

## Lesson 10 – Billing Manager

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## Overview

The Billing Manager is where Families, Parents, Children, and Program Enrollments all come together. With the click or two of the mouse, the program automatically provides you with current, historical, or even forecast billing information.

As we say in our brochure, 'the true power of **'bob'** comes from the automated billing ... '. As we advance through this lesson we're sure you'll agree with us.

The following pages will help familiarize you with the functionality inherent in the Billing Manager.

# 'bob' the Child Care Centre Manager

## Billing Period

Billing Periods are created from the *Family Manager* -> *Onscreen Toolbar Tools* -> *Generate Billing Period*.



## Generate Billing Periods

One of the basic functions of **'bob'** is its ability to group data into manageable compartments we refer to as *Billing Periods*. Each *Billing Period* is managed by you with the use of batches, adjustments, postings, and reports.

Before any of this automation is possible, you must first create the *Billing Periods* that **'bob'** can work with. Because there are many variations in how businesses bill their clients, we have endeavored to accommodate each and every one of them with this functionality.

Billing Period creation was discussed in Lesson 1. Please refer to:

**See Lesson 1 – Getting Started -> Critical Lookup Tables**

## Billing Processing Stages

There are 3 stages to a billing period process:

1. Forecast Billing (snapshot)
2. Open Batch (file)
3. Post Batch (file)

Each of these stages is discussed below:

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## Forecast Billing

The *Forecast Billing* is a snapshot of a billing period that is not *Open* or *Posted*.

Information is gathered from many sources including:

- child enrollments
- subsidy entries
- discounts
- period adjustments
- child adjustments

The calculated data is presented to you in Family name order with a grid line item for each detailed calculation.

The purpose of the summary is to provide you with a snapshot of current or future billing periods. It is dynamic in that it is generated from existing data currently stored in the database.

**Child Care Centre Manager - [Billing Processing]**

Select Billing Period: 12

Period: 12, Date: 12/1/2006, To Date: 12/31/2006

**Forecast Billing**

**Billing Analysis**

Program Fees	\$25,108.00	
Subsidies	-\$315.00	\$23,621.20
Adjustments	0	
Discounts	-\$1,171.80	
Other	0	

**Calculated Billing Summary**

Location Filter: <Select>

Family Filter: <Select>

Display Filter: All Billing records

New Invoice Adjustment

Refresh Grid

Print Grid

Select grid record and Dbl-Click to Modify; Right-click on any column title to hide the column. Columns designated (S) are sortable.

Family (S)	Child Name	Date	Program	Time of	Type	Days	Rate	Description	Amount	Total
Ashley	Allison Ashley	12/1/2006	School Age	Before and	Full Fee	21	17.00	Period Billing	357.00	685.00
	Allison Ashley	12/1/2006	School Age	AM	Subsidy	11	10.00	Subsidy Paid by	-110.00	
	Allison Ashley	12/1/2006	School Age	PM	Subsidy	10	15.00	Subsidy Paid by	-150.00	
	David Ashley	12/1/2006	School Age	Before and	Full Fee	10	24.00	Period Billing	240.00	
	David Ashley	12/1/2006	School Age	AM	Subsidy	0	5.00	Subsidy Paid by	0.00	
	David Ashley	12/1/2006	School Age	Before and	Full Fee	11	17.00	Period Billing	187.00	
	David Ashley	12/1/2006	School Age	AM	Subsidy	11	5.00	Subsidy Paid by	-55.00	
	Danny Ashley	12/1/2006	School Age	After School	Full Fee	13	12.00	Period Billing	156.00	
	Danny Ashley	12/1/2006	School Age	Before	Full Fee	8	7.50	Period Billing	60.00	
Bancroft	John Bancroft	12/1/2006	Infant	Full Day	Full Fee	21	49.50	Period Billing	1,039.50	1,694.70
	John Bancroft	12/1/2006	Infant	Full Day	Discount			Child Discount @	-519.75	
	Anne Bancroft	12/1/2006	Infant	Full Day	Full Fee	21	49.50	Period Billing	1,039.50	
	Anne Bancroft	12/1/2006	Infant	Full Day	Discount			Child Discount @	-415.80	
	Alexander Brandt	12/1/2006	Kindergarten	Full Day	Full Fee	21	37.50	Period Billing	787.50	

Jan. 03, 2007 8:13:10 AM 'bob' the Child Care Centre Manager (Version: 2007.1.0) No Accounting Integration Username: Administrator

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## Open Batch

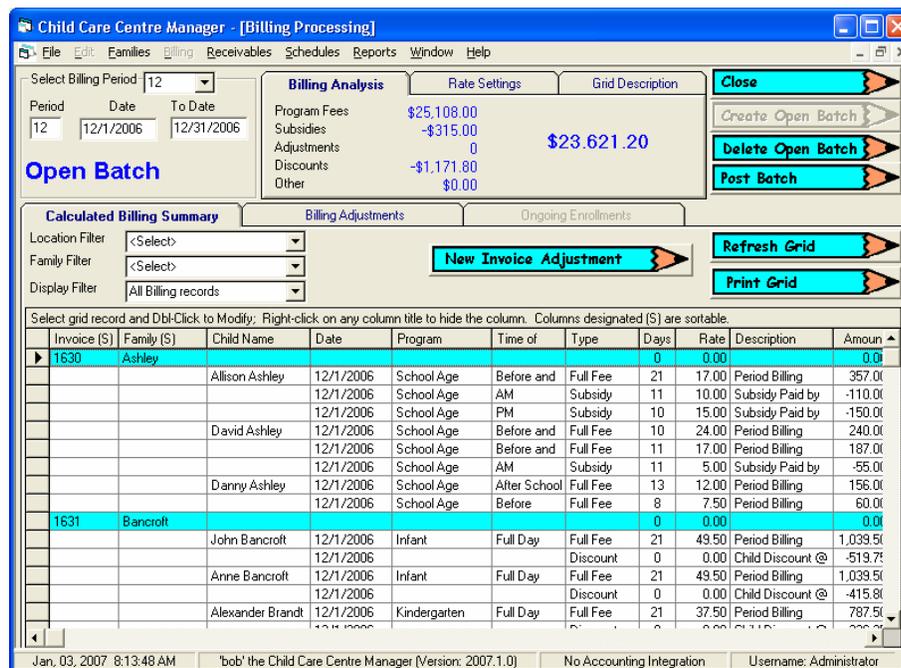
When you are satisfied with the state of a *Forecast Billing* display, you can create a batch which saves a physical file of the records displayed on the screen.

The Open Batch has two purposes:

1. Generate Family Invoices
2. Save the Invoices in the database.

Any changes made after creation of the *Open Batch* which affects the billing period (program enrollments, subsidies, vacations) will not be included in the batch. If changes are made, *Delete* the batch.

Note: Period, Child Adjustments, and PD Days are retained when a batch is deleted.



## Edit Invoice

After the *Open Batch* is created, the batch is displayed with an invoice number assigned to each family. Although changes to source data (enrollments, adjustments, etc.) will not be included in the open batch, adjustments are still possible before posting. There are 2 ways additional adjustments can be made before the batch is posted:

1. Double-click on any grid record
2. Click *New Invoice Adjustment*.

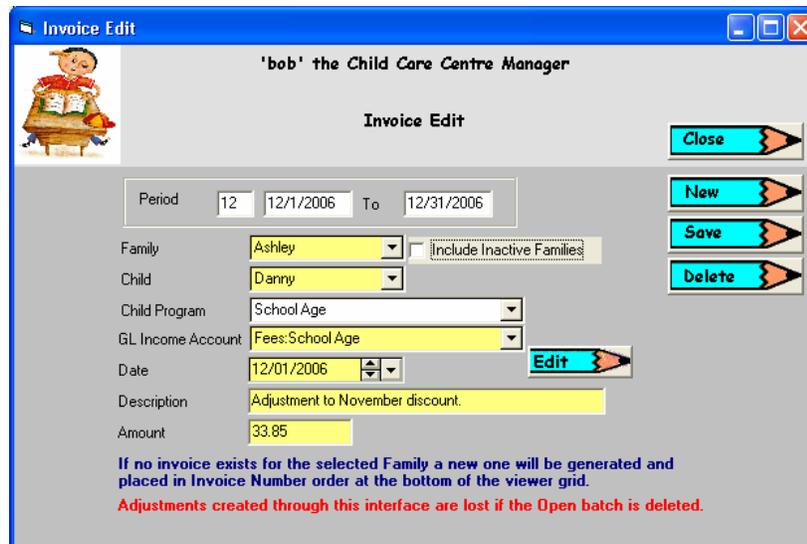
Either one of these methods displays the *Invoice Edit* dialog.

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It must be noted that any adjustments made through the *Invoice Edit* are recorded only for the invoice and not reflected back to the program, subsidy, period adjustment, child adjustment, or vacation data.

## New Invoice Adjustment

This example was displayed by clicking *New Invoice Adjustment*. Select and enter the appropriate data to make the required adjustment. The adjustment is added to the *Open Batch* file, not the source data.



Invoice Edit

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Invoice Edit

Close

Period 12 12/1/2006 To 12/31/2006

Family Ashley  Include Inactive Families

Child Danny

Child Program School Age

GL Income Account Fees: School Age

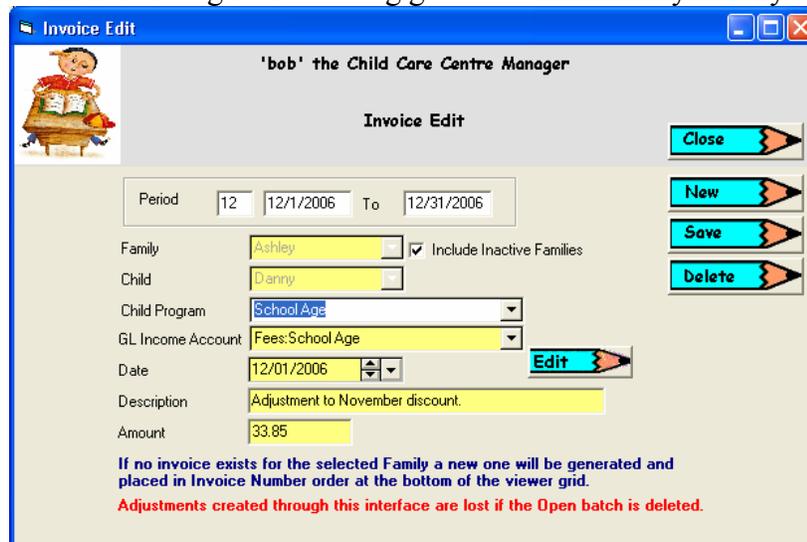
Date 12/01/2006 Edit

Description Adjustment to November discount.

Amount 33.85

If no invoice exists for the selected Family a new one will be generated and placed in Invoice Number order at the bottom of the viewer grid.  
Adjustments created through this interface are lost if the Open batch is deleted.

The example below was displayed after the new adjustment was saved by Double-Clicking on the billing grid record for Danny Ashley.



Invoice Edit

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Invoice Edit

Close

Period 12 12/1/2006 To 12/31/2006

Family Ashley  Include Inactive Families

Child Danny

Child Program School Age

GL Income Account Fees: School Age

Date 12/01/2006 Edit

Description Adjustment to November discount.

Amount 33.85

If no invoice exists for the selected Family a new one will be generated and placed in Invoice Number order at the bottom of the viewer grid.  
Adjustments created through this interface are lost if the Open batch is deleted.

## Note: Source Data vs. Open Batch Data

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As stated in the example discussions above, changes to Open Batches do not change the original source data. Only the Open Batch data is changed through the *Invoice Edit* dialog.

In addition, when a batch is posted, the data in the Open Batch is locked and becomes view only.

### **Posted Batch**

When no further adjustments are required to a batch, it can be *Posted*. This locks the data and is displayed for historical viewing only.

### **Accounting Considerations**

If you are integrating with accounting software, Posting requires that the software is open so that an integrity check can be performed to ensure customers and accounts are synchronized between the QuickBooks software and 'bob'.

If an integrity check was successful, the invoices are staged for processing through the Accounting Processing routines.

## **Billing Processing Summary**

### **Forecast Billing:**

This is the calculation of raw data from all known sources:

- Enrollments
- Subsidy
- Child Adjustments
- Period Adjustments
- PD Days

### **Adjustments:**

Modifications to the above.

### **Refresh Results:**

No calculations are retained as each 'Refresh' generates a new display.

### **Open Batch:**

When all data is 'Calculated' to your satisfaction, press the 'Create' button to create a physical record of the displayed results called a Batch.

### **Adjustments:**

New Invoice Adjustment – updates the Open Batch

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## **Refresh Results:**

Displays the Open Batch

- physical file including all New Invoice Adjustments

No longer calculates from Enrollments, Child Adjustments, Period Adjustments, or PD Days. Data displayed is from the physical file only.

## **Posted Period:**

When the Open Batch is displayed to your satisfaction, press the 'Post' button to lock the Batch.

## **Adjustments:**

Not allowed.

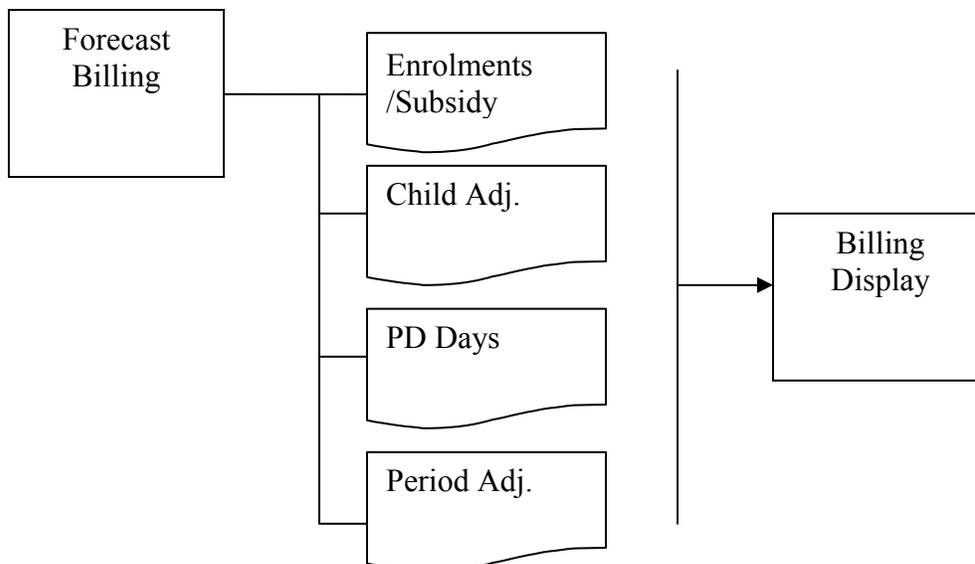
## **Refresh Results:**

Displays the Batch exactly as it was displayed when Posted.

No further adjustment or calculations allowed.

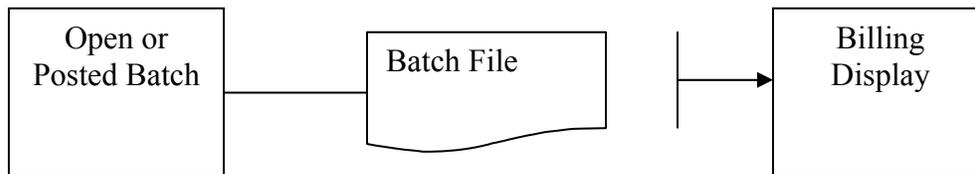
## **Graphical Representation of Billing Processing**

### **Forecast Billing Processing:**



# 'bob' the Child Care Centre Manager

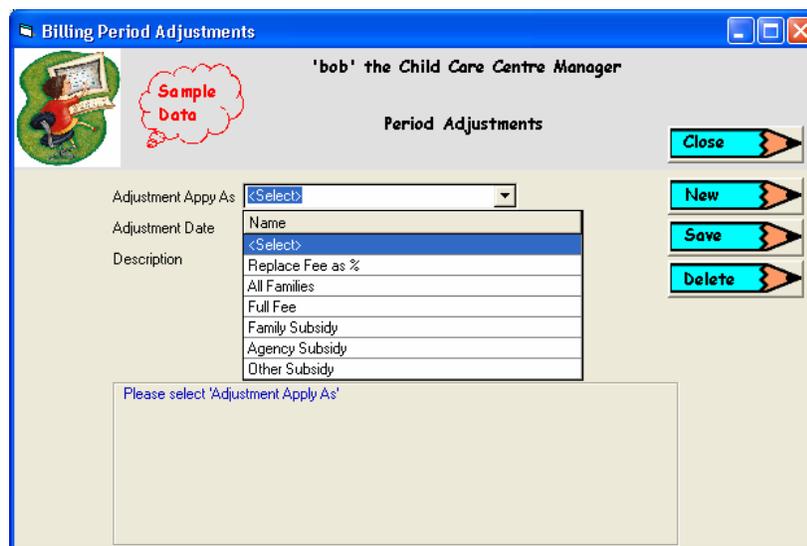
## Open or Posted Batch Processing:



## Period Adjustments

*Period Adjustments* allow you to apply adjustments to groups of families based on the selections made. When *Forecast Billing* is refreshed, the *Period Adjustments* applicable to the billing period are included in each family summary.

When the period is saved to an *Open Batch* the records are saved with each family.



## Adjustment Application

Each *Period Adjustment* you define can be applied in 6 different ways:

1. *Replace Fee as %*
  - a. The regular program fee is not calculated for the date entered.
  - b. The percentage entered in the amount field is applied to the program fee and is inserted as an adjustment.
  - c. If the child receives any subsidy, the day is not calculated.
2. *Apply to All Families*
  - a. An adjustment record is created for each child processed in the *Billing Summary*
3. *Apply to Full Fee only.*

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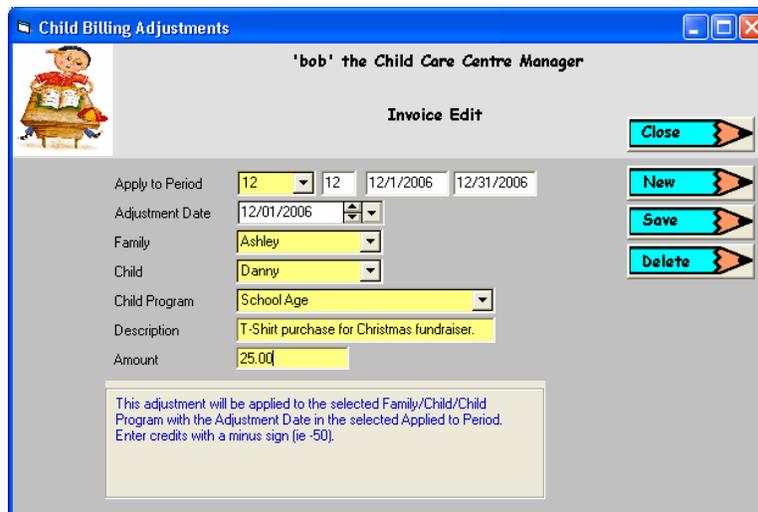
- a. An adjustment record is created for each full fee program record in the *Billing Summary*
4. Apply to *Family Subsidy* only.
  - a. An adjustment record is created for each child receiving any subsidy.
5. Apply to *Agency Subsidy* only.
  - a. An adjustment record is created for each child receiving a subsidy from an agency (AM, PM, or FD).
6. Apply to *Other Subsidy* only.
  - a. An adjustment record is created for each child receiving a subsidy from an agency defined as other.

Try each of the Period Adjustment options to see which ones will work for you.

## Child Adjustments

*Child Adjustments* allow you to apply adjustments to a specific child. When the *Forecast Billing* is refreshed, the *Child Adjustments* applicable to the billing period are included in the family summary.

Note: *Child Adjustments* created for a period after it has been created as an *Open Batch* will not be included.



Child Billing Adjustments

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Invoice Edit

Close

New

Save

Delete

Apply to Period: 12 12 12/1/2006 12/31/2006

Adjustment Date: 12/01/2006

Family: Ashley

Child: Danny

Child Program: School Age

Description: T-Shirt purchase for Christmas fundraiser.

Amount: 25.00

This adjustment will be applied to the selected Family/Child/Child Program with the Adjustment Date in the selected Applied to Period. Enter credits with a minus sign (ie -50).

# 'bob' the Child Care Centre Manager

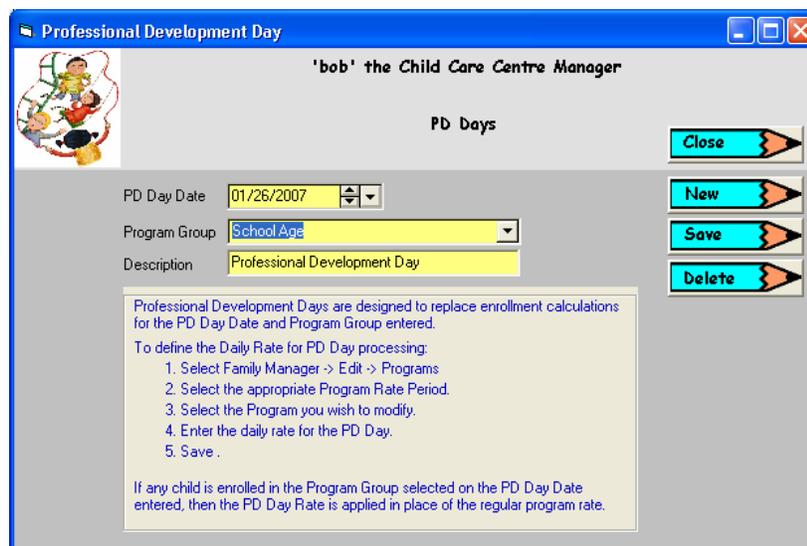
## PD Days

During a school year most school districts require their teaching staff to attend Professional Development seminars for various reasons. The purpose of the PD Day adjustment functions of 'bob' is to automatically adjust a family/child invoice as follows.

If child is scheduled to attend the centre on the day of the PD Day and is in the Program Group selected:

1. Automatically reduce the number of days billable by 1.
2. Automatically insert a new entry in the invoice for 1 day at the PD Day rate.
  - a. PD Day rate is entered via the Program Rate Period entries.

Note: *PD Days* created for a period after it has been created as an *Open Batch* will not be included. To ensure that known PD Days are calculated in your Billing Periods, enter the PD Days at the beginning of each school year or as soon as you know what dates are scheduled for PD Days.



Professional Development Day

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PD Days

Close

PD Day Date 01/26/2007

Program Group School Age

Description Professional Development Day

New

Save

Delete

Professional Development Days are designed to replace enrollment calculations for the PD Day Date and Program Group entered.

To define the Daily Rate for PD Day processing:

1. Select Family Manager -> Edit -> Programs
2. Select the appropriate Program Rate Period.
3. Select the Program you wish to modify.
4. Enter the daily rate for the PD Day.
5. Save .

If any child is enrolled in the Program Group selected on the PD Day Date entered, then the PD Day Rate is applied in place of the regular program rate.

## Billing Grid Display Options

Although the display of calculated or archived Family billing data is concise and robust, not all computers run at the same speed. This variance in speed requires that a method be developed to minimize the amount of data to be displayed. We have accomplished this with the use of two filters:

1. Family Filter
2. Display Filter
3. Location Filter

### Family Filter

When a family is selected from the Family Filter only that Family is displayed on the Billing Grid for the Billing Period selected.

The screenshot shows the 'Child Care Centre Manager - [Billing Processing]' window. The interface includes a menu bar (File, Families, Billing, Receivables, Schedules, Reports, Window, Help) and a toolbar with buttons for 'Close', 'Create Open Batch', 'Delete Open Batch', and 'Post Batch'. The 'Billing Analysis' section shows 'Program Fees' at \$2,379.00, 'Subsidies' at -\$971.50, and a total of \$1,407.50. The 'Forecast' section shows 'Calculated Billing Summary', 'Billing Adjustments', and 'Ongoing Enrollments'. The 'Family Filter' is set to 'Ashley', and the 'Display Filter' is set to 'All Billing records'. The 'Billing Grid' table is displayed below, showing columns for Family (S), Child Name, Date, Program, Time of, Type, Days, Rate, Description, Amount, and Total. The table contains 8 rows of data for the family 'Ashley'.

Family (S)	Child Name	Date	Program	Time of	Type	Days	Rate	Description	Amount	Total
Ashley	Danny Ashley	11/1/2007	Camp-Experience	Full Day	Full Fee	22	55.00	Period Billing FD	1,210.00	1,407.50
	Danny Ashley	11/1/2007	Camp-Experience	FD	Subsidy	22	25.00	Subsidy Paid by	-550.00	
	David Ashley	11/1/2007	Camp-Experience	Full Day	Full Fee	16	55.00	Period Billing FD	880.00	
	David Ashley	11/1/2007	Camp-Experience	FD	Subsidy	7	25.00	Subsidy Paid by	-175.00	
	Allison Ashley	11/1/2007	School Age	Before and	Full Fee	17	17.00	Period Billing FD	289.00	
	Allison Ashley	11/1/2007	School Age	FD	Subsidy	17	14.50	Subsidy Paid by	-246.50	
	Allison Ashley	11/2/2007	School Age		PD Day Fee	1	0.00	Professional	0.00	

### Display Filter

The Display Filter provides you with the capability to display different types of data:

- All Billing Records
- Application Fees only
- Registration Fees only
- Variance Records only