



VIEWING A FAMILY'S ACCOUNT

You can work with a family's account from:

Family Accounts > View A Family's Account >

Family Details > Family Centre > Family Account tab >

You can use this function to view the full account history, produce receipts and usage statements and to make account holder charges and set opening balances.

Load Tutorial Data Set 5

Home > Family Accounts > View a Family's Accounts > Click "Date range" > enter Start date 31 August 2006 and End date 31 December 2006 > OK

Now choose the Whale family by clicking in the left hand window.

When the account is displayed you can sort the order of the rows by clicking the column headings.

orkFlow Manager ×	Account Ho		1			3	art date:	31 Au	gust 2006				End da	ate: 31 Decem	ber 2006		Date Ra	nge
amily Accounts	Surname	First Name	Title	FH	~	-	<u> </u>	Mr. los	seph Whale									
unity Accounts	Haddock	Sarah	Mrs	*		H	III Name:	INI JUS	sepri wriaie									
rom here you can	Halibut	Phillipa	Mrs	*		A	ddress:	The O	ld Spooky Co	ottage, 1 Be	achvi	iew Grove	e, Foxt	holes, Northumb	perland, AA1 9ZZ			
ew and Edit:	Hamm	Julie	Mrs	*		Transa	ctions											
	Hedge	Harriet	Mrs	*		Dav	Date	X	Payment	Charge	c	Invoice F	ate	Charge Date	Name	Description		
Booking Centre	Heron	Carole	Dr	*		· ·				churge	-			-				-0
Sooking Centre	-	Katherine	Ms	*			05 Oct 2		£100.00			31 Oct 2		N/A	N/A	Voucher (Busy	Termites)	4
Statements / Invoices	Kingfis	Calvin	Mr	*			05 Oct 2		£57.75			31 Oct 2		N/A	N/A	Cheque		
Pavments Received	Leopard	Jill	Mrs	*			11 Sep 2		£50.00			30 Sep 2				Voucher (Busy		
ayments Received	Llama	Louise	Mrs	*			11 Sep 2		£50.00			30 Sep 2				Voucher (Busy		
Bank Paying-In Summary	Macaque	Caroline	Mrs	*			11 Sep 2		£50.00			30 Sep 2				Voucher (Busy		
Investore Commence	Manatee	Joanne	Mrs	*			05 Oct 2		£50.00			31 Oct 2				Voucher (Busy		
/oucher Summary	Marmot	Mary	Mrs	*			06 Nov		£50.00			30 Nov 2				Voucher (Busy		
/iew A Family's Accounts	Mayfly	Alison	Mrs	*			06 Nov		£50.00			30 Nov 2				Voucher (Busy		
	Porpoise	Fiona	Mrs	*			06 Nov		£50.00			30 Nov 2				Voucher (Busy		
ate Fees / Reminders	Puma	Pauline	Mrs	*			11 Dec 2		£50.00			23 Dec 2				Voucher (Busy		
Credit Control Graph	Sidewi	Sally	Ms	*			11 Dec 2		£50.00			23 Dec 2				Voucher (Busy		
	Snapper	Mavis	Mrs	*			11 Dec 2		£50.00			23 Dec 2				Voucher (Busy		
Futorials & Guides	Sparrow	Susie	Mrs	*			05 Oct 2		£20.00			31 Oct 2		N/A		Voucher (Busy	Termites)	4
	Squirrel	Sam	Mrs	*	Ξ		06 Nov 3		£15.00			30 Nov 2		N/A	N/A	Cash		
	Starfish	Melanie	Mrs	*			11 Dec 2		£3.00			23 Dec 2		N/A	N/A	Cash		
<u> </u>	Stickle	Jody	Miss	*			21 Dec 2			£12.25		30 Nov 2		30 Nov 2006	Tallulah, W	Pre-School Part		
10	Tapir	Tamsin	Mrs	*			21 Dec 2			£0.00		23 Dec 2		21 Dec 2006	Tallulah, W	Free Entitlemen		
(P)	Tiger	Tina	Miss	*			20 Dec 2			£12.25		30 Nov 2		30 Nov 2006	Tallulah, W	Pre-School Part	· ·	
	Whale	Joseph	Mr	*			20 Dec 2			£0.00		23 Dec 2		20 Dec 2006	Tallulah, W	Free Entitlemen		
	Wombat	Wendy	Miss	*			15 Dec 2			£12.25		30 Nov 2		30 Nov 2006	Tallulah, W	Pre-School Part		
	Zebra	Nikki	Miss	*		Fri	15 Dec 3	2006		£0.00		23 Dec 2	006	15 Dec 2006	Tallulah W	Free Entitlemen	nt Session	
					-	Т	otal select	ed payr	ments: £62	0.00				Total selecte	ed charges: £0.	00		
ack Fwd Home		View Childre	en						1	Manage Acc	count	Items	Accour	nt Balance Ac	count Receipts	Account Usage	Help	
Help, press F1	,																NUM	_

If you select a number of account lines using the mouse and the keyboard Ctrl or Shift keys the totals for the selected range are shown at the base of the list.

(See the List Selections mini guide for more ways to select things in lists.)

SUPERFOX Software for Childcare Superheroes. © Helios Computing Ltd.



Exercise: Display the Whale family's account for 31 Aug 2006 to 31 Dec 2006 and find:

How much has been paid in cash (Hint – click the Payment column)? How much has been paid in cheques? How much has been paid in vouchers? View the summary by clicking the "View" button

Account Holder View and Child View

The View a Family's Account form has two views.

When you first arrive in the form it will display in Account Holder view. The list on the left hand side allows you to select an account holder.

(Account holders who are Family Heads are denoted by an asterisk.)

Account Hold	lers			
Surname	First Name	Title	FH	^
Ant	Melissa	Miss	*	
Anteater	Peter	Mr	*	
Ardvark	Wendy	Mrs	*	
Badger	Roxy	Mrs	*	
Barracuda	Louise	Mrs	*	
Bear	Susan	Mrs	*	
Beetle	Alice	Mrs	*	

Children			
Surname	First Name	D.o.B	^
Ant	Adam	15 Sep 2004	
Ant	Peter	09 May 2002	
Anteater	Anita	25 Feb 2002	
Anteater	Colin	09 May 1999	
Ardvark	Daniel	13 Nov 1998	

If you press the View Children button at the foot of the list the form will change into Child view. This enables you to see an individual child's usage.

The information displayed in Child View relates to a child rather than an account and as a result the columns displayed in the form are slightly different. (Credits relate to accounts and so are omitted in Child View.

Information displayed in Account Holder View (Payments and charges):

• Item Day & Date

View Children

- Payment or charge amount
- · Column headed 'C' is used to denote cancelled invoiced items
- Invoice date
- Charge date (for charged items)
- Child's name (for charged items)
- Item description

Information displayed in Account Holder View (Charges only):

- Item date
- Charge amount
- · Column headed 'C' is used to denote cancelled invoiced items
- Invoice date
- Charge date
- Account holder name
- Item description

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Child View looks like this:

rkFlow Manager ×	Children			Sta	art date:	31 Aug	ust 2006			End date: 31 De	cember 2006	Da	ite Rangi
amily Accounts	Surname	First Name	D.o.B		Name:	Ferret	Frankie						
	Dingo	Davey	22 Jun 200	Fui	indine;								
rom here you can	Dolphin	James	17 Jan 200	FH	:	Ferret,	Mrs Fiona						
iew and Edit:	Dolphin	Olivia	27 Jul 2000	Transa	ctions								
	Doorm	Jerry	16 May 20(Day	Date		Charge	C	Invoice Date	Charge Date	Name	Descriptio	•
Booking Centre	Doorm	Jessica	28 Nov 199	· ·		2005	-			-			
Dooking centre	Ferret	Fifi	18 Sep 200	Mon			£4.00		30 Sep 2006	11 Sep 2006	Ferret, Mrs Fiona	Recorders	
Statements / Invoices	Ferret	Frankie	27 Nov 200	Mon			£4.00		30 Sep 2006	18 Sep 2006	Ferret, Mrs Fiona	Recorders	
	Firefly	Linda	15 Apr 199	Mon			£4.00		30 Sep 2006	25 Sep 2006	Ferret, Mrs Fiona	Recorders	
Payments Received	Fish	Fiona	30 Dec 199		02 Oct		£4.00		31 Oct 2006	02 Oct 2006	Ferret, Mrs Fiona	Recorders	
Bank Paying-In Summary	Fox	Harry	23 Nov 200		09 Oct		£4.00		31 Oct 2006	09 Oct 2006	Ferret, Mrs Fiona	Recorders	
	Fox	Sally	09 Oct 200 ≣	Mon	16 Oct	2006	£4.00		31 Oct 2006	16 Oct 2006	Ferret, Mrs Fiona	Recorders	
Voucher Summary	Gecko	Edward	25 Sep 199	Mon	30 Oct	2006	£4.00		31 Oct 2006	30 Oct 2006	Ferret, Mrs Fiona	Recorders	
View A Family's Accounts	Goose	Dermot	28 Sep 200	Tue	31 Oct	2006	£12.00		31 Oct 2006	31 Oct 2006	Ferret, Mrs Fiona	Halloween	Party
view A runniy a Accounta	Goose	Samantha	02 Oct 200	Mon	06 Nov	2006	£4.00		30 Nov 2006	06 Nov 2006	Ferret, Mrs Fiona	Recorders	
Late Fees / Reminders	Haddock	Peter	02 Dec 199	Mon	13 Nov	2006	£4.00		30 Nov 2006	13 Nov 2006	Ferret, Mrs Fiona	Recorders	
Credit Control Graph	Halibut	Jason	13 Dec 200	Mon	20 Nov	2006	£4.00		30 Nov 2006	20 Nov 2006	Ferret, Mrs Fiona	Recorders	
credit Control Graph	Halibut	Sophie	13 Dec 200	Mon	27 Nov	2006	£4.00		30 Nov 2006	27 Nov 2006	Ferret, Mrs Fiona	Recorders	
Tutorials & Guides	Hamm	Fiona	23 Sep 200	Mon	04 Dec	2006	£4.00		23 Dec 2006	04 Dec 2006	Ferret, Mrs Fiona	Recorders	
	Hedge	Henry	17 Sep 200	Mon	11 Dec	2006	£4.00		23 Dec 2006	11 Dec 2006	Ferret, Mrs Fiona	Recorders	
	Heron	Percy	21 Jan 199	Thu	21 Dec	2006	£12.00		23 Dec 2006	21 Dec 2006	Ferret, Mrs Fiona	Christmas	Party
	Heron	Stewart	08 Feb 199										
	Kangaroo		30 Sep 200										
Cat Po	Kingfis	Bonita	01 Jun 200										
20	-		15 Jun 200										
	Kingfis	Juan	06 Feb 200										
	Leopard	James	15 Sep 200 -	-									
	•	111		Го	tai select	ed paym	ents: £0.0	0		I otal se	ected charges: £0.00		
ack Fwd Home		View Account	s				Manage Ac	coun	t Items Acco	ount Balance Acc	ount Receipts	it Usage	Help
Help, press F1			R									NUN	4

You can switch back to Account Holder view at any time by using the View Accounts button.

Account Reports

When you are in Account Holder view you can use three buttons at the bottom of the screen to produce some reports about the account.

Account Balance Account Receipts	Account Usage	Help

These reports are useful for many things including:

- Providing the account holder with written evidence of their childcare usage (e.g. for tax credits)
- Account dispute resolution
- Producing a closing account balance at an arbitrary date

Account Usage Report

This report is a great timesaver if an account holder needs a written statement of their childcare usage for an ad-hoc date range. This is often useful for tax credit evidence or if an institution, like a college, is paying the account holder for some of their childcare.

This report only lists the account charges, it does not include any of the account holder's payments.

It offers the same detail options as the statements / invoices for the account:

- Fully itemized shows one line per charge item for each child.
- Summary Information Only a simple charge total for each child.
- Daily Information a daily charge total for each child.

The fully itemized report looks like this:

Choose a report style	×
Report Style	
● Fully Itemised	
O Summary Information Only	
O Daily Information	
OK Cancel Help	
	_

Mrs A. Fox 16 Hillside Foxholes Anytown Northumberla AA1 9ZZ	and					Kidspace 13 River Dale Foxholes Anytown Northumberland AA1 9ZZ Tel: 01234 567890 OFSTED: EVC 98765	
Thank you for using	Kidspace.					CompanyNo: 654321 CharityNo: 123456 Date:13 January2011	Page 1 of
Thisis the costofyo The costofyou	-			-		uuary 2007.	
Details		-					
			ltem s	<u>Hours</u>	(Free)	Service	Amoun
Harry Fox							
Mon 08-Jan-2007 H	larry Fox	Harry Fox Totals:	0.00	1.00		Recorders	£4.0
Cally East		harry rox rotals.	0.00	1.00	0.00		24.0
Sally Fox Wed 10-Jan-2007 S	ally Fox				2.50	Free Entitlement Session	0.03
	ally Fox			3.50	2.50	Pree Entitlement Session Pre-School Part Day	£0.0 £12.2
	ally Fox			3.50	2.50		£12.2 £0.0
Thu 11-Jan-2007 S				3.50	2.50	Pre-School Part Day	£0.0 £12.2
Fri 12-Jan-2007 S				0.50	2.50		£0.0
Fri 12-Jan-2007 S				3.50	2.00	Pre-School Part Day	£0.0 £12.2
11 12-041-2007 S	any rox	Sally Fox Totals:		10.50		Pre-outor Part Day	£36.7
		Report Totals:		10.50	7.50	Total Amount:	£36.7

The Summary Information Only report looks like this:



Account Receipts Report

Wed 01-Nov-2006

COMPERION Software for Childcare Superheroes. © Helios Computing Ltd.

30-Nov-2006

The 'Account Receipts' button displays all of the payments received in the date range:

Account I		kidSpace
Mrs A. Fox 16 Hillside Foxholes Anytown Northumberlan AA1 9ZZ	d	Kidspace 13 River Dale Foxholes Anytown Northumberland A41 922 Tel: 01234 567890 OFSTED: EYC 98765 Company No: 654321 Charity No: 123456
		Date: 13 January 2011 Page 1 of ed from you between 1 August 2006 and 1 December 2008. eriod: £497.00
ese are the paymen	ts that we have receive	Page 1 of ed from you between 1 August 2008 and 1 December 2008.
ese are the payment	ts that we have receive	Page 1 of ed from you between 1 August 2008 and 1 December 2008.
ese are the payment otal payments re Summary Details <u>Date Received</u> Fri 08-Sep-2006	ts that we have receive ecceived for this po Invoice Date 30-Sep-2006	Page 1 of ed from you between 1 August 2008 and 1 December 2008. eriod: £497.00 Payment Method and Notes Amour Voucher (XYZ Voucherco) - xyz 12345 67890 a £20.0
ese are the paymen otal payments re Summary Details Date Received Fri 08-Sep-2006 Fri 08-Sep-2006	ts that we have receive acceived for this po Invoice Date 30-Sep-2006 30-Sep-2006	Page 1 of ed from you between 1 August 2008 and 1 December 2008. eriod: £497.00 Payment Method and Notes Voucher (XYZ Voucherco) - xyz 12345 67890 a Voucher (XYZ Voucherco) - xyz 12345 67890 a
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£50.00

5

£497.00

Total Amount:

Account Balance Report

The 'Account Balance' button can produce an account balance up to any ad-hoc date.

The belower is related by odding on all of	Account Balance	
The balance is calculated by adding up all of the charges and payments up to and including the cut-off date.	Cutoff date:	20 December 2006
You can produce balances for all account, or for an individual account holder.	 All accounts Account holder: 	Fish, Mr Phillip (FH)
You can choose whether to use charges based on the date that services were used, or the charge date, when payment was due.	Use charges based or Delivery date Payment due date	
(This may depend on you refund policy if you are preparing a closing balance.)		DK Cancel Help

The report generated has just one line for each account holder and looks like this:

Account Balan	es on 20-December-2	2008 u sina a	harges based on servic	a dalivarv datas	
	ces on zo-becember-z	2000 using c	anarges based on servic	e delivery dates	
Kidspace					
Page 1 of 1					
Sumame	First Name	Title	Balances In Credit	Balances Owed	All Balances
	Phillip	Mr		£67.50	£67.50
Fish	r naap	NU I		201.00	207.00

Note

Account holders are any adult who could have account line items in their name. They are usually, but are not always family heads. All family heads are account holders.

For example, an account holder who ceases to be a family head may still have line items in their name and will still be an account holder.

Making Account Holder Charges and Credits

If you need to apply account charges and credits to the account holder you can do this from:

Family Details > Family Centre > Family Account tab > Account Holder view > Family Accounts > View a Family's Accounts > Account Holder view >

These charges and credits are intended for making charges or credits against an account holder, they are unrelated to the childcare service.

(The normal bookings and cancellation credits take care of charges and credits for a child's fees.)

Account holder specific charges and credits might include:

- Late payment charges
- Opening account balances

Total selected payments:	Total selected charges:
[Manage Account Items Account Balance Account Receipts Account Usage Help
	1

You can use the 'Manage Account Items' button to apply charges and credits to the account holder. When you click on the Manage Account Items button the Manage Account Items for will appear as shown below.

ccount Holder	: Badger, Mrs Roxy							
Date	Service	Unit Price	Alt. Price	Alt.	Units	Start	Hours	Charge
03 Jul 2007	Excessive Charge	£100.00	£100.00		1	00:00	0	£100.00
05 Jul 2007	Tiny Credit	-£1.50	-£1.50		1	00:00	0	-£1.50
Delete Selec	tted	Apply Charge	Apply	Credit		Fir	nish	Help

Simply apply charges and credits by using the appropriate buttons. You can continue adding credits and charges to the list displayed in the form.

To delete one or more credit or charge, select the items in the list and press the Delete Selected button.

When you are happy with the list you can press the Finish button to apply the credits and charges.

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When you add a credit or charge you will be asked to supply a description for the charge or credit, a date to make the charge or credit and an amount. Just enter a positive number for the credit or charge. The program will insert the amount into the family account with the appropriate sign.

Apply Credit							
Credit Description:							
Opening Balance							
Enter Credit Date:							
Thursday 01 June 2006 🗐 🔻							
Enter amount to credit: 125.00							
OK Cancel							

Apply Charge								
Charge Description:								
Late Payment Charge								
Enter Charge Date:								
Monday 16 July 2007								
Enter amount to charge: 5.00 OK Cancel								

If you apply these charges or credits they will be itemised in their own section on the account holder's invoices and usage summaries, ahead of the child details. For example:

Here is how we calculated the charges					(If shown, C> = Subsequently Cancelled)	
		<u>ltem s</u>	Hours	(Free)	Service	Amount
Account Holder	Items					
Tue 03-JuH2007		1.00			Excessive Charge	£100.00
Thu 05-Jul-2007		1.00			Tiny Credit	-£1.50
	Account Holder Items Totals:	2.00	0.00	0.00		£98.50
Elizabeth Badge	<u>r</u>					
Wed 04-Jul-2007	Elizabeth Badger			2.50	Free Entitlement Session	£0.00
Thu 05-Jul-2007	Elizabeth Badger			2.50	Free Entitlement Session	£0.03

Extra Functions In The Family Centre

Total selected payments:	£0.00	Total selected charges:	£0.00	
Reminders	Manage Account Items	Account Balance	ount Receipts Account	t Usage Help
				رالــــــــــــــــــــــــــــــــــــ

The version of the form in use in the Family Centre has two extra buttons.

These allow you to view the stored invoices and reminders sent to the family to date without moving to the Family Accounts section of the program.

