Explorers**.
- 4) Place a check in the Show Family/Other Payor Balances checkbox to display the family and other payor account balances in the Family and Other Payor lists.
- 5) Uncheck the Show Family/Other Payor Balances checkbox to hide the family and other payor balances on the Family and Other Payor lists.

How to change the Quick Flag displayed on the Child list .

Gives you the ability to show or hide a QuickFlag on the Child list. If you choose to display a QuickFlag on the Child list, lets you select which QuickFlag to display.



How to change this preference:





- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Explorers**.

- 4) In the Show QuickFlag for Children field, use the drop-down list to choose a preference. You can select one of the following display options: None, Allergy, Physical, Pickup, or Shot Due.

— How to set the immunizations 'Days to Show Before Due' preference

Gives you the ability to set the number of days that you want the immunization and physical QuickFlags to be displayed before shots or physicals are due.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Explorers**.
- 4) In the Days to Show Before Due field, enter the number of days before a shot or physical is due that you want the immunization  and physical  QuickFlags to be shown.

— How to change the color used to display reconciled transactions

Gives you the ability to change the display color of reconciled transactions.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Grid Colors**.
- 4) Click the **Reconciled Transactions** field and enter the desired color.

— How to change the color used to display voided transactions

Gives you the ability to change the display color of voided transactions.



How to change this preference:

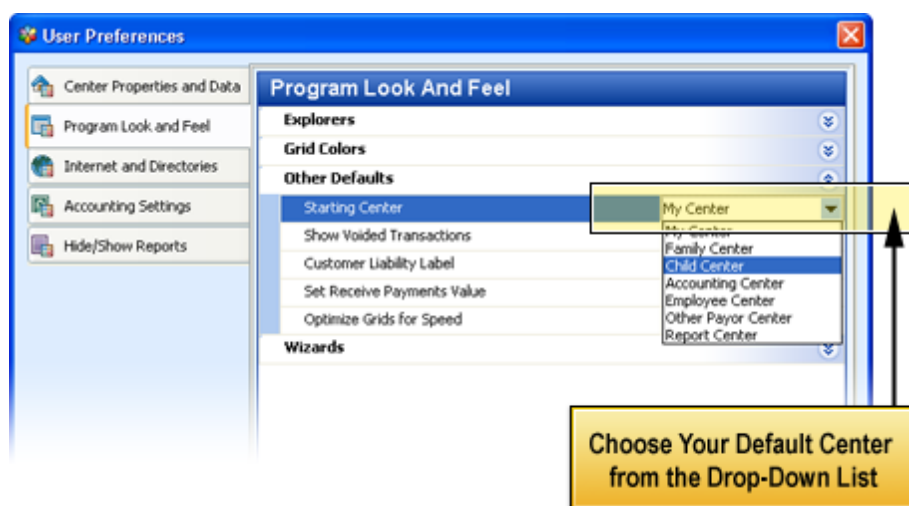
- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Grid Colors**.
- 4) Click the **Voided Transactions** field and enter the desired color.

How to choose which center you want to display when you open Childcare Manager

Gives you the ability to choose which center, (i.e., My Center, Family Center, Child Center, Accounting Center, Employee Center, Other Payor Center or Reports Center) is displayed when you open Childcare Manager.

How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the Program **Look and Feel**  tab.
- 3) Double click **Other Defaults**.
- 4) In the Starting Center field use the drop-down list and select the center you want to display when you first open Childcare Manager.



How to show or hide voided transactions in accounting journals

Give you the ability to show or hide voided transactions in accounting journals.

How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Other Defaults**.
- 4) Place a check in the Show Voided Transactions checkbox to display voided transactions in your account journals.
- 5) Uncheck the Show Voided Transactions checkbox to hide voided transactions in your account journals.

How to customize the customer deposit label in the Family QuickView

Gives you the ability to change the customer deposit label to a name of your choosing.

The image shows two overlapping windows. The 'Program Look And Feel' window is on the left, with the 'Other Defaults' section expanded. The 'Customer Liability Label' field is highlighted in blue and contains the text 'Deposit'. An arrow points from this field to the 'Family QuickView' window on the right. The 'Family QuickView' window shows a family's details: 'Status: Active', 'Group: Subsidy', and 'Deposit: \$0.00' (highlighted in yellow). Below this, the 'Child' section lists 'Joyce Anderson' and 'Michael Anderson'.

How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Other Defaults**.
- 4) In the Customer Liability Label, highlight the label and change, as desired.



Key Information

The customer deposit field on the Family QuickView displays the sum of all charge items that are linked to a liability account that are posted to a family's receivables journal.

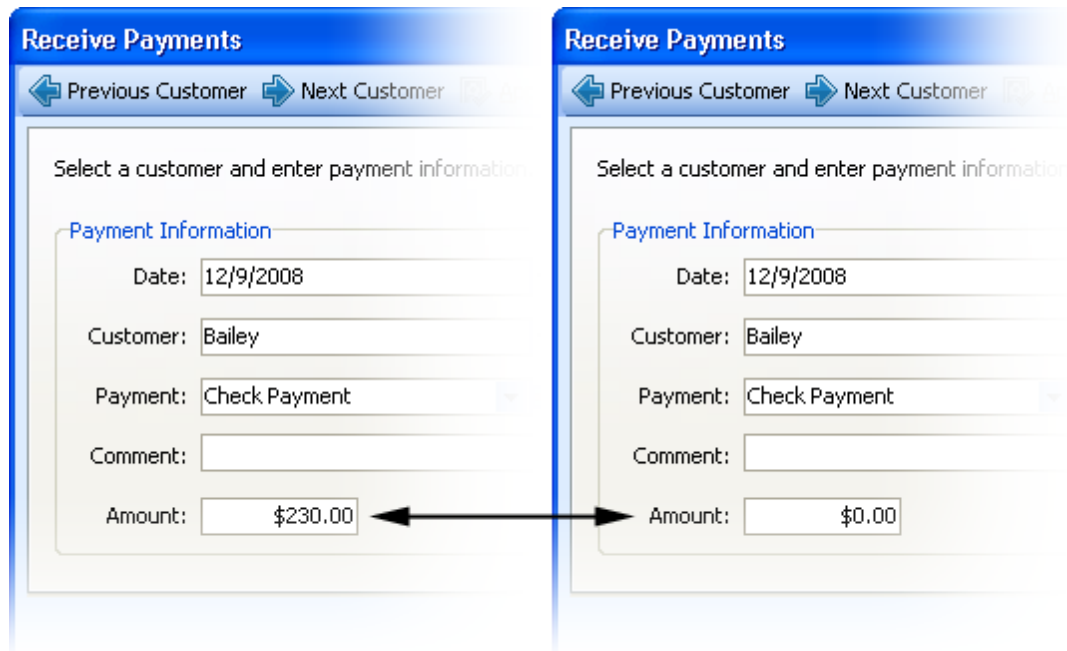
How to show or hide the customer's balance in the amount field in Receive Payments

Gives you the ability to show or hide the customer's balance in the Receive Payments Amount field.

How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Other Defaults**.
- 4) Check the Set Receive Payments Value checkbox if you want the Childcare Manager to display the customer's account balance in the Amount field.

- 5) Uncheck the Set Receive Payments Value checkbox if you don't want to display the customer's account balance in the Amount field.





How to enable or disable column sorting in family and other payor receivables journals

Gives you the ability to enable or disable Childcare Manager's column sorting feature in the Family and Other Payor Receivables journals. Column sorting allows you to click a **column heading** and sort that column in ascending or descending sequence.

Warning

When column sorting is enabled, there is a performance penalty with larger databases.

How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Other Defaults**.
- 4) Check the Optimize Grids for Speed checkbox to disable column sorting.
- 5) Uncheck the Optimize Grids for Speed checkbox to enable column sorting.

How to enable or disable the Center Wizard

Give you the ability to enable or disable the Center Wizard. The Center Wizard gives you three options: create a new center, open Demo Daycare Center, or open an existing center. If the Center

Wizard is enabled, the program opens the last center opened. The only exception to this is when the last center opened was Demo Daycare Center, then the program opens the Center Wizard. You can disable this option by checking "Don't show this dialog box the next time I open Childcare Manager on the Center Wizard".



How to change this preference:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Wizards**.
- 4) Check the Use Center Wizard checkbox to enable the Center Wizard.
- 5) Uncheck the Use Center Wizard checkbox to disable the Center Wizard.

How to enable or disable the Child Wizard

Gives you the ability to enable or disable the Child Wizard. When the Child Wizard is disabled, you go directly to the child datacard to enter child information.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Wizards**.
- 4) Check the Use Child Wizard checkbox to enable the Child Wizard.
- 5) Uncheck the Use Child Wizard checkbox to disable the Child Wizard.

How to enable or disable the Family Wizard

Gives you the ability to enable or disable the Family Wizard. When the Family Wizard is disabled, you go directly to the family datacard to enter family information.

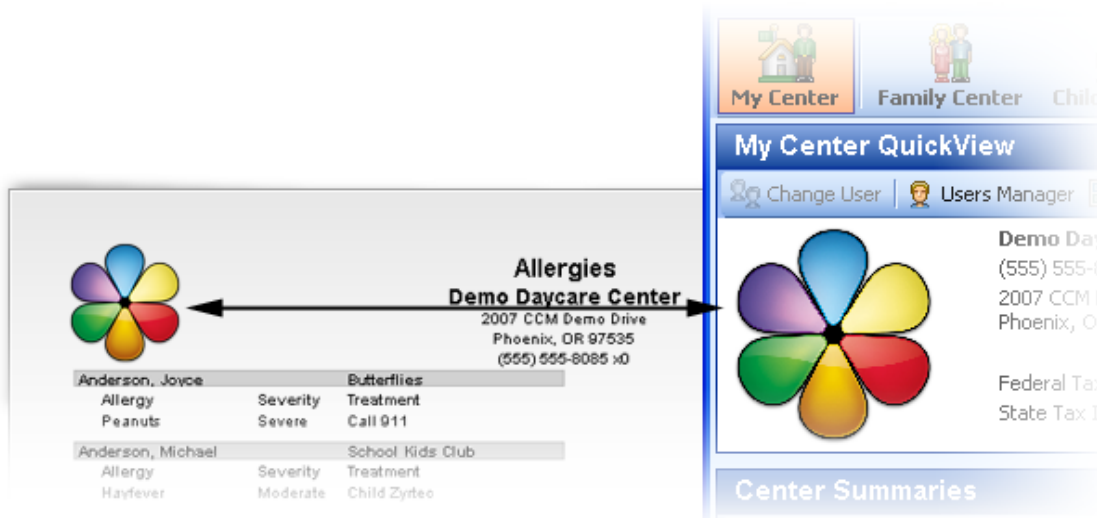
How to change this preference:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Program Look and Feel**  tab.
- 3) Double click **Wizards**.
- 4) Check the Use Family Wizard checkbox to enable the Family Wizard.
- 5) Uncheck the Use Family Wizard checkbox to disable the Family Wizard.



21.3 Internet and Directories Preferences

— Displaying a logo on your reports and in My Center

Gives you the ability to display a logo in My Center and on your reports. By default, Childcare Manager displays the Childcare Manager flower logo. You can replace the Childcare Manager logo with your own logo by entering the file path to your logo in the Report Logo Path field. You can also remove the Childcare Manager report logo from your reports by deleting the file path located in the Report Logo Path field. Your logo must be in .jpg or .bmp format.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Internet and Directories**  tab.
- 3) Double click **File Paths and Directories**.
- 4) To replace the logo currently displayed in Childcare Manager, replace the existing logo path in the Report Logo Path with the path to the new logo.
- 5) To remove a logo from your program, highlight the Report Log Path and press delete on your keyboard.



— Messaging and email

Gives you the ability to enter setup information that allows you to automatically email backups created using the Task Scheduler.

Key Information

Childcare Manager uses your computer system's default email system for all of its email functions except the Task Scheduler.

How to setup Childcare Manager email backups created using the Task Scheduler:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Internet and Directories**  tab.
- 3) Double click **Messaging and Email**.
- 4) In the Default Email field, enter the address you want others to use when sending email to you. Childcare Manager automatically enters this address in the Childcare Manager email client, email backup, email family, and email statement.
- 5) In the Host SMTP Name field, Enter your host Simple Mail Transfer Protocol (SMTP) name for outgoing messages. This information is available from your Internet Service Provider (ISP) or local area network (LAN) administrator.
- 6) In the User name field, enter a user name, if required.
- 7) In the Password field, enter a password, if required.



Tip

You can generally find a list of Internet Service Providers and their SMTP addresses by doing a google search on SMTP address List.

– Internet firewall

Gives you the ability to configure Childcare Manager for use with a proxy server. If you have an Internet firewall, you may need to provide Childcare Manager information about your Proxy Server so you can use Childcare Manager's Task Scheduler or 'Check for updates'.



How to configure Childcare Manager for use with a proxy server:

- 1) Go to the Options menu and click **User Preferences**  .
- 2) Click the **Internet and Directories**  tab.
- 3) Double click **Internet Firewall**.
- 4) Place a check in the Use Proxy Server check box.
- 5) Click the expand box to the left of Use Proxy Server if your proxy server requires authentication.
- 6) Enter the name of your proxy server in the Proxy Server field.
- 7) Enter your proxy server port in the Proxy Port field.
- 8) Enter your proxy server user name in the Proxy Username field.
- 9) Place a check in the Proxy Password checkbox. When you check this box a Proxy Password dialog will appear. Fill in the Password and Confirm (password) fields.

– Emailed reports

Gives you the ability to select the format your emailed reports will be sent in.

How to setup your email reports format:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Internet and Directories**  tab.
- 3) Double click **Emailed Reports**.
- 4) Click the **Default Attachment Type** field. Use the drop-down arrow to select the emailed report format type. You can select from one of four formats: Excel Spreadsheet (.xls), Adobe Acrobat (.pdf), Web Page (.html), and Rich Text Format (.rtf).

21.4 Accounting Settings

– Setting the default Accounts Receivable account

Gives you the ability to display a default accounts receivable account in Batch Billing, Enter Statement Charges, the Family and Other Payor Receivables journals, and Receive Payments.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Default Accounts** and change the default accounts receivable account, as needed.

– Setting the default Checking account

Gives you the ability to display a banking/checking account in Make Deposits, Pay Bills, and Write Checks.

How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Default Accounts** and change the default banking/checking account, as needed.

– Setting default 'days due' for A/R aging

Childcare Manager uses a Due Date to determine when a customer charge is due. The A/R Aging

Summary and A/R Aging Detail reports track overdue customer charges using this date. The due date field appears in the A/R and the Family Receivables and Other Payor Receivables Journals.

How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click (Default) for A/R Charges and change the number of days, as needed. The due date is calculated by adding the (Default) Due Days in User Preferences to the post date. Childcare Manager uses a default Due Days of 7 days which means all bills are due 7 days after they are created (posted). If your bills are due at a different time, for example, 5 days after posting, change the 7 due days default to 5 days.



Tip

You can override Due Days default in Batch Billing and in the Family and Other Payor Receivables journal by editing the Due Date.

Setting the preference for changing the status of sponsors with a balance

Gives you the ability to change a sponsor's status when the sponsor has an outstanding balance or restrict users from changing the status of a sponsor who has an outstanding balance.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Sponsors** with Balances.
- 4) Check the Allow Status Changes checkbox if you want the ability to change a sponsor's status if the sponsor has an outstanding balance.
- 5) Uncheck the Allow Status Changes checkbox to restrict users from changing the status of a sponsor who has an outstanding balance.

Setting your fiscal year beginning and ending date

Gives you the ability to store a fiscal year beginning and ending date.

How to store your fiscal year beginning and ending date:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Fiscal Year**.
- 4) Enter your fiscal year start date in the Begins On field.

- 5) Enter your fiscal year end date in the Ends On field.



Key Information

This information is not currently used by the program.

Setting your accounting period

Gives you the ability to close your books by creating a closing date. You can also limit access to the closed accounting period by setting a closing date password. If you decide to set a password, Childcare Manager requires the password for changes that would alter balances for the accounting period you have closed. This includes adding, modifying, or deleting transactions dated on or before the closing date. You can change the password at any time.



How to set your accounting period:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Accounting Period**.
- 4) Check Protect Closed Periods to close your books. When you check this box a Closed Period Password dialog will appear. Fill in the Password and Confirm (password) fields.
- 5) Enter a closing date in the Closing Date field.

Setting the auto apply ledger credits preference

Gives you the ability to manually or automatically apply existing credits to new charges. By default, Childcare Manager automatically applies existing credits to new charges. When Auto Apply Ledger Credits is checked, unused credits are automatically applied to new charges. When Auto Apply Ledger Credits is unchecked, and a prepayment or over payment is posted to a receivables journal, the amount of the over payment or prepayment is placed in Receive Payments as an unused credit. These unused credits must be applied to new (future) charges manually using Apply Credits in Receive Payments.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Other Accounting**.
- 4) Check Apply Charges to Old Credits to automatically apply existing credits to new charges.
- 5) Uncheck Apply Charges to Old Credits if you want to manually apply existing credits to new charges.

Setting the Apply Charges to Old Credits preference

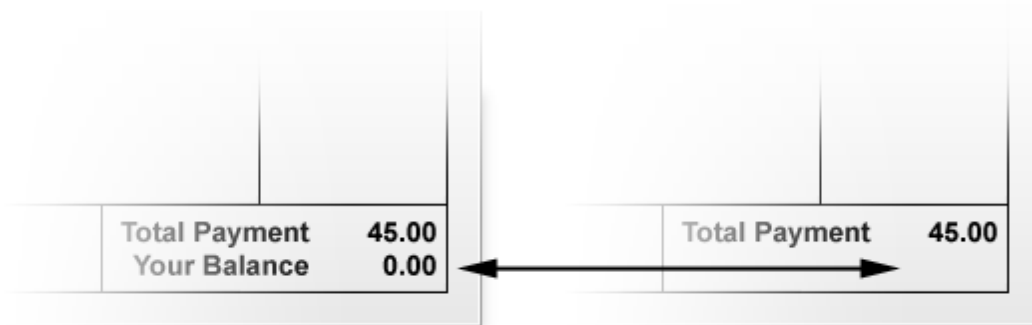
Gives you the ability to manually or automatically apply new credits to existing charges. By default, Childcare Manager automatically applies new credits to existing charges.

How to change this preference:



- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Other Accounting**.
- 4) Check Apply Charges to Old Credits to automatically apply new credits to existing charges.
- 5) Uncheck Apply Charges to Old Credits if you want to manually apply new credits to existing charges.

Setting the Receipt 'print balance' preference

Gives you the ability show or hide the customer's account balance on a receipt.



How to change this preference:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Accounting Settings**  tab.
- 3) Double click **Receipt**.
- 4) Check Print Balance to include the customer's balance on the receipt.
- 5) Uncheck Print Balance to remove customer's balance from the receipt.

Key Information



The first time you print a receipt, you are asked if you want the receipt to display the customer balance or not. Afterwards you can go to here to User Preferences to change your choice.

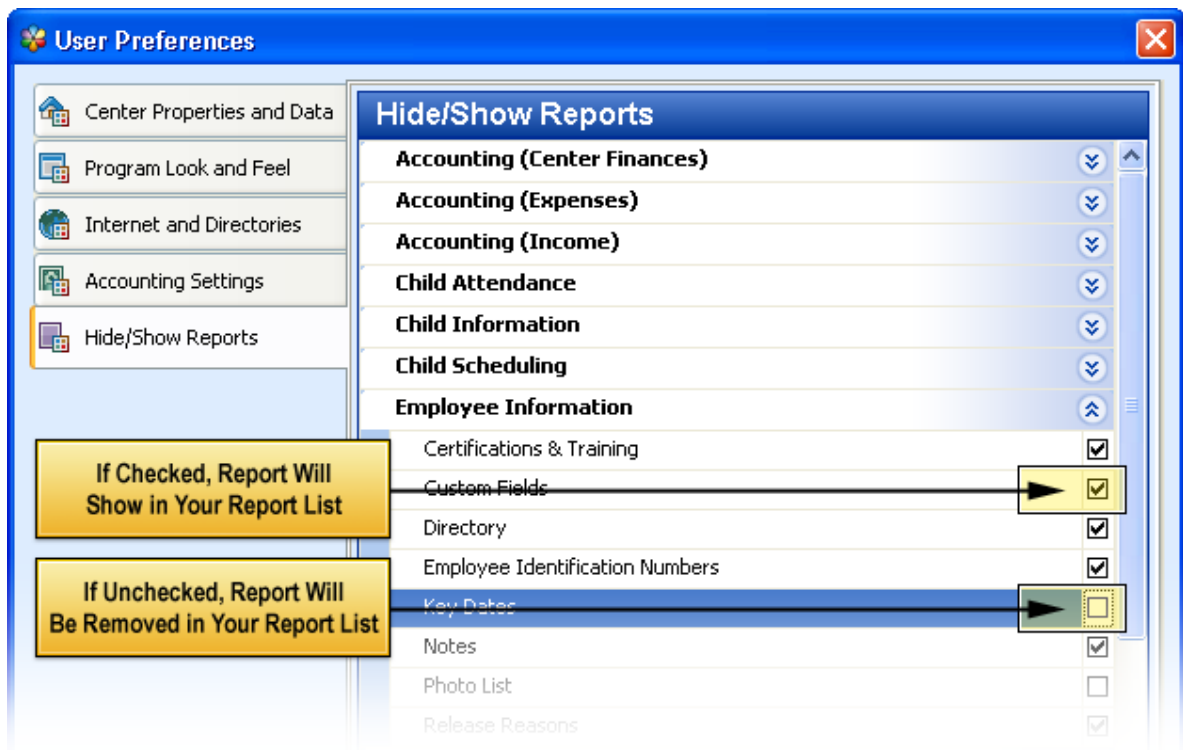
21.5 Hide/Show Reports

How to Hide/Show Reports

Gives you the ability to hide or show reports on the report menus.

How to hide or show reports on the report menus:

- 1) Go to the Options menu and click **User Preferences** .
- 2) Click the **Hide/Show Reports**  tab.
- 3) A list of report categories is displayed on the right side of the dialog.
- 4) Double click a category to display a list of reports in that category. Each report contains a checkbox to the right of the report.
- 5) Place a check in a checkbox to show the report on the report menus.
- 6) Uncheck a checkbox to hide the report on the report menus.



22 Notes and Alerts

Childcare Manager provides a separate NoteKeeper for each family, child, employee and other payor. NoteKeepers are a great management tool! You can save your notes by categories that you create. Later you can recall these notes quickly by record, type or database. For example, you could create a child note type called injury. Then, periodically you could run a report of all your center's injuries by filtering on the note type injury.

You can also use your NoteKeeper to create alerts that are displayed in *CenterSummaries* | *Center Alerts*. Alerts act as reminders to help you perform many important, time-saving tasks.

How to add a note

- 1) Click **Notes** under Family, Children, Employee or Other Payor on the QuickBar menu. The Notes screen will appear in the lower right corner working area.
- 2) Click **Add** on the Notes toolbar. The Note Editor will appear.
- 3) Enter the date of the note in the Date field. Childcare Manager enters the current date by default. Use the drop-down calendar to select a different date.
- 4) Enter the type of note in the Type field. Select from the drop-down list.
- 5) Enter your note in the area provided at the bottom of the Note Editor.

How to add an alert

Remember, notes are added to an individual record, i.e., family, child, employee or other payor.

- 1) Click **Notes** under Family, Children, Employee or Other Payor on the QuickBar menu. The Notes screen will appear in the lower right corner working area.
- 2) Click **Add** on the Notes toolbar. The Note Editor will appear.
- 3) Enter the date of the note in the Date field. Childcare Manager enters the current date by default. Use the drop-down calendar to select a different date.
- 4) Enter the type of note in the Type field. Select from the drop-down list.
- 5) Place a check in the Alert box.
- 6) Enter the date in the Alert Date field that identifies the day you want the alert displayed in Center Summaries.
- 7) Create a note. It can be any type but you may want to use a note type called "Reminder".
- 8) When you want to remind yourself to perform a task, enter a note in one of the NoteKeepers. Place a check in the "Alert" box and enter a date you want to be reminded.
- 9) Your reminder will appear on the alert date in *CenterSummaries* | *Center Alerts*.

Tip

You may want to create a note type called "Reminder" in the appropriate note type List.

How to use alerts

Alerts are displayed in Center Summaries on the day of the alert. They are displayed for the day of the alert and continue to be displayed until the alert is closed. To view alerts go to the QuickBar and click any section heading except Reports. Center Summaries will appear in the lower right working area. Click **Center Alerts** to display the alerts for the day.

Tip

If the alert is missed you can always go back to your notekeeper and reschedule the alert for a different day.

23 Pictures

Childcare Manager comes with a fully integrated digital picture capture and storage system. With this system you can quickly take a picture of your sponsors, co-sponsors, children, employees, and contacts. You can also include pictures in the family contacts list, the child's authorized pickup/no pickup list, and the child enrollment confirmation report.

Warning

Pictures entered from sources other than a webcam, e.g., digital camera, are frequently stored as very large files. A large number of these files can affect the performance of your program. If possible, resize these files before entering.

How to add a picture

Sponsors: Go to the Primary Sponsor or Secondary Sponsor tab in the Family data card for the individual you want to take the picture of. Click **Get Image**. *Continue steps "A" through "C" below.*

Child: Go to the Personal tab in the child's data card for the child you want to take the picture of. Click **Get Image**.

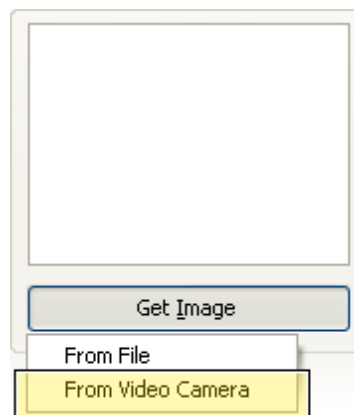
When you click **Get Image** a drop-down menu will appear. *Continue steps "A" through "C" below.*

Employee: Go to the Personal tab in the employee's data card for the employee you want to take the picture of. Click **Get Image**.

Click **From Video Camera**. The Image capture screen will appear. *Continue steps "A" through "C" below.*

Family Contact: Go to the Family Center and highlight the family whose contact you want to take the picture of. Click **Contacts** in Family Tasks. Double click the contact that you want to take a picture of. The Family Contacts screen for that individual will appear. Click **Get Image**. *Continue steps "A" through "C" below.*

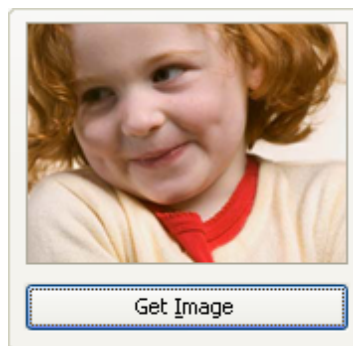
- A. When you click **Get Image** a drop-down menu will appear.



- B. Click **From Video Camera**. The Image capture screen will appear.



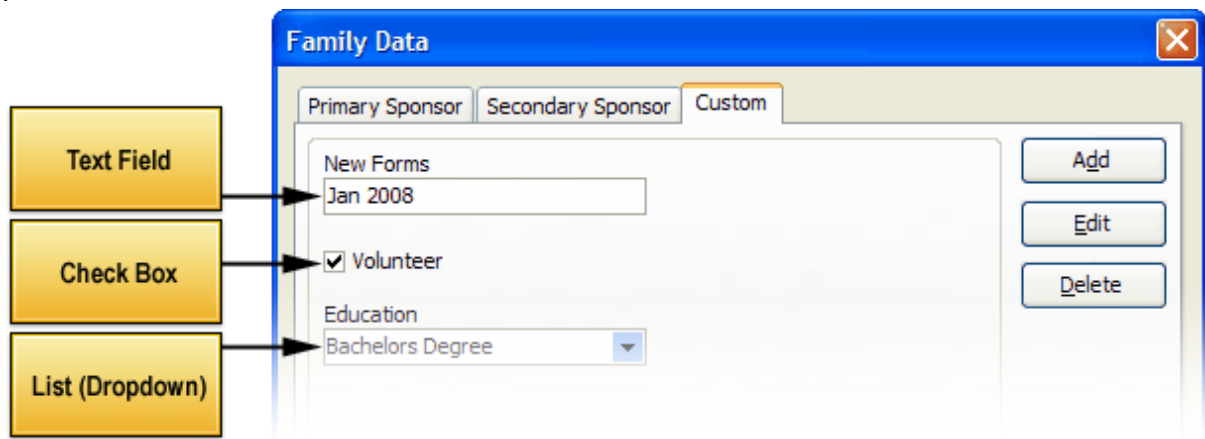
- C. Point your camera and click **Snap Picture**. Childcare Manager will capture the picture, compress the file and record it in the appropriate placeholder in your program.



Tip
 You can also Click **File** and retrieve a picture from your computer files.

24 Custom Fields

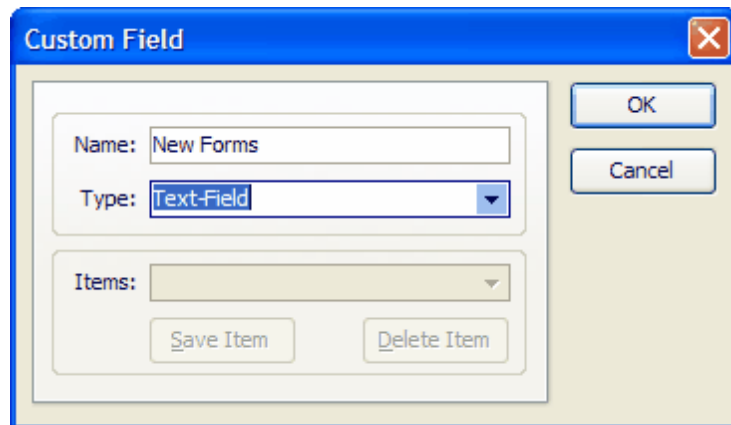
In Childcare Manager you can quickly and easily create custom fields for your family, child, employee and other payor databases. This is helpful if you have information to track but Childcare Manager doesn't have a field for it. For example, you may want to track children that are potty-trained. Or, you might want to track the education level of your employees. Adding custom fields in Childcare Manager gives you this added flexibility by providing three types of custom fields: checkbox, text and list



How to create a text field

A text field is used when the information is best displayed as text. For example, if you wanted to enter a pager number field for your employees you would use a text field.

- 1) Go to the Family, Child, Employee or Other Payor Data card. Click the **Custom** tab. The Custom (fields) tab will appear.
- 2) Click **Add**. The Custom Field editor will appear.
- 3) Enter the name you want to call your field in the Name field.
- 4) Select Text-Field from the Type field drop-down menu.
- 5) Click **OK** to enter the new field and return to the Custom (fields) tab. If this field is a child custom field it will show up in the custom tab of every child.



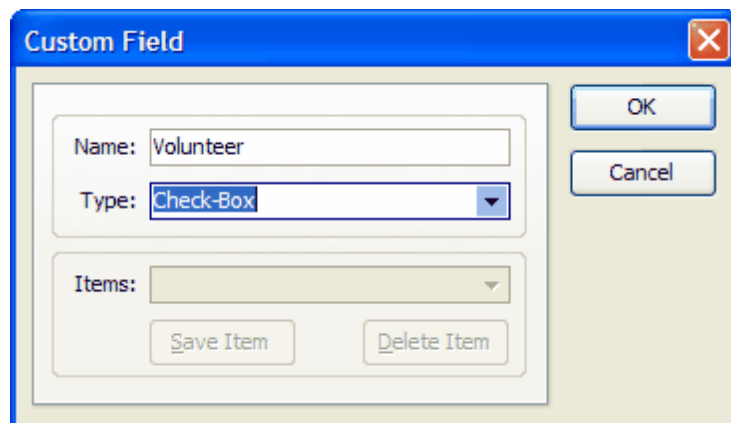
The screenshot shows a dialog box titled "Custom Field" with a close button (X) in the top right corner. The dialog contains the following elements:

- Name:** A text input field containing "New Forms".
- Type:** A dropdown menu currently set to "Text-Field".
- Items:** An empty dropdown menu.
- Buttons:** "Save Item" and "Delete Item" buttons are located below the "Items" dropdown. "OK" and "Cancel" buttons are located on the right side of the dialog.

How to create a checkbox field

A checkbox field is used when the information to be displayed can be answered by a yes or no. For example, if you want to know if a child is potty trained you would use a checkbox. A check in the box would mean the child was potty trained. An unchecked box would mean the child was not potty-trained.

- 1) Go to the Family, Child, Employee or Other Payor Data card. Click the **Custom** tab. The Custom (fields) tab will appear.
- 2) Click **Add**. The Custom Field editor will appear.
- 3) Enter the name you give to your field in the Name field.
- 4) Select Check-Box from the Type field drop-down menu.
- 5) Click **OK** to enter the new field and return to the Custom (fields) tab. If this is a child custom field it will show up in the custom tab of every child.



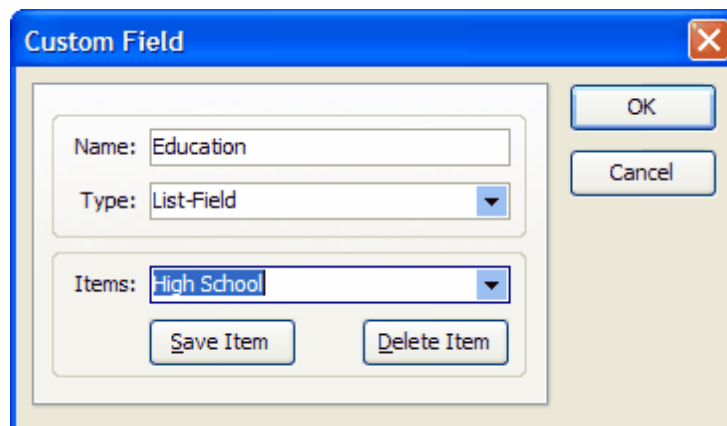
The screenshot shows a dialog box titled "Custom Field" with a close button (X) in the top right corner. The dialog contains the following elements:

- Name:** A text input field containing "Volunteer".
- Type:** A dropdown menu currently set to "Check-Box".
- Items:** An empty dropdown menu.
- Buttons:** "Save Item" and "Delete Item" buttons are located below the "Items" dropdown. "OK" and "Cancel" buttons are located on the right side of the dialog.

How to create a list field

A list field is used when the information you want to display can be entered through a list. For example, if you wanted to know the education level of an employee you could use this type field

- 1) Go to the Family, Child, Employee or Other Payor Data card. Click the **Custom** tab. The Custom (fields) tab will appear.
- 2) Click **Add**. The Custom Field editor will appear.
- 3) Enter the name you want to call your field in the Name field.
- 4) Select List-Field from the Type field drop-down menu. When List-Field is selected the Items field is activated.
- 5) Enter your list item names one at a time in the Items field. After each item is entered click **Save Item**.
- 6) Click **OK** to enter the new field and return to the Custom (fields) tab. Since this is a employee custom field it will show up in the custom tab of every employee.



The screenshot shows a dialog box titled "Custom Field" with a close button (X) in the top right corner. The dialog contains the following fields and buttons:

- Name:** A text input field containing "Education".
- Type:** A dropdown menu set to "List-Field".
- Items:** A dropdown menu set to "High School".
- Buttons:** "OK", "Cancel", "Save Item", and "Delete Item".

25 Maintenance Utilities

Childcare Manager includes a number of maintenance utilities that are designed to help you keep your program running smoothly and efficiently. These utilities help reduce the size of your files and correct database corruption problems. If you have a question about whether a particular utility is appropriate for your use, please contact Personalized Software's Customer Support department at 800-553-2312.

25.1 How to Purge Time and Attendance Records

This utility is designed to remove old time and attendance transactions from your database. Purging these transactions can improve your program's performance.

This function is only available in the Standalone version or the Multi-user Server.

☐ **To Purge time and attendance records:**

- 1) Go to *File | Maintenance | Database Maintenance | Timekeeping*.
- 2) Check *Child Attendance Maintenance* and enter the date you want to purge the attendance records through in the Date field. All records prior to and including the date entered will be removed.
- 3) Check *Employee Time Card Maintenance* and enter the date you want to purge the employee time records through in the Date field. All records prior to and including the date entered will be removed.
- 4) Click **OK**.

25.2 How to Fix Cancelled Deposits

In Childcare Manager version 8.5 and earlier, if you were making a deposit with the Deposit Payments window and the program stopped, the deposit would be incomplete. This problem can occur under the following conditions:

- 1) If the user cancels the deposit before it is completed,
- 2) If the user uses the Task Manager to end Childcare Manager while a *Deposit Payments* is in process,
- 3) If the user shuts down Childcare Manager while a *Deposit Payments* is in process, or
- 4) If your computer loses power while a *Deposit Payments* is in process.

Running this utility fixes the problem by undepositing the payments affected by an incomplete deposit. This problem does not occur in version 9.0 and later versions.

Key Information

This utility should only be used in Childcare Manager versions 8.5 and earlier.

This function is only available in the Standalone version or the Multi-user Server.

☐ **To fix canceled deposits:**

- 1) Go to *File | Maintenance | Database Maintenance | Deposits*.
- 2) Check *Fix canceled deposits*.
- 3) Click **OK**.

In Childcare Manager version 8.5 and earlier, the user was able to void a deposited payment in the center Accounts Receivable journal. When this occurred, the deposit was not recalculated to reflect the new amount. This utility recalculates all deposits. This problem does not occur in version 9.0 and later versions.

Key Information

This utility should only be used in Childcare Manager versions 8.5 and earlier.

☐ **To recalculate deposit amounts:**

- 1) Go to *File | Maintenance | Database Maintenance | Deposits*.
- 2) Check *Recalculate deposit amounts*.
- 3) Click **OK**.

25.3 How to Unapply and Reapply Payments and Unused Credits

This utility is designed to automatically apply all of your unused credits to unpaid charges. If you have customers with both unused credits and unpaid charges you can use this utility. With Childcare Manager, you can set your user preferences to apply unused credits to unpaid bills automatically or manually. If you apply unused credits manually, or have done so in the past, you may have customer accounts in Receive Payments with both unused credits and unpaid charges. You can use this utility to unapply all of your payments and unused credits and reapply them. The utility reapplies payments and unused credits to oldest unpaid charges first. **This function is only available in the Standalone version or the Multi-user Server.**

☐ **To unapply and reapply payments and unused credits:**

- 1) Go to *File | Maintenance | Database Maintenance | Payments*.
- 2) Check *Re-apply all payments and credits*.
- 3) Click **OK**.

25.4 How to Erase Your Transactions

This utility erases all of your financial transactions and should only be performed by a qualified technician who fully understands the consequences of this procedure. Once your accounting transactions are erased they are completely removed from your computer. They can only be recovered if a proper backup was taken and that backup is restored.

This utility does not allow you to selectively delete accounting transactions. **This function is only available in the Standalone version or the Multi-user Server.**

☐ **To erase your accounting transactions:**

- 1) Go to *File | Maintenance | cleanup ledgers*.
- 2) Perform a backup up of your database.
- 3) Click **Erase Accounting**.
- 4) Click **Zap**.

Warning

This utility erases all of the financial transactions in your database and should only be performed with care and after running a backup of your database files.

25.5 How to Recalculate Your Journals

This utility is designed to recalculate all of your account journals or customer receivables journals. Use this utility if you detect an incorrect balance in one or more of your journals.

Key Information

Incorrect balances generally occur because of some form of database corruption.

This function is only available in the Standalone version or the Multi-user Server.

☐ **To recalculate your journals:**

- 1) Go to *File | Maintenance | Database Maintenance | Recalculate*.
- 2) Check *Recalculate all account journals* if you want the program to recalculate all of your chart of account journals.
- 3) Check *Recalculate all customer journals* if you want the program to recalculate all of your family and other payor receivables journals.
- 4) Click **OK**.

25.6 How to Delete or Rename a Database

When you create a center, Childcare Manager uses the center name as the name of the database. If you change the name of your center, Childcare Manager retains the original database name. This maintenance procedure allows you to delete or rename the database. **This function is only available in the Standalone version or the Multi-user Server.**

☐ To delete a database:

- 1) Go to *File | Maintenance | Database*.
- 2) Click **Delete Database**.

Warning

Deleting a database is permanent. It is wise to always backup the database first as a precautionary measure.

☐ To rename a database:

- 1) Go to *File | Maintenance | Database*.
- 2) Enter the name you want to rename the database to in the *Rename Database* field.
- 3) Click **Rename Database**.

25.7 How to Export to Excel

With Childcare Manager you can export information from any account journal to an Excel spreadsheet quickly and easily.

☐ To export to Excel:

- 1) Click **Accounting Center**.
- 2) Click **Account Journals** in the *Accounting Tasks* list.
- 3) Highlight the account you want to export in the *Chart of Accounts* list.
- 4) Click **Export to Excel**.
- 5) Enter the location you want to export your files to in *Save In*. Select from the drop-down list.
- 6) Enter the name you want to call your export file in *File Name*.
- 7) Enter Microsoft Excel file (.xls) in *Save As Type*.
- 8) Click **Save**. An Excel file will open with data from the selected account.

25.8 How to Export to html

Childcare Manager can export information from any account to an html file quickly and easily.

☐ To export to html:

- 1) Click **Accounting Center**.
- 2) Click **Account Journals** in the *Accounting Tasks* list.
- 3) Highlight the account you want to export in the Chart of Accounts list.
- 4) Place your cursor in the account journal and right click. A menu will appear.
- 5) Click **Export to HTML**.
- 6) Enter the location you want to export your files to in *Save In*. Select from the drop-down list.
- 7) Enter the name you want to call your export file in *File Name*.
- 8) Enter Html Files (*.html) in *Save As Type*.
- 9) Click **Save**.

The screenshot shows the 'Accounts Payable' window with a table of entries. A right-click context menu is open over the table, and the 'Export to HTML' option is highlighted. The table data is as follows:

User	Date	Vendor	Account	Paid \$	Billed \$	Balance
	2006-02-18				\$20.00	\$20.00
	2008-02-15				\$800.00	\$820.00
	2009-04-16			\$0.00	\$495.00	\$1,315.00
	2009-04-16			\$0.00	\$55.95	\$1,370.95
	2009-04-16			\$495.00	\$0.00	\$875.95
	2012-02-16			\$0.00	\$500.00	\$1,375.95

The context menu options are: Add Entry, Edit Entry, Post Entry, Void Entry (Ctrl+Del), Recalculate, Export to Excel, Export to HTML (highlighted), and 2- Lines.

26 Shortcut Keys

Shortcut keys are provided for users who prefer to use the keyboard to perform frequent operations and to speed up their process. Following is a list of shortcut keys used in Childcare Manager.

CTRL + Letter	
CTRL + F	Find Family, Employee, and Children
CTRL + N	Add a Family, Employee, Other Payor, or Account
CTRL + D	Delete a Family, Employee, Other Payor, or Account

Function Key	
F1	Help
F5	Refresh
F6	Write Checks
F7	Receive Payments
F8	Enter Charge
F9	Email Statement
F10	Enter Statement Charge

Shift + CTRL + Number	
Shift + CTRL + 1	Families Center
Shift + CTRL + 2	Children Center
Shift + CTRL + 3	Accounting Center
Shift + CTRL + 4	Employees Center
Shift + CTRL + 5	Other Payor Center
Shift + CTRL + 6	Reports Center

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