Welcome to the

Procare Software®
Getting Started Guide

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Welcome to Procare v10

Get Started Today!

This guide will help you "Get Started" with the basic things you'll need to know.

1. Install Procare & Sign In

See page 2 for a *Quick Install Overview*. For more details visit ProcareSupport.com and search for "install".

2. Set Up Locations & Users

Configure the names of your location(s) and people who will use Procare. See page 10.

3. Create your Classrooms, Schedules, Tracking

Define the names of classrooms, set up typical schedules and create tracking categories like programs, bus runs, etc., to which you'll assign children and families. See page 22.

4. Enter Families

Now you're ready to enter basic parent, child and emergency contact information. See page 32.

Learn How at *ProcareSupport.com*

Get the most from Procare with Online Learning Tools:

* Watch instructional *Videos*.

* Attend a free *Webinar.*

* Ask questions in the *Support Forum*.

* Skim *FAQs* for brief answers to common questions.

* Search the *Knowledge Base* for detailed articles.

* Subscribe to the *Procare Blog*.

Need Help? Use the *Question Mark* at any Procare screen to connect to the online Knowledge Base. Then click the link under *Search Results*.

Home   Knowledge Base   V

Search results

Child Billing Box
Path: /Knowledge Base/Family Accounting/Ch

Step-by-Step Videos

Get off to a quick start with short how-to videos.

Visit the video library at ProcareSupport.com

Using this Guide

Getting Around

This guide uses shorthand to explain how to get around the screen:

Configuration > System

Procare Home | Center Dash

Utilities | Configuration | Help
    System
Pro
Child Ca | License

Shorthand
Go to *Configuration > System > Locations & Users.*

What it Means
Click the "*Configuration*" menu (in the upper left) then click "*System*" and choose the item labeled "*Locations & Users*".

Symbols

The following symbols appear throughout this guide.*

Key Concept

Conceptual information that is key to understanding how Procare works.

Alert

Important note. Detail you need to know about a specific topic, but not of a conceptual nature.

General Information

Useful information, but not as critical as Alerts or Key Concepts.

Notes, Hints, & Tips

Additional notes, hints and tips to help you get the most from your management software.

Search for More

Get more information about a topic. Search ProcareSupport.com for the article number indicated.

*Symbols courtesy of pixel-mixer.com.

Our Commitment to You

Dear Friend,

Thank you for choosing Procare Software as your Management System. Your confidence in us is greatly appreciated.

The mission of Procare is to provide the best management software and quality services to our customers. Specifically, our commitment is centered around the following goals and objectives:

- To always remember that the relationship between ourselves and our customer is one of sincere trust and to do everything possible to achieve and maintain that trust.
- To deliver to each customer the absolute best management software product and quality service, now and into the future.
- To remember that it is our duty and obligation to serve our customers so that their goals and objectives are fulfilled.
- To always be aware that each customer must be treated with care, concern, dignity and sensitivity.
- To at all times conduct ourselves in the utmost professional manner, adhering to the highest ethical standards and putting the interests of our customers first.

Thank you for letting us have this opportunity to serve your needs.

Sincerely,

Jeffrey R. Blum, President
Procare Software

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1. Use of this program at a registered location(s).

2. Making one copy of the program in machine readable format solely for backup purposes. All proprietary notices must accompany the copy.

Unacceptable

1. Use of this program at a location(s) without a license.

2. Duplication (except for backup), modification, translation, reverse engineering, decompiling, disassembling, or creating derivative works based on the program or documentation.

3. Renting, transferring, or granting any rights in the program or documentation in any form to any person without the prior written consent of Procare Software.

4. Removing any proprietary notices, labels or warnings on the program and accompanying documentation.

5. Selling or otherwise transferring your software license to a new owner or other business entity.*

* Procare Software reserves the right to transfer the software license with an associated fee.

Software Warranty

Procare Software warrants that, for a period of ninety (90) days from the date of delivery to you, as evidenced by the date on your invoice, the media on which the program is furnished under normal use will be free from defects in materials and workmanship and the program under normal use will function without significant errors that make it unusable. If you notify Procare Software within the warranty period of any such defects, the media will be replaced.

The sole remedy for breach of this warranty is limited to replacement of defective materials and does not include any other kinds of damages. Procare does not issue refunds on software.

The entire risk as to the performance of the programs is with the purchaser. Procare Software does not warrant that the operation of the programs will be uninterrupted or error-free. Procare Software assumes no responsibility or liability of any kind for errors in the program or documentation or for the consequences of any such errors. In no event will Procare Software be liable for any damages, including loss of data, lost profits, or other special, incidental, consequential or indirect damages from the use of the program or accompanying documentation, however caused and on any theory of liability. You acknowledge that the license fee reflects this allocation of risk.

Hardware Warranty

Hardware directly from Procare Software carries a one (1) year warranty against defects in materials or workmanship from the date of delivery, as evidenced by the date on your invoice. Warranty is for repair or replacement only. Procare does not issue refunds on hardware. Warranties do not cover cosmetic damage or damage by weather, negligence, misuse or accident, or repair or modification by unauthorized persons.

Hardware from one of our distributors is warranted for the length of time offered by the distributor. Any warranty issues related to this hardware must be handled directly with the distributor.

Note:
Terms of the above warranties are subject to change without notice.

Technical Support Policy

Answers to Specific Questions

Toll free Technical Support is available to answer specific trouble shooting, installation and product related questions for all current versions of Procare. Procare makes a distinction between technical support and training. Questions of a broad nature (e.g. step-by-step walk-throughs, general use of the software, set up specific to your unique situation, etc.) are considered training calls. See Custom Training below.

Maintain a Current Version

Software changes over time to adapt to continuous advancements in technology. Therefore Procare supports only current product versions; those released within the last twelve months. In order to receive free support you must maintain a current version of Procare. This means purchasing an annual update of your software which includes a twelve month subscription to the online update service (allowing you to download the latest features and enhancements) as well as access to toll free technical support.

Visit www.procareonline.com/store to order your update.

Custom Training

Live online training is available, for a modest fee, for those situations when you would like more in-depth help in the set up and use of Procare. Just share your computer desktop with an experienced Procare instructor for a true hands-on learning experience.

Visit training.procaresoftware.com for details.

Introduction

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Table of Contents

Contents at a Glance

Table of Contents

Visit ProcareSupport.com for step-by-step videos, frequent questions, user forums and the latest articles about using Procare.

Complete Table of Contents

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Getting Started with

Installing Procare

Basic Installation is covered here. For more detailed information visit ProcareSupport.com.

Install Procare

Procare is designed to run on the Windows® family of operating systems including Windows 7, Vista and XP. For detailed requirements visit ProcareSupport.com.

Will you be using Tuition Express?

IMPORTANT NOTICE

"Before setting up your Tuition Express service you are REQUIRED to review the *Tuition Express Implementation Guide*. Contained within the Implementation Guide are the complete instructions to successfully installing and using your Tuition Express service in a PCI DSS compliant manner. Failure to implement your Tuition Express service in accordance with the instructions and guidelines found in the Implementation Guide will result in non compliance."

To download the Implementation Guide visit ProcareSupport.com and search for article KB0212.

Your Network Technician: You may need a local computer technician to set up your network.

You (or your technician) may call in advance to ask questions or arrange an appointment for the time your technician will be on site.

What Type of Installation?

Single Computer - If you have just one computer you'll choose a *Full Install* of all necessary components.

Multiple Computers - If you have more than one computer (on a standard "peer" network) you'll begin at the main computer (the one that will host your database) and do a *Full Install*. Then you'll go to each individual workstation (the computers where you'll use Procare) and install the *Client* software.

Server Based Network - For a server based network you'll choose the *Advanced* installation and select the appropriate type of *Database Server*. You'll also install the *Licensing Service* either on the same computer or a separate licensing server. Then you'll go to each individual workstation and install the *Client* software.

Procare Data Hosting - If Procare is hosting your data you'll receive separate instructions by email. Search ProcareSupport.com for article KB0910.

Before You Begin

Log on to the computer with local "Administrator" privileges and close all programs.

Start the CD

1. Insert the Procare CD. The installation program should start on its own. If not, you may manually start the installation as follows:

    Click *Start > Computer (or My Computer)* > dbl-click the *Procare* CD > dbl-click *SETUP*.

2. Follow the on screen instructions clicking *Next* as appropriate until you reach the *Quick Setup* screen (shown below) then choose a "role" for this computer based on how it will be used and click *Next*.

a.   Full Install: Choose this option for your main computer. This might be your only computer or the primary computer on your network (sometimes known as a "peer server").

b.   Client Computer / Workstation: Network computer where you run Procare and enter information or allow families / staff to check in.

Note: If the installation program finds an existing Procare licensing service / database on your network it will automatically select the Client install for you.

c.   Advanced: Use for a dedicated server on your server based network.

3. If you chose "Advanced" in the prior step you'll have these additional options (otherwise skip this step). For more details search ProcareSupport.com for article KB0902.

4. Enter the *Installation Key* number that is printed on your CD envelope and click *Next*. If you are installing on a Client machine this step will be skipped.

> Note: Procare will automatically attempt to download the current module license. If you are not online uncheck the box and manually enter the *Module License* (which also appears on your CD envelope).

Will people use this computer to check in? Answer "yes" to create the appropriate shortcut on your desktop (step 5).

5. Continue following the on screen instructions, clicking *Next* as appropriate.

> ⚠ You may be asked if families or employees will be checking in/out from this computer (see sidebar image). Answer "no" or "yes" as appropriate then click *Continue*.

6. When installation is complete click *Finish*.

    Note: If you have additional computers that will run Procare proceed with the installation on each of them as needed.

Log In for the First Time

Once Procare is installed you'll want to log in and begin setting up your information.

Procare V10

1. Dbl-click the Procare shortcut on your desktop.

2. Login at the main Procare screen (upper right). Type **admin** both for your *Username* and your *Password* then click the *Login* button (or tap *Enter* on your keyboard).

3. You'll be prompted to change your password.

    a. Enter the *Old Password* of **admin**.

    b. Enter a *New Password*, then *Confirm* the new password.

    c. Click *Change Password* and you'll be automatically logged in as the *Default Administrator*.

4. Then you'll be prompted to register the software. Choose to register online or by phone, then click the *Register* button.

Congratulations. Your software is now installed and registered!

Key Concept: You may install on as many Client computers as needed, however, if you install a database (Full Install, or Advanced) on more than one computer the first one you register will be considered the "primary" database. Any additional databases will be registered as "secondary" with limited access. Search Procare-Support.com for article KB0903.

Your Next Steps

1. Online Updates

   Your purchase includes a one year subscription to the Procare Online Update service for easy access to the latest program enhancements. To make sure you have the most recent updates installed click the *Utilities* menu (top left) and choose *Check for Online Update*.

2. System Settings

   Go to page 10 and configure your overall settings for Procare, including the names of your locations and the people who will use Procare (including yourself).

3. License Configuration

   Then on page 17 you'll use the *License Configuration* screen to enable the Procare modules (Family Data, Family Accounting, etc.) you want to use at each location.

Data Conversion

For information about converting from version 9.1 to Procare v10 visit ProcareSupport.com and search for article KB0905.

Notes

Installation

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Getting Started with

Configuring Procare

When you Configure Procare you'll choose overall settings that affect all parts of your management software. You'll enter the names of your locations as well as the people who will use Procare and their level of access to the system.

Licensing is another part of configuring your system. You'll choose which Procare modules will be available to each location.

Don't forget to make a daily back up. This section also covers why, when and how to protect your data with a regular back up routine.

Configure Your Procare

Once you've signed in for the very first time (page 5) you'll need to configure some basic Procare settings.

- Names of your locations and the default settings for each location.

- People who will use Procare, including *User Groups* and security limits for those people and yourself.

- Licensing - Selecting which Procare modules will be used at each location.
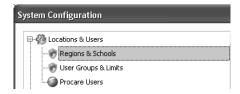
System Supervisor

Items marked with a shield 🛡 will only be available to persons in the System Supervisor User Group. You'll learn more about User Groups on page 12.

Hint: The *Configuration* menu is in the upper left between *Utilities* and *Help*.

Name Your Locations 🛡 (System Supervisor required)

First you'll enter the names of your child care locations.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users.*

2. Dbl-click *Regions & Schools*.

A *Region* is a geographic area like 'Pacific Northwest' or 'SE Florida'. If you have just one center use the name of your city.

A *School* is the name of your center. If you have more than one location just indicate that in the name like: Kid's Place - Downtown.

Change the name of a Region, or Add a New One

In most cases you'll have just one region (see sidebar), but you'll want to change its name and contact information.

Change an existing region

1. Click once on the *Region Name* (like "My Region") to select it, then click *Edit* (bottom of screen).

2. Make any desired changes.

3. Click *Save > Exit*.

Add a new region (for large organizations only)

1. Click *Add Region*.

2. Enter a *Region Name* (like your area or city) and a short abbreviation for the *Region Code* (like PNW for Pacific Northwest).

3. Enter the name of the director, email, address, etc. (optional).

4. Click *Save > Exit*.

Change the name of a School or Add a New One

Give the appropriate name to each of your child care locations (known as schools) and update the contact information.

Change an existing school

1. Click the plus sign (+) next to the *Region Code* to see any existing schools in that region.

2. Click once on the *School Name* (like "My School 1") to select it, then click *Edit* (bottom of screen).

3. Make any desired changes.

4. Click *Save > Exit*.

Add a new school

1. Click the plus sign (+) next to the *Region Code* to see any existing schools in that region.

2. Click *Add School*.

3. Enter a *School Name* (the name of your center) and a short abbreviation for the *School Code* (like LRS1 for Little Red Schoolhouse #1).

4. Enter the name of the director, email, address, etc. (optional).

5. Click *Save > Exit*.

Options for Regions/Schools 🛡 (System Supervisor required)

Options are choices that affect a particular Region or School like the hours a location is open or how Child Time Cards should be rounded. You may *Set Options* now or come back later when you are working on a particular area of the program.

Set Options for one location or an entire Region.

⚠ Note: Before you set Options you must configure the license for each location (page 17).

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users.*

2. Dbl-click *Regions & Schools*.

Options for a Region

To choose options for all schools within a Region:

a. Dbl-click the *Region*, or click once to select it then click the *Set Options* button.

b. On the left choose a category like *General, Family Data, Family Accounting*, etc.

c. Choose any options as desired then click *Save > Exit*.

Learn about specific *Options* at ProcareSupport. com. Search for article KB0030.
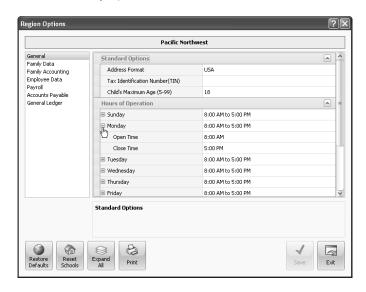
Hint: Use the *Reset School* button to change options for a specific School back to match the Regional options.
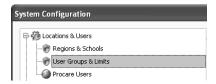
Options for a School

Options for a school take precedent over options for the region:

a. Click the plus sign (+) next to the *Region Code* to see any existing schools in that region.

b. Dbl-click the *School*, or click once to select it then click the *Set Options* button.

c. On the left choose a category like *General, Family Data, Family Accounting*, etc.

d. Choose any options as desired then click *Save > Exit*.

User Groups & Limits (System Supervisor required)

You'll create groups and assign people who use Procare to a particular group. Groups may have limitations set to prevent people from performing certain tasks. A single center with just a few employees might only have two or three groups. A large center or child care chain might have dozens of groups.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users.*

2. Dbl-click *User Groups & Limits*

Naming Groups

System Supervisor
The System Supervisor is always the highest group level and cannot be limited in any way. This is the group to which a center owner or IT manager would be assigned.

Other Groups
Other groups may be named anything you like such as Regional Manager, Director, Teacher, Aide, Staff, Student Intern, etc.

Hierarchy (order of the groups)

The order of the groups is important. Groups in a higher position can change or add users at lower levels only, provided their Group has permission to add / edit users.

Example of group order
Assume you had four groups: System Supervisor, Director, Teacher and Aide. The *Director* could add people at the *Teacher* or *Aide* level, while a *Teacher* could add people at the *Aide* level only.

Change the order of *Groups* using the up & down arrows.

Add a New Group

1. Click the blank line at the top of the screen and enter a *User Group Name* like "Director".

2. Add a *Comment* to describe the group (optional).

3. Tap *Enter* to display a new blank line. The new group will appear at the bottom of the list.

Assign Limits to a Group

1. Click once on the *Group Name* to select it then click the *Group Limits* button.

2. Place a check next to an item like *20: Remove Account* to block (prevent) persons in that Group from performing that task.

3. Click *Save > Exit*.

Hint: Check a top level item like *Family Data & Accounting* or a mid level item like *Account Data Functions* to block all settings within that category.

The People you add as *Procare Users* are staff or volunteers who will have access to Procare.

Copy Limits
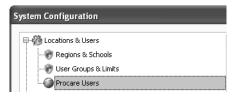
Use the *Copy Limits* button to duplicate limits set on one group as a starting point for the group on which you are working. If you already have limits set for a group called "Teachers" you could copy those limits to a group called "Teacher Aides".

Procare Users

Now you're ready to add the people who will use Procare and assign them to a User Group.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users*

Add a Person

A *Person* can be anyone including staff, parents, children, doctors, authorized pick ups, etc. Some people may have multiple roles. An employee might also be a parent and an emergency contact for another family.

2. Dbl-click *Procare Users*.

A *New Person* is someone who has never been entered into Procare. An *Existing Person* can be found somewhere else. A staff member might be entered under Procare Users, Employee Data and even Family Data (as a parent). A child might be entered under two family accounts. The first time you enter them they are a New Person, after that add them as an Existing Person.

1. At the Procare Users screen click the *Arrow* on the *Users* button to expand your options. Choose *Add New Person* or *Add Existing Person* (see sidebar).

Add Existing Person
Add New Person
Edit Selected Person

2. Enter data on the *Person Information* screen.

    a. Enter the name, DOB, gender, email, etc., as desired. The only required fields are first & last name.

    b. Under *Address Information* click *New* and enter their address then click *Update*. You may enter more than one address - just click *Update* after each one. Then click *Exit* to return to the *Person Information* screen.

    Hint: To change an existing address or phone number dbl-click anywhere in the address or phone box.

    c. Under *Phone Information* click *New*, choose a *Telephone Type* (like work, home, or cell), then enter the *Area Code* and *Telephone Number* and a *Comment* (optional) then click *Update*. You may enter more than one phone number - just click

Update after each one. Then click *Exit* to return to the *Person Information* screen.

d. To add a *Photo* see page 41.

3. Once the basic information for this person has been entered click *Continue* (lower right).

4. If people with similar names are found you'll have a chance to:

a. Select a suggested person as a match and reconcile the information of the two people. Click the name of a suggested person (top half of screen - image page 33) then click *Select* (upper right). There may be information to reconcile. If so, check the address(es), phone number(s) and email you wish to keep, then click *Continue*. You'll return to the *Person Information* screen where you may make any necessary changes then click *Save > Exit*.

b. Continue with the person you have just entered to save them as a brand new person. Click once on their name under the *New Person* section (bottom half of screen - image page 33) then click *Save* (lower right).

c. If no match is found you'll return to *Procare Users*.

5. The new person will be on the top row of the *Procare Users* screen. Enter the following:

a. *Title*: like Owner, Director, Manager, Teacher, Assistant.

b. *User Name*: used for login purposes - can be their initials, nickname, etc.

c. *Identifier*: for tracking who did what & when and showing people currently logged in - typically their initials.

d. *User Group*: like Director, Teacher, Assistant, etc. - determines tasks they may perform.

e. Click *Save*, but do not *Exit*. You'll want to configure *Exposure* for this person first (see below).

Expose User to Regions & Schools

Once you've added a *Person* as a *Procare User* you'll need to specify which locations they may access:

Give access to *all* Regions & Schools
If you have just a single location this is the appropriate choice.

1. At the Procare Users screen click the name of a Person to select them.

A Unique User Name is required. No other user may have the same one.

What is Exposure? Exposure means giving people access to certain locations. It can also mean making a category like "PreK Tuition" visible to specific locations.

Note: Exposure does not apply to members of the *System Supervisor* user group since they automatically have access to all regions and schools.

⚠️ The password is temporarily reset to match their User Name.

3. The person whose password was reset must sign in with their *User Name* as their *Password*. They will be immediately required to change their password.

Change my Password

A person may change their own password at any time. They must know their existing password in order to change it.

1. From the Procare *Home* screen go to *Configuration > User > Change Password*.

2. Enter your old (existing) password then enter (and confirm) your *New Password* and click *Change Password*.

Program Customization 🛡️ (System Supervisor required)

Although the *Program Customization* section, under the *System > Configuration* menu, is not essential for your initial set up, it does provide useful features to control things such as which Dashboard Elements (page 176) and Reports (page 48) are available for later use. See articles KB0071 and KB0072 at ProcareSupport.com.

License Configuration 🛡️ (System Supervisor required)

Select which Procare modules will be used for each of your locations. If you have more than one location, the location (school) names must be set up first (page 10).

1. From the Procare *Home* screen go to *Configuration > License.*

   A list of your Schools and the number of modules and seats available appears.

2. Select the Type (*Full* or *Mini* Procare) and the modules to be used at each School.

   Module names are abbreviated as follows:
   FD = Family Data, FA = Family Accounting,
   AG = Agency Accounting, MT = Meal Tracker,
   AT = Attendance Tracker, ED = Employee Data,
   PR = Payroll and EL = Expenses & Ledger.

3. Click *Save > Exit*.

Type	FD	FA	AG
Full	🔒	☑	☑
Full	🔒	🔒	☐
Mini	☐	☐	☐

A *Check Mark* means that module is assigned to that location. A *Lock* means the module has been used (Families have been entered, etc.).

Update Module License

Use the *Update* button to update your *Module License*, for example if you add new modules, locations or seats.

Register Your Software

The registration will automatically be triggered the very first time you log in. You may be prompted to periodically re-register. If so, just click *Register*. Choose to register using the internet or by phone.

Backing Up Your Data

Now that you have configured some basic information it's a good idea to make your first backup. You'll want to get in the habit of backing up every day.

What is a Backup?

A backup is like a snapshot of all the information in Procare at that moment including names, addresses, accounting information, and so forth.

How to Backup

Procare has a built-in backup feature compatible with the Express Edition of SQL Server that comes with Procare. If you're using your own SQL Server you'll need to backup outside of Procare.

1. From the *Procare Home* screen click *Utilities > Database Backup/Restore*.

2. The *Backup Database* tab (at the top) should already be selected. Just click the *Backup* button.

   Note: The backup will automatically be saved to the computer that hosts your Procare licensing service (typically your main computer).

3. When the backup is complete you'll be asked if you would like to copy the new backup to another location like a USB flash drive. This is generally a good idea. Answer *Yes* and browse to the location of your choice.

   If you need to make a copy of the backup at a later time go to the *Archive and Restore* tab, click once on date/time of the backup you wish to copy (to select it) then click *Save Backup*.

4. Click *Exit*.

Backups are Important! They protect you from data loss due to computer or network problems and, of course, human error. Be sure to make backing up part of your daily routine.

When using the Procare Data Hosting service all backups are handled automatically.

Scheduled Backups: Set backups to occur automatically on certain days & times Search for article KB0145 at ProcareSupport.com.

How to Restore Data

⚠️ Restoring data is a serious step. All data in every Procare module will be replaced with the information from the backup. In other words, your information will revert back to the state it was in at the time the backup was made.

🗄️ Restore

1. From the *Procare Home* screen click *Utilities > Database Back-up/Restore*.

2. Click the *Archive and Restore* tab (at the top). Click once on date/time of the backup you wish to restore (to select it) then click the *Restore* button.

Archive and Restore

Archive & Restore: Learn more in article KB0178 at ProcareSupport.com.

> If you wish to restore a backup from another location on your computer (like a USB flash drive) click the *Recover Backup* button (on the *Archive and Restore* tab) to add it to the list of available backups. Then select it from the list and click *Restore*.

🔄 Recover Backup

3. Click *Exit*.

Other Utilities

Procare includes a number of other helpful tools located under the *Utilities* and *Supervisor Utilities* menus. See page 177.

Printer Settings

Select printers to use with Procare. These settings should be made separately at each Procare computer.

1. From the *Procare Home* screen go to *Configuration > Machine*.

> Note: For settings other than printers (such as Documents Folder, Receptionist Door Controller and Holiday Images search ProcareSupport.com for article KB0025.

2. At the *Machine Specific Options* screen pick a printer related item from the *Options* drop down list (described below). Then select both a printer and font. You may use the computer's default printer or uncheck default printer and click *Choose a Printer* to select a different one.

a. *Account Payment Receipt* - Printer used to print receipts when a payment is recorded in Family Accounting. If you're using a Zebra printer check the "Is Zebra Printer" box and specify the size (2 or 4 inch). You must go to *Receipt Options* to turn receipt printing on (page 59).

b. *Check Printing* - Printer used to print checks from Payroll or the Expenses/Ledger modules. The *Printer Offset* may be used to adjust the left margin (Offset X) or top margin (Offset Y).

c. *Letter Merge* - Printer used to print letters from the Merge Letters feature (page 45).

Configure Procare

Color Scheme

Choose a Color Scheme

You can change the appearance of Procare by selecting a "skin" or color scheme. Each person who uses Procare may select the look they prefer (see sidebar image).

1. From the *Procare Home* screen go to *Configuration > User*.

2. Check the box that says "Use a program skin" and pick a color scheme from the drop down list.

Getting Started with

Family Data

Family Data is the place to record all family and child related information including enrollment dates, schedules, classrooms and immunization records.

In Family Data you may also assign authorized pickups, emergency contacts, etc., and store photographs of family members and pickup persons.

The 3 Keys to Procare

Each Procare module has three key parts:

- **Configuration** - Where you choose the overall settings that affect all families, employees, etc. (see below).

- **Data Entry** - Entering information about a family, child, employee, etc. (page 32).

- **Reports** - Print reports based on the settings you have configured and the data entered (page 48).

Configure Family Data

Get more detail on how to configure Family Data at ProcareSupport.com.

Before entering family and child information you'll want to configure at least some of the overall "*Data Management*" settings that affect all families like classroom names. Other items such as re-usable schedule templates, tracking categories, enrollment status and immunization requirements you may set up now or come back to later.
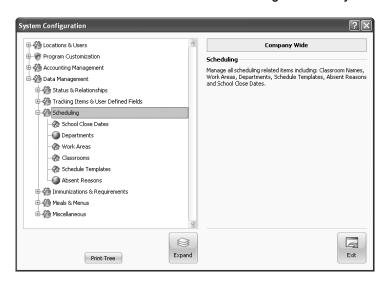
Departments, Work Areas, Classrooms

Begin with Departments which are then connected to Work Areas and Classrooms.

Set Up Departments

Create Departments for areas that generate revenue (like Infants, Toddlers, PreK, Kindergarten) and staff related overhead (like Administration, Transportation, Food Service, etc.).

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management* > *Scheduling* > dbl-click *Departments.*

3. Type a new *Department Name* on the top (blank) line. Then tap *Enter* (on your keyboard) to get a new line where you may add more departments.

4. Use the *Up & Down* arrows to change their order as needed then click *Save* > *Exit*.

Departments

A Globe indicates an item is "global". If you have more than one location it affects all locations.

Create Work Areas

Work Areas are the places people work like the Toddler Room, Miss Mary's Room, Room 1, etc. Work areas include not only classroom names, but other areas like the Front Office, Kitchen or Transportation Shed.

1. Begin at the *System Configuration* screen with the *Data Management* and *Scheduling* sections expanded.

2. Dbl-click *Work Areas* (for multiple locations see sidebar).

3. Type the name of a new *Work Area* on the top (blank) line and assign it to a *Department*. Then tap *Enter* (on your keyboard) to get a new line where you may add more work areas.

Work Areas

A Schoolhouse means an item is "local". If you have more than one location it only affects the one you have selected.

Change School

To change locations click once on an item to select it (like *Work Areas, Classrooms,* etc.). Then click *Change School* and choose a location.

Work Areas

ABC Child Care

Work Area Name	Active	Department
Click here to add a new Work Area		
Infants Room	☑	Infants
Toddlers Room	☑	Toddlers
Preschool Room	☑	Preschool
PreK	☑	PreKindergarten
Kindergarten Room	☑	Kindergarten
Before School	☑	School Age
After School	☑	School Age
Office	☑	Administration
Bus / Van	☑	Transportation
Kitchen	☑	Food Service
Music Room	☑	Art & Music
Art Room	☑	Art & Music

Delete   Copy   Paste   Print   Save   Exit

Copy   Paste

Copy & Paste *Work Areas* and *Classrooms* from one location to another. Search ProcareSupport.com for article KB0040.

4. Use the *Up & Down* arrows to change their order as needed then click *Save* > *Exit*.

Classrooms

Select *Classrooms* from your list of *Work Areas*.

Hint: Use the *Classroom Graduation* feature to move a group of children from one class to another. Search ProcareSupport.com for article KB0143.

Classroom Names

1. Begin at the *System Configuration* screen with the *Data Management* and *Scheduling* sections expanded.

2. Dbl-click *Classrooms*.

3. Click the top (blank) line then:

   a. Choose a *Classroom Name* from the list of *Work Areas*.

   b. (Optional) Enter an *In* and *Out Time* to be used as the default times for child schedules. Of course you may make changes for individual children as needed.

Classroom Name	In Time	Out Time	Ratio	Max
*	Click here to add a new Classroom			
Infant Room	08:30 AM	01:30 PM	4.00	8
Toddler Room	09:00 AM	02:30 PM	6.00	12
Preschool Room	08:30 AM	12:30 PM	12.00	24

   c. (Optional) Enter the *Ratio* (number of children allowed per teacher) and *Maximum* number of children for that classroom.

   d. Then tap *Enter* (on your keyboard) to get a new line where you may add more classrooms.

4. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Ready to Add Families?

Now that you've got Classroom Names set up you may continue with this chapter or jump ahead to adding families on page 32. You can always come back to add re-usable schedule templates, tracking categories, immunizations, etc., later on.

Schedule Templates

Templates save time if many children have similar schedules.

Name Your Templates

1. From the *Procare Home* screen click *Configuration > System*.

2. Go to *Data Management > Scheduling >* dbl-click *Schedule Templates*.

3. At the *Schedule Templates* screen click the *Manage > New*.

4. Enter a *Template Name* like "Preschool - MWF" and click *Save*. Continue adding new Template Names clicking *Save* after each one. Then click *Exit*.

5. At the *Manage Templates* screen you may use the *Up & Down*

arrows to change their order. Click *Exit* once more. You'll return to the *Schedule Templates* screen.

Put Days and Times into Templates

1. At the *Schedule Templates* screen click the *Template Name* (left side) like "Preschool - MWF" to select it.

2. To set up the schedule select a *Classroom Name* like "Preschool" or "Miss Mary's Room".

3. Choose the first *Day* for this schedule like Monday and enter the *In* and *Out* times then tap *Enter*. A new line appears for you to set up the next day (see sidebar page 25).

Classroom Name	Day	In	Out
Preschool Room	Mon	8:30 AM	11:30 AM
Preschool Room	Wed	8:30 AM	11:30 AM
Preschool Room	Fri	8:30 AM	11:30 AM

4. When all days for this template are complete click *Save*. Repeat for other templates then click *Exit*.

See page 37 for how to add schedules to a child.

School Close Dates
Scheduling is also affected by holidays or other days when you will be closed. Begin at the *System Configuration* screen with the *Data Management* and *Scheduling* sections expanded.

5. Dbl-click *School Close Dates*.

6. Select a *Date* on the next blank line and type a Description like "New Year's Day", "Memorial Day", "Thanksgiving", etc. Then tap *Enter* (on your keyboard) to get a new blank line.

7. Continue adding dates as needed then click *Save > Exit.* For multiple locations see sidebar hint.

Absent Reasons
Absent Reasons are used to track hours a child is absent such as "Vacation", "Dr. Appointment", "Out Sick", etc.

1. Begin at the *System Configuration* screen with the *Data Management* and *Scheduling* sections expanded.

2. Dbl-click *Absent Reasons*.

3. Click the top (blank) line and type a Description like "Vacation", "Dr. Appointment", etc. Add a *Comment* (optional) to explain when this reason would be used and check the Active box. Then tap *Enter* (on your keyboard) to get a new blank line.

4. Continue adding reasons as needed then click *Save > Exit.*

Day	In
Mon	8:30 AM

Entering Time: Use the *Spacebar* to quickly enter time like 8 [spacebar] 30 [spacebar] A for 8:30 AM.

Use *Copy Day* to quickly repeat information for the next day. Tap *Enter* to get a new blank line then click *Copy Day*.
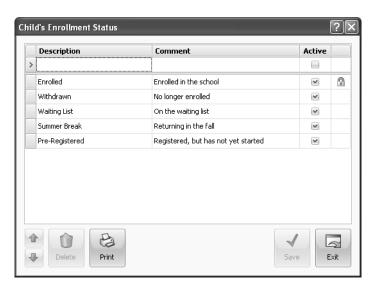
Hint: Copy & Paste *School Close Dates* from one location to another. Search ProcareSupport.com for article KB0038.

Enrollment Status

"Enrolled" is the status you'll use during times a child is attending the center (now or in the future). Create additional status levels to cover time periods when they are not enrolled such as: waiting list, pre-registered, summer break, withdrawn, etc.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Status & Relationships* > dbl-click *Child's Enrollment Status.*

3. To create a new status click the top (blank) line and enter a *Description* like "Waiting List" with a *Comment* (optional) if the status requires further explanation. Then click *Save*. Continue adding new Enrollment Status descriptions clicking *Save* after each one.

🔒 The lock means "**Enrolled**" is a required System Setting. Create your own status levels for periods when a child is not enrolled.

Child's Enrollment Status

	Description	Comment	Active	
>			☐	
	Enrolled	Enrolled in the school	☑	🔒
	Withdrawn	No longer enrolled	☑	
	Waiting List	On the waiting list	☑	
	Summer Break	Returning in the fall	☑	
	Pre-Registered	Registered, but has not yet started	☑	

⬆ ⬇ Delete Print ✓ Save Exit

4. Use the *Up & Down* arrows to change their order as needed, then click *Exit*.

Child Relationships

Relationships are used to explain how different people are connected to each child. For example it may be a family member like mom, dad, grandparent, aunt, etc. Other people outside the family like emergency contacts, authorized pickup people, baby sitters, and the child's doctor may also be connected to the child.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Status & Relationships* > dbl-click *Child Relationships*.

3. To create a new Relationship click the top (blank) line and enter a *Description* like "Family Friend" with a *Comment* (optional) if it requires further explanation. Then click *Save*. Continue adding new Relationship descriptions clicking *Save* after each one.

4. Use the *Up & Down* arrows to change their order if needed, then click *Exit*.

Tracking Items & User Defined Fields

Tracking Items are categories you create that may apply to many families or children while *User Defined Fields* are better for information specific to a single family or child. For example, to track a range of income levels use Tracking Items, but to record the exact income of a particular family create a User Defined Field.

Other possible uses of *Tracking Items* include: marketing (how someone heard about you), marital status, parent volunteers, bus runs, programs, activities, field trips, allergies, developmental milestones and whether certain forms or permission slips have been received. Most anything you'd want to track would work.

Global Tracking and Local Tracking

Tracking Items are set up and managed the same way whether they are considered "global" or "local" (see sidebar).

First Add a Tracking Group

A *Group* is the overall category for the thing you want to track. If you were tracking income levels then "Family Income" would be the *Group* and the various income levels would be *Items* within the *Group*.

1. From the *Procare Home* screen click *Configuration > System*.

2. Go to *Data Management > Tracking Items & User Defined Fields.*

3. Dbl-click either *Global Tracking Items* or *Local Tracking Items*.

4. Click the tab (at top) for whom these tracking items apply such as the *Account* (family as a whole), *Child*, *Employee* or *Vendor*.

5. To create a new Tracking Group click the top (blank) line and enter a *Tracking Group Name* like "Family Income". Then choose whether the *Group Type* will be *Single Item* (you can only select one item in the group) or *Multi Item* (you can select as many as you want for the same family, child, etc.). Then add *Tool Tip Text* (optional) if more info is needed to explain when to use this group. Then tap *Enter* to create a new (blank) line.

What's the difference between Global and Local? If you have just a single location the only difference is the order in which they appear. Global items appears before local ones when you assign them to a family, child, etc.
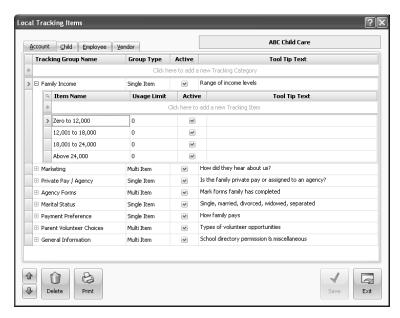
If you have multiple locations you may "expose" *Global* items to particular locations only while *Local* items are unique to their individual school.

6. If this is *Global Tracking* click once on the *Group Name* to select it then click *Expose* and choose which locations have access to this *Group* (see page 15 for more about exposure).

7. Use the *Up & Down* arrows to change the *Group* order if needed.

Then Add Tracking Items within the Group
Now that you've got a *Group* you'll want to add *Items* within the *Group*. These *Items* will be the things you may assign to specific families, like a range of income levels.

8. Continued from previous page: Begin at the *Tracking Items* screen with your various *Tracking Group Names* showing.

9. Click the plus sign (+) next to the *Group* to which you want to add *Items*. This will expand the *Group* showing you any Items that have previously been entered.

10. To add a new *Item* click the top (blank) line and enter an *Item Name*. For income levels your first item might be called "Zero to 12,000".

The *Usage Limit* alerts you when a *Tracking Item* is assigned to more than the specified number of people. You may also choose to be alerted in advance (as you approach the limit) search Procare-Support.com for article KB0030.

11. Set a *Usage Limit* (optional) to be alerted when this item has been assigned to more than a certain number of people. Click once in the *Usage Limit* box. Remove the check from "Unlimited Use". Enter the number of times this item may be assigned before being warned (see sidebar).

Note: For multiple locations the limit is combined. If the limit were 24 and the item were exposed to 3 locations, then a combined total of 24 people could be assigned from those locations (i.e. 8 from each or any combination that equals 24).

12. Enter *Tool Tip Text* (optional) if this item needs further explanation for staff members who will assign it to people.

13. Tap *Enter* (on your keyboard) to create a new blank line. Continue adding new items to this group tapping *Enter* after each one. Use the *Up & Down* arrows to change their order.

14. Click *Save*. Repeat steps to add new *Groups* and *Items*. Then click *Exit*.

User Defined Fields

User Defined Fields are boxes you create to hold specific information about a family or child. They may be text boxes, dates, yes / no answers, or numbers.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Tracking Items & User Defined Fields > dbl-click *User Defined Fields*.

3. Click a tab at the top depending on whether these fields will apply to the *Account* (family as a whole), *Child*, *Employee* or *Vendor*.

4. To create a new *User Defined Field* click the top (blank) line and enter a *Field Name* like "Income".

5. Then choose a *Field Type* of *True/False*, *Date*, *Number* or *Text*. Add *Tool Tip Text* (optional) if more info is needed to explain when to use this field. Then tap *Enter* to create a new (blank) line.

6. Click *Expose* and choose which locations have access to this field (see page 15 for more about exposure).

7. Use the *Up & Down* arrows to change the order as needed then click *Save > Exit.*

User Defined Fields are best used to record things that vary from family to family like their exact income, whether they qualify for a certain government program, or the date they were approved for something.

Use the **Expose** button to choose which locations have access to each *User Defined Field, Global Tracking Group* and *Global Immunizations.*

Immunizations & Requirements
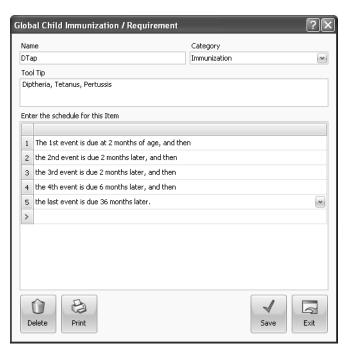
Set up your *Immunization Schedule* and any other date based *Requirements* needed for your state, county or other authority.

Global Immunizations, Global or Local Requirements

Immunizations are always "global". In other words they may be set for all locations at once. Other date based *Requirements* may be either "global" or "local" (see sidebar page 27).

Add an Immunization or Other Requirement

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Immunizations & Requirements >* dbl-click either *Global Child Immunizations & Requirements* or *Local Child Requirements.*

3. Click *New*.

    a.   Enter a *Name* for this item.

    b.   For "global" items choose whether it is an actual *Immunization* or some other *Requirement* from the *Category* list. (For "local" items *Requirement* will be pre-selected for you.)

    c.   Type a *Tool Tip* (optional) if this item requires explanation.

    d.   Enter the *Schedule* for this item. This means the period when each vaccination or other requirement is due.

To change an existing Immunization or Requirement just dbl-click the name of the item, like Varicella.

Global Child Immunization / Requirement

Name: DTap
Category: Immunization

Tool Tip: Diptheria, Tetanus, Pertussis

Enter the schedule for this Item

1	The 1st event is due at 2 months of age, and then
2	the 2nd event is due 2 months later, and then
3	the 3rd event is due 2 months later, and then
4	the 4th event is due 6 months later, and then
5	the last event is due 36 months later.

Delete   Print   Save   Exit

d1. Click the first (blank) line and choose whether this first occurrence is due at so many "months of age" or so many "days after enrollment". For example it may initially be due at birth (0 months), 1 month, 6 months, etc. Or, perhaps it is paperwork due 30 days after enrollment. Enter the appropriate number and click the small *Save* button.

d2. If this item is due two or more times click the second (blank) line and choose whether it is due so many "months later" or "every (so many) months". Enter the appropriate number and click the small *Save* button. Repeat this step until all required occurrences have been scheduled.

  e. Click *Save > Exit.* To add more click *New* and repeat above.

4. If this is a "global" item use the *Expose* button to choose the locations to which it is exposed.

5. Use the *Up & Down* arrows to change the order as needed then click *Save > Exit.*

Phone Number Types, Log Sheets, Misc.

You may wish to set up miscellaneous items such as the types of phone numbers (home, work, cell) and log sheets (billing, scheduling, medical).

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Miscellaneous*.

Add Phone Number Types

1. Begin at the *System Configuration* screen with the *Data Management* and *Miscellaneous* sections expanded (see above).

2. Dbl-click *Phone Number Types*.

3. Click on the top (blank) line and enter a *Description* like "Home", "Office", "Cell", "Pager", etc. Then enter a *Comment* (optional) if this item requires further explanation.

4. Click *Save*. Continue entering new items using the *Up & Down* arrows to change their order. When finished click *Exit*.

Add Log Sheet Types

1. Begin at the *System Configuration* screen with the *Data Management* and *Miscellaneous* sections expanded.

2. Dbl-click *Account Log Sheet Types*.

3. Click on the top (blank) line and enter a *Description* like "Billing", "Scheduling", "Medical", etc. Then enter a *Comment* (optional) if this item requires further explanation.

Log Sheet Types are the categories available when you record information on the *Log Sheet* of a family. Create your own types like Parent / Teacher Conference, Scheduling, Billing, etc.

Let your families register online with the optional *Online Registration* service. See article KB0197 at ProcareSupport.com.

2 Families - Same Name: When two families have the same last name it's best to add a first initial to their *Account Key* to more easily tell them apart. For two accounts named "Harrison" you might choose HARRJ and HARRB rather than just HARR.

Learn about deleting an Account or Child. Search ProcareSupport.com for articles KB0085 and KB0091.

4. Click *Save*. Continue entering new items using the *Up & Down* arrows to change their order. When finished click *Exit*.

Family Information

Now that you've set up the basic *System Configuration* settings you're ready to begin entering families and children.

Enter a Family (an Account)

1. From the *Procare Home* screen click the *Family Data & Accounting* tab.

2. Click *Add Account* (folder with plus sign) on the account toolbar.

3. Type an account *Key* (up to 8 characters) used to alphabetize this family. Use the first few letters of their last name and perhaps a first initial (see sidebar). If they have more than one last name make the *Key* match the name of the primary person responsible for paying the bill.

4. Click the *Add* button to add "payers" to this account. The payers are the parents, guardians or other persons who are financially responsible for this account.

   Hint: When entering new people click directly on the *Add* button. To add someone already in the system click the tiny down arrow on the *Add* button and choose *Add Existing Person*.

   Learn more about *New* & *Existing* persons. See page 14 sidebar.

5. Enter data on the *Person Information* screen.

   a. Enter the name, DOB, gender, email, etc., as desired. The only required fields are first & last name.

   b. Under *Address Information* click *New* and enter their address then click *Update*. You may enter more than one address - just click *Update* after each one. Then click *Exit* to return to the *Person Information* screen.

   Hint: To change an existing address or phone number dbl-click anywhere in the address or phone box.

   c. Under *Phone Information* click *New*, choose a *Telephone Type* (like work, home, or cell), then enter the *Area Code* and *Telephone Number* and a *Comment* (optional) then click *Update*. You may enter more than one phone number - just click *Update* after each one. Then click *Exit*.

    d.   To add a *Photo* see page 41.

6.   Once the basic information for this person has been entered click *Continue* (lower right).

7.   If people with similar names are found you'll have a chance to:

    a.   Select a suggested person as a match and reconcile the information of the two people. Click the name of a suggested person (top half of screen) then click *Select* (upper right). There may be information to reconcile. If so, check the address(es), phone number(s) and email you wish to keep, then click *Continue*. You'll return to the *Person Information* screen where you may make any necessary changes then click *Save > Exit*.

    b.   Continue with the person you just entered to save them as a brand new person. Click once on their name under the *New Person* section (bottom half of screen) then click *Save*.
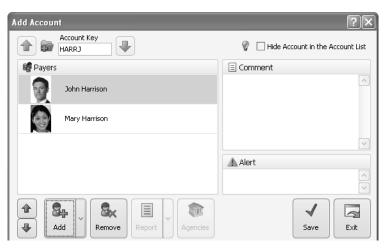
Divorced parents should be entered as two separate accounts with the child assigned to both accounts. Each parent will be the *Primary Payer* for their own account. Search ProcareSupport.com for article KB0155.

Hint: Use Copy & Paste to duplicate address and phone info to other family members, like a spouse who is a secondary Payer.

- Select an address, click *Copy.*
- Select a phone, click *Copy.*
- Go to the other person.
- *Paste* the address.
- *Paste* the phone.

c. If no match is found you'll automatically return to the *Add Account* screen with your new person displayed under *Payers*.
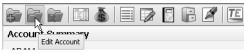
8. At the *Add Account* screen continue adding additional payers as needed for this family (see sidebar hint). Use the *Up & Down* arrows to change their order. The first person on the list is considered the *Primary Payer*.

9. Click *Save > Exit.*

Edit Account Information

You may edit an account to add or change payers, mark the account as "hidden", enter a comment or alert, assign agencies, etc.

1. Look up the family (page 42) at the main screen of Family Data & Accounting.

2. On the Account Toolbar click the *Edit Account* icon (file folder).

3. At the *Edit Account* screen make any necessary changes or additions.

4. Click *Save > Exit*.

Edit a Person

Dbl-click a person's name to edit basic information like name, address, phone and email. This is true in all modules for all types of people: payers, children, related people, employees, etc.

Add Children to an Account

1. Begin at the main screen of Family Data & Accounting. The family to whom you want to add children should be displayed.

   Note: If you have just added a new account (family) they will already be displayed. If you want to add children to a different account you'll need to look them up (see page 42).

2. Click the *Add Child* icon (person with the plus (+) sign) on the child toolbar. To add someone already in the system click the tiny down arrow and choose *Add Existing Person*.

3. Enter data on the *Person Information* screen.

   a. Enter the name, DOB, gender, email, etc., as desired. The only required fields are first & last name. See page 41 for how to add a photo.

   b. (Optional) If the child has an address and/or phone number different from their parent / guardian enter that information the same way as when creating the account (page 32).

4. Once the basic information for this person has been entered click *Continue* (lower right).

5. If people with similar names are found you'll have a chance to select a suggested person as a match or continue with the person you have just entered to save them as a brand new person (page 33). If no match is found you'll automatically return to the main screen of *Family Data* with the new child displayed.

Assign Classrooms & Link People to Each Child

1. Select a child (see sidebar page 36).

2. Click the *Information & Relationships* icon (with the people) on the child toolbar.

3. Import the Payers: The first time you add people you'll be asked if you would like to *Import Payers* (typically the parents or guardians). In most cases you'd want to say *Yes*.
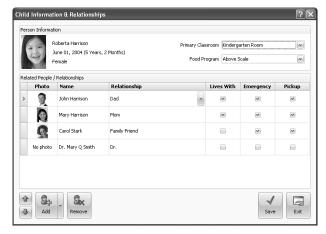
Registration Tip: Download a printable registration form for families to fill out. Search ProcareSupport.com for "registration forms" (no quotes).

Import Payers

This child currently has no related people or established relationships.

Would you like to import payers from the account now as related people?

Yes   No

Click the arrow on the *Add* button to add people or import payers who are related to the child.

4. Add other people connected to this child such as a divorced parent, emergency contact, pickup person, doctor, etc. Click the tiny arrow on the *Add* button (see sidebar) and choose either *Add New Person* or *Add Existing Person* if the person is already in your database (they may be an employee or part of another family, etc.).

Child Information & Relationships

Person Information

Roberta Harrison
June 01, 2004 (5 Years, 2 Months)
Female

Primary Classroom Kindergarten Room
Food Program Above Scale

Related People / Relationships

Photo	Name	Relationship	Lives With	Emergency	Pickup
	John Harrison	Dad	☑	☑	☑
	Mary Harrison	Mom	☑	☑	☑
	Carol Stark	Family Friend	☐	☑	☑
No photo	Dr. Mary Q Smith	Dr.	☐	☐	☐

Add   Remove   Save   Exit

5. Choose how each person is related to the child from the *Relationship* list (like mom, dad, etc.).

6. Check off who the child *Lives With* as well as *Emergency* contacts and authorized *Pickup* persons.

Note: The *Pickup* box must be marked in order for them to check children in. See Authorized Pickups (page 99).

Selecting a Child: If you have just added a new child they will already be selected (their name is highlighted). To select a different child in the same family click their name once. To work on a child in a different family you'll need to look them up (see page 42).

7. Select a *Primary Classroom* for this child (upper right).

8. If you have the Meal Tracker module select a *Food Program* status (upper right) like Free, Reduced, or Above Scale.

9. Click *Save > Exit.*

Child Enrollment Status

Each child must be assigned an *Enrollment Status*. Only children who are actively enrolled are included on reports like roll call sheets and procedures like automated *Contract Billing*.

1. Select a child (see sidebar).

Family Data

2. Click the *Enrollment Status* icon (calendar with the turned page) on the child toolbar.

3. Select a *Date* and a *Status* like *Enrolled* and click Save.

4. Enter any additional status levels you know at this time (clicking *Save* after each one) then click *Exit*.

A child may be assigned more than one *Enrollment Status* each with its own date. For example they may have registered today, but won't enroll until fall. You can even plan ahead for any known future periods of inactivity and enrollment.

Learn how to create your own status levels (see page 26).

Child Schedules

Assign each child a *Schedule Template* you have previously set up (see page 24) or give them a *Custom Schedule* then add *Exceptions* for days that fall outside the norm.

Assign Schedules to Children

1. Select a child (see sidebar page 36).

2. Click the *Schedule* icon (monthly calendar) on the child toolbar.

3. Click *New*. A blank *Child Schedule* appears.

4. Enter *Start* and *End* dates for this schedule (top right).

5. Choose a *Template* or enter a *Custom Schedule*.

    a. To assign a template (or use one as a starting point) select it from *Schedule Name* list (where it initially says "Custom Schedule"). Then make any changes needed for this child. When you
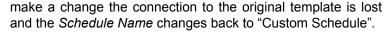
Day	In
Mon	8:30 AM

Entering Time: Use the *Spacebar* to quickly enter time like 8 [spacebar] 30 [spacebar] A for 8:30 AM.

Multiple Schedules: A child may be assigned more than one *Schedule* each with its own *Start* and *End* dates.

Use *Review* to see or *Print* a Child's Schedule. Scheduled days are shown in bold. Click a day to see details for that day. Click the number next to a week (like week 39) to see the week at-a-glance.

September   2010
        M T W T F S S
36   1 2 3 4 5
37   6 7 8 9 10 11 12
38   13 14 15 16 17 18 19
       20 21 22 23 24 25 26
       27 28 29 30
41

make a change the connection to the original template is lost and the *Schedule Name* changes back to "Custom Schedule".

Schedule Name

Custom Schedule
Custom Schedule
Preschool 5 Days
Preschool M, W, F

b.   Or create a *Custom Schedule* from scratch by manually selecting the *Classroom Name*, *Days* and *In / Out* times. See sidebar hint for entering time.
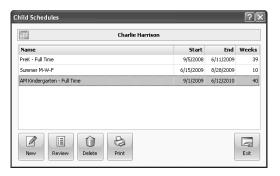
Hint 1: Use *Save as Template* to turn a *Custom Schedule* into a reusable template.

Save as Template

Hint 2: Hold your mouse over the far left hand side of a line to see the total hours for that line.

Classroom Name

Preschool Room

Monday - 8:30 AM to 12:30 PM = 04:00

6.   When finished click *Save > Exit.* You'll return to the *Child Schedules* screen.

Child Schedules

Charlie Harrison

Name	Start	End	Weeks
PreK - Full Time	9/5/2008	6/11/2009	39
Summer M-W-F	6/15/2009	8/28/2009	10
AM Kindergarten - Full Time	9/1/2009	6/12/2010	40

New   Review   Delete   Print   Exit

7.   Click *New* to add additional schedules or dbl-click an existing schedule to make a change. See sidebar for use of the *Review* button. When finished click *Exit*.

Schedule Exceptions: Overrides, Vacations, Absences
Use an *Exception* when there is a one time change to a child's schedule, for example they will be: in a different classroom, arriving at a different time, leaving early, on vacation, etc.

1.   Select a child (see sidebar page 36).

2.   Click the *Schedule Exceptions* icon on the child toolbar.

Children - 4 Records
                              Schedule Exceptions
Person

3. Enter the change on the *Overrides* or *Absences* tab.

a. Use *Overrides* when a child will be there at least part of the day but the time or class is different. This may be appropriate if they are leaving early or coming on a day they are not normally scheduled. *Overrides* are not counted on the *Balances* tab.

b. Use *Absences* when a child will be gone the entire day. This may be used for a vacation or other planned absence. Items entered here are recorded for future reference on the *Balances* tab in order to track how much vacation time, etc. a child has used.

Note: *Start* and *End* times for an *Absence* determine how many hours that absence will count toward the *Balances* tab. For example a child may be scheduled five hours, but you may want the absence to count as eight hours of their allowed vacation time.

4. Click *Save > Exit.*

Child Immunizations & Requirements

Record dates a child received each immunization or other date based requirement. The overall immunization schedule is set up as part of the System Configuration (see page 30).

1. Select a child (see sidebar page 36).
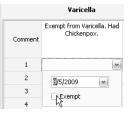
2. Click the *Immunization & Requirements* icon (syringe) on the child toolbar.

3. Enter dates on the *Immunization* or *Requirement* tab.

If a child is exempt from an immunization (or a shot in the series) just check the *Exempt* box instead of entering a date. You may also add a *Comment* to explain why the child is exempt.

4. Click *Save > Exit.*

Use *Group* to sort *Overrides* by the Classroom or *Absences* by the Reason.

Keyboard Shortcuts: Use the *Arrow* keys to move between immunizations and the *F4* key to add or change the date. Then tap *Enter* to *Save*. You may also *Tab* between the *Date*, *Exempt* and *Save* boxes.

Immunizations Due

An immunization is due when either of two shot icons turns red.

- If any child in a family has something due a red shot icon will appear (upper right). Hold your mouse over the icon to see which children are due.

- A red icon on the child toolbar means that particular child has something due.

Child Tracking Items may be used for things like: bus runs, programs, activities, field trips, allergies, developmental milestones and whether certain forms or permission slips have been received.

Tracking Items for a Child or Account

You may assign *Tracking Items* to each child or account as needed. *Tracking Items* are set up as part of the System Configuration (see page 27).

1. Select a child or account (see sidebar page 36).

2. Click the *Tracking* icon (looks like a list) on the child toolbar (for child tracking) or the account toolbar (for family level tracking).

3. Check off the items that apply to this child or account.

4. Click *Save > Exit.*

User Defined Fields for a Child or Account

Enter data in *User Defined Fields* for each child or account as needed. *User Defined Fields* are set up as part of the System Configuration (see page 29).

What are *User Defined Fields* used for? Anything specific about a child or account that doesn't already have a place in Procare, for example a date you need to record beyond the basic enrollment and birth dates.

1. Select a child or account (see sidebar page 36).

2. Click the *User Defined Fields* icon (grid with a pencil) on the child toolbar or the account toolbar as appropriate.

3. Enter information in the fields that apply to this child or account then click *Save > Exit*.

Log Sheets for a Child or Account

You may type notes in the *Log Sheet* of each child or account as needed. *Log Sheet Types* are set up as part of the System Configuration (see page 31).

1. Select a child or account (see sidebar page 36).

2. Click the *Log Sheet* icon (looks like a lab book) on the child toolbar or the account toolbar as appropriate.

Make a New Note

    a.   Click *New*.

    b.   Choose the *Log Type* (like Progress Report, Injury Incident, etc.) from the drop down list at the top then type the content of the note. Mark the note as *Restricted* if you want more control over who may view it.

    c.   Click *Save > Exit.*

View or Edit an Existing Note

    a.   At the *Child Log Sheet* screen click the plus sign (+) next to the initials of the author to view a short version of the log note.

    b.   Dbl-click the log note to open it for review or editing. After making a change click *Save > Exit.*

Attach a Document to a Child or Account

Click the *Documents* icon (filing cabinet) on the child toolbar (or account toolbar) to attach files in .pdf format to an individual child or the family as a whole. This allows you to keep an electronic paper trail of important documents such as a copy of their registration paperwork, rate sheet agreement, state agency forms, etc. For details search ProcareSupport.com for articles KB0220 and KB0474.

Add a Photo to a Person

Photos may be imported from a folder on your computer, or any device connected to the computer like a USB flash drive, digital camera, SD memory card, etc.

1.   Look up a family or child (page 42) or an employee (page 129).

2.   Dbl-click the name of the person to open their *Person Information* screen.

> For authorized pickups, etc., you'll first need to click the *Information & Relationships* icon on the child toolbar to see their name.

3.   Dbl-click the *Photo* box where it says "No photo". If you're changing an existing photo just dbl-click directly on the photo.

4.   Click *Image* and browse to the folder or other location on your computer where the image is located. Dbl-click the image to open it in the Photo Editor.

5.   Crop the image.

    a.   Click once on the image to display a white cropping rectangle. You'll want the face of the person to fit inside this rectangle.
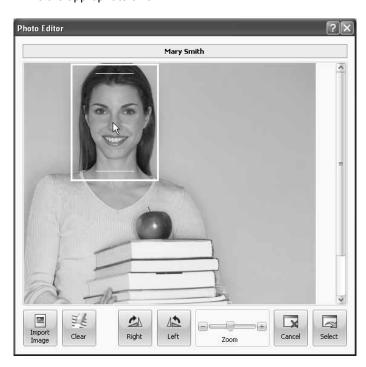
These Account & Child Level Items work the same for children and their families.

• Tracking Items
• User Defined Fields
• Log Sheets
• Photos
• Attach Documents

For example a *Tracking Item* may be assigned to the family as a whole (account tracking) or to a particular child (child tracking).

Hint: Use the *Zoom* in / out control to adjust the image so the face is the appropriate size.

b. Drag the cropping rectangle so it is centered on the face then click the *Select* button. You'll return to the *Person Information* screen with the photo displayed.

6. Click *Save > Exit.*

Look Up, Search and Filter Accounts

Once your basic family and child information has been entered you'll want to know how to look up a family, search for a person and use the filter feature to view only certain accounts (families).

Look Up an Account

The easiest way to look up a family is to use the list of *Accounts* on the left side of the screen. Families are displayed alphabetically based on their *Account Key* (see sidebar).

1. Type the first few letters of their *Key* (typically their last name) in the *Key Filter* box (upper left).

2. Click the account you wish to work on.

Sort by Name or Balance: Click the *Key* header to sort alphabetically. Click the *Balance* header to sort by amount due. Click the header a second time to sort in reverse order.

Shortcuts: Dbl-click the *Key* to open the *Account Info* screen for that family or dbl-click the *Balance* to open the *Ledger Card*.

Search for a Person at *this* Location
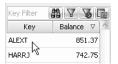
1. Click the *Search* button (binoculars) on the toolbar.

2. Choose the type of person or thing you want to find (child, payer, other relationship to child, address, phone or email).

3. Type in the thing for which you are searching (the person's name, address, phone or email) and click *Find*.

4. Dbl-click the person's name in the *Results* to go to that account.

To hide the balance right-click the *Balance* header and uncheck *Show Account Balances*.

Search for a Person across *all* Locations

If you have multiple locations this procedure searches all locations at once.

1. From the *Utilities* menu click *Search All Locations* then choose an *Account Search* (person connected to a family) or *Employee Search*.

2. Choose the type of person or thing you want to find (child, payer, other relationship to child, address or phone).

3. Type in the thing for which you are searching (the person's name, address or phone) and click *Find*.

4. People who match your criteria will be displayed showing the *School Name* (location) where they may be found.

   Note: Exit the search screen and change to that location to access the information for that person.

A **Red Filter** means only certain families are currently displayed.

Filter Your Accounts

1. To view only certain types of families on screen click the *Filter* button (looks like a funnel or coffee filter) on the toolbar.

2. From the *Filter by* list choose whether you want to select families based on *Account* (family) level information or *Child* information.

3. Choose whether to include families from *All Accounts* or just *Visible* or *Hidden Accounts*.

4. Then pick categories of families or children to include. You may combine multiple categories.

    Example 1: All children enrolled as of a particular date who are currently assigned to a certain Primary Classroom.

    Example 2: All accounts with a balance above a particular amount who also have certain Account Tracking items.

5. Click *Count* (optional) to see how many families or children meet your criteria.

6. Click *Exit*. Only families that meet your criteria will be displayed and the filter will turn red (see sidebar).

7. To clear your filter and return to the default settings for your location click *Clear Filter* (with the red circle/slash) on the toolbar.

Hidden Accounts are displayed in *italics*, but you'll only see them if your filter is set to include *All Accounts* or *Hidden Accounts*.

The *Default Filter* is set as part of Region & School Options. Search ProcareSupport.com for article KB0202.

Refresh the List

Sometimes you may wish to click the *Refresh* icon to be sure you are viewing a current list of families who should be included in your filter. This makes sense if you have other people entering families into Procare or making changes from another computer.

Example: Four families are displayed based on your filter. Someone else makes a change to another family so they would now be part of your filter. You may not see the fifth family right away - until you click Refresh.

Letter Merge / Word Processor

Use the Letter Merge feature to print or email letters for your accounts and insert fields like their first name, last name, address and balance due.

Create a New Letter
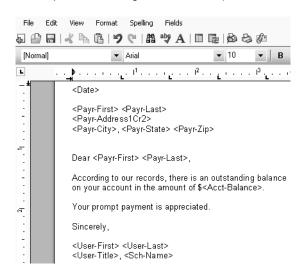
1. Click the *Merge Account Letter* icon (looks like a fountain pen) on the account toolbar.

2. A blank letter appears (or click *File > New.*)

3. Begin typing your letter and insert data fields as needed. Click *Fields > Insert Field*.
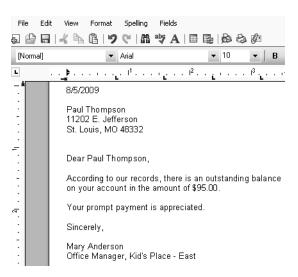
> Example: To start your letter by saying "Dear Robert Smith" you'd type the word "Dear" then insert the first and last name of the Payer so it looks like this: Dear <Payr-First> <Payr-Last>,

> Your completed letter might look like this (with fields inserted).

> And like this with the account information displayed (*Fields > Show Field Data*).

4. When your letter is complete click *File > Save*. Give the letter a *Name* and *Description* then click *Save*.

5. To leave the *Merge Letters* screen click *File > Exit* (or click the X in the upper right).

Select or Edit an Existing Letter

1. Click the *Merge Account Letter* icon (looks like a fountain pen) on the account toolbar.

2. Click *File > Open.*

3. Choose a *Letter Name* > click *Select*.

4. Make any changes to the letter as needed then click *File > Save*.

5. To leave the *Merge Letters* screen click *File > Exit* (or click the X in the upper right).

Email or Print a Letter

1. Decide to whom the letter will be sent.

    a. If the letter will be sent to just one family then look up their account (see page 42).

    b. If the letter will be sent to many families use the *Filter* to select categories of families to include (see page 44). You'll be able to choose individual families from the filtered list before sending the letter.

Before you send email you must select a sending method on the *School Options* screen. Email may be sent directly through Microsoft Outlook®. As an alternative you may use an SMTP server if SMTP protocol is supported by your email provider. Search ProcareSupport.com for article KB0201.
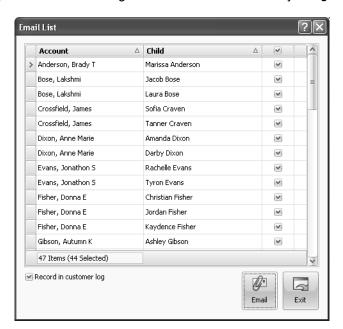
2. Click the *Merge Account Letter* icon (looks like a fountain pen) on the account toolbar.

3. Select the letter you want to send or create a new one as previously explained.

4. Click *File > Email* (or *Print*).

5. Choose the following then click *Continue*:

   a.   Will the letter be sent to the *Current Account* (one family only) or to *Selected Accounts* (those included in your filter)?

   b.   For email choose who the *Email is From* (it may say "Using Local Outlook Account"), then enter a *Subject* line and a *Message* to explain the content of the email, for example "A notice regarding your current balance is attached." (See sidebar).

   c.   For a printed letter select the *Printer*.

6. Choose the people to include then click *Email* (or *Print*). You may also wish to check *"record in customer log"* (lower left) to place a note of having sent this letter in each family's *Log Sheet*.

Email letters are sent as attachments in .PDF format. Be sure to include a *Subject* line and *Message* so the recipient will know what the email is regarding.

Note: If you're using Outlook you may get a message saying a program is trying to send email on your behalf. Be sure to answer *Yes*. See related article KB0185 at ProcareSupport.com.
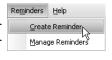
Hint: When a *Reminder* for the current day is active a calendar with a bell appears in the upper RH corner of the screen. Just click the *Bell* to view your reminders.

Reminders

Use the *Reminder* to help remember things like appointments, meetings, etc. Create reminders for yourself or others who are at or below the User Group level to which you are assigned.

1. (Optional) If this reminder is related to a particular family, child or employee look them up (page 42).

2. From the *Reminders* menu click *Create Reminder*.

3. Select a *Reminder Date*, the date this reminder will be activated.

4. Choose a *Recipient*, the person who will see this reminder.

5. In the *Regarding* box enter who or what this item is regarding. If it is related to the family, child or employee whose name is displayed (behind the reminder) you may right-click the Regarding box and choose *Paste Information*.

6. In the *Comments* box type any other details about what you want to remember.

7. Click *Save > Exit*.

For details on how to view and manage reminders search ProcareSupport.com for article KB0162.

Family Data Reports

Family Data Reports include things like roll call sheets, birthday lists, immunization and scheduling reports, etc.
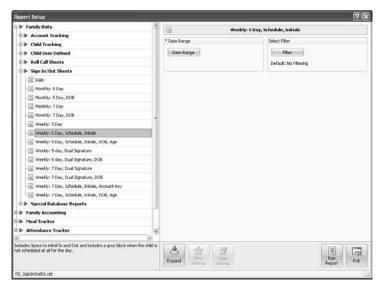
From the main screen of Family Data & Accounting:

1. Click *Reports* (upper left) > *Standard Reports*.

2. Several primary categories of reports may be listed like Family Data, Family Accounting, etc. Click the plus sign (+) next to *Family Data* to expand the list.

3. Secondary categories of reports will be shown such as Account Tracking, Child Tracking, Sign In/Out Sheets, etc. Click the plus sign (+) next to a category like *Sign In/Out Sheets*.

4. Various types of reports may be shown within the category (see sidebar). Select the report you wish to run such as the *"Weekly: 5 Day, Schedule, Initials"* sign in sheet.

A System Supervisor may control which reports appear on the list and the order in which they appear. See article KB0072 at ProcareSupport.com.

5. Some reports have the following options:

a. To include only certain children or families click the *Filter* button (right side) and select the criteria of your choice such as only children enrolled as of a certain date. You may also save these settings (see sidebar).

b. You must select a *Date Range* (right side) on certain reports such as those that include child schedules. Choose dates that makes sense for the report. For a weekly report select the appropriate week.

To use the same **Filter** and **Date Range** each time you run the report click *Save Settings*. To remove them click *Clear Settings*.

c. The *Group & Sort* feature is available on some reports. You may *Group By* a category like Primary Classroom to control the page break (each class on a separate page). Then choose to *Sort By* an item like Child's Name (to list children alphabetically).

Hint: To get an alphabetical list that is not broken down by classroom choose to Group By "None" and Sort By "Child's Name".

d. The *Report Header* prints near the top of the report and is useful on things like rollcall sheets to indicate the week.

6. Click *Run Report* (lower right).

Double Click to Expand Section

Hint: On some reports you may see the phrase "Double-click to expand section" when you hover over an item on the *Report Viewer* screen. Just dbl-click to get more detail on that item.

7. At the *Report Viewer* screen (see sidebar hint) you may:

    a.   Use the toolbar at the top to move through the pages, zoom in & out, or search for something on that page.

    Report Viewer

    b.   Click the *Printer* icon (upper left) to Print the report.

    c.   Click the *Export* icon (top left) to export to another format like a spreadsheet, word processor or PDF file.

8. To close the report click the X in the upper right corner.

Data Viewer

Use the *Data Viewer* to create lists from data fields you select such as name, date of birth, classroom, etc. Then print the list or export it to a spreadsheet (or other format) to manipulate outside of Procare. Search ProcareSupport.com for article KB0180.

Notes

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Getting Started with

Family Accounting

Family Accounting is the place to track all charges, payments and credits for families as well as to set up recurring fees and run automated billing procedures.

In Family Accounting you'll also generate financial reports for your business, easily track the amount each family owes, and print statements and receipts for families as well.

Configure Family Accounting

Before entering accounting information for individual families you'll need to configure the overall "*Accounting Management*" settings that affect all families like tuition categories and standard rates.
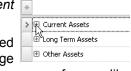
Assets, Bank Accounts, Deposit Accounts

Begin by setting up your bank accounts (checking, savings, etc.) as *Assets* in the *Chart of Accounts*. You'll then choose which assets are actual bank accounts and to which of those you will deposit funds.
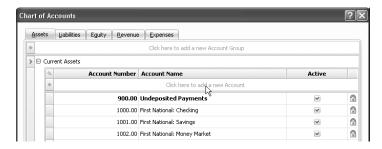
Chart of Accounts

Start by giving your bank account assets the appropriate names.

The *Chart of Accounts* organizes financial information into categories like assets, revenue and expenses. For example your checking account is an asset, tuition charged to a family is revenue and money spent on supplies is an expense.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management* > dbl-click *Chart of Accounts.*

3. The *Assets* tab should already be selected. Click the plus sign (+) next to *Current Assets* to expand the list.

4. *Account Number* 1000.00 is typically used for your main checking account. Change the *Account Name* to something that makes sense for you, like "First National: Checking".

5. Add any other accounts you typically deposit funds to like savings or a money market account, etc.

   a. Click the top (blank) line that says "Click here to add a new Account". Enter an *Account Number* and *Account Name*. Then tap *Enter* (on your keyboard) a couple of times until a new (blank) line appears.

   b. Continue adding other accounts as needed.

Learn more about using the Chart of Accounts. Search ProcareSupport.com for article KB0051.

6. Use the *Up & Down* arrows to change their order then click *Save > Exit*.

Choose Bank Accounts

Next you'll select the assets you just set up as actual bank accounts.

1. Begin at the *System Configuration* screen with the *Accounting Management* section opened.

2. Dbl-click *Bank Accounts*.

GL Account	Last Check Num	Check Book	
Click here to configure a new Bank Account			
1000.00 First National: Checking	943	☑	🔒
1001.00 First National: Savings Account	0	☐	🔒
1002.00 First National: Money Market	112	☑	🔒
1003.00 First National: 12 Month CD	0	☐	
1130.00 Petty Cash	0	☐	🔒

3. If your new assets are not already listed add them by clicking the top (blank) line and select them, one at time, from the drop down list of *Account Numbers*. Then tap *Enter* a few times until a new blank line appears.

    Note: If this is a checking account (and you'll be issuing checks from Procare) mark the appropriate box and enter the last used check number.
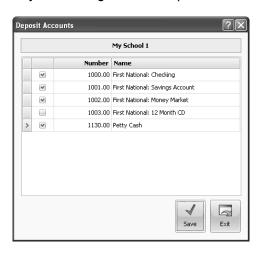
4. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Select Deposit Accounts

Now choose *Deposit Accounts* from your list of *Bank Accounts*. These are accounts to which you may deposit payments received.

1. Begin at the *System Configuration* screen with the *Accounting Management* section opened.

2. Under *Family Accounting* dbl-click *Deposit Accounts*.

Deposit Accounts

My School 1

	Number	Name
☑	1000.00	First National: Checking
☑	1001.00	First National: Savings Account
☑	1002.00	First National: Money Market
☐	1003.00	First National: 12 Month CD
☑	1130.00	Petty Cash

Save   Exit

Deposit Accounts
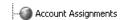
Reminder: A Schoolhouse means an item is "local". If you have more than one location it only affects the one you have selected.

Change School

To change locations click once on an item to select it (like *Deposit Accounts, Standard Amounts,* etc.). Then click *Change School* and choose a location.

Account Assignments

Deposit Accounts will be available later when you do *Deposit Reports*. Funds you deposit may be divided among these accounts, for example some to checking and some to savings (page 70).

3. Place a check next to the accounts you want available for use as *Deposit Accounts*.

4. Click *Save > Exit*.

Charge & Credit Descriptions

There are several types of charge, credit and payment descriptions used for various purposes. For example a charge description might be "Tuition - Infants" or "Late Fee", while a credit might be "Family Discount" and a payment could be "Pmt by Check" or "Pmt by Cash".

Learn more about different types of charge, credit and payment descriptions. Search ProcareSupport.com for article KB0053.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Family Accounting >* dbl-click *Charge / Credit Descriptions.*

3. Click a tab at the top depending on what type of description you wish to work on like Tuition Charge, Other Charge, etc. (see sidebar).

4. To create a new *Description* click the top (blank) line and enter a name in the *Description* box like "Tuition - Infants". Assign it to a revenue account like *4000.00 Tuition Charges* under the heading *GL Account*. Then tap *Enter* to create a new (blank) line.

Special Charges & Credits are used for deposits to hold a space for a child like a fall enrollment deposit. See article KB0203 at ProcareSupport.com.

Note: *Special Charges & Credits* work differently (see sidebar).

5. Click once on the *Description* to select it then click the small down arrow on the *Expose* button and choose which locations have access to this *Description*.

Click directly on the *Expose* button to quickly make a description available to all locations.

6. Use the *Up & Down* arrows to change the order if needed then click *Save > Exit*.

Standard Amounts

If most families are charged the same amount for a particular service like "Tuition - Infants" then setting up *Standard Amounts* will save time when you assign rates to each child. This feature may also be used to change your rates (see sidebar).

1. Begin at the *System Configuration* screen with the *Accounting Management* and *Family Accounting* sections expanded.

2. Dbl-click *Standard Amounts.*

    If you have multiple locations remember to use the *Change School* button to set up Standard Amounts for each location.

3. Click a tab at the top depending on what type of description you wish to work on like Tuition Charge, Other Charge, etc.

4. Enter the *Amount* for any *Descriptions* like "Tuition - Infants" for which most families will be charged the same rate.

    Hint: If most families are charged weekly enter the amount per week, if most are charged monthly use the amount per month, etc. If the amount varies leave it at zero.

5. Click *Save > Exit*.

Billing Cycles

Billing Cycles, such as "weekly" and "monthly" are used for recurring fees charged to families or agencies.

1. Begin at the *System Configuration* screen with the *Accounting Management* and *Family Accounting* sections expanded.

2. Dbl-click *Billing Cycles.*

    a. Click the top (blank) line to add a new cycle. Enter a *Description* and *Comment* (optional) then tap *Enter* (on your keyboard) a couple of times until a new (blank) line appears.

    b. Continue adding other cycles as needed.

3. Use the *Up & Down* arrows to change the order if needed then click *Save > Exit*.

    Billing Cycles are assigned to the *Billing Box* of each child. See page 62.

Rate Changes: Use the *Update* button to change the amount for all children assigned a particular description (like "Tuition - Infants"). The new rate will be charged the next time you run *Automated Billing* (page 64).

- Enter a new *Amount*.
- Click *Save*.
- Click *Update*.

Use *Billing Cycles* if you charge a flat fee regardless of the hours a child actually attends.

Use *Billing Formulas* when charges vary based on attendance for things like hourly rates, overtime and late pick ups. Some centers use just *Cycles* or *Formulas* while others use both.

Billing Method Formulas

Billing Formulas require the Attendance Tracker module. Formulas allow fees to be based on a child's actual attendance or their schedule. Formulas are assigned to the *Billing Box* of each child (see page 62).

Standard formulas are included to accommodate typical situations like hourly rates, half day / full day, before & after school, overtime, extra days, late pick up and so forth (see sidebar).

> Custom formulas may be created for a fee. See article KB0205 at ProcareSupport.com.

Let Procare Support help determine which formulas are most appropriate for your situation.

1. Begin at the *System Configuration* screen with the *Accounting Management* and *Family Accounting* sections expanded.

2. Dbl-click *Billing Formulas.*

Edit an existing formula:

a. Dbl-click the formula name like "Hourly / Daily (attendance)".

b. At the *Formula Builder* screen make any necessary changes, like changing the hourly rate.

c. Click *Save > Exit* to return to the list of *Billing Formulas* then click *Exit* again.

Creating your own formula from scratch is not recommended. Always use an existing formula as a template.

Create a New Formula:

Decide which of the existing formulas is closest to the new formula you wish to create. This will be used as a starting point for your new formula (see sidebar).

a. Click once on an existing formula to select it. This will be the "template" for your new formula.

b. Click *New Formula*. Answer *Yes* to use the selected formula as a template.

c. Give the formula a *Name* like "Infants - Hourly" and a *Description* like "Charge hourly based on attendance" then click *Save*. You'll return to the *Billing Formulas* screen.

d. Dbl-click the name of your new formula to edit it.

e. At the *Formula Builder* screen make any necessary changes, like changing the hourly rate.

f. Click *Save > Exit* to return to the list of *Billing Formulas* then click *Exit* again.

Third Party Agencies & Adjustment Codes

Payments from subsidizing agencies like DHS, DFACS, DCFS, Head Start, etc. are managed using the optional Agency Accounting module. See page 74 for set up information.

Printing Receipts - Receipt Options

Choose settings for receipts to print when a payment is recorded.

1. Begin at the *System Configuration* screen with the *Accounting Management* and *Family Accounting* sections expanded.

2. Dbl-click *Receipt Options.*

3. To enable receipt printing:

    a. Check *Turn Receipt Printing On*.

    b. Select a *Format* (search ProcareSupport.com for article KB0068).

    c. Under *Tracking Item* select "All Tracking Items" to print receipts for all families. To choose a particular group of families select a tracking code called something like "Receipt Requested" and assign it to the appropriate families. (See page 27 for how to create *Account Tracking Items*).

    d. Check *Confirm Printing of Receipt* if you want to be asked whether to print each receipt.

    e. Check *Print Receipt Numbers* and enter the *Next Receipt Number* if you want receipt numbers on each receipt.

    f. Enter a *Message* (optional) to appear at the bottom of each receipt.

    g. Place a check next to the *Payment Descriptions* for which you want receipts to print such as Pmt by Cash, Pmt by Check, etc.

    h. Click *Save > Exit*.

4. Choose a printer to use for receipts (page 19).

Accounting for Individual Families

Family accounting revolves around three key elements:

*   **Account Ledger Card** - Where the history of charges, credits, payments and the balance for each family or agency is recorded.

*   **Child's Billing Box** - Where recurring charges are set up (page 62).

*   **Automated Billing** - Which transfers charges from the Billing Box to the Ledger Card (page 64).

Ledger Card

On the ledger card you may enter beginning balances, as well as payments, or any other individual transactions you wish to record.

Beginning Balances are important. They get each family started with their correct balance so you'll have complete accounting records for the year.
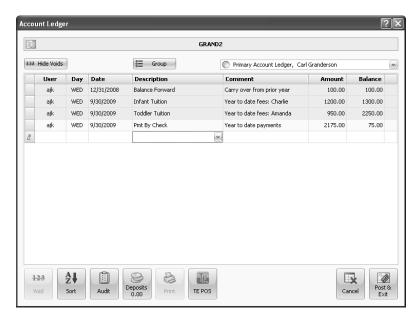
Beginning Balances

Each newly entered account (family) begins with a balance of zero. Start by recording the beginning balances and the total charged and paid so far this year.

1. Look up the account (page 42).

2. Click the *Ledger Card* icon (on the Account toolbar next to the money bag).

3. Enter the beginning balance (if any) from the end of last year. If their balance at that time was zero (or they had not yet enrolled) skip this step.

    a. In the *Description* column choose *Balance Forward*.

    b. Change the date to December 31st of the prior year.

    c. Enter the amount owed as of that date. This will carry their balance into the new year.

        Note: If they had a credit enter it as a negative amount.

4. Enter the total amount charged to this family so far in the current year. You may break it into multiple lines if this family has more than one child.

    a. Choose a *Description* for the first child like "Tuition Infants".

    b. Change the date to a convenient starting point. If you began using Procare in October make it the last day of September.

c. Enter the total amount charged for that service so far this year.

d. Repeat for other children in the family.

5. Enter the total amount paid by this family so far in the current year.

a. Choose a payment Description like "Pmt by Check".

b. Change the date to match the previous step.

c. Enter the total amount paid so far this year.

> Important: These year-to-date payments should be closed in their own separate Deposit Report (page 70).

6. Click *Post & Exit*.

Ledger Card - Manual Entries

Often you'll use special tools like Automated Billing, the Late Payment Calculator or Quick Ledger Posting to record information to many ledger cards at once. However, it's good to know how to make individual entries as needed.

Post an Entry

1. Look up the account (page 42).

2. Click the *Ledger Card* icon (on the Account toolbar next to the money bag).

3. Enter the transaction:

a. Select a Description like "Tuition Toddlers", "Family Discount" or "Pmt by Check" as appropriate.

b. Today's *Date* will be automatically entered. Change the date if needed.

c. Type a *Comment* (optional) like the check number when a payment is made.

d. Confirm the *Amount* or type it in as needed.

Note: The *Amount* will be entered automatically if the *Description* you selected has a *Standard Amount* (page 57). If you record a payment the full amount due appears.

e. To continue adding additional items tap *Enter* (on your keyboard) until a new, blank line appears.

f. Click *Post & Exit*.

Track *Deposits* for summer, fall, etc. Search ProcareSupport.com for article KB0203.

Hint: If a Ledger entry was posted using *Formula Billing* (page 66) a summation symbol (Sigma) will appear on the line. Dbl-click the *Symbol* to view a summary of the hours and rate.

Use the *Group* button to organize Ledger Card items by their Description like "Tuition Toddlers", "Pmt by Check", etc.

Void an Entry

1. Look up the account (page 42).

2. Click the *Ledger Card* icon (on the Account toolbar next to the money bag).

See the *Void Date* and *Comment* on an item that has already been voided. Click once on the item to select it then click the *Void* button.

3. Void an item:

    a. Click once on a line to select it.

    b. Click the Void button.

    c. Select a *Void Date* and enter a *Comment* if needed.

    d. Click *Void*.

    e. At the *Account Ledger* screen click *Post & Exit*.

    Note: To see who voided an item (as well as the date & comment) just go to the Ledger Card, click once on the line to select it, then click the Void button.

Change an Entry

The *User Group* to which you are assigned determines whether you can make changes to a Ledger Card. In most cases it's best to void items that were posted incorrectly rather than just changing them.

Use the *Audit* button to view a history of all changes on a Ledger Card.

1. Look up the account (page 42).

2. Click the *Ledger Card* icon (on the Account toolbar next to the money bag).

3. Click the field you want to edit (*Date, Description, Comment* or *Amount*) and make your change.

4. Click *Post & Exit*.

    Note: To change the void date of an item previously voided go to the Ledger Card, click once on the line to select it, then click the Void button. Change the Void Date or Comment as needed.

Set up the Billing Box

The Billing Box is where recurring charges are set up for each child.

Divorced parents should be set up as two separate accounts with the child assigned to both accounts. Billing may then be split between the two. Search ProcareSupport.com for article KB0155.

1. Look up the account (page 42) and click once on the name of the child to select them.

2. Click the *Billing Box* icon (money bag) on the child tool bar.

3. If you have the Attendance Tracker module there will be two tabs, one for *Contract* billing and another for *Billing Formulas*. Otherwise *Contract* billing will be the only choice.

Contract Cycles

    a.   Select the schedule to which this item will apply (top left). Choose *Standard Billing (all Schedules)* or pick a particular schedule from the list.

Understanding Cycles, Formulas and Schedules - Search ProcareSupport. com for article KB0106.

```
Billing Applies to...
Standard Billing (all Schedules)
Future Schedule: 1/1/2010 - 5/31/2010
Future Schedule: 9/1/2009 - 12/31/2009
Current Schedule: 6/1/2009 - 8/31/2009
```

    b.   Click the top (blank) line to add a new item.

    c.   Select the *Ledger Card* of the person responsible for payment of this item. Typically either the Primary Payer (parent) or a subsidizing agency (see page 74 for agency set up).

    d.   Choose the *Cycle* for when this item is charged (weekly, monthly, etc.).

    e.   Choose a *Description* like "Tuition Toddlers", "Family Discount", "Co-payment Fee", etc.

    f.   Enter a *Comment* if needed to describe this item. It's not necessary to put the child's name in the comment box. You'll have the option to automatically include their name when you run the Automated Billing procedure.

Family Discounts - Use a percentage as the *Comment* (like 10% older child) to automatically calculate the discount. Search ProcareSupport.com for article KB0204.

    g.   Enter or confirm the *Amount*. If this item has been set up for a Standard Amount the amount will automatically be entered, although you may type over it as needed.

    h.   Click *Save*. A new blank line appears. Continue adding items as needed then click *Save > Exit*.

Billing Formulas

Use of formulas requires the Attendance Tracker module. Billing Formulas must be set up first (page 58).

    a.   In the child's Billing Box click the *Billing Formulas* tab.

    b.   Select the schedule to which this item will apply (top left). Choose *Standard Billing (all Schedules)* or pick a particular schedule from the list.

    c.   Click the *New Formula* button.

    d.   Select the *Ledger Card* of the person responsible for payment of this item. Typically either the Primary Payer (parent) or a subsidizing agency (see page 74 for agency set up).

Use *Copy & Paste* to copy lines in the Billing Box from one schedule to another.

    e.   Choose a *Description* like "Tuition Toddlers", "Family Discount", "Co-payment Fee", etc.

f. Choose the *Formula Name* used to determine the amount this item (hourly rate, late pick up, etc).

g. If the formula has *Variables* such as the rate, etc. enter the appropriate number(s) in the *Value* column.

h. Enter a *Comment* if needed to describe this item. It's not necessary to put the child's name in the comment box. You'll have the option to automatically include their name when you run the Automated Billing procedure.

i. Click *Save > Exit* to return to the child's *Billing Box*. Continue adding items as needed then click *Exit*.

Contract Billing Summary

If you're using Contract Billing, the *Contract Billing Summary* icon (money bag) on the account toolbar will display totals for each billing cycle, including all children for the selected account. See article KB0221 at ProcareSupport.com.

Automated Billing

There are several types of Automated Billing Procedures:

• **Contract Billing** - Charge all families with actively enrolled children their recurring weekly or monthly rates, etc. (page 64).

• **Formula Billing** - Requires Attendance Tracker. Charge all families based on each child's actual attendance, schedule, overtime, etc. (page 66).

• **Selected Account Billing** - Charge a selected group of families a one time fee for something like a field trip or a particular week of summer camp (page 67).

• **Late Payment Calculator** - Charge a fixed amount or a percentage of each family's balance (page 68).

Contract Billing

Charge recurring fees and view or void a previous billing batch.

Do you have Drop Ins? Learn about the *Drop In Contract Billing* feature at ProcareSupport.com. Search for article KB0112.

Automated Contract Billing copies recurring weekly or monthly fees from each child's Billing Box to the Ledger Card. Once Contract Billing is complete each family (or agency) will have a balance due on their account.

Process Contract Billing

At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Automated Billing Procedures > Contract Billing*.

2. Mark the Contract Cycle(s) you wish to process at this time like weekly or monthly.

3. Select a *Date* for *"All Children Enrolled As Of"*. This will include only actively enrolled children (see sidebar).

   Note: Their *Enrollment Status* as of that date must be "Enrolled" (page 36).

4. Choose a *Post Date*. This is the date the transaction will be recorded on the Account Ledger Card.

   If you are billing for next week you'd pick a date like next Monday to indicate the week for which you are charging.

5. Enter a *Comment* if needed. In most cases you'll leave it as [Comment] which will use the individual comment from each child's Billing Box.

   Check the box *"Include Child's Name in Comment"* if you want the name of each child to be part of the comment.

6. The *Amount Multiplier* is usually 1.00. This is the number of cycles (weeks, months) for which you are billing.

   Example: If you were billing for 2 weeks at once changing the multiplier to 2.00 would double the fees charged to everyone.

7. Click *Next*.

8. Select the accounts you wish to process (see sidebar) and make any necessary changes to the *Amount* column.

9. Click *Post*. Then *Exit*.

The "*Enrolled As Of*" Date and the *Post Date* should usually be the same.

Place a check in the column header to select all accounts or click just to the right of the check box to sort according to which families are selected and which are not.

View or Void a Previous Contract Billing

At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Automated Billing Procedures > Contract Billing*.

2. A list of recent billing batches will be displayed under the heading *Automated Contract Billing History*. Dbl-click the line you wish to view or void.

Automated Contract Billing History						
Posted	**User**	**Items**	**Charges**	**Items**	**Credits**	**Voided**
7/6/2009	peh	2	336.00	0	0.00	✎
6/5/2009	peh	3	1099.00	0	0.00	

3. At the *Batch Detail* screen you'll see all items that were part of that batch. If needed you may void the entire batch at once - just click *Void Batch*. A void will appear on each Ledger Card that was included in the batch.

4. Click *Exit* to return to the main *Contract Billing* screen. Click *Exit* again.

Formula Billing

Charge fees based on attendance and view or void a previous billing batch (requires Attendance Tracker).

> Do you have Drop Ins? Learn about the *Drop In Formula Billing* feature at ProcareSupport.com. Search for article KB0113.

Process Formula Billing

At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Automated Billing Procedures > Formula Billing*.

2. Mark the Billing Formula(s) you wish to process at this time like overtime or late pick up.

3. Choose a *Post Date*. This is the date the transaction will be recorded on the Account Ledger Card.

    If you are billing for last week you'd pick a date like last Friday to indicate the week for which you are charging.

4. Check the box *"Include Child's Name in Comment"* if you want the name of each child to be part of the comment.

5. Enter a *Date Range*. These are the dates for which you want to bill. For example if you are charging late pick up fees based on attendance for last week use last week as the *Date Range*.

6. Click *Next*.

7. Select the accounts you wish to process (see sidebar hint).

    Hint: Place a check in the column header to include all accounts or sort accounts according to who is selected (see sidebar page 65).

8. Click *Post*. Then *Exit*.

View or Void a Previous Formula Billing
This is nearly identical to viewing or voiding Contract Billing (page 66).

Selected Account Billing

Charge a one time fee to all families that are part of a selected group and view or void a previous billing batch.

Process Selected Account Billing
At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Automated Billing Procedures > Selected Account Billing*.

2. Use the *Select Filter* to choose categories of families to include. This billing filter begins by matching the filter currently selected at the main Family Data screen (page 44) although you may change it as needed.

3. Choose a *Post Date*. This is the date the transaction will be recorded on the Account Ledger Card.

4. Select a *Ledger Card* to be charged. In most cases this will be the *Primary Account Ledger* (for each family) although you could select a third party agency as needed.

5. Choose a *Description* for the charge like field trip or summer camp.

6. Enter an *Amount*. This will be the default amount for all selected families, although you'll be able to adjust it for particular families if needed. There may also be a *Split Amount* box (see sidebar).

7. Enter a *Comment* to further describe this item if needed.

    Check the box *"Include Child's Name in Comment"* if you want the name of each child to be part of the comment.

8. Click *Next*.

9. Select the accounts you wish to process and make any necessary changes to the *Amount* column.

    Hint: Place a check in the column header to include all accounts or sort accounts according to who is selected (see sidebar page 65).

10. Click *Post*. Then *Exit*.

Billing Formula Print Statements

Standard
7/5/2009 - 7/11/2009
Rate: 6.2500
Attend: 31 Hrs 32 Min
Drop In Date: 05 Jul 2009
Billed: 06 Jul 2009

Hint: Dbl-click the *Amount* (or anywhere on the line) to view a summary of the hours and rate.

Account Batch   Child Batch

An *Account Batch* is when you select family based criteria like "Family Tracking" or "Balance". A *Child Batch* is when you select child based criteria like "Classroom" or "Child Tracking".

Amount
150.00   ☑ Split Amount

The *Split Amount* box appears when you *Select* a child based criteria like "Child Tracking". If a child is assigned to more than one account (divorced parents, etc.) the amount will be split between them. Uncheck the box and the full amount will be charged to each account.

View or Void a Previous "Selected Account Billing"
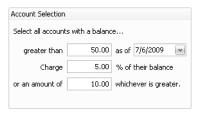This is nearly identical to viewing or voiding Contract Billing (page 66).

Late Payment Calculator

Use the Late Payment Calculator to charge a fixed amount or a percentage of the past due balance on each family account.

Process Late Payment Fees
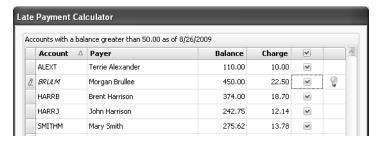At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Late Payment Calculator*.

2. Choose a *Post Date*. This is the date the transaction will be recorded on the Account Ledger Card.

3. Choose a *Description* for the charge like "Late Payment".

4. Enter a *Comment* to further describe this item if needed.

5. Select accounts and specify amounts:

To always charge a percentage leave the amount field at zero. To always charge a flat amount leave the percentage at zero.

Account Selection		
Select all accounts with a balance...		
greater than	50.00	as of 7/6/2009
Charge	5.00	% of their balance
or an amount of	10.00	whichever is greater.

   a. Enter a balance and an "as of" date.

   Example: You may want to charge everyone with a balance over $50 as of Monday the 1st. To charge all accounts who owe you money enter a balance of zero.

   b. Enter a percentage and/or a fixed amount to charge. The higher of the two will be charged, for example: 5% or $10 (see sidebar).

6. Click *Next*.

An account shown in *Italics*, with a grayed lightbulb, indicates a "hidden" account.

Late Payment Calculator

Accounts with a balance greater than 50.00 as of 8/26/2009

	Account △	Payer	Balance	Charge	☑	
	ALEXT	Terrie Alexander	110.00	10.00	☑	
🔒	*BRULM*	Morgan Brullee	450.00	22.50	☑	💡
	HARRB	Brent Harrison	374.00	18.70	☑	
	HARRJ	John Harrison	242.75	12.14	☑	
	SMITHM	Mary Smith	275.62	13.78	☑	

7. Select the accounts you wish to process and click *Post*. Then *Exit*.

   Hint: Place a check in the column header to include all accounts.

View or Void a Previous Late Payment Batch

This is nearly identical to viewing or voiding Contract Billing (page 66).

Payments & Bank Deposits

The following tools will help record payments from families and manage bank deposits.

- **Ledger Card** - You may manually post a payment to the Ledger Card of a particular family just as you would record any other type of entry (page 59).

- **Quick Ledger Posting** - This tool let's you quickly post payments from many families (page 69).

- **Deposit Reports** - Specify which payments you'll deposit and divide deposits between multiple bank accounts (page 70).

Additional software and services:

- **Tuition Express** - Collect family payments electronically. Recurring payments may be tied to a bank account or credit card. Also handles instant point of sale payments (page 84).

- **Agency Payments** - Payments received from third party agencies are managed using the optional Agency Accounting module (page 79).

Quick Ledger Posting

Although Quick Ledger Posting may be used to record charges or credits (when the amount varies from family to family) it is most often used for payments, especially when you have a stack of checks to enter (see sidebar).

At the main screen of Family Data & Accounting:

1. (Optional) Use the *Filter Accounts* feature to start with a particular set of families selected (page 44).

2. Click *Functions > Family Accounting > Quick Ledger Posting.*

3. Begin with the first family whose payment (or other transaction) you wish to record. Type their *Account Key* (the first few letters of their last name) in the *Account List* box. If you have several families with similar names click the appropriate one on the list to select them.

4. Choose a *Post Date*. This is the date the transaction will be recorded on the Account Ledger Card.

5. Choose a *Description* like "Pmt by Check".

6. Enter a *Comment* (usually the check number).

7. Confirm the *Amount* (type over it if needed) and click Post.

Time Saver Tip #1

Quickly move through a stack of checks.

- Type the *Account Key*
- Tab to the *Comment*
- Tab to the *Amount*
- Tab to the *Post* button and tap *Enter*

Time Saver Tip #2

If the *Comment* and/or the *Amount* are the same for multiple families check the boxes for *Maintain Comment* or *Maintain Amount*.

8. Type the *Account Key* of the next family and continue until all payments (or other transactions) have been posted.

9. Click *Exit*.

Deposit Reports

Manage *Deposit Reports* and view or change a previous deposit.

Manage Your Current Deposit Report

To use the *Deposit Report* feature you must have configured *Deposit Accounts* (page 55) and posted at least some payments (page 69).

At the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Deposit Report*.

2. At the *Deposit Reports* screen click *View Current*.

3. Each category of *Items for Deposit* will be displayed like "Pmt by Check", "Pmt by Cash", etc.

   a. Click the plus sign (+) to expand the list showing detail of a category like "Pmt by Check".

   b. Place a check mark next to each item that will be included in your deposit, then repeat for other categories like "Pmt by Cash".

   Note: The upper total box (shown in red at this point) should equal the amount of your deposit.

4. Under *Deposit Accounts* select the *Bank Account(s)* to which these funds will be deposited and enter the *Amount* to be deposited to each.

   Note: The upper and lower total boxes should now match each other and appear in green.

5. Choose a *Post Date*. This should be the date the deposit is made at the bank.

6. Enter a *Comment* if needed (optional).

7. Click *Close Report*.

   Hint: A deposit may be re-opened as long as it has not yet been reconciled in the Expenses & Ledger module. See article KB0151 at ProcareSupport.com.

View, Change or Print a Deposit Report

From the main screen of Family Data & Accounting:

1. Click *Functions > Family Accounting > Deposit Report*.

2. A list of Deposit Reports will be displayed.

3. To print a report click once on the report to select it, then click the *Report* button.

If you entered year to date payments (page 60), as part of the *Beginning Balances* for each family, your first *Deposit Report* should include only those payments.

Cash and checks sitting in your cash drawer (which have not yet been deposited) are part of your "Undeposited Payments" asset account. Once you close the deposit those funds are moved to your Bank Account asset like "My Checking Account".

You may also use the *Receipt* button to attach a bank receipt (in .pdf format) to a deposit report. Search ProcareSupport.com for article KB0219.

4. To view or change a report:

a. Dbl-click the line you wish to view (or change).

b. You'll see all items that were part of that deposit (see sidebar). If the Amount is unlocked you may make changes as needed then click *Close Report* to save your changes.

Use *Show All* to see other categories like "Pmt by Cash", etc. that were not originally included on the closed deposit report.

Family Accounting Reports

Family Accounting Reports work the same as Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0206.

Report Categories

There are a variety of report categories such as Account Activity, Account Aging, Billing Box, etc. The most commonly used reports are:

- **For Families** - Under the *Account Statement* category the *Customer Statement* report is typically given to each family at the end of a week or month while the *Account Charge / Credit Summary* is often used as their end of year summary for tax purposes.

- **For Your Child Care Business** - The *Account Balance Summary* reports are used to track how much is owed by each family while the *Total Charge / Credit Summary* reports give you revenue totals by category such as "Tuition - Infants".

Combined Reports: If you have multiple locations (hosted in a single database) you may print certain types of combined or "corporate" reports that include information from all locations. See article KB0207 at ProcareSupport.com.

Email Statements

If you use Microsoft Outlook® to send email or your email provider supports SMTP mail you may email statements to family accounts directly through Procare. See article KB0237 at ProcareSupport.com.

Family Accounting

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Getting Started with

Agency Accounting

Agency Accounting is where you'll track all charges, payments and credits for third party agencies and apply payments to specific fees for each child.

Configure Agency Accounting

Before entering financial data for agencies you'll need to configure the overall "*Accounting Management*" settings that affect them.

Agency Descriptions (System Supervisor required)

Begin by selecting one description that will be used each time you receive a payment from an agency and a another for use when an amount owed is transferred from the agency to the family.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users* > dbl-click *Regions & Schools*.

2. Click the plus sign (+) next to the *Region Code* to see any existing schools in that region then click once on a *School* to select it. Click the *Set Options* button (bottom of screen).

3. At the *School Options* screen:

    a. Click the *Family Accounting* category (left side) and scroll down to the *Agency Payment Method* section.

    b. Choose an *Agency Payment Description* like "Pmt by Agency" and a *Parent Charge Description* like "Transfer from Agency".

Agency Payment Method	
Agency Payment Description	Pmt by Agency
Parent Charge Description	Transfer from Agency

    Note: See page 56 to change or add to the descriptions available.

    c. Click Save > Exit.

Third Party Agencies

Enter the names of the agencies with whom you work like DHS, DFACS, DCFS, County, Head Start, etc.

To make a change to an existing *Agency* just dbl-click the name.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Family Accounting >* dbl-click *Third Party Agencies.*

3. Click *New*. Enter the *Agency Name* (required) and contact information (optional). Click *Save > Exit*.

4. Click once on the *Agency* to select it then click the small down arrow on the *Expose* button and choose the locations that work with this *Agency*.

    Click directly on the *Expose* button to quickly make an agency available to all locations.

5. Use the *Up & Down* arrows to change the order if needed then click *Save > Exit*.

Adjustment Codes

Adjustment Codes are used to reduce the amount owed by an agency. This is useful in cases such as:

*   When an agency does not pay the full amount expected.

*   To credit an agency for a co-payment made by the family.

*   To transfer an unpaid amount to the family.

1. Begin at the *System Configuration* screen with the *Accounting Management* and *Family Accounting* sections expanded.

2. Dbl-click *Third Party Agency Adjustment Codes.*

3. To create a new code:

    a.   Click the top (blank) line and enter a short name in the *Adjust Code* box like "Agcy Credit", "Parent Transfer", etc.

    b.   Assign it to a *Credit Description* like "Agency Adjustment" or "Transfer to Private Payer". See page 56 to change or add to the descriptions available.

    c.   If this adjustment will be used to transfer fees to the family place a check in the *Is Transfer* box.

    d.   Tap *Enter* (on your keyboard) a couple of times until a new blank line appears. Continue adding new adjustment codes as needed.

Adjust Code	Credit Description	Is Transfer	Active
*	Click here to add a new Agency Adjustment Code		
Parent CoPay Pd	CoPay Credit to Agency	☐	☑
Agcy Denied	Agency Adjustment	☐	☑
Agcy Credit	Agency Adjustment	☐	☑
▶ Parent Transfer	Transfer to Private Payer	☑	☑

Third Party Agency Adjustment Codes

⬆ ⬇   Delete   Print   Save   Exit

Co-Pays: Learn how to set up and configure Family Co-Payments. Search ProcareSupport.com for article KB0169.

4. Use the *Up & Down* arrows to change the order if needed then click *Save > Exit*.

Agencies & Families

You'll need to assign agencies to your subsidized families and set up the *Billing Box* for each child in those families to charge the appropriate amount to the agency.

Assign Agency to an Account (Family)

1. Look up the family (page 42) at the main screen of Family Data & Accounting.

2. On the Account Toolbar click the *Edit Account* icon (file folder).

3. At the *Edit Account* screen click the *Agencies* button.

4. Place a check next to the agencies that work with this family.

5. Click *Save* > *Exit*. At the *Edit Account* screen click *Exit* once more.

Beginning Balances

Beginning Balances are important. They get each agency started with their correct balance so you'll have complete accounting records for the year.

Each agency begins with a balance of zero. Start by recording the beginning balances and the total charged so far this year for each family to whom the agency is assigned. This is similar in concept to entering balances for families (page 60) but the payments are recorded separately.

Year to Date Charges

1. Look up an account (page 42).

2. Click the *Ledger Card* icon (on the Account toolbar next to the money bag).

3. Select agency ledger from the drop down list (upper right)

4. Enter the beginning balance (if any) from the end of last year. If their balance at that time was zero skip this step.

   a. In the *Description* column choose *Balance Forward* from the list.

    b.   Change the date to December 31st of the prior year.

> Note: A System Supervisor may need to adjust the *Days Back* and *Limit Ledger Posting* dates settings in the *Region & School Options* screen to allow a date that far back to be entered. Search ProcareSupport.com for article KB0030.

    c.   Enter the amount owed as of that date. This will carry their balance into the new year.

> Note: If they had a credit enter it as a negative amount.

	User	Day	Date	Description	Comment	Amount	Balance
	peh	THU	12/31/2009	Balance Forward	Carry over from prior year	100.00	100.00
	peh	THU	9/30/2010	Tuition Infant	Year to date fees: Charlie	2000.00	2100.00
	peh	THU	9/30/2010	Tuition Toddler	Year to date fees: Amanda	1400.00	3500.00

5.   Enter the total amount charged for this family so far in the current year. You may break it into multiple lines if this family has more than one child.

    a.   Choose a *Description* for the first child like "Tuition Infants".

    b.   Change the date to a convenient starting point. If you began using Procare in October then make it the last day of September.

    c.   Enter the total amount charged for that service so far this year.

    d.   Repeat for other children in the family.

6.   Click *Post & Exit*.

7.   Repeat for all families assigned to this agency. Then do the same for any other agencies.

Year to Date Payments
You'll use the Agency Payment Posting feature to record the amounts received year to date from each agency. This feature is described in more detail on page 79, but for now just follow these steps.

From the main screen of Family Data & Accounting:

1.   Click *Functions > Agency Accounting > Agency Payment Posting*.

2.   At the *Agency Payment Posting* screen:

    a.   Select the name of the agency from the pull down list (upper right).

    b.   Click *View Current.*

3.   A list of outstanding charges to that agency is displayed.

a. Choose a *Post Date*. This is the date the transaction will be recorded. For example if you began using Procare in October make it the last day of September.

b. Enter a *Comment* such as "Payments: Year to Date".

c. In the *Amount* box (at the top) enter the total received from this agency so far this year. You can do this as a lump sum for all families combined or it may be easier to enter the amount for just one family at a time.

d. In the *Payment* column enter the amount that applies to each row.

Example: The agency currently owes 3,500 for a family, but has paid just 3,100. You'll apply a portion of the 3,100 to each line item for that family to leave a balance of 400.

- They have paid the balance forward from last year. Show a payment on that line for the full amount, say 100, which leaves 3,000 more to apply.

- For child "A" they have paid 1,800 and child "B" 1,200. Enter those amounts in the Payment column on the next two lines.

- Repeat this step for all families shown or just continue for one family if you prefer.

4. The total at the top of the *Payment* column must equal the figure entered in the *Amount* box (payments received so far this year).

5. When finished click *Post & Exit* (see sidebar).

Note: If you're not ready to post it yet, but want to save your work for later click *Save > Exit*. This means it will remain part of the *Current Posting*

6. If you chose to record payments one family at a time repeat for the next family. When finished the agency ledger card for each family will show the year to date payment and the remaining balance due.

Year - to - date payments should be closed in their own separate Deposit Report (page 70).

Note: The next time you receive a payment from this agency it may be applied to the remaining balance using *Agency Payment Posting* (see below).

Add Agency to Child's Billing Box

See page 62 for Billing Box set up. You'll likely have two or more lines for each child, one pointed to the *Agency Ledger Card* for the agency amount and another for the Ledger Card of the *Primary Payer* (parent) for the co-pay amount.

If you have the Attendance Tracker module you might use *Billing Formulas* for the agency (such as a half / full day rate) with *Billing Cycles* (like "weekly") for the co-pay (see sidebar).

For examples of *Billing Box* set up with agencies search ProcareSupport. com for article KB0208.

Run Automated Billing

You'll need to run *Automated Billing* (page 64) to charge fees to agencies prior to recording any payments received from them.

Agency Payment Posting

Now you've received a check from one of the agencies with whom you work and need to apply the payment to specific charges for each subsidized child.

Manage Your Current Agency Posting

From the main screen of Family Data & Accounting:

1. Click *Functions > Agency Accounting > Agency Payment Posting*.

2. At the *Agency Payment Posting* screen:

    a. Select the name of the agency from the pull down list (upper right).

    b. Click *View Current.*

Due	Payment
580.00	580.00

Hint: Dbl-click the amount *Due* to automatically fill in the *Payment* column with the same amount.

In some cases you'll skip a line entirely because that item has not yet been paid (just leave the *Payment* column at zero). These items will carry over for your next agency payment.

3. A list of outstanding charges to that agency is displayed.

    a. Choose a *Post Date*. This is the date the transaction will be recorded.

    b. Enter a *Comment* (usually the check number).

    c. In the *Amount* box (at the top) enter the total of this agency payment.

    d. In the *Payment* column enter the individual amount that applies to each child (see sidebar hint). When you click on a line all items associated with that Family Account appear in yellow with totals for that family at the bottom of the screen.

Due	Payment	Adjustment	Adjust Code
450.00	400.00	50.00	Parent Transfer
375.00	300.00	75.00	Agency Deny
325.00	325.00	0.00	

    e. If the payment is not the same as the amount *Due* you may make an *Adjustment* and select an *Adjust Code* to either write off the difference or transfer it to the family.

    Note: If you choose not to adjust the difference that amount will carry over as a balance due for your next agency payment.

4. The total at the top of the *Payment* column is the amount of each individual payment (per child) added together. This must be equal to the figure entered in the *Amount* box (amount of the check received).

Amount	Totals		
1200.00	1335.00	1200.00	125.00
Charge	Applied	Due	Payment	Adjustment

5. When finished click *Post & Exit* (see sidebar).

    Note: If you're not ready to post it yet, but want to save your work for later click *Save > Exit*. This means it will remain part of the *Current Posting*

Once an agency payment has been posted it cannot be changed, although a correcting entry may be made in a new posting, if needed. Search Procare-Support.com for article KB0115.

View / Print a Previously Posted Agency Payment
From the main screen of Family Data & Accounting:

1. Click *Functions > Agency Accounting > Agency Payment Posting*.

2. At the *Agency Payment Posting* screen:

    a. Select the name of the agency from the pull down list (upper right).

    b. A list of recently posted agency payments will be displayed. Dbl-click the line you wish to view.

3. You'll see all items that were part of that agency payment. You may *Print* this record or *Exit*.

Agency Accounting Reports

Agency Reports work the same as Family Data Reports. See page 48 for the basics. To learn more about particular reports search Pro-careSupport.com for article KB0206.

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Getting Started with

Tuition Express

Tuition Express is designed to streamline collection of child-care related payments. Parents choose to have their fees automatically withdrawn from a bank account or charged to a credit card. Using the Point of Sale feature, immediate credit card payments can also be made for things like drop-in care.
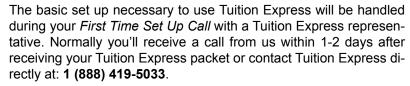
Before Using Tuition Express ⚠️

You are required to read the IMPORTANT NOTICE on page 2 and download the Implementation Guide.

Tuition Express Overview

Personal Set Up Call

The basic set up necessary to use Tuition Express will be handled during your *First Time Set Up Call* with a Tuition Express representative. Normally you'll receive a call from us within 1-2 days after receiving your Tuition Express packet or contact Tuition Express directly at: **1 (888) 419-5033**.

If you prefer you may manually configure the information under "First Time Set Up" (see below).

You must have an internet connection at the Procare computer used to process payments and a primary email address (arranged in advance) to which receipts will be sent.

Recurring Payments

Families must be set up in advance for recurring payments.

- Family Set Up: Done whenever new families sign up or a change is made (page 87).

- Process Recurring Payments: Done each week, month, or whenever payments are due (page 89).

- Online Services: Centers and parents may log on to TuitionExpress.com (page 92).

Point of Sale Payments (POS)

Use the Point of Sale feature to process individual credit card payments. No prior family set up is required (page 90).

First Time Set Up

Start by configuring overall settings such as your Tuition Express Account Number, payment descriptions and security settings. Then activate your account (page 87).

Timeline: Learn when each step of the financial processing occurs Search ProcareSupport.com for article KB0213.

Before You Begin

1. You'll need your *Tuition Express Account Number* (sent to you in a separate "Congratulations" letter) to activate Tuition Express.

   To sign up for Tuition Express or for assistance locating your account number call: 1 (800) 338-3884.

2. Review your existing *Charge / Credit Descriptions* (page 56) to
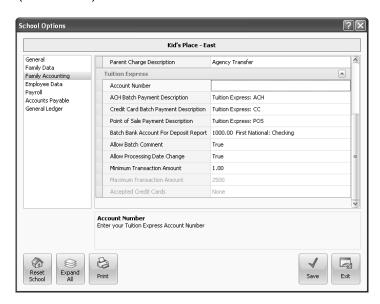
confirm you have appropriate *Payment* descriptions for use with *Tuition Express.* You'll need three, one each for the following categories.

a.   Recurring ACH payments from a checking or savings account (like "Tuition Express: ACH").

b.   Recurring credit card payments (like "Tuition Express: CC").

c.   Point of sale payments (like "Tuition Express: POS").

Configure Tuition Express

You must log on as a *System Supervisor* to perform this task.

1.   From the *Procare Home* screen go to *Configuration > System > Locations & Users.*

2.   Dbl-click *Regions & Schools*.

3.   Click the plus sign (+) next to a *Region Code* to see the schools in that region.

4.   Click once on a *School* to select it.

5.   Click the *Set Options* button.

6.   On the left choose *Family Accounting* and scroll down to the *Tuition Express* section.

a.   Enter your Tuition Express *Account Number* for this location (see sidebar).

If you have more than one location using Tuition Express each will have its own Account Number.

School Options — Kid's Place - East

General	Parent Charge Description — Agency Transfer
Family Data	**Tuition Express**
Family Accounting	Account Number —
Employee Data	ACH Batch Payment Description — Tuition Express: ACH
Payroll	Credit Card Batch Payment Description — Tuition Express: CC
Accounts Payable	Point of Sale Payment Description — Tuition Express: POS
General Ledger	Batch Bank Account For Deposit Report — 1000.00 First National: Checking
	Allow Batch Comment — True
	Allow Processing Date Change — True
	Minimum Transaction Amount — 1.00
	Maximum Transaction Amount — 2500
	Accepted Credit Cards — None

Account Number
Enter your Tuition Express Account Number

Reset School   Expand All   Print   Save   Exit

b.   Select payment descriptions to use for *ACH* (see image), *Credit Card* and *Point of Sale* payments (if applicable).

What is ACH? ACH stands for Automatic Clearing House. In this context it means payments that are deducted directly from a checking or savings account.

c.   Choose the *Bank Account* to use for Tuition Express deposits (account that will show on the *Deposit Report*).

d.   Choose *True* if you wish to enable the *Allow Batch Comment* feature which lets you enter a comment for parent email receipts such as the dates of service. The comment is entered when you process a batch of payments.

e.   The *Allow Processing Date Change* feature lets you select a batch processing date up to 14 days in the future. This is helpful if you need to submit a batch ahead of time, for example if you will be on vacation at the time the batch is normally processed. To enable, choose *True*. The date is selected when you submit a batch.

f.   Enter the *Minimum Transaction Amount* you want to collect through Tuition Express. If a family's balance is below this amount they will be skipped.

g.   The *Maximum Transaction Amount* allowed for any family is automatically set by Tuition Express.

h.   The types of *Accepted Credit Cards* are established when you sign up for Tuition Express such as Visa, Mastercard, American Express and Discover.

7.   Click *Save > Exit*

> Note: If you have additional locations using Tuition Express repeat these steps to set them up. When finished click *Exit* once more to leave the *Regions and Schools* screen.

Security - Group Limits
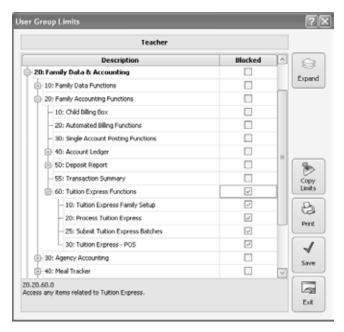
Block *User Groups* that are not allowed to use Tuition Express. You must log on as a *System Supervisor* to perform this task.

1.   From the *Procare Home* screen go to *Configuration > System > User Groups & Limits.*

2.   Click once on a *Group Name* to select it.

3.   Click the *Group Limits* button.

4.   Tuition Express Limits are located under

>   20: Family Data & Accounting >
>
>>   20: Family Accounting Functions >
>>
>>>   60: Tuition Express Functions

5.   Place a check next to the entire category of *Tuition Express Functions* or an individual item, like *25: Submit Tuition Express Batches,* to block (prevent) persons in that Group from performing that task.

6. Click *Save* > *Exit* to return to the *User Groups* screen.

7. Verify limits on other groups as needed then click *Exit* again.

Activate Your Account

Now that you've got the basic settings in place you'll need to activate Tuition Express.

Begin at the main screen of Family Data & Accounting:

1. Be sure you are online.

2. Click *Functions* > *Family Accounting* > *Process Tuition Express*. You will automatically be connected to Tuition Express.

3. That's it. Just click *Exit*.

Recurring Payments

Set Up an Account (Family) for Tuition Express
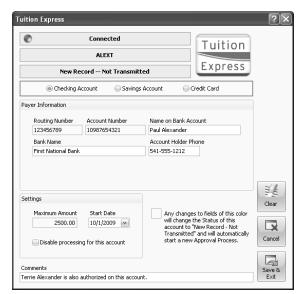
1. Look up the family (page 42) at the main screen of Family Data & Accounting.

2. On the account toolbar click the *Tuition Express* icon.
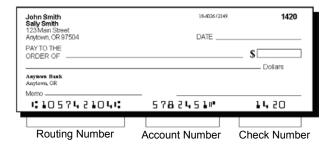
3. Select the type of account: Checking, Savings, or Credit Card and enter the Account Holder Information.

> Get details on how to set up each type of account. Search ProcareSupport.com for article KB0126.

For checking accounts the routing number (9 digits) and account number (# of digits varies) are typically as shown below.

Routing Number   Account Number   Check Number

4. Enter the *Maximum Amount* that may be transferred from this family's account for a single transaction.

> Note: This should be higher than the normal weekly or monthly amount to account for other fees they may be charged, like late pick ups, extra days, supply fees, etc. For weekly fees you may want to double the amount and add $50.

> Example: Family pays $200/week, multiply by 2 and add $50. Maximum = $450.

5. Enter the *Start Date* on which transactions may begin. Typically today's date (see sidebar).

Hint: Change the *Start Date* if you've made arrangements with the family not to begin collecting funds with Tuition Express until a particular date.

6. *Disable Processing for this Account*. Check this box only if you wish to prevent funds from being transferred.

7. Enter any *Comments* regarding this family's account. The comment is for your purposes only. It is not used in the transaction process. At this point the approval status for the family will say *New Record – Not Transmitted* (upper part of screen).

⦿	Connected
	ADAM
	New Record -- Not Transmitted

8. Click *Save & Exit*. The information is automatically sent to Tuition Express for approval. If you return to the family's Tuition Express screen it should now say *Pending Approval*.

⦿	Connected
	ADAM
	Pending Approval

The approval process takes 1-2 business days for credit cards and 4-5 business days for bank accounts.

Process Recurring Payments

Before You Begin
Be sure to run Automated Billing (page 64) so each family has a balance due. Then use Tuition Express to request payment for the current balance from each family (up to the maximum).

Process Payments

Begin at the main screen of Family Data & Accounting:

1. Be sure you are online.

2. Click *Functions > Family Accounting > Process Tuition Express*.

3. The *Batch Payment Descriptions* for *ACH Batch* and *Credit Card Batch* will default to the values selected when you first configured Tuition Express (page 85). You may make a one time change if needed. Then click *Next*.

4. Select accounts to process for ACH (if any):

    a. Select the families you wish to process and edit the amount if needed (amount may be lowered, not raised).

    b. (Optional) Check the *Use Batch Comment* box and enter a comment (like the dates of service) that will appear on parent email receipts. To enable this feature see page 85.

Hint: If no families are shown it may mean they have not yet been approved, no family has a balance due, or that today is BEFORE their Tuition Express *Start Date*.

Collect	☑ △
325.00	☑

Place a check in the column header to select all accounts or click just to the right of the check box to sort according to which families are selected and which are not.

c. Click *Next*.

d. Repeat the selection and batch comment process for persons paying by credit card (if any) and click *Next* again.

Note: If you have only ACH payments or only credit cards you'll have just one screen to select families with one batch comment.

5. Review and Submit Batch:

a. Review the *Batch Summary* (top of screen). If changes are needed click the *Back* button.

b. Choose a *Requested Processing Date* up to 14 days in the future (to enable this feature see page 85).

c. Click *Submit*.

d. A message will appear on screen when the batches have been successfully transmitted. Click *Exit*.

Note: At this point, payments have been posted to each account Ledger Card with the Batch Confirmation Number in the Comment box. ACH transactions (from checking & savings) will have a separate batch number from payments made by credit card.

Family Receipts are printed for Point of Sale payments, not recurring payments. Families set up for recurring payments may print their own receipts at TuitionExpress.com (page 93).

Email Receipts
You'll receive the following email receipts.

- Batch Received: An email confirming receipt of the batch will be sent to the email address(es) of record shortly after Tuition Express receives your transmission. Each batch must be received by 3:00 PM Pacific Time to begin processing the same day.

- Bank Deposit: Within 2 banking days a second email will be sent confirming the deposit(s) to your account and showing transaction fees that will be deducted from your account.

Point of Sale Payments (POS)

The Point of Sale feature let's you process individual credit card payments from anyone at any time. No prior family set up is required.

Before You Begin

- Card Reader: Make sure the Credit Card Reader (card swipe device) is connected to your computer. A green light should be displayed indicating the card reader is ready.

- Receipts: You'll want to turn receipt printing ON to print a duplicate receipt with a merchant copy for you to keep (and the customer to sign) and a copy for the customer as well (page 59).

Process a Point of Sale Payment

Begin at the main screen of Family Data & Accounting:

1. Be sure you are online.

2. Look up the family (page 42) and click the *Ledger Card* icon on the account toolbar.

3. Click the *TE POS* button.

4. Click Swipe Card (top left) and run the card through the reader.

5. After scanning a card, the Card Holder Information appears including the amount due (for manual entry see sidebar).

    a. Edit the *Amount* if needed.

    b. The *Payment Description* for *POS* transactions will default to the value selected when you first configured Tuition Express (page 85). You may make a one time change if needed.

    c. Click *Process*.

    If you have receipt printing set to "Confirm Printing of Receipt" you'll get a message asking if you'd like a Receipt. Otherwise a receipt will print on it's own (see sidebar).

    The payment will automatically be recorded on the Ledger Card with the Point of Sale Transaction Number.

Tuition Express & Deposit Reports

Recurring Payments & Deposits

Recurring Tuition Express payments are automatically closed in their own separate Deposit Reports (page 70), one for ACH transactions and another for Credit Cards. You may view or print them, however no changes may be made.

Manual Entry: If needed you may manually enter credit card information. Yellow fields are required, white are optional. Enter as much information as possible for the best rate.

Receipts: Have the card holder sign your copy of the receipt and give the other copy to them. Just cut the sheet in half as the two receipts print on the same page.

Point of Sale & Deposits

Point of Sale (POS) payments are different from recurring payments since each POS transaction is processed one at a time throughout the day, not as part of a batch. POS payments appear in the list of current payments that are not yet part of a particular deposit report.

At the end of each day you'll want to close all POS payments received that day into their own deposit report, separate from any other cash or check payments you may have received. Search for article KB0215 at ProcareSupport.com.

Credit Card Refunds

Refunds may be issued for recurring credit card payments (search ProcareSupport.com for article KB0216) or point of sale credit card payments (article KB0217). ACH payments (direct from checking or savings) cannot be refunded.

Online Services at TuitionExpress.com

TuitionExpress.com is the most convenient way for childcare centers and parents to view account information and sign up for parent email notification. These services are offered free to centers that use Tuition Express. Note: Parent features are not available for Point of Sale payments.

Registration & Log In for Child Care Centers

You must register (once) to establish a user name and password you'll use each time you log in to TuitionExpress.com.

1. Go to http://www.tuitionexpress.com.

2. Click *My Account* at the top of the screen.

    a. Click the *Register* link to set up your account.

    b. Enter your Tuition Express ID number (see sidebar).

    c. Enter the Last 4 digits of your bank account number (the account you're using for Tuition Express deposits).

    d. Select a *Username* and *Password*. If you forget either one you can always re-register later.

    e. Follow the on screen instructions to complete the process.

Hint: The ID number for your center is the same as your Tuition Express Account Number. See *Configure Tuition Express* on page 85.

Registration & Log In for Parents & Guardians

Two things are needed for parents to register at TuitionExpress.com:

1. They must complete the authorization form and have their account information set up in Procare (page 87).

2. You'll provide them with their unique Tuition Express ID number.

   Print a list of all parent ID numbers:

   a. See Reports (page 94).

   To find the ID number for just one family:

   a. Look up that family at the main screen of Family Data & Accounting (page 42).

   b. Click the Tuition Express icon on the account toolbar.

   c. The payer's *Tuition Express ID* number will appear toward the right side of the screen.

Parent Registration

Parents must register (once) to establish a user name and password they'll use each time they log in to TuitionExpress.com.

1. Parents go to http://www.tuitionexpress.com.

2. Click *My Account* at the top of the screen.

   a. Click the *Register* link to set up your account.

   b. Enter your personal Tuition Express ID number (obtained from your childcare provider).

   c. Enter the Last 4 digits of your bank or credit card account number (the account you're using for Tuition Express payments).

   d. Select a *Username* and *Password*. If you forget either one you can always re-register later.

   e. Follow the on screen instructions to complete the process.

Tuition Express Reports

Financial Reports

For financial information regarding batch numbers and transactions you'll log on to TuitionExpress.com (page 92) or print a Deposit Report (page 90).

Parent ID Numbers

For basic information like a list of parent ID numbers (used to register at TuitionExpress.com) use the Tuition Express reports within Procare. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0214.

Getting Started with

Attendance Tracker

Attendance Tracker let's you record time and attendance of children and/or staff (with employee data) and charge attendance based fees like an hourly rate, half / full day, overtime, extra days and late pickups. You can even import staff hours worked directly to paychecks using the Payroll module.

In addition to tracking clock in times the Attendance Tracker may be used to send messages to parents and authorized pickups when they check children in / out and display information like recent accounting history, immunizations due, etc.

If you're a System Supervisor you'll want to set the days and times your location is open. This is done through the Regions & Schools *Options* screen. Search ProcareSupport.com for article KB0030.

Time Cards & Check In Methods

To understand Attendance Tracker you'll need to know the basics about how Child Time Cards work and the various methods for checking children in and out.

- Time Cards: Manual entries can be made on the time card whenever needed (see below).

- Batch Attendance: Check groups of children in or out (page 97).

- Authorized Pickups: Assign people allowed to pick up each child then give them a registration number they'll use to register at the check in computer (page 99).

- Family Check In: Learn how to set *Check In Options* (page 100) and check children in from a computer terminal (page 104).

- Receptionist Check In: Front desk personnel may check children in on behalf of an authorized pick up. Use *instead* of Family Check In - not in a mix and match fashion. See article KB0163 at ProcareSupport.com.

Child Time Cards

Use the Time Card to view a child's clock in times or make manual entries and corrections (see page 127 for Employee Time Cards).

Use *Copy Day* to quickly repeat information for the next day. Click on a new blank line then click *Copy Day*.

1. Look up the family (page 42) and click once on the name of the child to select them.

2. Click the Time Card icon (clock) on the child's toolbar*.*

Children - 2 Records

Time Card

3. To enter a new line the previous line must have both a *Time In* and *Out*:

   a. Click the bottom (blank) line and select a *Classroom*.

   b. Confirm the *Date In* and *Time In* which default to the current date and time. Make changes as needed.

   c. (Optional) If you're ready to add check "out" information select a *Date Out* then confirm the *Time Out* which defaults to the current time. Make changes as needed.

   d. Click *Save*.

Use the *Audit* button to view a history of all changes on the Time Card.

4. If the line just entered has both a *Time In* and *Out* you may continue adding additional lines clicking *Save* after each one.

5. When finished click *Exit*.

Hint: Hold your mouse over the far left hand side of a line to see the total hours for that line.

Classroom

Toddlers Room

Row 11, 08:00 AM to 04:25 PM = 08:25

Show Rounding / Show Actual

Click *Show Rounding* to see in / out times rounded then click *Show Actual* to toggle back to the exact time. Rounding may be set by a System Supervisor at the Regions & Schools *Options* screen. Search ProcareSupport.com for article KB0030.

Show Rounding

Show Actual

Batch Attendance Features

There are two types of batch attendance features where you can check in a group of children all at once.

- Use Batch Check In / Out (see below) to check children in or out (not both), or transfer them to a particular classroom.

- Use Batch Post Time Card (page 98) to check children both in and out for the day.

Using Batch Check In

You'll use Child Tracking Categories (page 27) to select groups of children for check in or out - such as those who arrive or depart on a particular bus.

End of Day: You'll also use this feature at the end of each day to check out anyone who forgot to check out.

1. At the main screen of Family Data & Accounting click *Functions > Attendance Tracking > Batch Check In / Out*.

2. Choose what you want to do (check in, out, or transfer children) from the Batch Type list (upper left).

3. Select the *Date* and *Time*.

4. Place a check next to the Child Tracking Items you wish to include, such as "Bus Run - Jefferson Elementary". If you select more than one item, children with any of the selected items will be included (see sidebar "end of day" hint).

    Note: When *Transferring* children you'll select the classroom(s) they are currently in instead of Tracking Items.
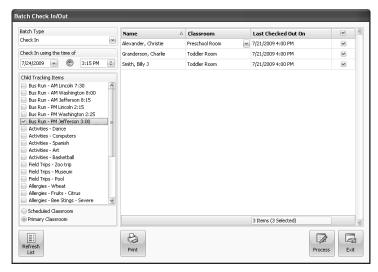
End of Day Hint: To include all eligible children regardless of their Tracking don't select any *Tracking Items* just click *Refresh List*.

5. When checking IN only, choose whether children should be checked into their *Scheduled Classroom* (for this day and time) or their more generic *Primary Classroom*, for example if you're not using the Child's Schedule feature (page 37).

> Note: When *Transferring* children select the classroom they will be transferred to.

6. Click *Refresh List* to display all children who meet your criteria and are eligible for this procedure.

> To be eligible a child must have a current enrollment status of *Enrolled* (page 36) and have the appropriate check in / out state on their Time Card. For example when checking kids in only children who are currently checked OUT would be eligible.

Children without a class-room cannot be selected. Choose a classroom for them then place a check next to their name.

7. With the children's names displayed (right side) select the children to include. Place a check in the column header to select them all (see sidebar).

8. Click *Process* then *Exit*.

Batch Post Time Card

Use this procedure to check children both IN and OUT for the day. This is helpful for things like field trips or when you are manually entering hours based on children's schedules or a sign in sheet.

1. At the main screen of Family Data & Accounting click *Functions > Attendance Tracking > Batch Post Time Card*.

2. Include children *Enrolled As Of* the date you specify.

3. Choose whether to use the child's *Primary Classroom* or their class based on *Schedule*.

4. Choose to include *All Classrooms* or one particular class.

5. Select the *Date*, *Time In* and *Time Out*.

   Note: Time In and Out will not be displayed when the option to base time on schedules is selected. In that case the scheduled times will be used automatically.

6. Click *Next* to display all children who meet your criteria and are eligible for this procedure (see sidebar).

7. Select the children to include. Place a check in the column header to select them all.

8. Make any necessary changes to the *Time In* and *Time Out* for individual children.

9. Click *Process* then *Exit*.

Authorized Pickups

Assign people allowed to pick up each child then give them a registration number they'll use to register at your check in computer.

Assign Pickup People

1. Look up a family (page 42) and click once on a child (to select them) to whom you wish to assign pickup persons.

2. Click the *Information & Relationships* icon on the child toolbar.

3. Place a check in the *Pickup* box for each authorized person.

   Hint 1: Add more people to the list (page 35).

   Hint 2: View children this person is authorized to pick up (see sidebar).

4. Click *Save > Exit*.

5. Repeat for other children in the family.

Get a Registration Number

Each pickup person will be assigned a random number they'll use to register at the check in computer in order to begin checking children in and out. This is a temporary number they will use just once. You may generate a registration number for one particular person (described below) or for everyone at once (see sidebar hint).

1. Look up a family (page 42) and select any child to whom this pickup person is assigned.

To be eligible for *Batch Post Time Card* a child must be enrolled (page 36) as of the specified date and be assigned to the selected classroom as their *Primary* or *Scheduled* class.

Dbl-click the pick up person's name then click the *Pickup* button to see a list of children this person is authorized to pick up. Use the up/dn arrows to change the order, for example to list their own children before children of friends or neighbors.

Hint: Create Registration Numbers for everyone at once. From the main screen of Family Data go to *Functions > Attendance Tracker > Temporary Registration*.

Then print a report showing the numbers. Go to *Reports > Standard Reports > Attendance Tracker > Registration > Temporary Registration*.

2. Click the *Information & Relationships* icon on the child toolbar.

3. Dbl-click the photo or name of the pickup person to access their *Person Information* screen.

4. Click the *New Register* button to generate a temporary Registration Number for this person.

> Note: The Registration Number is valid for 7 days. After that, just repeat the above steps to generate a new one.

5. Give this Registration Number to the pickup person. Have them use their number to register at the check in computer (page 103).

Check In Computer Options
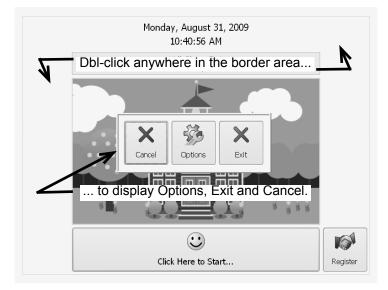
If you are using a check in computer for families and/or staff you'll need to set certain options to control how the check in process works and what information people may view.

1. Dbl-click the *Procare Check In* shortcut on your computer desktop.

2. *Options* are hidden to simplify the check in screen. Dbl-click anywhere in the border area around the main part of the screen as shown (or press the Esc key on your keyboard).

To Exit the Check In Screen dbl-click anywhere in the border area to display the *Exit* button (see image).

3. Select the *Options* button to establish your check in settings:

Required Check In Settings

School Info
At the top of the screen, under *School Info* select the appropriate check in location.

Check In Type
Select the *Check In Type* you'll use. This determines the type of identification needed to check in (see sidebar image).

> a. Person ID - People will choose a numeric Person ID and a separate numeric password.

> b. Fingerprint - People will use their fingerprint (requires a biometric ID pad) and choose a numeric password (optional).

> c. Cardswipe - People will swipe their card (requires a card reader) and choose a numeric password (optional). Any magnetic stripe card may be used such as a credit card, grocery club card, etc. or you may purchase cards with your logo from Procare.

> d. Allow Bypass - If Fingerprint or Cardswipe are selected the bypass option allows people to choose not to use those methods of identification and instead choose a *Personal ID* number (and separate numeric password).

> e. Require Password - If Fingerprint or Cardswipe are selected you may require people to use a password in addition to the fingerprint or magnetic card by checking this box.

>> Note: Even if you choose not to require a password each person will still be asked to choose one when they register (page 103), however they will not need to use it during check in.

Hide Mouse Pointer
If you're using a touch monitor check the option to *Hide Mouse Pointer*.

Optional Check In Settings

Automatic Update (Recommended Setting)
Mark the *Automatic Update* box (bottom - center) to enable the check in computer to check each evening for any new updates on the server. This option will also display information on the Cancel, Options, Exit screen about the last time Procare updates were installed (see sidebar image).

Check In Type: Select the method people will use to check in & out.

Last update information displayed when *Automatic Update* box is checked.

Password ☑Allow OSK
KIDS

Should I Allow OSK? If you have a touch screen monitor you'll want to enable the Windows *On Screen Keyboard* (known as OSK) since you probably will not have a physical keyboard at which to enter your password.

Password

You may choose to set up a *Password* (lower left). Anyone needing access to this *Options* screen, or to *Exit* the Check In program, would need to know the password (see sidebar).

Description

Give this computer a *Description* (lower left) like "Front Door", "Side Entry", etc. This is especially helpful if you have multiple check in computers.

School Picture

Select an image you'd like to have displayed at the main check in screen (use *Preview* to see it) or click *Add* and browse to your own image, like a logo for your school.

> Note: For best results the image should be 554 pixels wide by 327 pixels high or a similar proportion.

Language

Choose which *Language*(s) you want to have available for check in. If you select more than one language a button will appear at the main check in screen so people will have a choice.

Screen Time Out

If a person walks away from the screen without completing the check in process it will return to the opening screen after the specified time (bottom center).

Skin / Color Scheme

You may change the appearance of the Check In screen by selecting a "skin" or color scheme (lower left).

Family Data Options Choose information to display when people check children in/out.

Display Accounting
○ Do Not Display
○ Primary Payers Only
◉ All Payers on Account

Other Buttons
☑ Display Schedules
☑ Display Immunizations
☑ Display Messages

☐ Automatically Check Children In and/or Out

☐ Require Signature

Family Data Options

Select the *Family Data* button for settings related to family check in.

a. Display Accounting - Choose whether to display recent charges, payments and credits to *All Payers*, or the *Primary Payer* only or not to display.

b. Other Buttons - Choose to display child *Schedules, Immunizations Due*, and/or *Messages*.

c. Automatically Check Children In / Out - This feature assumes all children in the family are to be checked in or out at once. Since siblings may attend at different times, or on different days, it's generally best to leave this unchecked.

d. Require Signature - If you are using a signature capture device you must check the *Require Signature* box. At the end of the check in process the person will be required to sign their name. Please note that although the signature is recorded, it is not used for identification purposes.

Employee Data Options

Select the *Employee Data* button for settings related to staff check in. Choose to display the employee *Time Card*, *Schedules,* or *Immunizations Due*. *Messages* is checked by default.

Hardware Options

Select the *Hardware* button for settings related to devices like a fingerprint reader, receipt printer or door controller. See article KB0127 at ProcareSupport.com.

Family Check In & Employee Check In

You may want to help authorized pickup people (and new employees) when they first register and check in to make sure they are comfortable with the process.

Register to Check In

Before checking in the very first time each pickup person (and employee) will need to register at the check in computer using the temporary Registration Number you gave them (for pickup people see page 99, for employees see page 129).

1. At the check in computer select the *Register* button and follow the on screen prompts.

2. Depending on which *Options* are selected (page 100) the pickup person (or employee) will be asked to register one of the following items to identify themselves. Search ProcareSupport.com for article KB0238 for related information.

    a. A personal ID number of their choosing.

       Note: The number cannot be sequential (like 1234 or 4567) or repetitive (like 1111 or 2222).

    b. Their fingerprint.

    c. A magnetic swipe card (credit card, grocery club card, etc.).

3. Then they will select a 4 to 8 digit password (see sidebar).

    Note: Again, this cannot be sequential (like 1234 or 4567) or repetitive (like 1111 or 2222).

Eliminate Passwords:
When using fingerprints or magnetic cards you may choose not to require a password for check in (page 101), however each person will still be asked to choose one when they register.

Forgot Your Password?
If a person forgets their password you may give them a new temporary *Registration Number* (for pickup people see page 99, for employees see page 129). Then they may *Register to Check In* again (page 103).

How to Check In

Check in and out using a computer check in station.

Before you begin

In order to check a **child** in they must:

    a. be enrolled (page 36) as of the current date.

    b. be assigned to a Primary Classroom (page 35).

    c. have at least one pickup person assigned to them (page 99).

    d. and that person must have registered at the check in screen (page 103).

In order to check an **employee** in they must:

    a. be currently employed (page 124).

    b. be assigned to a primary *Work Area* and *School* location (page 122).

    c. be assigned a schedule (page 124) if you are using the Region / School Option to "Restrict Check In / Out to Schedule" See article KB0030 at ProcareSupport.com for details.

    d. have registered at the check in screen (page 103).

Checking In / Out

1. At the check in screen select the "Start Here" button.

2. Enter the identification requested. Depending on which *Options* are selected (page 100) one of the following items must be used.

    a. The personal ID number chosen when registering.

    b. The fingerprint used to register.

    c. The magnetic swipe card used by the pickup person to register.

3. Then enter the 4 to 8 digit password chosen when registering.

4. Select the children to check in or out and view any items that may be available like Accounting, Schedules, Immunizations or Messages (see sidebar).

Check In Messages: Learn how to send messages. Search ProcareSupport.com for article KB0121.

    Note 1: Messages MUST be viewed before the check in process can be finished.

    Note 2: If you're using the *Option* to "Automatically check children in" (page 102) then you would select any children you did not want to check in or out.

5. Choose *Finish*.

    The check in / out time will now appear on the child's Time Card (page 96).

Attendance Reports

Attendance Reports work the same as Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0210.

Attendance Tracker

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Getting Started with

Meal Tracker

Meal Tracker is the place to create menus and record meal counts for children. Meal counts may be based on child schedules or attendance then manually adjusted as needed to reflect actual meals served each day.
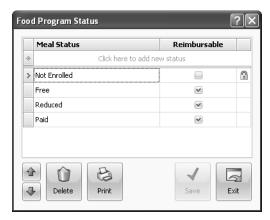
Food Program Age Groups: If you're a System Supervisor you'll want to configure *Age Groups* used to track meals served. This is done through the Regions & Schools *Options* screen. Search Procare-Support.com for article KB0030.

Configure Meal Tracker

Set up standard items needed for tracking meal counts such as which meals you serve and the times they are served (see below). Then move on to creating menus (page 110).

Food Program Status

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Meals & Menus >* dbl-click *Food Program Status.*

3. Add to or edit the status categories as needed. In most cases you'll have Free, Reduced, Paid and Not Enrolled.
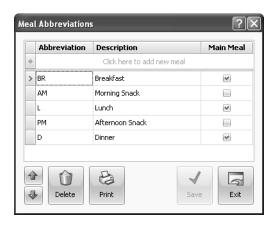
a. To edit an existing category just click the line and change the status name as needed.

b. To add a new status click the top (blank) line and type it in then tap *Enter* (on your keyboard) until a new blank line appears.

c. If you are reimbursed for this category (which typically is the case) make sure there is a check mark in the *Reimbursable* column.

4. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Meal Abbreviations

Meal Abbreviations are limited to two characters like BR for breakfast.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Meals & Menus >* dbl-click *Meal Abbreviations.*

3. Add to or edit the meal *Abbreviations* and *Descriptions*.

a. To edit an existing category just click the line and change as needed.

b. To add a new meal click the top (blank) line and type it in then tap *Enter* (on your keyboard) until a new blank line appears - maximum of six lines (six meals).

c. If this is a *Main Meal* (breakfast, lunch, dinner) make sure there is a check mark in the appropriate column.

4. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.
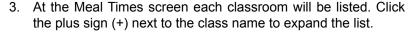
Meal Times

1. From the *Procare Home* screen click *Configuration > System*.

2. Go to *Data Management > Meals & Menus* > dbl-click *Meal Times.*

Entering Time: Use the *Spacebar* to quickly enter time like 8 [spacebar] 30 [spacebar] A for 8:30 AM.

Start Time

8:30 AM

3. At the Meal Times screen each classroom will be listed. Click the plus sign (+) next to the class name to expand the list.

4. Enter a *Start Time* and *Stop Time* for each meal (see sidebar).

   Note: These times will be used to determine if a child was scheduled (or attended) when a meal was served.

5. Once times for the first class have been entered you may copy and paste them to another class (optional).

   Copy

   a. Be sure the class you want to copy *from* is displayed so you can see the Start and Stop times. Then click *Copy*.

   b. Click the plus sign (+) next to the class you want to copy *to* so the times for that class are displayed. Then click *Paste*.

6. Once times for each class have been entered click *Save > Exit*.

Reimbursement Amounts, Meals Allowed

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Meals & Menus >* dbl-click *Reimbursement Amounts.*

3. Enter the dollar amount you are reimbursed for each meal and status level.

4. Enter the number of *Main Meals Allowed Per Day* (usually two) and the total number of *Meals and Supplements Allowed* (usually three).

   In other words how many main meals (like breakfast and lunch) are you allowed to claim per child (each day) and how many total meals including snacks?

Week   Day

Menus: View Week or Day - Click the *Week* button to view or edit all breakfasts, etc. for the entire week. Use the left / right arrow buttons to move through the meals from breakfast to AM snack and so forth.

Click the *Day* button to toggle back to all meals for a single day. Use the left / right arrow buttons to move through the days.

5. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Create Menus

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Meals & Menus >* dbl-click *School Menus.*

Make a new menu from scratch
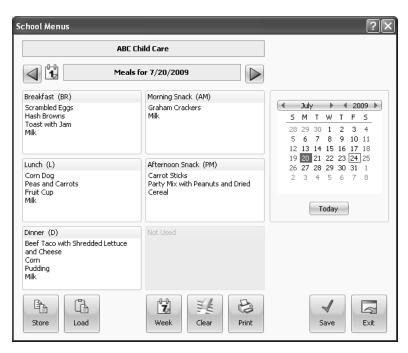
3. Select a day on the calendar for this menu.

4. Click in the box for a particular meal like breakfast and type a description of the meal, then move on to the next meal until they are all filled in as needed.

School Menus   [?][X]

ABC Child Care

◁   ⟨🗓⟩   **Meals for 7/20/2009**   ▷

Breakfast (BR)
Scrambled Eggs
Hash Browns
Toast with Jam
Milk

Morning Snack (AM)
Graham Crackers
Milk

◄	July	►	◄	2009	►

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Lunch (L)
Corn Dog
Peas and Carrots
Fruit Cup
Milk

Afternoon Snack (PM)
Carrot Sticks
Party Mix with Peanuts and Dried
Cereal

[Today]

Dinner (D)
Beef Taco with Shredded Lettuce
and Cheese
Corn
Pudding
Milk

Not Used

Store   Load   Week   Clear   Print   Save   Exit

5. Repeat for other days. When finished click *Save > Exit*.

Store an existing menu to reuse it for another day or week

1. Select a day on the calendar whose menus you want to keep for reuse.

> Hint: If you want to save the entire week then select any day that falls within that calendar week (Sun. - Sat.).

2. Click the *Store* button.

a. If this is a brand new menu (one you just entered and have not yet clicked Save) you'll be asked if you want to save your changes. Click *Save*.

b. Choose to *Save as Daily Menu* (all menus for that day) or *Save as Weekly Menu* (all menus for the entire week)

c. Give the menu a name you'll recognize later like "Taco Day" or "Week 1".

○ Save as Daily Menu   Name of Menu: 🔲 Save
○ Save as Weekly Menu   Taco Day   🔲 Close

d. Click the small *Save* button.

> Note: If you change your mind click *Close* to cancel this procedure.
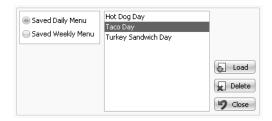
To delete a "stored" menu click *Load*, choose the menu and click *Delete* then *Close*. This removes it from the list, but does not remove it from days where it was previously loaded.

Load a "Stored" menu to another day or week

1. Select a day on the calendar whose menus you want to replace with one of your stored menus.

   Hint: If you want to replace the entire week then select any day that falls within that calendar week (Sun. - Sat.).

2. Click the *Load* button.

   a. Choose to *Load a Saved Daily Menu* (all menus for that day) or a *Saved Weekly Menu* (all menus for the entire week)

   b. Select a menu from your list of stored menus like "Taco Day" or "Week 1".

   c. Click the small *Load* button.

   Note: If you change your mind click *Close* to cancel this procedure.

Delete Menus

You may delete "stored" menus or clear the menus for a particular calendar day, or clear a particular meal (like breakfast) for an entire week.

- To delete a stored menu see sidebar.

- To clear all meals for a single day select that day on the calendar and click the *Clear* button.

- To clear a particular type of meal for the whole week select any day that falls within that calendar week then click the *Week* button. Use the left / right *Arrow* buttons to move to the appropriate meal type (like breakfast) then click the *Clear* button.

Print Menus

To print a basic weekly menu select any day that falls within that calendar week (Sun. - Sat.) then click *Print*. For additional menu options see *Reports* page 114.

Assign Each Child a Food Status

Each child must be assigned the appropriate eligibility status like Free, Reduced or Paid.

1. Look up the family (page 42) and click once on the name of the child to select them.

2. Click the *Information & Relationships* icon on the child toolbar.

3. Click the *Food Program* box (upper right) and select a status like "Free" from the list.

4. Click *Save > Exit*.

Child Meal Counts

Meals may be counted or adjusted one child at a time or you may process a batch of children all at once.

Individual Child Meals

Each child has their own record of meals served. Use it to make manual adjustments or to process meal counts for just one child.

At the main screen of Family Data & Accounting:

1. Look up the family (page 42) and click once on the name of the child to select them.

2. Click the Meal Tracker icon (hamburger) on the child's toolbar.

3. There are several ways to record meals served:

Manual adjustments

   a. Check the box next to a meal for a given day to count the meal. To remove a meal just uncheck the box.

   b. Check the *Apply to All* box at the top of meal column like "B" for breakfast to count all breakfasts for the selected month.

Automated counts

You must set up *Classroom Meal Times* (page 109) to use this feature.

   c. Click the *Schedule* button to automatically count meals for the selected month based on this child's schedule.

   d. Click the *Attend* button to automatically count meals for the selected month based on this child's attendance (requires Attendance Tracker).

4. When finished with meal counts click *Save > Exit*.

A red/pink background on the *Child Meal Tracker* screen indicates the child was not enrolled during those dates. See *Enrollment Status* page 36.

A green background is used for days this location is normally closed based on your *Hours of Operation*. Search ProcareSupport.com for article number KB0030.

A blue background indicates a day this location is closed based on specific *School Close Dates* for things like holidays and breaks. See page 25.

A child must have an *Enrollment Status* of "Enrolled" as of the date selected to appear on the *Daily Meal Tracker* screen.

The child's *Food Status* is different. It may say "Not Enrolled" which means they have not been assigned a Food Status like Free, Reduced or Paid (page 113).

Batch Count Child Meals

The *Daily Meal Tracker* lets you manage meal counts for children enrolled (page 36) as of the date you select (see sidebar).

At the main screen of Family Data & Accounting:

1. From the *Functions* menu select *Meal Tracker > Daily Meal Tracker*.

2. Select the day for which you want to manage meal counts from the drop down calendar or use the left / right Arrow buttons to move one day at a time.

3. There are several ways to record meals served:

Manual adjustments

    a.   Check the box next to a meal for a given child to count the meal. To remove a meal just uncheck the box.

    b.   Check the *Apply to All* box at the top of meal column like "B" for breakfast to count breakfasts for all children for that day.

Automated counts

You must have set up *Classroom Meal Times* (page 109) to use this feature. See sidebar hint to sort or filter the list.

    c.   Click the *Schedule* button to automatically count meals for the selected day based on each child's schedule.

    d.   Click the *Attend* button to automatically count meals for the selected day based on each child's attendance (requires Attendance Tracker).

4. When finished with meal counts click *Save > Exit*.

Sort the children by clicking the headings like last name or primary classroom. *Filter* the list by clicking the tiny filter icon in the upper right corner of the heading. Search ProcareSupport.com for article KB0184

Meal Tracker Reports

Meal Tracker Reports work the same as Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0209.

Notes

Meal Tracker

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Getting Started with

Employee Data

Employee Data is the place to record all staff related information including hire dates, schedules, time cards, benefit hours and immunization records.

Configure Employee Data

Before entering staff information you'll want to configure at least some of the overall "*Data Management*" settings that affect all employees like departments and work areas. You may set up other items now or come back to them later.

Departments, Work Areas & Classrooms

If you haven't already done so you'll need to set up Departments, Work Areas and Classrooms (see page 22).

Pay Periods & Overtime 🍄 (System Supervisor required)

For time card records and payroll calculations you'll want to set up pay periods and indicate how overtime should be determined.

1. From the *Procare Home* screen go to *Configuration > System > Regions & Schools*.

2. Click the name of the *Region* once to make sure it is selected then click the *Set Options* button.

3. Select the *Employee Data* section (left side).

   a. Under *Standard Options* (top right) choose the *Start Day of Pay Week*. This determines when a 40 hour work week begins.

   > Note: This is not related to the pay period itself. While the day a pay period begins may vary the *Start Day of Pay Week* is always the same. For example overtime would always be calculated from Monday through Sunday, regardless of the pay period.

   b. Scroll down to the *Pay Period Information* section and choose whether you pay every week or every two weeks, etc. See sidebar for "Custom" settings.

   c. Select a *Start Date 1* and click *Save*. This is the date your first pay period began. If you pay weekly the start date is typically the first Monday of the year.

   > Note: Use the *Show Pay Periods* button (bottom of screen) to see how the pay periods cascade through the current year. If needed change the *Start Date* (click *Save*) and use *Show Pay Periods* again until they are appropriate for your situation.

   d. If you pay twice a month select a *Start Date 2* and click *Save* (otherwise ignore this setting). This is the date your second pay period began.

   > Example: If your first pay period ran from the 1st to the 15th your second pay period would start on the 16th.

Custom Pay Periods: Choose "Custom" if your pay periods do not fit a standard pattern. Search ProcareSupport.com for article KB0177.

e. Scroll down to the *Overtime Calculations* section and choose whether overtime is based on 8 hours per day, 40 hours per week or both.

Pay Codes / Job Title

Pay Codes are used to describe the type of work a person does or position they hold like director, assistant director, head teacher, assistant teacher, etc. You'll also include benefit categories like vacation, sick, training and so forth.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Employee Data* > dbl-click *Pay Codes.*

3. To create a new Pay Code:

   a. Click the top (blank) line and enter a *Pay Code Name* like "Admin Assistant".

   b. Assign it to an expense account number from your Chart of Accounts (page 54) like "5050.00 Payroll - Administration".

   c. If this position qualifies for overtime pay place a check in the *Pay OT* box. In most cases the *Active* box should also be checked.

   d. Tap *Enter* (on your keyboard) until a new blank line appears and continue adding new *Pay Codes*.

4. Use the *Up & Down* arrows to change their order as needed, then click *Save > Exit*.

Benefit Codes

Select items which are benefits from your list of Pay Codes such as vacation, sick, holiday, etc.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Employee Data* > dbl-click *Benefit Codes.*

3. To create a new Benefit Code:

   a. Click the top (blank) line and select an existing *Pay Code* from the list like "Vacation".

   b. Enter the percentage at which benefits for this pay code are calculated, for example 100%.

   c. If you'd like this benefit to be included on payroll check stubs place a check mark in the *Check Stub* box (requires Payroll module).

d. Tap *Enter* (on your keyboard) until a new blank line appears and continue adding new *Benefit Codes*.

4. Use the *Up & Down* arrows to change their order as needed, then click *Save > Exit*.

Employment Status

"Currently Employed" is the status you'll use for all staff members you presently employ. Create additional status levels to cover time periods when they are not employed such as: laid off, leave of absence, quit, fired, etc.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Status & Relationships >* dbl-click *Employee's Employment Status.*

3. To create a new status click the top (blank) line and enter a *Description* like "Laid Off - OK to rehire" with a *Comment* (optional) if the status requires further explanation. Then click *Save*. Continue adding new Employment Status descriptions clicking *Save* after each one.

4. Use the *Up & Down* arrows to change their order as needed, then click *Exit*.

Employee Relationships

Relationships are used to explain how different people are connected to each employee. For example it may be a family member like a spouse or child, etc. Other people outside the family like emergency contacts, the employee's doctor, or a second employer may also be connected to them.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Data Management > Status & Relationships >* dbl-click *Employee Relationships*.

3. To create a new Relationship click the top (blank) line and enter a *Description* like "Family Friend" with a *Comment* (optional) if it requires further explanation. Then click *Save*. Continue adding new Relationship descriptions clicking *Save* after each one.

4. Use the *Up & Down* arrows to change their order if needed, then click *Exit*.

Tracking Items & User Defined Fields

Tracking Items are categories you create that may apply to many employees while *User Defined Fields* are better for information specific to a single person. For example, to track which staff members have up-to-date CPR certification use Tracking Items, but to record the exact date they received the certification create a User Defined Field. If a certification must be tracked on a recurring basis (like every 12 months) it may preferable to use the "requirements" section of *Immunizations & Requirements* instead.

Tracking and User Defined Fields are explained in detail in the Family Data portion of this guide (page 27).

Immunizations & Requirements

Set up your *Immunization Schedule* and any other date based *Requirements* needed for your state, county or other authority as explained in the Family Data portion of this guide (page 30).

Phone Number Types, Log Sheets, Misc.

You may wish to set up miscellaneous items such as the types of phone numbers (home, work, cell) and log sheets (scheduling, staff review, disciplinary). These items are also explained in the Family Data portion of this guide (page 31).

Employee Information

Now that you've set up the basic *System Configuration* settings you're ready to begin entering employees.

Enter an Employee

1. From the *Procare Home* screen click the *Employee Data & Payroll* tab.

2. Click the *Add Employee* icon, with the plus (+) sign, on the employee toolbar. To add someone already in the system click the tiny down arrow and choose *Add Existing Person*. For example you may have already set them up as a Procare User.
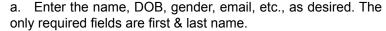
3. Enter data on the *Person Information* screen.

Learn more about *New & Existing* persons. See page 14 sidebar.

Learn about deleting an Employee. Search ProcareSupport.com for article KB0132.

a. Enter the name, DOB, gender, email, etc., as desired. The only required fields are first & last name.

b. Under *Address Information* click *New* and enter their address then click *Save*. You may enter more than one address - just click *Save* after each one. Then click *Exit* to return to the *Person Information* screen.

Hint: To change an existing address or phone number dbl-click anywhere in the address or phone box.

c. Under *Phone Information* click *New*, choose a *Telephone Type* (like home or cell) then enter the *Area Code* and *Telephone Number* and a *Comment* (optional) then click *Save*. You may enter more than one phone number - just click *Save* after each one. Then click *Exit* to return to the *Person Information* screen.

d. To add a *Photo* see page 41.

4. Once the basic information for this person has been entered click *Continue* (lower right).

5. If people with similar names are found you'll have a chance to select a suggested person as a match or continue with the person you have just entered to save them as a brand new person (page 33). If no match is found you'll automatically return to the main screen of Employee Data with your new person displayed under the list of *Employees* (left side).

Edit Employee Information

To add or change basic information for an employee (like name, address, phone or email):

Selecting an Employee: If you have just added an employee they will already be selected (their name is highlighted). To work on a different employee you'll need to look them up (page 129).

1. Select an employee (see sidebar).

2. Dbl-click their name or address on the Employee Summary portion of the screen.

3. Make any changes then click *Save > Exit*.

Employee Summary

ANDREWS

Employee - Loretta Andrews

2377 SE Caruthers St.
Portland, OR 97214

Assign a Work Area, Location & Related People

1. Select an employee (see sidebar).

2. Click the *Information & Relationships* icon on the toolbar.

Employe Summary
Information & Relationships

3. Select a *Primary School* (location) and *Primary Work Area* for this person (upper right).

    Note: If the person is no longer employed you may mark them as "hidden".

4. Next add related people (optional).

    a.   Add people connected to this employee such as a spouse, child, emergency contact, doctor, etc. Click the tiny arrow on the *Add* button and choose either *Add New Person* or *Add Existing Person* if the person is already in your database (they may be a person already set up in Family Data, etc.).

    b.   Choose how each person is related to the employee from the *Relationship* list (like spouse, child, etc.).

5. Click *Save > Exit.*

Work History, Hire Date, Employment Status

Each employee should be assigned a *Hire Date* and *Employment Status*.

1. Look up an employee (page 129).

2. Click the *Work History* icon on the toolbar.

3. Select a *Date* and a *Status* like *Currently Employed* and click Save.

4. Enter any additional dates and status levels you know at this time (clicking *Save* after each one) then click *Exit*.

An employee may be assigned more than one *Employment Status* each with its own date. For example they may have been hired, then were away on leave and later returned.

To create your own status levels see page 120.

Start	Status
3/1/2008	Currently Employed
1/28/2009	Leave of Absence
7/1/2009	Currently Employed

Employee Work History — Tricia Ackworth

Delete   Print   Save   Exit

Staff Schedules & Benefit Hours

Set up a schedule for each employee then factor in planned absences (like vacation).

Assign Schedules to an Employee
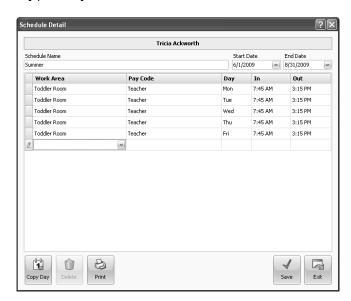
1. Look up an employee (page 129).

2. Click the *Schedule* icon (monthly calendar) on the toolbar.

3. Click *New*. A blank *New Schedule* appears.

   a. Enter a *Schedule Name* such as summer, fall or anything you like.

   b. Enter *Start* and *End* dates for this schedule (top right).

c.   On the first (blank) line select the *Pay Code*, *Work Area, Day* and *In / Out* times.

d.   Tap *Enter* (on your keyboard) until a new blank line appears. Continue adding additional days or use *Copy Day* to repeat information from the prior day.

Hint: Use the *Spacebar* to quickly enter time like 8 [spacebar] 30 [spacebar] A for 8:30 AM

Multiple Schedules: An employee may be assigned more than one *Schedule* each with its own *Start* and *End* dates.

4.   When finished click *Save > Exit.* You'll return to the *Employee Schedules* screen.

5.   Click *New* to add additional schedules or dbl-click an existing schedule to make a change. When finished click *Exit*.

Planned Absences (Vacation) and Benefit Hours
Record days a staff member will be away and track benefit hours they have earned and used.

1.   Look up an employee (page 129).

2.   Click the *Benefits* icon (calendar with pencil) on the toolbar.

3.   Enter any planned absences on the *Planned* tab. These absences will be automatically reflected on the employee's schedule (see sidebar about the *Review* button).

4.   Track benefit hours earned on the *Earned* tab. These hours may be posted as a batch to all employees at once (page 129).

Use *Review* to see or *Print* schedules. For details see sidebar page 38.

Use Group to sort Benefit Hours by category like Vacation, Sick, Training, etc.

5. The *Used* tab automatically displays any benefit hours from the Time Card (page 127).

> Hint: Things like paid holidays and planned vacation hours may be *Batch Posted* to the Time Card and will then appear on the *Used* tab (page 128).

6. Look at the *Balances* tab to review time earned, used and the balance remaining.

7. Click *Save > Exit.*

Pay Rate

Assign a Pay Code like "Teacher" along with a salary or hourly rate to each employee.

1. Look up an employee (page 129).

2. Click the *Pay Rate* icon on the toolbar.

3. Set this person up as a salaried or hourly employee or both. You must use a different *Pay Code* for each type of pay.

    a. For salaried employees select a *Salary Pay Code* and enter the amount they receive *Per Pay Period*.

    b. For hourly employees select a *Pay Code* and enter their *ST Rate* (straight time) and *OT Rate* (overtime). Check the *Benefit* box next to the Pay Code used to pay out benefits. This is used to determine the amount per hour they are paid for benefit hours like vacation and sick time.

    > Note 1: If they have just one Pay Code be sure to check the Benefit Box. If they have multiple Pay Codes (like "Teacher" and "Aide") check the box next to the appropriate rate. In other words determine if they will be paid for vacation, sick, etc. at the "Teacher" rate or the "Aide" rate.

    > Note 2: To assign multiple rates to the same person just tap *Enter* until a new blank line appears.

4. Click *Save > Exit*.

Staff Immunizations & Requirements

Record dates an employee received each immunization or other date based requirement. Immunizations for staff members work the same as for children. See page 39.

Tracking Items for Employees

You may assign *Tracking Items* to each employee. *Tracking Items* work the same in all modules. See page 40 (family tracking).

Employee Tracking Items may be used for things like: CPR certification, whether they are full time, part time or a volunteer and as a checklist for completion of required forms or paperwork.

User Defined Fields for Employees

Enter data in *User Defined Fields* for each employee as needed. These fields work the same in all modules. See page 40 (add fields to families).

What are *User Defined Fields* used for? Anything specific about an employee that doesn't already have a place in Procare, for example a date you need to record beyond the hire date and date of birth.

Log Sheets for Employees

You may type notes in the *Log Sheet* of each employee as needed. Log notes work the same in all modules. See page 40 (add logs to families).

Attach a Document to an Employee

Attach files in .pdf format to keep an electronic paper trail of important documents related to each employee - for example a copy of a purchase agreement, contract, etc. For details search ProcareSupport.com for article KB0220.

Letter Merge / Word Processor

Use the Letter Merge feature to print or email letters to your employees and insert fields like the company name, address, etc. Letter merge works the same in all modules. See page 44 (family letter merge).

Employee Time Cards

Use the Time Card to view an employee's clock in times or make manual entries and corrections.

1. Look up an employee (page 129).

2. Click the Time Card icon (clock) on the toolbar.

Use *Copy Day* to quickly repeat information for the next day. Click on a new blank line then click *Copy Day*.

Use the *Audit* button to view a history of all changes on the Time Card.

If an employee works at two or more locations see article KB0142 at Procare-Support.com for how to handle time cards.

3. To enter a new line the previous line must have both a *Time In* and *Out*.

   a. Click the bottom (blank) line and select a *Pay Code* and *Work Area*.

   b. Confirm the *Date In* and *Time In* which default to the current date and time. Make changes as needed.

   c. (Optional) If you're ready to add check "out" information select a *Date Out* then confirm the *Time Out* which defaults to the current time. Make changes as needed.

   d. Click *Save*.

4. If the line just entered has both a *Time In* and *Out* you may continue adding additional lines clicking *Save* after each one.

5. When finished click *Exit*.

Show Rounding / Show Actual
Click *Show Rounding* to see in / out times rounded then click *Show Actual* to toggle back to the exact time. Rounding may be set by a System Supervisor at the Regions & Schools *Options* screen. Search ProcareSupport.com for article KB0030.

Batch Post Time Card

Use to record hours on Employee Time Cards for things like paid holidays or when manually entering hours based on staff schedules or to process planned benefit hours like vacation time that has been taken.

1. At the main screen of Employee Data & Payroll click *Functions > Batch Post Time Card*.

2. Include persons *Employed As Of* the date you specify.

3. Choose whether to:

   a. Use the *Primary Work Area*.

      Then choose a *Pay Code* like "Holiday" that will be used for everyone. Choose a *Date, Time In* and *Time Out*. This will give them "Holiday" hours for their normal work area like Toddlers.

   b. Or base hours on the *Schedule.*

      Choose to include people scheduled for *All Pay Codes* (default) or one particular code. Then pick the *Date* to use from the schedule.

   c. Or record hours for *Planned Benefits.*

      Choose a *Pay Code* like "Vacation" and select a *Start Date* and *End Date*. This will include only people who have that code entered as a *Planned Benefit* (page 125) during the specified dates.

4. Click *Next* to display employees who meet your criteria and are eligible for this procedure (see sidebar).

5. Select the employees to include. Place a check in the column header to select them all.

6. Make any necessary changes to the *Time In* and *Time Out* for individual employees.

7. Click *Process* then *Exit*.

Batch Post Accrued Benefits
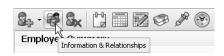
The accrued benefits feature lets you quickly calculate and post hours earned for vacation, sick time, etc. to the Benefits screen of each employee. See article KB0131 at ProcareSupport.com.

Employee Check In

Get a Registration Number

Each person will be assigned a random number they'll use to register at the check in computer in order to begin checking in and out. This is a temporary number they will use just once. You may generate a registration number for one particular person (described below) or for everyone at once (see sidebar hint).

1. Look up an employee (see below).

2. Click the *Information & Relationships* icon on the toolbar.

3. Click the *New Register* button to generate a temporary Registration Number for this person.

    Note: The Registration Number is valid for 7 days. After that just repeat the above steps to generate a new one.

4. Give this Registration Number to the employee. Have them use their number to register at the check in computer (page 103).

Look Up, Search and Filter Employees

Once your employee information has been entered you'll want to know how to look up or search for a person and use the filter feature to view only certain staff members (continued next page).

To be eligible for *Batch Post Time Card* an employee must be "Currently Employed" (page 124) as of the specified date.
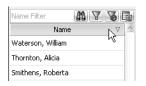
Hint: Create Registration Numbers for all employees at once. From the main screen of Employee Data go to *Functions > Temporary Registration*.

Then print a report showing the numbers. Go to *Reports > Standard Reports > Employee Data > Registration > Temporary Registration*.

Check In Messages: Learn how to send messages. Search ProcareSupport.com for article KB0121.
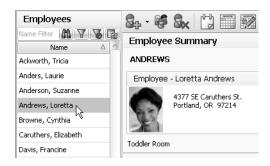
Employees are sorted alphabetically. Change to reverse order by clicking the *Name* heading at the top.

Look Up an Employee - The "Employee List"

The easiest way to look up an employee is to use the list of *Employees* on the left side of the screen. Staff members are listed alphabetically by last name (see sidebar).

1. Type the first few letters of their last name in the *Name Filter* box (upper left) just above the list of employees.

2. Click once to select the employee you wish to work on or dbl-click their name to open the *Employee Information* screen.

Search for a Person at *this* Location

1. Click the *Search* button (binoculars) on the toolbar.

2. Choose the type of thing you want to find (employee name, address or phone).

3. Type in the item for which you are searching (the person's name, address or phone) and click *Find*.

4. Dbl-click the person's name in the *Results* to go to their screen.
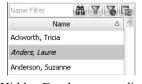
Search for a Person across *all* Locations

If you have multiple locations you may search all locations at once (page 43).

Filter Your Employees

Hidden Employees are displayed in *italics*, but you'll only see them if your filter is set to include *All Employees* or *Hidden Employees*.

1. To view only certain types of employees on screen click the *Filter* button (looks like a funnel or coffee filter) on the toolbar.

2. Choose whether to include *All Employees* or just *Visible* or *Hidden Employees*.

3. Then pick categories of employees to include. You may combine multiple categories.

    Example: All staff members with an *Employment Status* of "Currently Employed" as of today whose *Primary Work Area* is the Toddler Room.

4. Click *Count* (optional) to see how many employees meet your criteria.

5. Click *Exit*. Only employees that meet your criteria will be displayed and the filter will turn red (see sidebar).

6. To clear your filter and return to the default settings for your location click *Clear Filter* (with the red circle/slash) on the toolbar.

A Red Filter means only certain employees are currently displayed.

The *Default Filter* is set as part of Region & School Options. Search ProcareSupport.com for article KB0202.

Refresh the List

Sometimes you may wish to click the *Refresh* icon to be sure you are viewing a current list of people who should be included in your filter. This makes sense if you have other people entering employees into Procare or making changes from another computer.

Example: Four employees are displayed based on your filter. Someone else makes a change to another employee so they would now be part of your filter. You may not see the fifth employee right away - until you click *Refresh*.

Employee Data Reports

Employee Data Reports work in a way similar to Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0211.

Combined Reports: If you have multiple locations (hosted in a single database) you may print certain types of combined or "corporate" reports that include information from all locations. See article KB0207 at ProcareSupport.com.

Employee Data

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Getting Started with

Payroll

Payroll is the module where withholdings and allowances are set up for each employee and where paychecks are calculated and printed. You may also generate tax deposit reports and other payroll reporting information.

Configure Payroll

Determine the overall settings for payroll such as withholdings, check format and state unemployment rates. Then move on to the individual settings for each employee (page 139).

Before You Begin

Before working in the Payroll module be sure you have set up the following items from previous chapters:

- Departments, Work Areas & Classrooms (page 22)
- Pay Periods & Overtime (page 118)
- Pay Codes & Benefit Codes (page 119)

Payroll Year, Checkbook, FUTA, SUTA 🐾

(System Supervisor required)
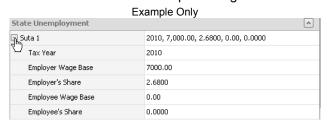
You'll need to set up several items within Region & School Options.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users > Regions & Schools*.

2. Most of these options may be set at the region level or for an individual school.

   a. To set options for the whole region click the name of the *Region* once to select it then click the *Set Options* button.

   b. To set options for a single location click the plus sign (+) next to the *Region Code* to see the schools in that region. Click the name of the *School* once to select it then click *Set Options*.

3. At the *Options* screen select *Payroll* (left side).

   a. Under *Standard Options* (top right) choose the Current *Payroll Year*.

   b. Under *General Ledger Assignments* select a Bank Account to use as your *Payroll Checkbook* and an Asset Account for any *Employee Advances* that may be given (see Chart of Accounts page 54).

General Ledger Assignments		
Payroll Checkbook	1000.00 First National: Checking	
Employees Advance	1120.00 Employee Advances	

   c. *Federal Unemployment* (FUTA) must be set at the Region level and works the same as State Unemployment (see below).

   d. *State Unemployment* (SUTA) is set for individual schools. You must enter SUTA info for your state for the current year, although you may store rates for up to two years at a time. Click

the plus sign (+) next to *Suta 1* or *Suta 2* and enter a *Tax Year*, *Wage Base* and *Share* for the employer and employee (if applicable). For more info see article KB0318 at ProcareSupport. com. The share is entered as a percentage - see sidebar hint.

Example Only

State Unemployment	
Suta 1	2010, 7,000.00, 2.6800, 0.00, 0.0000
Tax Year	2010
Employer Wage Base	7000.00
Employer's Share	2.6800
Employee Wage Base	0.00
Employee's Share	0.0000

Note: Use either Suta 1 or Suta 2 for the current year. The correct year will be selected automatically for tax calculations.

Formulas, GL Assignments, Check Setup

There are also several *Accounting Management* settings that affect payroll including *Payroll Formulas* (below), *General Ledger Assignments* (page 137) and *Check Printing Setup* (page 138).

Payroll Formulas

Formulas determine how much to withhold from each paycheck.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Mgmt > Payroll > dbl-click Payroll Formulas.*

3. Begin by downloading Federal and State tax formulas (see sidebar). Continue with this section to create your own withholdings for things like health insurance, childcare, retirement , etc.

4. Select the *Category* "General" from the drop down list (top left).

   Edit an existing formula:

   a. Dbl-click the formula name like "Child Care".

   b. At the *Payroll Formula Builder* screen make any changes.

   c. Click *Save > Exit* to return to the list of *Payroll Formulas* then click *Exit* again.

   Import a formula from Procare: You may download and import formulas (see sidebar page 136) for common withholdings like employee child care, health insurance, etc., or create your own.

   Create your own withholding (make a new formula): If an existing formula is close to the new one you wish to create click once on that formula to select it. This will be used as a starting point for your new formula.

Payroll

Hint: If your state shows SUTA as a multiplier (not a percentage) you'll need to convert it to a percentage. Example: your SUTA info says to multiply taxable earnings by .0268. To convert to a percentage multiply by 100 so .0268 x 100 = 2.68%

Download Tax Tables: Click *Download & Update* at the *Payroll Formulas* screen to install Federal and State tax formulas for the year you select. The 1st year is included with your purchase. Additional years may be ordered at www. procareonline.com/store.

a. Click *New Formula*. Answer *Yes* or *No* depending on whether you wish to use the existing formula as a template.

b. The *Category* should say "General".

c. Click *Add* to create a new *Subclass*. Type a name for this withholding like "Retirement" and click *Exit*.

d. Choose whether this new formula will be a *Withholding* - money deducted from a check (yes, in most cases) or a *Credit* - money added to a check (not common).

e. Type a short abbreviation for the *Group Name* (name that will appear on the pay stub like "Retire") and click *Next*.

Σ↓
Import
Formula

Download & import formulas for things like health insurance, child care, retirement, garnishments, SDI, city income tax, etc. Search ProcareSupport. com for article KB0319.

f. Type a longer formula name like "Retirement Plan".

g. Choose a *Start Date*, for example this formula may take effect as of Jan. 1st - then click *Finish*.

h. Dbl-click the name of your new formula to edit it. If you chose a *Start Date* in the future you'll need to check the *Show All In Category* box (upper right) in order for it to be visible.

i. At the *Formula Builder* screen make any necessary changes, like adding a formula (see sidebar).

Example: Withhold a fixed amount from each check that varies per employee.

- Click *Add Variable* and give the variable a *Name* like "amount". Choose a *Mask* like the *Money* format #####.## and enter a *Sample Value*, if you wish, for testing purposes. This sample becomes the default value for any person to whom you assign this withholding. In most cases you'll want to set it back to zero.

Payroll Formulas: For more examples search ProcareSupport.com for article KB0303.

- Then click *Save > Exit*.

- At the *Payroll Formula Builder* screen enter a simple formula on line 1 using the syntax *Var[name_of_variable]* like *Var[amount]*.

Line	Comment	Formula
1	Amount to withhold varies	Var[amount]

- Click *Save > Exit* to return to the list of *Payroll Formulas*.

j. If this withholding is exempt from certain taxes (see sidebar) click once on the Formula Name to select it then click the *Exempt From* button (lower left). Check off any items from which it is exempt then click *Save > Exit* to return to the list of *Payroll Formulas*.

A withholding that is exempt is sometimes called a "pretax" withholding. In other words the amount is deducted from gross pay prior to taxes being calculated. The amount withheld is not taxed. Be sure to check with your tax advisor before marking a withholding as exempt.

k. When you are finished adding and editing formulas click *Exit* again.

General Ledger Assignments

Choose account numbers (GL Numbers) that go with each withholding. This is required in order to print a *Payroll Journal Summary* or overall financial reports, from the Expenses & Ledger module, such as a *Trial Balance*.

A withholding should usually be assigned to a liability account, but there may be cases (such as child care paid by an employee) where a revenue account is appropriate. Account numbers are created in your Chart of Accounts (page 54).

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Payroll >* dbl-click *General Ledger Assignments.*

3. Select a *Category*, like *Federal* from the drop down list (top left).

    a. Assign a *GL Account* number to each item in the category such as *Federal EIC*, *Federal Income Tax*, etc.

    b. Click *Save*.

    c. Repeat for the *State* and *General* categories.

Category Federal

	Category	Class Name	Subclass	Type	GL Account
▶	Federal	EIC		Credit	2010.00 Federal Tax Liability
	Federal	IncomeTax		Withholding	2010.00 Federal Tax Liability
	Federal	Medicare		Withholding	2020.00 FICA (Medicare)
	Federal	Social Security		Withholding	2015.00 FICA (Social Security)
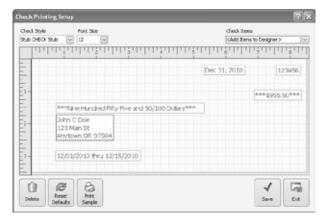
Order Your Checks:
For guaranteed compatibility Procare recommends **Dynamic Systems** at **1-800-782-2946**, however, you may purchase checks through your bank or other supplier. Search ProcareSupport.com for article KB0161.

Direct Deposit: If you offer Direct Deposit you may wish to order special Direct Deposit Checks & Stubs. These typically have your company name and logo (like a regular check) but say "Direct Deposit - Not Negotiable". This way you'll have a check stub to give your employee and one to keep for yourself.

Check Printing Setup

Determine how items will be printed on checks and which items to include. The printer is chosen separately (page 19).

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Payroll >* dbl-click *Check Printing Setup.*

3. Choose a *Check Style* and *Font Size* (top left). If the check is in the middle of the sheet choose "Stub CHECK Stub" format. If the check is at the top choose "CHECK Stub Stub".

    Note: The font size affects the check itself not the stubs.

4. You may change the position of an item that will print on the check (like the Employee's Name) as follows:

    a. To move an item click and drag it with your mouse.

    b. There may be some items you do not wish to print on the check (like the Social Security Number 999-99-9999).To delete an item click once to select it, then click the *Delete* button.

    c. Additional items may be added to the check. For example we may want the employee's name to appear twice. Once on the "Pay To" line and once above their address. Click the *Check Items* list (top right) and choose an item like Employee Name. The new item appears in the top left corner. Just drag it to the appropriate position.

    d. Use *Print Sample* to print a test on plain paper until each item is properly aligned with your checks.

    e. To start over, use *Reset Defaults* to place every item on the check back to the original, default position.

5. Click *Save > Exit*.

Employee Payroll Information

Now that you've set up the *System Configuration* settings you're ready to enter payroll and withholding information for employees.

Before You Begin
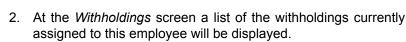
- Enter basic employee information (page 121)
- Assign a Primary Work Area (page 122)
- Enter a Pay Rate (page 126)
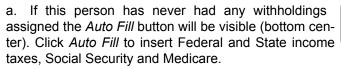
Withholdings, Credits, Reimbursements

For each employee you'll assign the appropriate withholdings for taxes, health insurance, etc. (see below) as well as any credits for which they might qualify, like EIC (page 141) and reimbursements for things like office supplies, mileage, housing allowance, etc. (page 141).

Withholdings
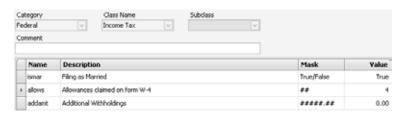
1. From the main screen of Employee Data & Payroll look up an employee (page 130) and click the *Withholdings* icon (building) on the toolbar.

2. At the *Withholdings* screen a list of the withholdings currently assigned to this employee will be displayed.

   a. If this person has never had any withholdings assigned the *Auto Fill* button will be visible (bottom center). Click *Auto Fill* to insert Federal and State income taxes, Social Security and Medicare.

   b. Then dbl-click *Federal* and *State* income taxes (one at a time) and enter a *Value* for any variables that apply to this withholding such as their filing status (single, married), number of allowances, and any additional amount the employee would like to have withheld each pay period (see sidebar).

Some withholdings like Social Security and Medicare do not have any variable *Values* to enter.

3. To add other withholdings click *New Withhold* (lower left).

4. At the *Withholding Editor* you'll select the withholdings for this person.

   a. Select a *Category* (upper left) such as *General*.

     Note: Remember, "General" withholding formulas may be created by you for things like health, retirement and so forth (page 135).

   b. Choose a *Class Name* and/or *SubClass* like Health, Retirement, etc. then click the *Load* button.

   c. Type a *Comment* if you wish (optional). This would be something unique you wanted to remember about this withholding for this person. It might be appropriate if the item was unusual, like a garnishment, and you wanted to make a note about it.

   d. Enter a *Value* for any variables that apply to this withholding such as the amount for health or a percentage for retirement.

Name	Description	Mask	Value
amt	Health plan amount	#####.##	175.00

   e. With the appropriate *Values* entered for this employee click *Save* (lower right).

   f. To continue adding more withholdings to this person click *New* (upper right).

   g. Repeat the steps by choosing a *Category, Class Name* and/or *SubClass*, etc. for each withholding. Remember to click *Load*.

     Note: If you have assigned all items in a category (like General) that category will no longer appear as a choice when adding new withholdings.

   h. When you have assigned the last withholding to this person click *Save > Exit* to return to the list of assigned withholdings.

Withholdings — Tricia Ackworth

Category	Class Name	Subclass	Comment	Exclude
Federal	Income Tax			☐
Federal	Social Security			☐
Federal	Medicare			☐
State	California	Income Tax		☐
General	General	CASDI	State Disability Insurance	☐
General	General	Child Care	Employee Child Care	☐
General	General	Health	Health Insurance	☐

5. Check the exclude box in the following situations:

    a. To temporarily turn off a withholding. The withholding will be skipped for any paychecks issued to this person until you return and uncheck the box.

    b. To permanently exclude a withholding. Used when neither the employee nor employer pay any amount for that person. For example members of the clergy might not have social security or medicare withheld, nor does the employer pay a share. Be sure to assign the withholding to them and mark it to *Exclude*.

6. Review the withholdings to make sure they are correct. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Credits

Credits are the opposite of withholdings and are rarely used. They add money to paychecks rather than subtracting from them. Credits are usually offered through a state or federal program. The *Advanced Earned Income Tax Credit* (see sidebar) was one such program, however, at the time of this printing EIC is no longer advanced to people on individual paychecks. If you have staff members who qualify for some other credit see article KB0311 at ProcareSupport. com for how to assign them to a person.

To learn more about the Earned Income Tax Credit visit **www.irs.gov** and search for EIC or EITC.

Reimbursements

Reimbursements are used to repay a staff member for out of pocket expenses they incur on behalf of your business. Common reimbursements includes things like mileage and school supplies. Although not as common, this feature might also be used to add non-taxable income to a check such as a housing allowance for a pastor. Ask your tax advisor for advice before using the reimbursements feature in this manner.

1. Look up an employee (page 130) and click the *Reimbursements* icon (ledger) on the toolbar.

2. The *Reimbursements* screen is the place to set up frequent or recurring reimbursements made to this employee. If this is a one time reimbursement you may add it directly to their check at the time the check is calculated (page 144).

    a. To add a new reimbursement click the top (blank) line and select an *Expense Account* from your *Chart of Accounts* (page 54) such as 5005.00 School Supplies or 5800.00 Travel.

Payroll

b.   Enter a *Comment* (optional) to describe this reimbursement.

c.   If the *Amount* is usually the same each paycheck enter it as the standard. If the amount varies, or this item is only reimbursed occasionally enter zero.

d.   Then tap *Enter* to add it to the list and create a new blank line.

e.   Continue adding additional reimbursements. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

    Note: The reimbursements listed here will be automatically imported to each paycheck for this person. You may change the amount as needed at that time.

Payroll Check Calculation

Use the *Payroll Check Calculation* feature to calculate and print new payroll checks (page 144) or payroll advances (see sidebar). If you are just starting with the Payroll module you'll want to begin by posting Year to Date Payroll (below) for each employee to record what has happened so far during the year. As needed you may also Void, View or Reprint a previously posted check (page 147).

Before You Begin
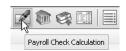
Before issuing checks please make sure the following items have been set up for each employee:

*   *Pay Rate / Pay Code* (page 126)

*   *Primary Work Area* and *School Location* (page 122)

*   *Withholdings* (page 139) and *Credits* (page 141)

*   *Reimbursements* (page 141)

A **Payroll Advance** is a loan given to an employee that is paid back from a future paycheck, or a little at a time over several paychecks. Search Procare-Support.com for article KB0316.

Year to Date Payroll

A year to date entry is made to show the total amounts earned and withheld for an employee in one lump sum. This is often easier than manually entering every check a person has received so far this year. However, if it is early in the year and only a few checks have been issued you may prefer that approach. Follow these same steps but rather than entering yearly totals simply enter the amounts one check at a time.

1. Look up an employee (page 130) and click the *Payroll Check Calculation* icon (pen with check) on the toolbar.

2. At the *Payroll Check Calculation* screen begin on the *Gross Pay* tab (upper left side). See sidebar note about the *Pay Period*.

    a. Click *Import* (lower left) to automatically insert the *School, Work Area, Pay Code* and *Pay Rates* (or *Salary*).

    Note: If the person had hours on their time card for the Pay Period listed at the top those hours are also imported. Type over any *ST* (straight time) or *OT* (overtime) hours with zeros. This is not needed for a year to date entry.

    b. Enter in the *Salary* box the total gross amount earned so far this year. Even if the person is paid hourly you'll still use the Salary box for this purpose.

3. Go to the *Withholdings* tab (upper left side) and click *Calculate Withhold* (lower left). Then type over each *Amount* with the actual amount withheld for each item so far this year (see sidebar).

4. Go to the *Credits* tab and click *Calculate Credits* (lower left). Again type over each *Amount* (if any) with the actual credit. In most cases this applies only if the person qualifies for the Earned Income Tax Credit (EIC or EITC).

5. Go to the *Advance* tab if this person has an outstanding advance they have not yet fully repaid, in which case enter the amount still due in the *Current Advance* box.

6. Go to the *Reimbursements* tab if you have paid this person for any out of pocket expenses during the year like mileage or school supplies.

    a. Click *Import* (lower left) to insert any recurring expense categories for this person, or manually add them in the *Expense Account* box.

    b. Enter a *Comment* (optional) and *Amount* for each type of reimbursement.

Pay Period: For most checks you'd want to confirm the proper *Pay Period* was selected (top of *Check Calculation* screen), however, since a year to date entry includes totals from all pay periods so far this year, the pay period shown is not relevant and may be ignored.

Calculated versus. Actual: Why are calculated and actual amounts so different? This is due to posting all gross wages in a single check making it appear that a person makes a great deal more than they actually do. Calculated amounts for some items like Social Security and Medicare may be very close to what was withheld since they are based on a fixed percentage of income.

Quick Calculate

Quick Calculate automatically imports hours from the Time Card and calculates withholdings, credits, etc. You'll end up on the *Summary* tab ready to review the check and choose to Post and/or Print.

If an employee works at two or more locations paychecks are issued through their *Primary* location. See article KB0142 at ProcareSupport.com.

7. Go to the *Summary* tab then:

   a.   Review all the year to date totals. Return to any of the previous tabs to make changes as needed.

   b.   Choose a *Post Date* (the date used for payroll reports). Usually this is the date the check was issued, but since this is not an actual check use a date that makes sense. For example if this entry were for all checks issued during the first quarter you could choose the last day of the quarter as the Post Date.

   c.   Choose a *Checkbook*. This is the *Bank Account* (page 55) from which the funds were deducted.

   d.   Since there is no real *Check Number* enter a number to indicate to you that this was a year to date entry, for example you might use 9999.

   e.   Type a *Comment* (optional) like "Year to Date".

   f.   Click *Post Check*. You'll remain on the Summary tab for a new "Current" check. You'll see the word "Current" in the upper left. To view the entry you just posted scroll up (right side).

8. Use the blue *Up* and *Down* arrows (top) to move to another employee or click *Exit*.

Enter a New Paycheck

Payroll checks may be processed one step at a time (as described below) or by using the *Quick Calculate* feature (see sidebar). It's best to start out one step at a time so you understand the process.
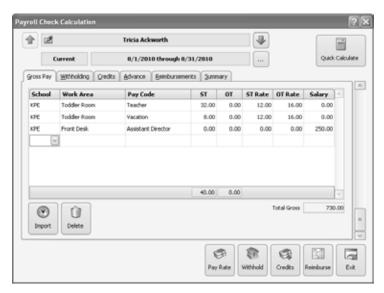
1. Look up an employee (page 130) and click the *Payroll Check Calculation* icon (pen with check) on the toolbar.

Payroll Check Calculation

2. At the *Payroll Check Calculation* screen begin on the *Gross Pay* tab (upper left side).

   a.   Confirm the *Pay Period* listed at the top is correct for this check. If not click the button with the three dots to select another. See also: Setting Pay Periods (page 118)

8/16/2010 through 8/31/2010

Credits | Advance | Reimbursements | Summary
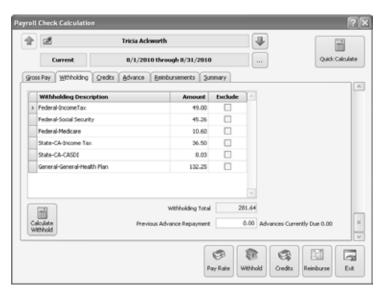
   b.   Click *Import* (lower left) to automatically insert the *School, Work Area, Pay Code, ST* hours (straight time)*, OT* hours (overtime), and *Pay Rates* (or *Salary*). Manually edit any item as needed. The *Total Gross* pay will be displayed (lower right).

Note: Benefit Hours, like Vacation, that were "used" during the pe-riod are also imported (page 125).

    c.   Make any manual adjustments if needed.

3.   Go to the *Withholdings* tab (upper left side) and click *Calculate Withhold* (lower left). If an advance is being repaid from this check confirm the amount in the *Advance Repayment* box.

You may type over an *Amount* if needed. To change a *Variable* (allowances claimed, etc.) or to *Exclude* a with-holding click the *Withhold* button. Make any necessary changes then return to the *Withholdings* tab. Click *Calculate With-hold* again to re-calculate based on your changes.

Payroll

4. Go to the *Credits* tab and click *Calculate Credits* (lower left). In most cases this applies only if the person qualifies for the Earned Income Tax Credit (EIC or EITC).

> Note: Similar to withholdings, you may type over an *Amount* if needed. To change a *Variable*, such as the filing status, or to *Exclude* a credit click the *Credits* button (bottom of screen). Make any necessary changes, then return to the *Credits* tab and click *Calculate Credits* again to re-calculate based on your changes.

5. Go to the *Advance* tab only if you intend to add a payroll advance to this check (sidebar page 142), in which case enter the amount in the *Current Advance* box.

6. Go to the *Reimbursements* tab to pay this person for any out of pocket expenses during the pay period.

   a. Click *Import* (lower left) to insert any recurring expense categories for this person, or manually add them in the *Expense Account* box.

   b. Enter a *Comment* (optional) and *Amount* for each type of reimbursement.

7. Go to the *Summary* tab then:

   a. Review the totals for Gross Pay, Withholdings, etc. Return to any of the previous tabs to make changes as needed.

   b. Choose a *Post Date* (see sidebar).

Post Date 9/10/2010

The *Post Date* is the date a check is issued. It is used for withholding and credit calculations as well as payroll reports. If you change the post date you may need to return to the *Withholding* and *Credits* tabs to re-calculate those items.

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c. Choose a *Checkbook*. This is the *Bank Account* (page 55) from which the funds were deducted.

d. The *Check Number* is automatically inserted based on the last check number used for that Bank Account. You may enter a different check number it if needed.

> Note: If you choose Post & Print Later (described below) the check number will be assigned at the time it is printed.

e. Type a *Comment* (optional). The comment will print on the memo line of the check if the *Check Memo* field is included in *Check Printing Setup* (page 138).

f. Decide how to record the check as follows:

Post and Print: Immediately record the check and print it now.

Post and Print Later: Record the check now, but print it at a later time. For example you may wish to process a check for each person now, then later print all checks at once. See Batch Print Payroll Checks (page 148).

Post Check: Record the check now, but do not print it at all. This is useful if you write the checks by hand, or if you are recording checks that were previously issued.
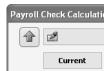
8. After clicking one of the posting buttons you'll remain on the Summary tab for a new "Current" check. You'll see the word "Current" in the upper left. To view the entry you just posted scroll up (right side).

9. Use the blue *Up* and *Down* arrows (top) to move to another employee or click *Exit*.
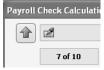
Void, View or Reprint a Check

1. Look up an employee (page 130) and click the *Payroll Check Calculation* icon (pen with check) on the toolbar.

2. At the *Payroll Check Calculation* screen you'll see the word "Current" (upper left) indicating you could work on a new, current check. Use the scroll bar (right side) to scroll up to previously posted checks (see sidebar image).

Use the scroll bar on the right side, just below Quick Calculate, to view previously posted checks.

Note: As you scroll you'll notice the box that originally said "Current" now shows the number of checks recorded for that person, for example 7 of 10 means you are viewing the 7th check out of 10 total checks. Scroll up or down to the appropriate check.

3.   With the check displayed on screen you may:

a.   Review any section of the check by clicking a tab such as Gross Pay, Withholding, Summary, etc.

b.   Void the check from the *Summary* tab. Click *Void Check* then select a *Void Date* and *Void Comment* (optional).
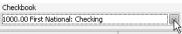
> Important! Once a check has been voided there is no way to un-void it, or change the Void Date. Checks cannot be deleted, except through the Maintenance Utility which removes checks for all employees.

Voided by	BOS
Void Date	4/22/2011
Void Comment	Wrong allowances claimed

Learn how voids affect financial reports. Search ProcareSupport.com for article KB0317.

c.   Choose *Reprint Check* (also from the *Summary* tab) if you need a copy of the information from the original check and stub. The check should be reprinted on plain white paper. The reprint option will not be available if the check has not yet been printed (indicated by a check number of "Not Assigned").

4.   When finished click *Exit*.

Batch Print Payroll Checks

Print checks for all employees at once. In order to print a batch you must choose the "Post & Print Later" option (on the *Summary* tab) when recording the individual checks (page 146).

1.   From the main screen of Employee Data & Payroll click *Functions > Batch Print Checks*.

2.   Select a *Check Book* to see checks waiting to be printed from that account.

Checkbook
1000.00 First National: Checking

3.   The *Starting With* check number is shown based on the last check posted. Confirm this is the first check number in the stack of checks placed in your printer.

Note: Each printed check will automatically advance one check number. For example, if you started at 1000 the second check would be 1001, the third 1002, and so on.

4.   Select the checks you wish to print either one at a time or click the check box at the top of the column to select all.

	Employee Name	Post Date	Amount
☑	Tricia Ackworth	10/20/2010	902.82
☑	Laurie Anders	10/18/2010	675.00
☑	Cynthia Browne	10/20/2010	573.00

a. Check the *Complete Posting Check Number, DO NOT Print* box to record the check numbers only (and remove items from this screen) without printing any actual checks.

☐ Complete Posting Check Number. DO NOT Print!
☑ Prompt after each check.

b. Check *Prompt After Each Check* if you wish to confirm that each check printed successfully one by one. This allows you to reprint a single check, if needed, but you will be asked multiple times, once for each check.

5. Click *Print Checks* to begin printing.

> Note: You'll be asked if all checks printed successfully. If not answer *No*, enter the appropriate check number and try again. As an alternative consider the "prompt after each check" option above.

6. Once all checks have been printed click *Exit*.

> Note: You may view a list of checks in the *Check Register* (see sidebar).

Payroll Reports

Payroll Reports work in a way similar to Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0315.

W2's

Learn about software for calculating and printing information on employee W2 forms. Visit the FAQ's section of ProcareSupport.com.

Hint: Use the *Check Register* to view, sort or print a list of checks by number, date, employee or amount. From the *Functions* menu choose *Payroll Check Register*.

Combined Reports: If you have multiple locations (hosted in a single database) you may print certain types of combined or "corporate" reports that include information from all locations. See article KB0207 at ProcareSupport.com.

Payroll

Notes

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Notes

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Getting Started with

Expenses & Ledger

The Expenses & Ledger module is the place to set up vendors, record expenses, reconcile your checkbook and print overall financial reports that include data from Family Accounting and Payroll too.

Configure Expenses & Ledger

Before entering vendors, recording checks or reconciling your checkbook you'll need to select some of the overall setting that affect the Expenses & Ledger module.

Chart of Accounts

Credit Card Balances: Often you'll want to include each credit card as a negative (or contra) asset when setting up your Chart of Accounts. Search procaresupport.om for article KB0473.

Review your Chart of Accounts (page 54). Make sure you have all the account numbers you'll need to get started. You can always add more later as the need arises. In particular see that you have appropriate categories for your normal business expenses as well as any assets, liabilities, etc. for which you'll enter beginning balances. To track credit card balances see sidebar tip.

Cash or Accrual 🛡 (System Supervisor required)

In *Region Options* choose whether financial reports should be determined on a cash or accrual basis.

1. From the *Procare Home* screen go to *Configuration > System > Locations & Users > Regions & Schools*.

2. Click the name of the *Region* once to select it then click the *Set Options* button.

3. At the *Options* screen select *General* (top left).

4. Under *Standard Options* (top right) choose the *Accounting Type*.

General	Standard Options	
Family Data		
Family Accounting	Address Format	USA
Employee Data	Tax Identification Number(TIN)	
Payroll	Child's Maximum Age (5-99)	18
Expenses And Ledger	Display Time Span	HH:MM
	Address Map Engine	Bing
	Accounting Type	Accrual
	Hours of Operation	Cash
		Accrual

Account Assignments

The Account Assignments screen is the place to select account numbers used for Accounts Receivable, Profit & Loss, etc.

Fund Accounting: Need to track AR separately for different programs? Search ProcareSupport.com for article KB0239.
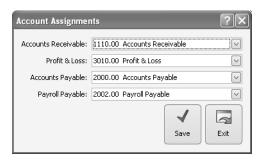
5. From the *Procare Home* screen click *Configuration > System.*

6. Go to *Accounting Management* > dbl-click *Account Assignments*.

7. Select an asset account for *Accounts Receivable*.

> Note: Accounts Receivable (also known as AR) is the money owed to you. It is the difference between what you charge and the amount received in payment. The number assigned here will act as your default AR account for reports such as the *Receivable*

Journal Summary (Family Accounting module) and the *Trial Balance* (Expenses & Ledger module).

8. Select an equity account for *Profit & Loss*.

    Note: Profit and loss is the difference between revenue (what you charge) and any expenses you incur (what you pay out). The account number assigned here will be used when you calculate beginning balances for the new year (page 158).

9. Select liability accounts for both *Accounts Payable* and *Payroll Payable*.

    Note: With accrual accounting the date a check is *posted* (to a vendor or employee) it counts as an expense and is temporarily treated as a liability. The date the check is *printed* the liability is reduced along with the bank account. This is most common when using the *Post & Print Later* option for recording checks (page 147).

10. Click *Save > Exit*.

Check Printing Setup

Choose how items will be printed on the check and which items to include. The printer is chosen separately (page 19).

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Expenses & Ledger >* dbl-click *Check Printing Setup.*
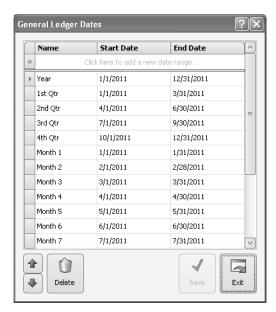
    From this point the setup is the same as for payroll checks. See page 137 for details and information on ordering checks.

General Ledger Dates (Calendar)

General Ledger Dates act as your calendar throughout the year allowing you to print reports (page 172) for any date range defined here. You may set up dates according to your fiscal year calendar or any dates you choose such as month by month, quarter by quarter, etc.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management >* dbl-click *General Ledger Dates.*

3. Enter a short *Name* for this item like Jan or Feb, Month 1 or Month 2, 1st Qtr or 2nd Qtr, etc.

Name	Start Date	End Date
⁂	*Click here to add a new date range.*	
▸ Year	1/1/2011	12/31/2011
1st Qtr	1/1/2011	3/31/2011
2nd Qtr	4/1/2011	6/30/2011
3rd Qtr	7/1/2011	9/30/2011
4th Qtr	10/1/2011	12/31/2011
Month 1	1/1/2011	1/31/2011
Month 2	2/1/2011	2/28/2011
Month 3	3/1/2011	3/31/2011
Month 4	4/1/2011	4/30/2011
Month 5	5/1/2011	5/31/2011
Month 6	6/1/2011	6/30/2011
Month 7	7/1/2011	7/31/2011

General Ledger Dates

⬆ ⬇ | Delete | Save | Exit
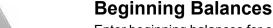
4. Select a *Start Date* and *End Date* for this item. Then tap *Enter* (on your keyboard) or click Save to add the item to your list of dates.

5. Continue adding new date items as needed. Use the *Up & Down* arrows to change their order then click *Save > Exit*.

Create a Budget

Setting up a budget is optional. You may budget revenue and expenses for any time period (month, quarter, year, etc.) then run reports to compare what actually happened with your original budget figures. For details see article KB0476 at ProcareSupport.com.

Beginning Balances

Enter beginning balances for each asset, liability and equity account as needed. In most cases revenue and expenses begin the year at zero. Typically these balances are entered just once when you first begin using Procare. In subsequent years you'll use the calculate feature (page 158) to determine beginning balances.
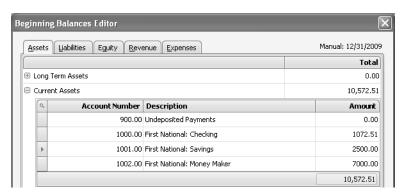
1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Expenses & Ledger >* dbl-click *Beginning Balance.*

It's important to have correct beginning balances in order to get meaningful financial reports. Please contact your accountant for help in this area.

Enter New Balances

3. At the *Beginning Balances* screen:

   a. If you have more than one region click *Change Region* to select the region for these balances.

   b. To view or change your calendar dates click *GL Dates* (optional).

   c. To enter balances click *New* then choose an *As Of Date* for these balances, usually the last day of your prior fiscal year (like Dec. 31st) and click *Start*.

4. At the *Beginning Balances Editor*:

   a. Click a tab (at the top) like *Assets*, *Liabilities* or *Equity* then click the plus sign (+) next to a sub-category like "Current Assets" to display the *Account Number* and *Description*.

   b. Enter the *Amount* for each account (see sidebar tip).

Tip: To determine your Accounts Receivable beginning balance search ProcareSupport.com for article KB0470.

Beginning Balances Editor		
Assets Liabilities Equity Revenue Expenses		Manual: 12/31/2009
		Total
⊞ Long Term Assets		0.00
⊟ Current Assets		10,572.51

	Account Number	Description	Amount
	900.00	Undeposited Payments	0.00
	1000.00	First National: Checking	1072.51
▶	1001.00	First National: Savings	2500.00
	1002.00	First National: Money Maker	7000.00
			10,572.51

Hint: Some accounts may begin at zero, for example Revenue and Expense accounts typically begin the year at zero.

5. Click *Review* (lower left) to make sure the sum of the debit accounts is equal to the sum of the credit accounts. Make any adjustments to your balances as needed.

   Need help with balances? Please contact your accountant.

6. Click *Save > Exit*.

Edit or View Existing Balances

1. At the *Beginning Balances* screen a list of any previous balances (for the selected Region) will be displayed including the *As Of Date* and totals for *Debits* and *Credits*.

   a. If you have more than one region click *Change Region* to select a different one, if needed.

   b. Dbl-click anywhere on the line such as on the *As Of Date* then choose *Edit*.

Beginning Balances

Pacific Northwest

User	As Of Date	Debits	Credits
ajk	1/1/2010	10,572.51	10,572.51

2. At the *Beginning Balances Editor*:

    a. Click a tab (at the top) like *Assets*, *Liabilities* or *Equity* then click the plus sign (+) next to a sub-category like "Current Assets" to display the *Account Number* and *Description*.

    b. Edit the *Amount* for each account as needed.

3. Click *Review* (lower left) to make sure the sum of the debit accounts is equal to the sum of the credit accounts. Make any adjustments to your balances as needed.

4. Click *Save > Exit*.

Calculate Balances for New Year

Although it is not necessary to formally "close" a year you may calculate beginning balances for the new year. Any profit or loss for the year will be added to the equity account chosen under *Account Assignments* (page 154).

1. At the *Beginning Balances* screen:

    a. If you have more than one region click *Change Region* to select a different one, if needed.

    b. Click *New* (bottom center).

2. At the *As of Date* screen select the last day of your prior fiscal year (like Dec. 31st) and click *Calculate*. If there is no Calculate button that means no balances have ever been set up. Follow the steps to enter new balances (page 157).

    Σ
    Calculate

3. Once the balances are calculated you'll arrive at the *Beginning Balance Summary* screen where you may review and edit the balances as needed. When you are finished click *Exit*.

    > Hint: If you later need to recalculate balances just delete that line from the main Beginning Balances screen and repeat the steps above. See article KB0430 at ProcareSupport.com.

General Journal Types (Journal Names)
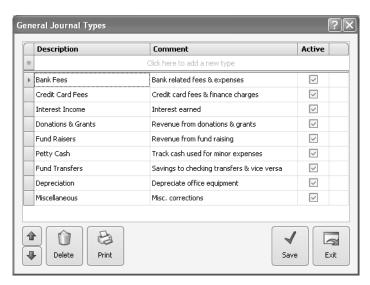
A journal is a place to enter transactions that are not already being recorded in other modules. Think of a journal as a folder where you keep records for similar kinds of transactions. You may want to have

Journal Exposure: If you have multiple locations you may control whether journals are visible (exposed) to all sites by default. This setting is part of Region / School Options. Search ProcareSupport. com for article KB0030.

separate journals for things like Bank Fees, Interest Income, Donations & Grants, Petty Cash and Miscellaneous Corrections. If an outside service handles Payroll you may also wish to record these transactions in a journal.

1. From the *Procare Home* screen click *Configuration > System.*

2. Go to *Accounting Management > Expenses & Ledger >* dbl-click *General Journal Types.*

3. To add a new journal click the top (blank) line and type a *Description*. The *Comment* is optional. Tap *Enter* (on your keyboard) a few times until a new blank line appears. The journal you just entered will be added to the bottom of the list.

4. Use the *Up & Down* arrows to change their order as needed then click *Save > Exit*.

Tracking Items & User Defined Fields

Tracking Items are categories you create that may apply to many vendors while *User Defined Fields* are better for information specific to a single vendor. For example, to track the types of items you purchase (office supplies, educational materials, snacks) use Tracking Items, but to record a membership number or discount code create a User Defined Field.

Tracking and User Defined Fields are explained in detail in the Family Data portion of this guide (page 27).

Vendor Information

Now that you've set up the basic *System Configuration* settings you're ready to begin entering vendors.

Enter a Vendor
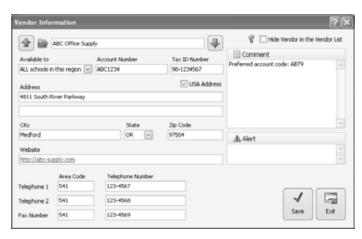
1. From the *Procare Home* screen click the *Expenses & Ledger* tab (top center).

2. Click the *Add Vendor* icon (folder with the plus (+) sign) on the toolbar.

3. At the *Add Vendor* screen:

    a. Type the name of the company on the top line.

    b. If you have more than one location choose whether this vendor will be available to *All Schools in this Region* or *Only the Current School* (see sidebar).

    c. Enter your *Account Number* with this vendor and the vendor's *Tax ID Number* (optional).

    Note: The Tax ID is necessary for vendors who will receive a 1099 from you at the end of the year.

    d. Enter the main business *Address* and *Telephone* numbers.

    Note: You may track separate phone and address information for each contact person as needed (page 161).

    e. You may also include a link to their *Website* (optional).

    f. Click *Save > Exit*.

Concept: When you make a vendor available to *All Schools* the vendor will automatically appear for every location in the region AND all checks recorded for that vendor are shown regardless of the location to which you're logged in.

Edit Vendor Information

You may edit a vendor to add or change information, mark them as "hidden", enter a comment or alert, etc.

1. Look up the vendor (page 163) at the main screen of the Expenses & Ledger module.

2. Click the *Edit Vendor* icon (file folder) on the toolbar.
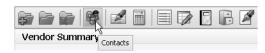
3. At the *Edit Vendor* screen make any necessary changes or additions.

4. Click *Save > Exit*.

Add Contact People

You may add contact people to a vendor (optional).

1. Select a vendor (see sidebar).

2. Click the *Contacts* icon on the toolbar.

3. At the *Vendor Contacts* screen click the tiny arrow on the *Add* button and choose either *Add New Person* or *Add Existing Person* if the person is already in your database (they may be a person already set up in Family Data, etc.).

4. At the *Person Information* screen enter the name, email, address, phone, etc. as desired and click *Continue*. The only required fields are first & last name.

> Note: Adding a person works the same in all Procare modules. For more detail see page 32 (adding a family).

Selecting a Vendor: If you have just added a vendor they will already be selected (their name is highlighted). To work on a different vendor you'll need to look them up (page 163).

5. When you return to the *Vendor Contacts* screen:

a. Enter a *Title* for this person (optional).

b. Continue adding additional contact people as needed.

6. Click *Save > Exit.*

Tracking Items for Vendors

You may assign *Tracking Items* to each vendor. *Tracking Items* work the same in all modules. See page 40 (family tracking).

Vendor Tracking may be used for things like the types of items purchased, or payment terms like Net 30, COD, etc.

User Defined Fields for Vendors

Enter data in *User Defined Fields* for each vendor as needed. These fields work the same in all modules. See page 40 (add fields to families).

User Defined Fields may be used for anything specific about a vendor that doesn't already have a place in Procare, for example a membership number or discount code.

Log Sheets for Vendors

You may type notes in the *Log Sheet* of each vendor as needed. Log notes work the same in all modules. See page 40 (add logs to families).

Attach a Document to a Vendor

Attach files in .pdf format to keep an electronic paper trail of important documents related to each vendor - for example a copy of a purchase agreement, contract, etc. For details search ProcareSupport.com for article KB0220.

Letter Merge / Word Processor

Use the Letter Merge feature to print or email letters to your vendors and insert fields like the company name, address, etc. Letter merge works the same in all modules. See page 44 (family letter merge).

Look Up a Vendor - The "Vendor List"

The easiest way to look up a vendor is to use the alphabetical list of *Vendors* on the left side of the screen (see sidebar).

1. Type the first few letters of the vendor's name in the *Name Filter* box (upper left) just above the list of vendors.

2. Click once to select the vendor you wish to work on or dbl-click their name to open the *Vendor Information* screen.

Vendors are sorted alphabetically. Change to reverse order by clicking the *Name* heading at the top.

Search for a Vendor at *this* Location

1. Click the *Search* button (binoculars) on the toolbar.

2. Choose the type of thing you want to find (contact name, address, phone, etc.).

3. Type in the item for which you are searching (the person's name, address, phone, etc.) and click *Find*.

4. Dbl-click the name in the *Results* to go to that vendor.

Search across *all* Locations

If you have multiple locations you may search all locations at once (page 43).

Filter Your Vendors
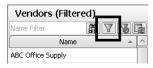
You may view only certain vendors that meet a criteria you select such as all vendors with a particular tracking code.

A Red Filter means only certain vendors are currently displayed.

The filter feature is similar in all modules. See page 130 (employee filter). Italic text indicates a "hidden" vendor, but you'll only see them if your filter is set to include *All Vendors* or *Hidden Vendors*.

Expense Tracking & Checks
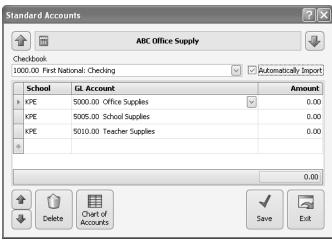
Standard Expense Account Numbers
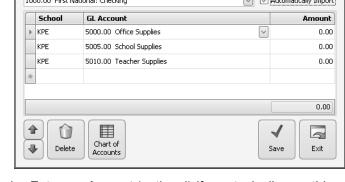
Set up recurring account numbers (and amounts) used for each vendor to save time when you record expenses, etc.

1. Look up the vendor (page 163) at the main screen of the Expenses & Ledger module.

2. Click the *Standard Accounts* icon (calculator) on the toolbar.

3. At the *Standard Accounts* screen:

    a.   Select a *Checkbook* to use for this vendor from your list of active *Bank Accounts* that are marked as checkbooks (page 55).

    b.   To add a new item choose a *School* location to which the item will be assigned.

    c.   Select a *GL Account* number from your *Chart of Accounts* (page 54) that corresponds to the type of item or service provided by this vendor such as 5005.00 School Supplies, 5030.00 Maintenance, or 5045.00 Rents & Leases.

Click the *Chart of Accounts* button to view or print your account numbers for use as a reference

d.   Enter an *Amount* (optional) if you typically pay this vendor the same amount. If the amount varies leave it as zero.

e.   Tap *Enter* to add it to the list and create a new blank line.

f.   Continue adding additional account numbers as needed. Use the *Up & Down* arrows to change their order.

g. Check *Automatically Import* (optional) to use these as the default setting each time you issue a check to this vendor.

h. Click *Save > Exit*.

Issue a Check to a Vendor

Print a check or record a transaction made by debit card, etc.

1. Look up the vendor (page 163) at the main screen of the Expenses & Ledger module.

2. Click the *Check Calculation* icon on the toolbar.

3. At the *Check Calculation* screen:

a. Choose a *Post Date* - the day the transaction was recorded (see sidebar hint).

b. Enter a *Due Date* (optional) if you are recording an invoice/ bill now but won't be paying it until later.

c. If you are printing the check now, or recording a transaction that already occurred, enter the appropriate *Print Date*.

Note: If you choose Post & Print Later the print date will be assigned at the time it is printed.

d. Type a *Check Memo* (optional). This will print on the memo line of the actual check if the *Check Memo* field is included in *Check Printing Setup* (page 155).

Hint: You may set a *Date Range Limit* in Region Options to control the dates in which items may be posted. See article KB0030 at ProcareSupport.com.

Hint: Use the *Import* button to force a one time import from the *Standard Accounts* screen.

e. Type a *Check Comment* (optional). The comment automatically prints on the check stub.

f. Select a *Checkbook* to use for this transaction from your list of *Bank Accounts* (page 55).

g. The *Check Number* is automatically inserted based on the last check number used for that Bank Account. You may enter a different check number it if needed.

Note: If you choose *Post & Print Later* the check number will be assigned at the time it is printed.

h. The *School, GL Account* and *Amount* will appear automatically if the *Automatically Import* box was checked on the *Standard Accounts* screen (page 164). If necessary you may manually enter these items, for example you'll usually need to enter the *Amount* unless this vendor is paid the same amount each check.

Note: Use a negative amount to reduce a revenue account (as with a customer refund) or a liability account (loan payment or tax deposit).

GL Account	Amount
4035.00 Customer Refund	-100.00

i. Choose one of the three posting options including *Post & Print, Post & Print Later,* or *Post Check*. This works the same as with payroll checks (see page 147 for details).

4. After clicking one of the posting buttons you'll remain on the *Check Calculation* screen ready to record a new "Current" check. You'll see the word "Current" in the upper right. To view the entry you just posted scroll up (right side).

5. Use the blue *Up* and *Down* arrows (top) to move to another vendor or click *Exit*.

Year to Date Expenses

You may wish to make a year to date entry for each vendor showing the total paid to them in one lump sum. This is often easier than manually entering every check a vendor has received so far this year. However, if it is early in the year and only a few checks have been issued you may prefer that approach.

To make a year to date entry follow the standard steps for issuing a check to a vendor (page 165) taking care to :

a. Enter the total paid so far this year for the *Amount*.

b. Choose a *Post Date* to catch you up for the year. For example if this entry were for all checks issued during the first quarter you could choose the last day of the quarter.

Void, View or Reprint a Check

1. Look up the vendor (page 163) and click the *Check Calculation* icon on the toolbar.

2. At the *Check Calculation* screen you'll see the word "Current" (upper right) indicating you could work on a new, current check. Use the scroll bar (right side) to scroll up to previously posted checks (see sidebar image).

    Note: As you scroll you'll notice the box that originally said "Current" now shows the number of checks recorded for that vendor, for example 7 of 10 means you are viewing the 7th check out of 10 total checks. Scroll up or down to the appropriate check.

3. With the check displayed on screen you may:

    a. Void the check. Just click *Void Check* (right side) then select a *Void Date* and *Void Comment* (optional).
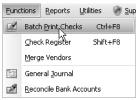
    Important! Once a check has been voided there is no way to un-void it, or change the Void Date. Checks cannot be deleted, except through the Maintenance Utility which removes checks for all vendors.

    b. Choose *Reprint Check* (right side) if you need a copy of the information from the original check and stub. The check should be reprinted on plain white paper. The reprint option will not be available if the check has not yet been printed (indicated by a check number of "Not Printed").

4. When finished click *Exit*.

Batch Print Payable Checks

You may print checks for all vendors at once if you choose the "Post & Print Later" option when recording the individual checks. This process works the same as batch printing payroll checks (see page 148 and sidebar hint).

Use the scroll bar on the right side, just below blue down arrow, to view previously posted checks.
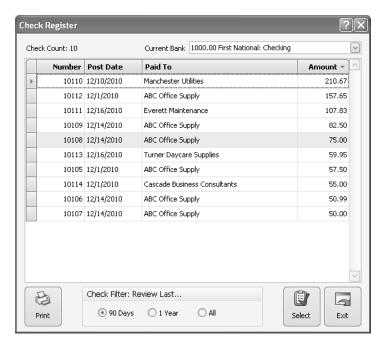
Learn how voids affect financial reports. Search ProcareSupport.com for article KB0317.

Hint: Sort items on the Batch Print screen by vendor, date, amount, etc. Just click a header like *Due Date* to sort by that column.

Check Register

Use the Check Register to view, sort or print a list of checks by number, date, vendor or amount. From the *Functions* menu choose *Check Register*. Click a heading like *Amount* to sort by that column.

Notes: Items waiting to be batch printed will not be shown and voided items appear in red.

General Journal Entries

A journal entry is made to record transactions that are not otherwise being recorded in another module. This might include things like: bank fees, donations & grants, credit cards, fund transfers, depreciation, petty cash and miscellaneous corrections.

Each journal entry must include at least two lines in order to have a "balanced" entry, for example a donation would affect both your bank account and donation revenue.

1. Click the *General Journal* icon on the toolbar. It doesn't matter which vendor is displayed since journal entries are not linked to a vendor.
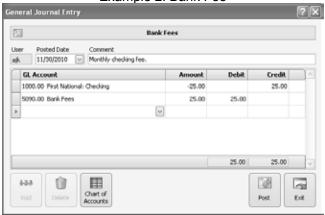
2. At the *General Journal* screen:

    a.   Select a journal name from the drop down list (upper right) like Donations & Grants. A list of any previous entries made in this journal will be displayed. See page 158 for naming journals.

    b.   Click *New Entry* (lower left)

3. At the *General Journal Entry* screen:

    a.   Choose a *Post Date* (date the entry is recorded).

    b.   Enter a *Comment* (optional) to help explain this entry.

    c.   Select the *GL Account* numbers affected by this transaction and the *Amount* for each, then tap *Enter* (on your keyboard) and the amount will be automatically placed in the appropriate column as a *Debit* or *Credit* (see sidebar).

    > Note: In some cases the *Amount* should be entered as a negative number. This is appropriate if the item is decreasing, such as when your checking account decreases due to a bank fee.

Questions about account numbers, debits & credits, and proper journal entries should be addressed to an accounting professional. Procare cannot offer accounting advice.

Example 1: Donation

Example 2: Bank Fee

Note: As an alternative bank fees can be entered on the *Reconcile Bank Accounts* screen (see below).

d. Click *Post* to record the entry then click *Exit*. The *Debit* and *Credit* columns must be equal.

Edit, Void or View a Journal Entry

1. Click the *General Journal* icon on the toolbar.

2. At the *General Journal* screen:

a. Select a journal name from the drop down list (upper right) like Donations & Grants. A list of any previous entries made in this journal will be displayed.

b. Dbl-click an entry to open it.

3. At the *General Journal Entry* screen you may:

a. Change the entry. Edit any portion of the entry as needed including the *Post Date, Comment, GL Accounts* or *Amounts*, then click *Post > Exit*.

b. Void the entry. Just click *Void* (lower left) then select a *Void Date* and *Void Comment*. Click *Void* then *Exit*.

Learn how voids affect financial reports. Search ProcareSupport.com for article KB0317.

> Important! Once an entry has been voided there is no way to un-void it, or change the Void Date. Entries cannot be deleted, except through the Maintenance Utility which removes all entries.

Reconcile Bank Accounts

Use this feature to reconcile bank account information in Procare with your actual bank statement (see sidebar).

Need to reconcile old items from long ago? Search ProcareSupport.com for article KB0456.

1. From the main screen of the Expenses & Ledger module go to *Functions > Reconcile Bank Accounts*.

2. Select a *Bank Account*. Only asset accounts that have been set up as Bank Accounts (page 55) will be available.

3. From your bank statement enter the ending *Statement Date* and *Ending Balance*.

Note: The *Beginning Balance* will be entered automatically based on the ending balance from the last time you reconciled this account. If this is your very first reconciliation you'll need to enter the beginning balance from your statement.

4. Use the *Bank Fees and Service Charges* section to record any fees you haven't already posted in a journal entry (page 168), otherwise skip this step.

    a. Select the *General Journal* to which these fees should be recorded such as "Bank Fees".

    b. Choose the *GL Account* number for this expense such as 5095.00 Bank Fees.

    c. Enter the total of all fees shown on your bank statement. If there are several different fees add them together.

5. If you received interest from the bank:

    a. Select the *General Journal* to which this money should be recorded such as "Interest Income".

    b. Choose the *GL Account* number for this revenue such as 4100.00 Interest Revenue.

    c. Enter the total of all interest earned on your bank statement.

6. Click *Next*.

7. Now you'll have a chance to indicate which items have cleared.

    a. Under *Display Items* (at the top) choose to view *All Unreconciled* items or any items during the specified dates.

    b. On the *Deposits* tab mark any deposits which have cleared the bank (those that appear on your statement).

        Note: As you check off each item it will be added to the *Cleared Item Total* (lower left).

    c. On the *Other Credits* tab mark any items which have cleared such as journal entries that increased the bank balance.

    d. On the *Checks* tab mark any checks which have cleared.

Use *Import Statement* to import an electronic statement in OFX, QFX or QIF formats. This may be available from your bank or through third party financial software like Quickbooks or MS Money. Search for article KB0460 at ProcareSupport.com.
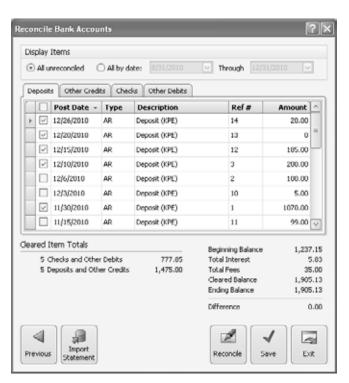
Bank Reconciliation is Permanent! Once you click *Reconcile* you cannot undo or change the items reconciled. Deposits and checks that are reconciled become permanently locked and can no longer be re-opened, voided or edited.

Closing a Month or Year: It's not necessary to officially "close" a month or year since reports always include data from the time period you select. You may, however, calculate beginning balances for the new year (page 158).

e. On the *Other Debits* tab mark any items which have cleared such as journal entries that decreased the bank balance.

f. A summary of balances appears in the lower right. When the *Difference* is zero you may choose *Reconcile* (see important sidebar alert).

Hint: If you are not ready to complete the reconciliation you may *Save* it for later.

Reports for Expenses & General Ledger

Reports for the Expenses & Ledger module work in a way similar to Family Data Reports. See page 48 for the basics. To learn more about particular reports search ProcareSupport.com for article KB0431.

Date Range / General Ledger Dates

You define the date range choices available on most Expense & Ledger reports in the *General Ledger Dates* portion of *System Configuration* (page 155).

Center Specific and Regional Reports
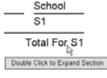
Some reports, like an Income Statement, may be run for an individual location. Others, like the Balance Sheet and Trial Balance must be "in balance" for the region as a whole. If you are logged in

as a Procare User (page 14), who has exposure to all schools in the region, you'll see these reports as intended. If you are a more limited user, with exposure to only some locations, you'll only see data for those locations. In some cases, this could cause the debit and credit columns of the report not to be in balance.

Get More Detail on Account Numbers

Some reports let you dbl-click an account number (like 5000.00 Office Supplies) to drill down for more detail. The *Trial Balance* allows you to drill down two levels. This is the best report to get specific details. First dbl-click the account number, then dbl-click the total where it says *Total for S1* (your school abbreviation may be different than S1).

1099's

You may be required to submit IRS form 1099 for certain vendors. Learn about software for calculating and printing information on vendor 1099 forms. Visit the FAQ's section of ProcareSupport.com.

Expenses & Ledger

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Getting Started with

Dashboard & Utilities

The Dashboard lets you view key metrics at a glace such as how many children are checked in to each classroom and overall financial information.

Utilities are available to perform miscellaneous tasks such as backing up data, removing outdated information, seeing who is logged into the system and reviewing unassigned people in the database.

Dashboard & Utilities

Dashboard

Customize the Dashboard layout to quickly view key information about your child care business.

Learn more about the Dashboard. Search ProcareSupport.com for article KB0002.

User Groups Affect the Dashboard

Persons in the *System Supervisor* User Group 🌐 may control the minimum User Group allowed to view each Dashboard Element. Search ProcareSupport.com for article KB0071

Using the Dashboard

1. From the *Procare Home* screen click the *Dashboard* tab in the top left corner of the screen.

2. From the *Dashboard* menu (upper left) choose *Customize Layout.*

   Hidden Items | Layout Tree View

   Layout Tree View shows all elements while *Hidden Items* shows unused elements only.

   a. From the *Hidden Items* tab (or *Layout Tree View*) click and drag the elements you want to include on your dashboard.

      Hint: Remove items by dragging them off the dashboard back onto the Hidden Items list.

   b. Use *Splitters* to separate items from each other such that you can drag the splitter on the fly to make some items wider, narrower, shorter or taller.

   c. Use *Separators* to create a fixed height or width for certain sections.

   d. Use *Labels* to add text to a section of the screen.

   e. Use *Empty Space* to balance out part of the screen.

3. When finished close the *Customization* pane to view your current *Dashboard*.

Utilities & Supervisor Utilities

There are a two types of utilities. Standard *Utilities* are available to most users while *Supervisor Utilities* are visible only to persons in the *System Supervisor* User Group.

You'll find both Utilities menus (see sidebar) in the upper left of the Procare Home screen, and at the main screens of Family Data & Accounting, Employee Data & Payroll, etc.

Standard Utilities

Database Backup/Restore
See page 18.

Check for Online Update
Use this utility to see if any new Procare updates are available for download.

Account Search - All Locations
See page 43.

Remove Duplicate People
If a person has mistakenly been entered in the database more than one time you may Remove Duplicate Persons. Select the *Primary Person* (the one you want to keep) and the duplicates (ones you want to remove) then click *Process*.

Unassigned People
Displays people who are not assigned to any part of Procare. This means they are not set up as a Procare User, Payer, Child, Pick Up Person, Emergency Contact, Employee or Vendor. These people may be removed from the system as needed.

System Event Log
The *Event Log* displays a history of log on and log off activity and certain types of other activity such as when someone accesses Tuition Express information for a family or certain Configuration screens.
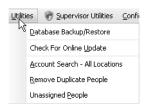
Supervisor Utilities
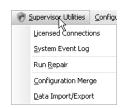
Licensed Connections
The *Users* tab shows all users currently logged in to Procare.

> Select the *Kick* button to force a user off the system, however, if they are in the middle of a task (like on a family Ledger Card) they

Standard *Utilities* are available to most Procare users.

Supervisor Utilities are available only to members of the System Supervisor User Group.

cannot be automatically forced off and will receive a message requesting them to log off as soon as possible.

The *Devices* tab displays any Time Clocks or instances of the Check In software (when a Check In Computer, rather than a Time Clock is used).

Run Repair
The Repair utility should only be used when directed to do so by a member of the Procare Support team. It may be used to upgrade the database to the current version and perform database and file maintenance routines.

Configuration Merge
Use the Configuration Merge utility to combine items that belong together but have slightly different names. For example if you had "Infants" and "Infant" (without an "s") both set up as classrooms and would like to merge them into a single classroom.

You may wish to make a backup (page 18), before using this utility, in the event you want to get back to the way things were before they were merged.

1. At the Configuration Merge screen select the category you want to work on. For example to select classrooms go to *Data Management > Scheduling >* dbl-click *Classrooms*.

2. Select the *Primary Item* (the one you want to keep) and place any duplicates (ones you want to remove) on the *Merge List*, then click *Process*.

Data Import / Export
Import is generally used when converting from Procare version 9.1. Visit *ProcareSupport.com/convert* for details.

Export is used to create a file that may be imported to another v10 installation. This is most commonly used if you move to hosting your data with Procare after previously having data installed on your local computer. The data would be Exported from the local computer and Imported to Data Hosting.

Do not use the *Maintenance* utility to remove information to which you still need access. Once removed the information is gone.

Maintenance
Use the *Maintenance* utility to remove old information that is no longer needed from all accounts at once such as old schedules, time cards, ledger card entries, meals served, etc. Just select an item and pick a date through which to remove it.

> Note: Be sure make a backup first (page 18) and print any reports you may need (or save them in a format like .PDF) so you'll have the information available later if needed.

Notes

Dashboard & Utilities

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Procare Getting Started Guide

Index

Index

Index

Index

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Procare v10

Pricing

Family Data	Mini - $349	
Maintain all family and child information	Full - $695	
Family Accounting	Mini - $199	
Detailed management of center revenue	Full - $395	
Agency Accounting	Mini - $99	
Advanced management of agency payments	Full - $195	
Tuition Express	App. Fee - $195	
Customer payment processing service	$15/month	
	.33/item	
Meal Tracker	Mini - $149	
Generate menus and calculate meals served	Full - $295	
Employee Data	Mini - $249	
Maintain employee information	Full - $495	
Attendance Tracker	Mini - $199	
Time and attendance for children and employees	Full - $395	
Payroll	Mini - $149	
Calculate and Print Payroll Checks	Full - $295	
Expenses and Ledger	Mini - $395	
Maintain Record of Expenses and Comprehensive Financial Reporting	Full - $795	