TIMESHEET / REGISTER FORM

The Quick Bookings calendar is the best place to put a lot of bookings in quickly, however the Timesheet and Register form are a much better place to enter occasional ad-hoc bookings, un-booked or stay-late attendances.

Go > Home > Family Accounts > Booking Centre > Register and Timesheet tabs >

The two forms record similar information. One looks like a register page (one day to a view) and the other looks like a timesheet (one child to a view).

Using The Register Tab

This form looks like a printed register page. There are four main areas of the form.

1. The date.

2. The bookings already made for this day..

3. The area where you can edit or add the booking data.

4. The area where you can choose a charging scheme (in arrears, in advance, etc.)

This is one of the places that you can print out a register page.

Adding A Booking

To add a booking on the register tab choose the day the child attends and click on the next blank line (blue here) at the bottom of the 'View Current Register' list.

Zebra, Deborah	Nursery Day	£24.00	£24.00	☐	1	09:00	6	☐	☐	30 Nov 2012	£24.00
Zebra, Deborah	Lunch	£2.00	£2.00	☐	1	12:00	0	☐	☐	30 Nov 2012	£2.00
		£0.00	£0.00	☐	0	00:00	0	☐	☐	06 Dec 2012	£0.00

Add New Data   Total: £469.00

Child: [▼]   ◉ Pay in Arrears:

Service: [▼] ☐ Free entitlement   ○ Pre-calculated:

| Unit Price | Alt. Price | Units | Hours | Charge | Start Time: |
| £0.00 | £0.00 | 1 | 1 | £0.00 | 00:00 ⏶⏷ |

☐ Alternate Price   ☐ Cancelled Booking

Choose Charge Date for this booking:

◉ Pay in Arrears:

○ Pre-calculated:
   [Monthly In Advance (Last Day)   ▼]

○ Specific Date:
   [Thursday 06 December 2012   ▦▼]

Next enter the booking information in the Add New Data area.

Add New Data

Child: [Zebra, Deborah   ▼]

Service: [Nursery Day   ▼] ☐ Free entitlement

| Unit Price | Alt. Price | Units | Hours | Charge | Start Time: |
| £24.00 | £24.00 | 1 | 6 | £24.00 | 09:00 ⏶⏷ |

☐ Alternate Price   ☐ Cancelled Booking

Choose the child's name as **Last name, First name** and the service that you wish to book. You can either use the drop-down lists, or start typing. The list will narrow as you type, you may find your selection in a few key strokes.

Enter the number of units of the service to book. If it is a sessional booking, use 1 unit. If it is an hourly booking enter the number of hours you wish to book in the units. (E.g. 1.5 is one and a half hours.)

Remember to add the booking's start time.

(Tick the Alternate Price box if you wish to use the service's alternate price instead of the usual price.)

Lastly choose a charge date for the booking (lower right section). SuperFox has several pre-programmed charging schemes to help us invoice in advance or in arrears.

Your choices are:

- In Arrears
- Termly / Half Termly in Advance
- Weekly In Advance (various)
- Monthly In Advance (various)
- Make the booking chargeable on a specific date.

[Monthly In Advance (Last Day)   ▼]
Termly/Half Termly In Advance (see Opening Hours)
Weekly In Advance (Last Day) - Sundays
Weekly In Advance (Specific Day) - Mondays
Monthly In Advance (Last Day)
Monthly In Advance (Last Open Day)
Monthly In Advance (Specific Day) - 28th

The choice of charge date is covered in more detail on page 5 of this mini guide.

Using The Timesheet Form

The timesheet form works in a similar way to the register form. Just work your way down from the top to the bottom.

1. Choose the child for the booking.

2. Click on the blank line at the bottom of the current timesheet list (the blue line below).

3. Now choose the booking date (this is the delivery date).

4. And choose the service the child will use. (Either use the drop-down list or start typing.)

5. Choose the number of units of the service to book (One nursery afternoon session shown here.)

6. Now choose the charge date (this one is shown in arrears).

7. If it all looks okay then press save to save the booking.

The Timesheet form has a few more buttons than the Register form.
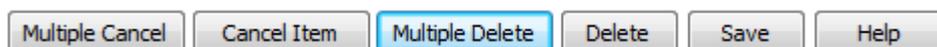
You can delete and cancel bookings in bulk from the timesheet form. You can also do this from the children's calendar which is a quicker way of removing entire day's bookings for a child.

     These two are obsolete, please ignore them

The **Advanced Bookings** and **Toggle Alternate Price buttons** are left-over from an earlier version of SuperFox, they are still used by some people. Advance Bookings does not check the bookings for errors. Please ignore it.

The initial purpose of the alternate service price was for use as a manual discounting method. SuperFox now has automated sibling discounts and manager's discounts instead. See the Discounts Mini Guide for more details about discounting.

Deleting And Cancelling Bookings

You can delete un-invoiced bookings from the register and timesheet forms.

If a booking appears on an invoice you cannot delete it or the program could get out of step with the invoices. You can cancel them instead. Cancelled bookings and their charges remain in the database, but are suppressed from appearing in printed register pages. (You can make a credits for the cancellations.)

You can see which bookings have been invoiced from the tick in the **'Inv.'** column on both forms. You can optionally see which bookings have been cancelled in the **'Can.'** column by ticking the **'Show Cancelled Bookings'** box.

Deleting Bookings
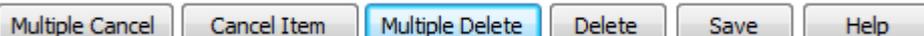
You can delete single bookings from either form using the Delete button.

You can delete multiple bookings from the Timesheet form using the Multiple Delete button. Select the bookings to delete on the pop-up form and then click the **Delete** button.
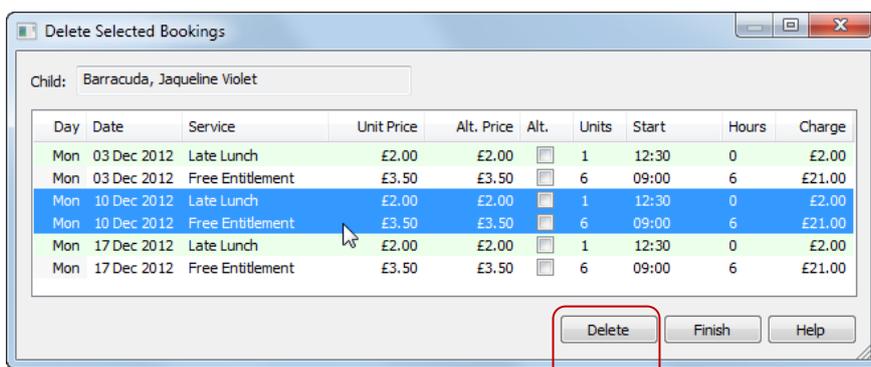
Click Finish when you are done.

Cancelling Bookings
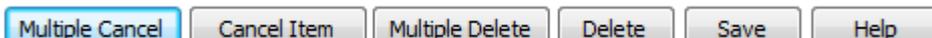
You can cancel single invoiced bookings from either form using the Cancel button.

You can cancel multiple bookings from the Timesheet form using the Multiple Cancel button. Select the bookings to cancel on the pop-up form and then click the **Cancel Items** button on the pop-up.
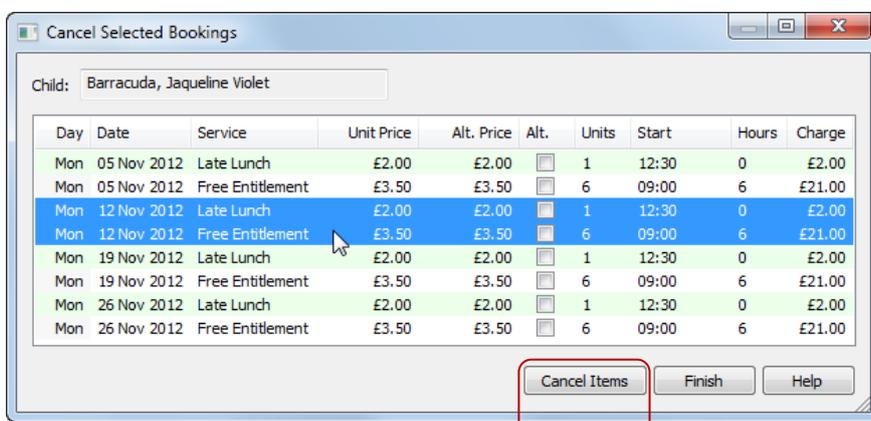
Click Finish when you are done.

(See the List Selections Mini Guide to read about selecting items in lists.)

Charge Dates and Invoices

* IMPORTANT * There are two dates associated with each service that we book:

      1)   **Delivery Date**   - This is the date the child will arrive and use the setting.

      2)   **Charge Date**   - This the date that the booking becomes chargeable.

When you prepare your invoices SuperFox will ask you to choose an invoice date.

The invoices produced will use the charge date to decide whether to include a booking on the invoice. If a booking has a charge date after the invoice date it will not be included, otherwise it will appear on the invoice.

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.

Charging In Arrears

If you book a service to be paid in arrears then the charge date will be automatically set to be the same as the delivery date. This means that the booking will always appear on the next invoice that is produced after the booking is used.

Charging in arrears is good choice for entering extras you may sell and any unexpected late stays. They will always appear on the very next invoice after they were booked.

Charging In Advance

> ### * 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 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.

Booking Validation Error Checks

Save When you press the Save button the program will check for obvious errors like exceeding the setting registration limits, trying to book the child when they are already attending, optional service limits, etc.

If no errors are found the booking will be saved immediately.

If any errors are fund the error will be reported in the Individual Booking Validation form.
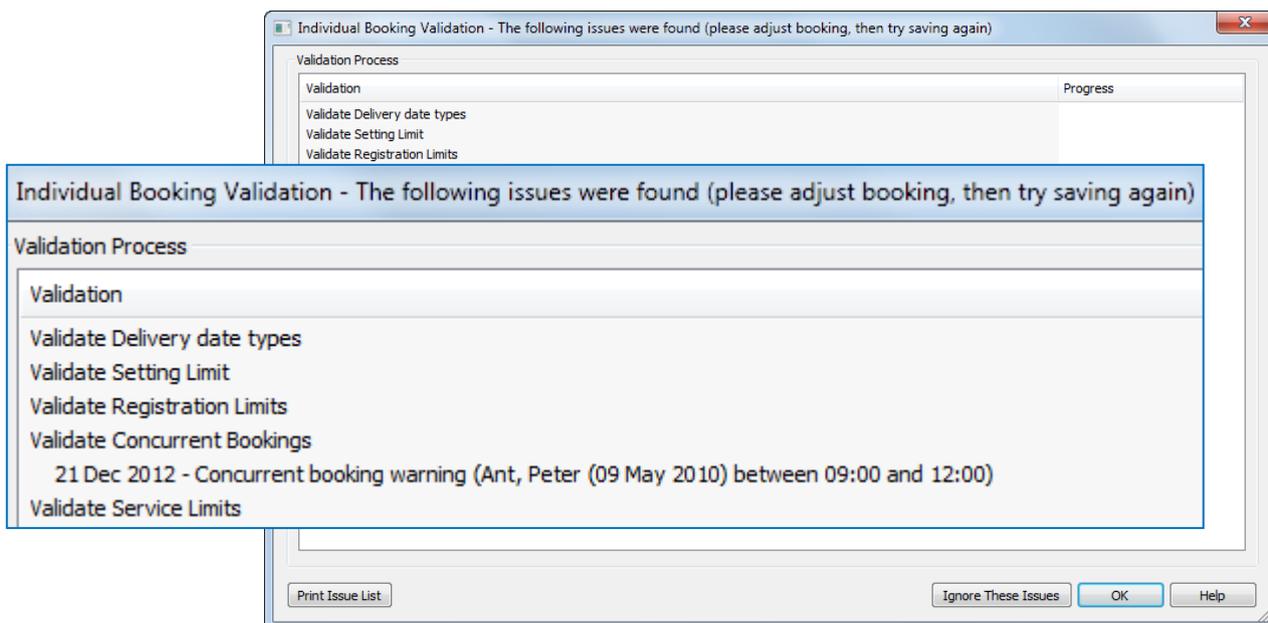
If there are errors you can:

- Click 'OK' to return to the form without saving.

- Click 'Ignore These Issues' to save the booking anyway. . (E.g. if you had an optional 14 child limit for an Art Club session it might be okay to book 15 children.)

- You can click the 'Print Issue List button to print he issue list to help you resolve the issues later.

Using The Test Manager

You can choose which test to apply when you save bookings from the Timesheet / Register forms by using the Test Manager in the Booking Centre.

Go > Home > Family Accounts > Booking Centre > Test Manager tab > Timesheet / Register tab >

The booking validation tests are

- Setting Limits   -   Maximum places

- Registration Limits   -   Additional age based limits

- Simple Service Limits   -   Optional limits for services

- Concurrent Bookings   -   Child not in two places at once


Tip!   Flipping Between Timesheet and Register Tabs
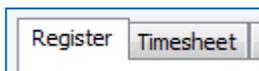
You can flip in between the current timesheet view and the current register view, and vice versa, just by clicking on the Register and Timesheet tabs at the top of the form.

If you **hold down the 'Ctrl' key while you click** between the two views you will maintain the context you are working in:

- **Register to Timesheet** - will go to the timesheet of the child in the current highlighted register entry.

- **Timesheet to Register** - will go to the date of the attendance that is highlighted in the child's timesheet.

Remember you will then need to click in the 'Current View' window to see the current timesheet or register entries.

End