Version 2.5 Accounts Module

Accounts Module

Setup

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

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

Receivables

☐ **Family Ledgers**
Add, view and maintain Family Account Ledgers.

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

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

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

☐ **Setup Invoice Template**
☐ **Auto-Invoice ™**

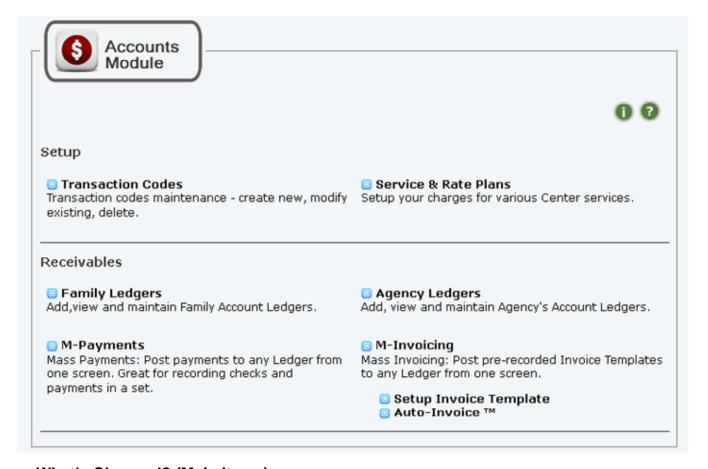## What's Changed? (Main items)

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

Accounts Setup

Setup / Maintain Transaction Codes

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

Setup / Maintain Service & Rate Plans

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

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

A: No worries, you can simple type into the memo and amount fields as before; however set this up quickly so you can "**AutoFill**" with your Center's specific Service & Rate Plans!
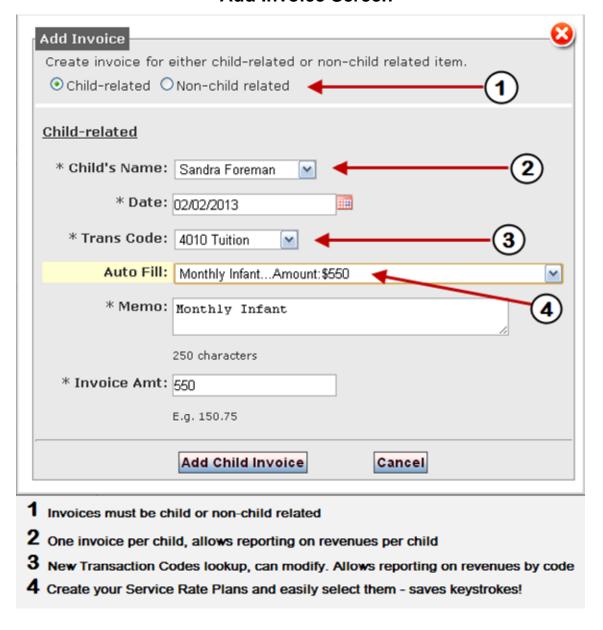
Three Ways to Invoice

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

Add Invoice Screen

1 Invoices must be child or non-child related

2 One invoice per child, allows reporting on revenues per child

3 New Transaction Codes lookup, can modify. Allows reporting on revenues by code

4 Create your Service Rate Plans and easily select them – saves keystrokes!

Q: What if I have been taking combined payments for a few kids and marking them "All" - where is the "All" option?
A: You can use "non-child related" payment option since it is essentially the same.
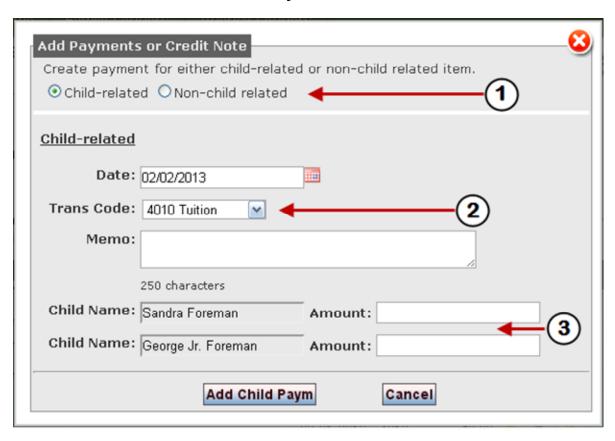
Two Ways to take Payments

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

Add Payment Screen

Add Payments or Credit Note

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

⊙ Child-related ○ Non-child related ← ①

Child-related

Date: 02/02/2013

Trans Code: 4010 Tuition ▾ ← ②

Memo:

250 characters

Child Name: Sandra Foreman   Amount: _____ ← ③

Child Name: George Jr. Foreman   Amount: _____

Add Child Paym   **Cancel**

1 Payments must be child or non-child related

2 New Transaction Codes lookup. Can modify. Allows reporting on revenues by code.

3 Easily record split payments, saves keystrokes!

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