

CHARGING IN ADVANCE



Arrears And Advance Charges

It is great for cash flow to be able to charge in advance. Part of your income probably also comes from extra sales during a period - stay late fees, drop-in attendances, etc.

We want to be able to produce invoices that show the advance charges for the coming period AND the arrears charges from the previous period.

SuperFox can do this easily, but you need to use the bookings and invoices it the right way.

Delivery And Charge Dates

There are two dates stored in each booking:

1. Delivery Date - The date the child will use the setting.
2. Charge Date - The date the booking becomes chargeable.



Setting the correct charge date is the key to charging in advance.

(Charge Date is sometimes called Payment Date in the program - they are exactly the same.)

When you enter a booking you will choose a charge scheme as part of the booking process. You usually just need to choose a method - e.g. monthly in advance, and SuperFox will apply a suitable charge date for you

* IMPORTANT * How The Charge Date Is Used By Invoices



The charge date is used to stream bookings onto the invoices.

When you create an invoice batch you supply a cut-off date that determines which bookings will be included.

The invoice batch will include all of the un-invoiced items that have a charge date up to and including the invoice batch cut-off date. Ideally the cut-off date would be the same as the coming period's charge date.

This can include arrears items and advance charge items so long as their charge dates fall before, or on the invoice batch cut-off date.

Arrears Items

Late stays, drop-in, extra lunches...

For items entered as charged in arrears the booking charge date will be the same as the delivery date.

This means the arrears items will appear on the next invoice batch after the booking was used. (Their charge date will be earlier, or the same as the invoice batch cut-off date.)

Advance Bookings

To charge for a booking before it is used you need to set a charge date to be a date before it is used.

This means that you can make up an invoice batch for the bookings as they are before the service is used.



* VERY IMPORTANT *

A good choice for the charge date is **the day before** the start of the booking period.

If you then prepare invoices for the same charge date it will include all of the advance charges for the period to come, and the arrears charges for the period just gone.

For example, if you charge monthly in advance a good choice for the charge date would be the last day of the previous month. The charge date is set automatically when you choose the payment scheme as you make the booking. It is easy to see how this works in practice.

- If you book using the Quick bookings calendar the charge options are picked from a drop-down list on the calendar sidebar.
- If you book from the Timesheet / Register the charge options are given in the lower right part of the form.

The advance charging options you can choose in SuperFox are:

Monthly In Advance

- Last Day - Last day of previous month, the normal choice.
- Specific Day - Choose an alternative day of the month between 1st and 28th instead of the last day.
- Last Open Day - Choose the last day the setting is open instead of the last day of the month. (This could be handy if you close for the summer before the end of July.)

Weekly In Advance

- Last Day - Last day of previous week (Sunday)
- Specific Day - Choose an alternative last day of week instead of Sunday

Termly / Half Termly In Advance

If you choose this option the bookings will use the optional dates that you set up when you entered the setting opening hours. All date ranges need to have the optional payment date set before you can use this option. This prevents the booking from being made on a date with no associated charge date.

Tip! Viewing The Charge Date

The charge and delivery dates are clearly displayed on the Timesheet and Register forms and in View A Family's Accounts. If you ever see unexpected content on an invoice the chances are that the charge date is set incorrectly. The charge date is stored in the booking, so you will need to edit the booking if you need to change the charge date.



End