

## Lesson 18 – Ongoing Enrollments

<b>Lesson 18 – Ongoing Enrollments</b> .....	<b>1</b>
Overview.....	2
Billing Screen.....	2
Ongoing Enrollments Screen .....	3
Processes:.....	3
Variance Grid Processing .....	4
Verifying the Variance Processes .....	7
Sorting the Calculated Billing Summary grid.....	9

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## Overview

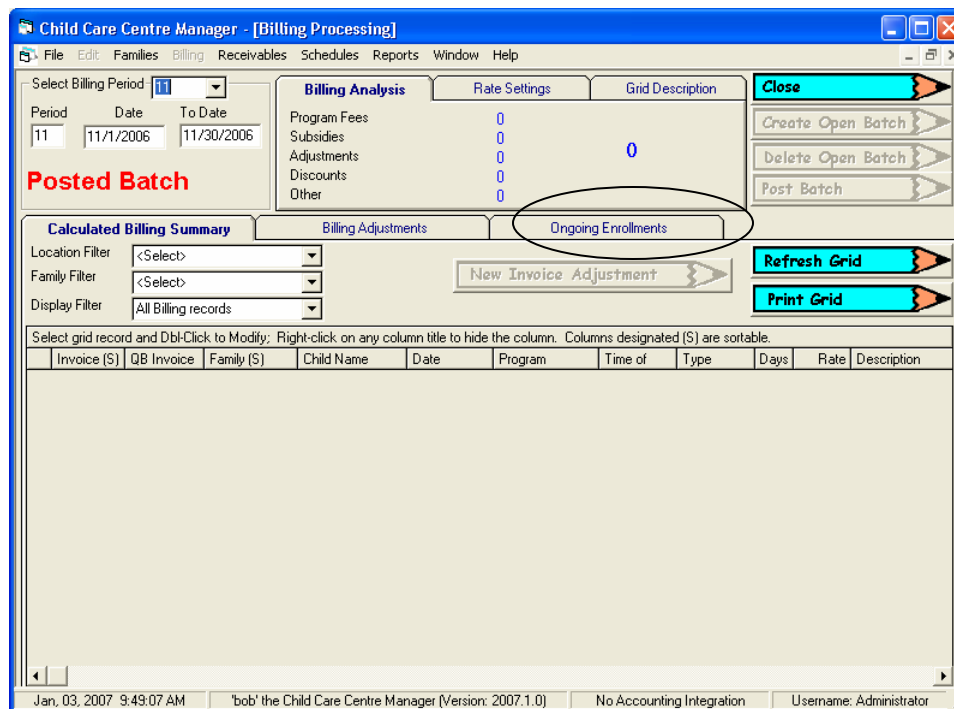
The purpose of *Ongoing Enrollments* is to allow for invoices to be created for a given billing period after that period has been posted. This includes:

- adjustment invoices for families that already have an invoice in the *Posted* period.
- new invoices for families that do not already have an invoice in the *Posted* period.

Each of the billing screens and tabs will be discussed below to ensure your understanding of what is being calculated and created.

## Billing Screen

The current functions of the Billing screen remain intact. To accommodate *Ongoing Enrollments* processing, a new sub-tab has been added call 'Ongoing Enrollments.'



This new sub-tab is activated only if the selected *Billing Period* has a status of *Posted Period*. The reason for this is that the purpose of the *Ongoing Enrollments* processes is to provide you with a means of creating additional invoice billings for a *Posted* period.

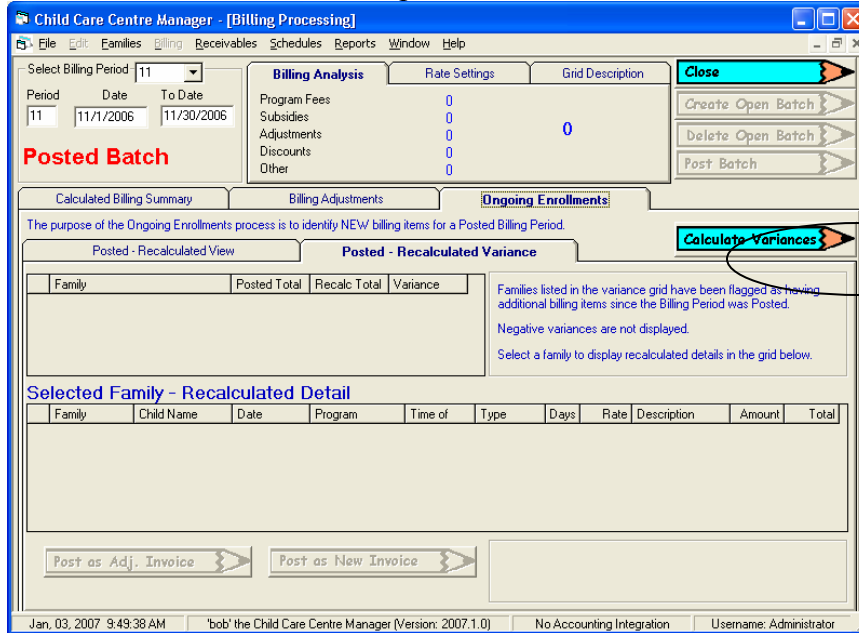
If modifications are required to *Unposted* billing periods, then regular 'bob' functionality should be used to do so.

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## Ongoing Enrollments Screen

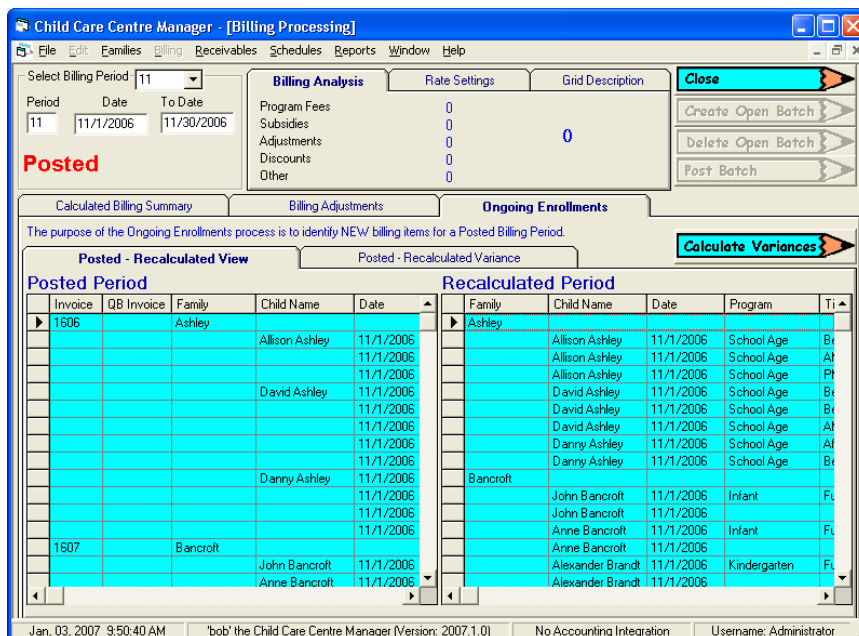
The initial view is displayed below.

Press *Calculate Variances* to start the process.



### Processes:

- The *Posted-Recalculated View* tab is updated as follows:
  1. The *Posted Period* is retrieved from the database and displayed in the *Posted Period* grid. The grid is view only.
  2. The current period is generated from enrollment and adjustment data based on the current date and is displayed in the *Recalculated Period* grid. The grid is view only.



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- The *Posted-Recalculated Variance* tab is updated as follows:
  1. A comparison of family totals is made between the *Posted* and *Recalculated* grids.
  2. If a difference is found a grid row is created in the *Variance* grid with:
    - Family
    - Posted total
    - Recalculated total
    - Variance amount
- When the comparison process is complete, the *Variance* grid is scanned and all variances less than 0.00 are removed leaving only new requirements.

## Variance Grid Processing

Read the blue coloured notes to the right of the *Variance* grid.

Family	Posted Total	Recalc. Total	Variance
Bowlen	595.20	638.00	52.80
Buttery	1,843.60	2,002.00	158.40
Culostonevus	1,036.20	1,089.00	52.80
Daulin	1,136.20	1,089.00	57.20

- Each family listed in the *Variance* grid is now available for processing.
- Only one family can be processed at a time.
- Select a family from the *Variance* grid to display the currently *Recalculate* detail.
  - If the family already has a *Posted* invoice for the period, the *Post as Adj. Invoice* button is activated
  - If the family did not have an invoice in the *Posted* period, the *Post as New Invoice* button is activated.

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## Post as Adj. Invoice

- Select a family from the *Variance* grid that has both a Posted and a Recalc total.
- The *Recalculated* detail is displayed in the *Selected Family-Recalculated Detail* grid. This grid is for view only.

The screenshot shows the 'Child Care Centre Manager - [Billing Processing]' window. The 'Billing Analysis' section shows a total of 0 for Program Fees, Subsidies, Adjustments, Discounts, and Other. The 'Posted - Recalculated Variance' grid is as follows:

Family	Posted Total	Recalc. Total	Variance
Bowlen	585.20	638.00	52.80
Buttery	1,843.60	2,002.00	158.40
Culostonevus	1,036.20	1,089.00	52.80
Daulnr	1,036.20	1,089.00	52.80

The 'Selected Family - Recalculated Detail' grid for the 'Bowlen' family is as follows:

Family	Child Name	Date	Program	Time of	Type	Days	Rate	Description	Amount	Total
Bowlen										638.00
	Ashley Bowlens	11/1/2006	School Age	Before and	Full Fee	22	17.00	Period Billing	374.00	
	Aaron Bowlens	11/1/2006	School Age	After School	Full Fee	22	12.00	Period Billing	264.00	

At the bottom, there are buttons for 'Post as Adj. Invoice' and 'Post as New Invoice'. A warning message states: 'A Posted Invoice already exists. A new invoice will be created as an adjustment in the amount of the Variance as \$52.80'.

- Press the *Post as Adj. Invoice* to initiate a new adjustment type invoice as follows:
  - A warning screen is displayed stating that a new invoice will be created in the amount of the variance.
  - The *Ongoing Enrollments* invoice adjustment dialog will appear:
    - The Period, Period From and Period To dates are pre-entered and not changeable.
    - The Family name is pre-entered and not changeable.
    - The Amount is pre-entered and not changeable.
  - Enter the following:
    - Date (limited to the Period date range)
    - Description of the adjustment
    - Select the GL Income Account
      - You may wish to set up a new GL Income Account to hold your adjustments.
  - Press *Save*
  - If Accounting Integration is active:
    - A new invoice is created and appended to the *Posted Period* in invoice number order.
    - A *Staging Record* is generated for notification of export.
  - If no Accounting Integration then:
    - The adjustment is made to the existing invoice.
  - The family is removed from the *Variance* grid.

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## Post as New Invoice

- Select a family from the *Variance* grid that has only a Recalc total.
- The *Recalculated* detail is displayed in the *Selected Family-Recalculated Detail* grid. This grid is for view only.

Child Care Centre Manager - [Billing Processing]

Select Billing Period: 11

Period: 11, Date: 11/1/2006, To Date: 11/30/2006

**Posted**

Billing Analysis		Rate Settings	Grid Description
Program Fees	0		
Subsidies	0		0
Adjustments	0		
Discounts	0		
Other	0		

Calculated Billing Summary | Billing Adjustments | Ongoing Enrollments

The purpose of the Ongoing Enrollments process is to identify NEW billing items for a Posted Billing Period.

Posted - Recalculated View | **Posted - Recalculated Variance** | Calculate Variances

Family	Posted Total	Recalc Total	Variance
Ariai		264.00	264.00
Bowlen	585.20	638.00	52.80
Buttery	1,843.60	2,002.00	158.40
Culstonnevis	1,036.20	1,089.00	52.80

Families listed in the variance grid have been flagged as having additional billing items since the Billing Period was Posted. Negative variances are not displayed. Select a family to display recalculated details in the grid below.

**Selected Family - Recalculated Detail**

Family	Child Name	Date	Program	Time of	Type	Days	Rate	Description	Amount	Total
Ariai	Bianca Ariai	11/1/2006	School Age	After School	Full Fee	22	12.00	Period Billing	264.00	264.00

Post as Adj. Invoice | **Post as New Invoice** | A new invoice will be created in the amount of the Variance of \$264.00 containing the items listed.

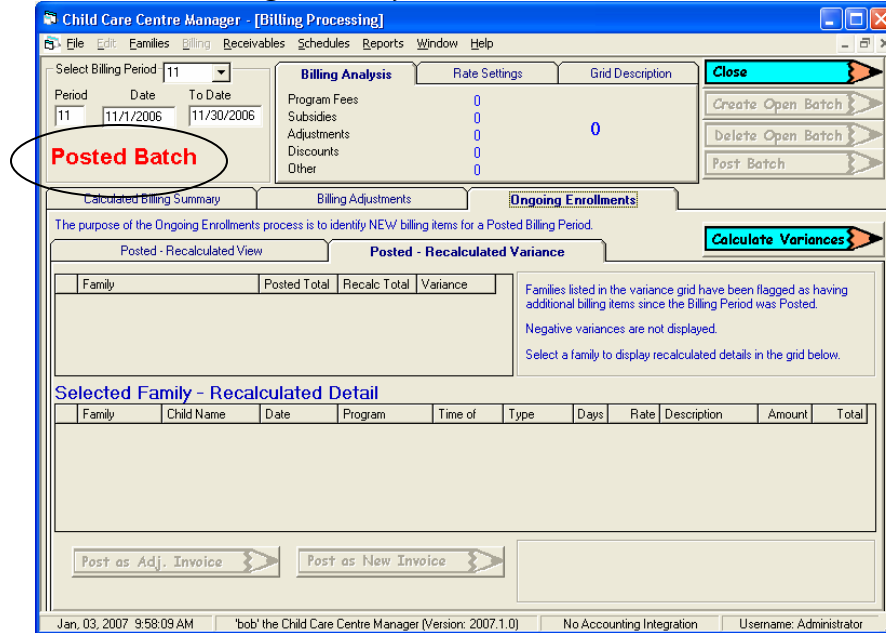
Jan. 03, 2007 9:56:33 AM | 'bob' the Child Care Centre Manager (Version: 2007.1.0) | No Accounting Integration | Username: Administrator

- Press the *Post as New Invoice*
  - A warning screen is displayed stating that a new invoice will be created in the amount of the variance.
  - A new invoice is created and appended to the *Posted Period*.
  - If Accounting Integration is active:
    - A new invoice is created and appended to the *Posted Period* in invoice number order.
    - A *Staging Record* is generated for notification of export.
  - If no Accounting Integration then:
    - A new invoice is created and appended to the *Posted Period* in invoice number order.
  - The family is removed from the *Variance* grid.

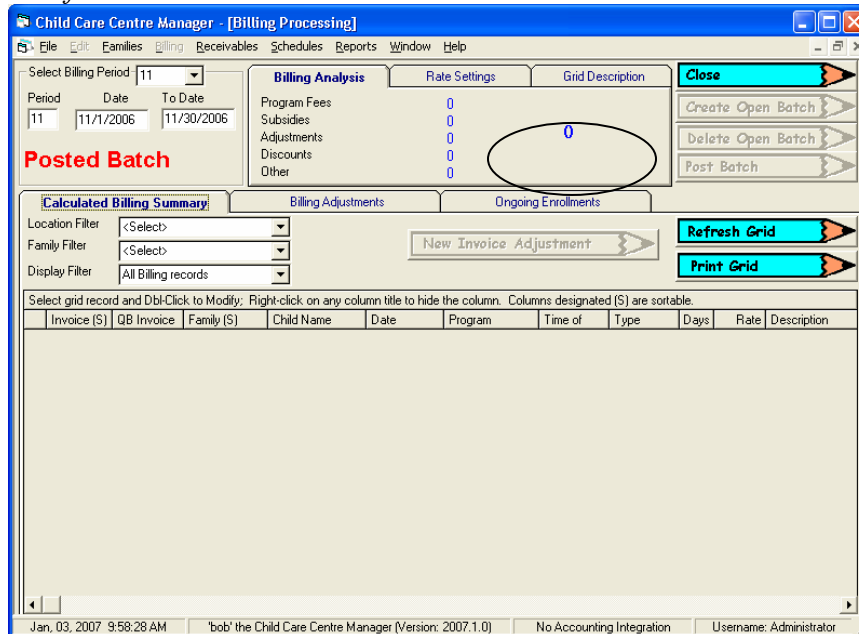
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## Verifying the Variance Processes

Press the *Calculate Billing Summary* tab.



Press the *Refresh Grid* button.



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Scroll down through the grid to find the variance(s) that were processed.

Invoice (S)	QB Invoice	Family (S)	Child Name	Date	Program	Time of	Type	Days	Rate	Description
1626		Weilan						0	0.00	
			Rebecca Weilan	11/1/2006	School Age	Before and	Full Fee	22	17.00	Period Billing
			Allison Weilan	11/1/2006	School Age	Before and	Full Fee	22	17.00	Period Billing
				11/1/2006			Discount	0	0.00	Multiple child
1627		Zeldor						0	0.00	
			Jimmy Zeldor	11/1/2006	School Age	Before and	Full Fee	22	17.00	Period Billing
1628		Zignied						0	0.00	
			Ivana Zignied	11/1/2006	Kindergarten	Full Day	Full Fee	22	37.50	Period Billing
			Peter Zignied	11/1/2006	School Age	After School	Full Fee	22	12.00	Period Billing
				11/1/2006			Discount	0	0.00	Multiple child
				11/1/2006			Adjustment	0	0.00	Ongoing
1629		Zorba						0	0.00	
			Zoe Zorba	11/17/2006	Infremedates	Full Day	Full Fee	22	39.00	Period Billing
1655		Arial						0	0.00	
			Bianca Arial	11/1/2006	School Age	After School	Full Fee	22	12.00	Period Billing

## Arial Adjustment

- Notice that the Arial adjustment record is in a new invoice.
- A new invoice is required to ensure that existing Posted invoices are not altered in any way.
- When exported to Quickbooks a new invoice will be created in Quickbooks..

## **Note:**

To view family invoices grouped by family in the grid, sort the Family column. See next page.

## Zigfried New Invoice

- Notice that the Zigfried is in a new invoice.
- When exported to Quickbooks a new invoice will be created.



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## Sorting the Calculated Billing Summary grid.

Press the *Family* title to sort the grid by family name.

The screenshot shows the 'Child Care Centre Manager - [Billing Processing]' window. The 'Billing Analysis' section displays a summary of fees and adjustments. The 'Calculated Billing Summary' section shows a grid of billing records. The 'Family' column is highlighted, indicating the grid is sorted by family name.

Invoice (S)	QB Invoice	Family (S)	Child Name	Date	Program	Time of	Type	Days	Rate	Description
1655		Arial	Bianca Arial	11/1/2006	School Age	After School	Full Fee	22	12.00	Period Billing
1606		Ashley	Allison Ashley	11/1/2006	Kindergarten	Full Day	Full Fee	22	37.50	Period Billing
				11/1/2006	Kindergarten	AM	Subsidy	11	10.00	Subsidy Paid
				11/1/2006	Kindergarten	PM	Subsidy	11	15.00	Subsidy Paid
			David Ashley	11/1/2006	School Age	Before and	Full Fee	11	17.00	Period Billing
				11/1/2006	School Age	Before and	Discount	0	0.00	Multiple child
				11/1/2006	School Age	Before and	Full Fee	11	17.00	Period Billing
				11/1/2006	School Age	Before and	Discount	0	0.00	Multiple child
				11/1/2006	School Age	AM	Subsidy	11	5.00	Subsidy Paid
			Danny Ashley	11/1/2006	School Age	After School	Full Fee	13	12.00	Period Billing
				11/1/2006	School Age	After School	Discount	0	0.00	Multiple child
				11/1/2006	School Age	Before	Full Fee	9	7.50	Period Billing
				11/1/2006	School Age	Before	Discount	0	0.00	Multiple child

Press the *Invoice* column title to sort the grid by invoice number.

The screenshot shows the 'Child Care Centre Manager - [Billing Processing]' window. The 'Billing Analysis' section displays a summary of fees and adjustments. The 'Invoice (S)' column is highlighted, indicating the grid is sorted by invoice number.

Invoice (S)	QB Invoice	Family (S)	Child Name	Date	Program	Time of	Type	Days	Rate	Description
1606		Ashley	Allison Ashley	11/1/2006	Kindergarten	Full Day	Full Fee	22	37.50	Period Billing
				11/1/2006	Kindergarten	AM	Subsidy	11	10.00	Subsidy Paid
				11/1/2006	Kindergarten	PM	Subsidy	11	15.00	Subsidy Paid
			David Ashley	11/1/2006	School Age	Before and	Full Fee	11	17.00	Period Billing
				11/1/2006	School Age	Before and	Discount	0	0.00	Multiple child
				11/1/2006	School Age	Before and	Full Fee	11	17.00	Period Billing
				11/1/2006	School Age	Before and	Discount	0	0.00	Multiple child
				11/1/2006	School Age	AM	Subsidy	11	5.00	Subsidy Paid
			Danny Ashley	11/1/2006	School Age	After School	Full Fee	13	12.00	Period Billing
				11/1/2006	School Age	After School	Discount	0	0.00	Multiple child
				11/1/2006	School Age	Before	Full Fee	9	7.50	Period Billing
				11/1/2006	School Age	Before	Discount	0	0.00	Multiple child
1607		Bancroft	John Bancroft	11/1/2006	Infant	Full Day	Full Fee	22	49.50	Period Billing