

How do I update the standard fees?

- Go to the setup screen from the **Purple Set Up** balloon on the Home page and click on the **Standard Fees** button.

- Click **Enter Edit mode** and click on the **Add Fee Structure** button.

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- A popup window will come up asking for the start date for the new structure. This date MUST be a Monday. Enter the Start date and click on the **OK** button.

Heartbeat 4 Kidz

Enter start date for new structure (must be a Monday)

2 Jul 2007

OK

Cancel

- Another popup window will come up confirming the date. Click on the **OK** button.

Microsoft Office Access

2/07/2007

OK

- Type in the amount that you want the fees to increase by, e.g. 2 for \$2.00, and click on the **OK** button.

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Enter increase in daily fee (\$)

2

OK

Cancel

- This process will add \$2.00 to the old fee amounts, update the child fee details with an end date for the old fee amount and a start date for the new fee amount, and populate the Standard fees screen as below. Click on the **Update Fees** button as the next step in the process.

Centre Address Label Centre Details Standard Fees

Discount applies to regular bookings - NOT casual bookings

OHSC fees may need to be manually adjusted

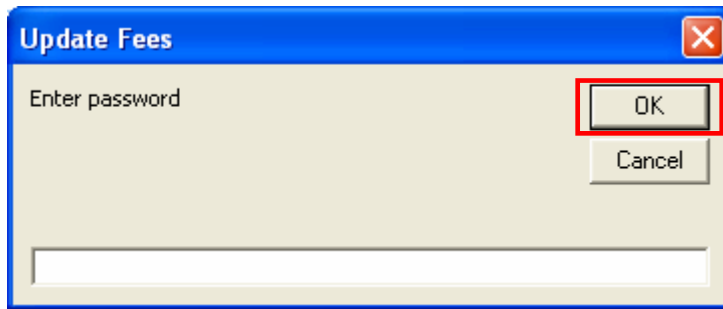
Add Fee Structure

Update Fees

Centre	Alias	Abrev	1 Day	2 Days	3 Days	4 Days	5 Days	Start Date	End Date
X	AAA Pre-Kindy	PK-D	\$47.50	\$45.50	\$45.50	\$45.50	\$44.50	4 Jul 2005	1 Jul 2007
X	AAA Toddlers	T-D	\$49.50	\$47.50	\$47.50	\$47.50	\$46.50	4 Jul 2005	1 Jul 2007
X	AAA Pre-School	PS-D	\$45.50	\$43.50	\$43.50	\$43.50	\$42.50	4 Jul 2005	1 Jul 2007
X	AAA Kindy	K-D	\$45.50	\$43.50	\$43.50	\$43.50	\$42.50	4 Jul 2005	1 Jul 2007
X	AAA After School	AS	\$14.00	\$14.00	\$14.00	\$14.00	\$4.00	4 Jul 2005	1 Jul 2007
X	AAA Before School	BS	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	4 Jul 2005	1 Jul 2007
X	AAA School Care	SC	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	4 Jul 2005	1 Jul 2007
X	AAA Vacation Care	Vac	\$43.00	\$43.00	\$43.00	\$43.00	\$43.00	4 Jul 2005	1 Jul 2007
X	AAA Toddlers	T-D	\$51.50	\$49.50	\$49.50	\$49.50	\$48.50	2 Jul 2007	
X	AAA Pre-Kindy	PK-D	\$49.50	\$47.50	\$47.50	\$47.50	\$46.50	2 Jul 2007	
X	AAA Kindy	K-D	\$47.50	\$45.50	\$45.50	\$45.50	\$44.50	2 Jul 2007	
X	AAA Pre-School	PS-D	\$47.50	\$45.50	\$45.50	\$45.50	\$44.50	2 Jul 2007	
X	AAA Before School	BS	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	2 Jul 2007	
X	AAA After School	AS	\$16.00	\$16.00	\$16.00	\$16.00	\$6.00	2 Jul 2007	
X	AAA School Care	SC	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	2 Jul 2007	
X	AAA Vacation Care	Vac	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	2 Jul 2007	
X			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

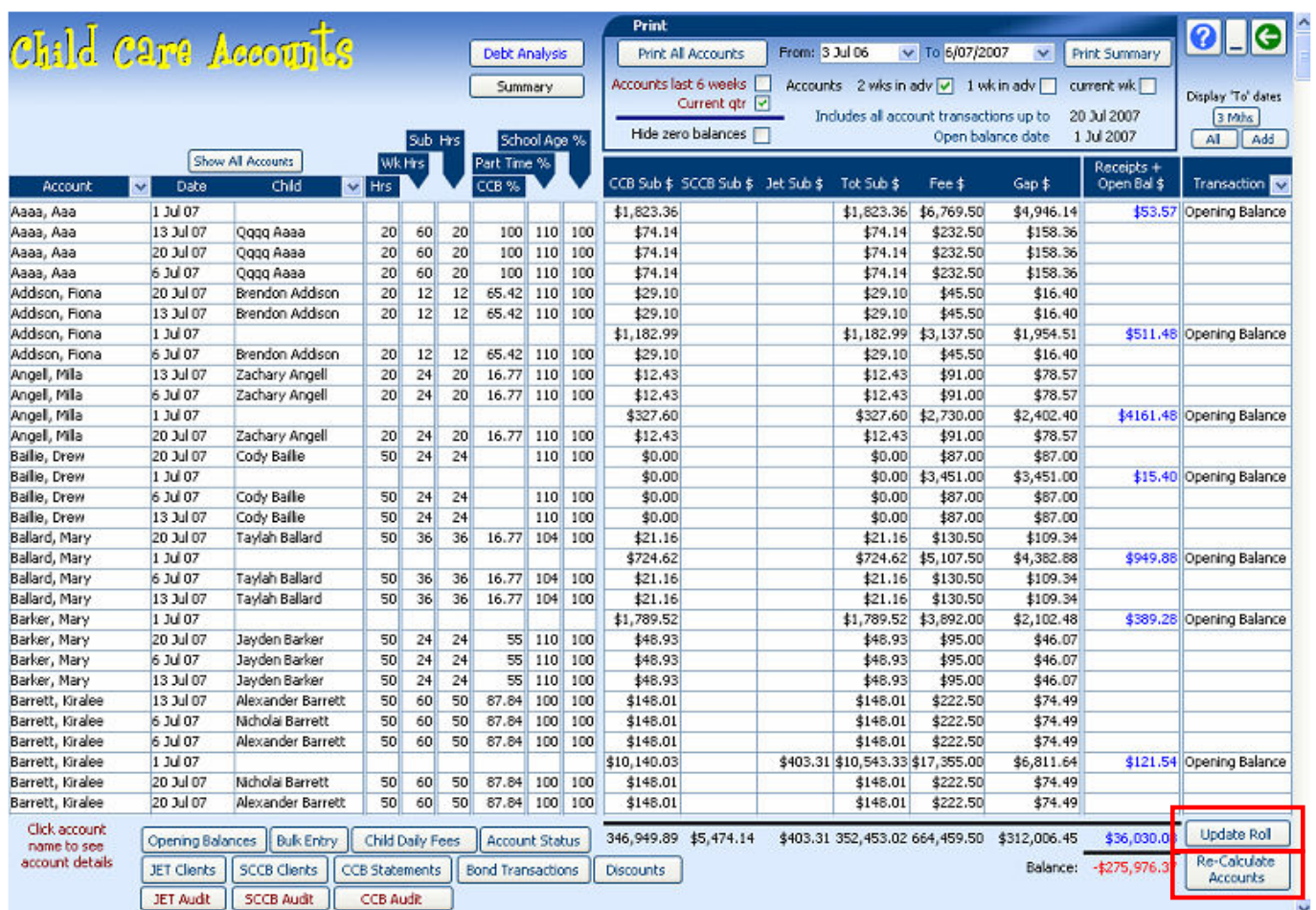
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7. A popup window will come up asking for the password. Enter the password and click on the **OK** button.



The image shows a dialog box titled "Update Fees" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Enter password" and two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

8. **Exit Edit Mode**, close out of the Setup screen and go to the **Accounts** screen. Click on the **Update Roll** button on the bottom right hand side of the screen. Next, click on the **Re-calculate Accounts** button underneath the **Update Roll** button.



The image shows the "Child Care Accounts" software interface. At the top, there is a "Print" section with options for "Print All Accounts", "From: 3 Jul 06", "To: 6/07/2007", and "Print Summary". Below this, there are checkboxes for "Accounts last 6 weeks", "Current qtr", "Accounts 2 wks in adv", "1 wk in adv", and "current wk". There is also a "Hide zero balances" checkbox and a date field for "Open balance date" set to "1 Jul 2007".

The main area is a table with columns: Account, Date, Child, Sub Hrs, Wk Hrs, Part Time %, School Age %, CCB %, CCB Sub \$, SCCB Sub \$, Jet Sub \$, Tot Sub \$, Fee \$, Gap \$, Receipts + Open Bal \$, and Transaction. The table contains multiple rows of data for various accounts and dates.

At the bottom of the screen, there are several buttons: "Opening Balances", "Bulk Entry", "Child Daily Fees", "Account Status", "JET Clients", "SCCB Clients", "CCB Statements", "Bond Transactions", "Discounts", "JET Audit", "SCCB Audit", "CCB Audit", "Update Roll", and "Re-Calculate Accounts". The "Update Roll" and "Re-Calculate Accounts" buttons are highlighted with a red rectangular box.

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9. To check that the fee update has been successful, select an account from the account dropdown and click on the **Audit** button. You will be able to see that the fee has been updated on the report.

Audit Roll Book

Week	CL Rate	CCB %	Hrs	Code	SCCB %	Code	SCCB Hrs	PTime %	School %	Actual Hrs	Allow Hrs	Fee	CLink Subsidy	Jet Sub	Total Sub	Gap	
11 Jun 2007	\$2.96	77.78	20						110	100	24	20	\$87.00	\$50.65		\$50.65	\$36.35
18 Jun 2007	\$2.96	77.78	20						110	100	24	20	\$87.00	\$50.65		\$50.65	\$36.35
25 Jun 2007	\$2.96	77.78	20						110	100	24	20	\$87.00	\$50.65		\$50.65	\$36.35
2 Jul 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
9 Jul 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
16 Jul 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
23 Jul 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
30 Jul 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
6 Aug 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
13 Aug 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
20 Aug 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33
27 Aug 2007	\$3.37	77.78	20						110	100	24	20	\$91.00	\$57.67		\$57.67	\$33.33

Bird, Sarah

25 Dec 2006	\$2.96	87.84	20						110	100	12	12	\$43.00	\$34.32		\$34.32	\$8.68
1 Jan 2007	\$2.96	87.84	20						110	100	12	12	\$43.00	\$34.32		\$34.32	\$8.68