

BOOKKEEPER NOTES

To Do Everyday:

A. Attendance

1. Before students begin checking in at the check-in computer, run a Children Currently Checked in report to see if any students were not checked out at the check-in computer from the day before.
 - a. If students were not checked out, manually check them out on the ledger (and confirm that the parent signed the student out.) If students were not checked out from the day before, they will not be able to check-in.
 - b. For students that are not able to check in at the check-in station or for parents that are not able to check out at the check-in station, check that the information is set up correctly if V10 (checklist on page 21). If the finger scanner will not read fingerprint, re-register with the bypass option.
 - c. If student was a drop-in and did not check-out at the check-in station, you will not be able to process formula billing for the child if he/she is considered still checked-in.
2. Before students arrive, print group rosters for group leaders. Highlight students names as they arrive and check-in to indicate who is present.
 - a. Reports > Standard Reports > Filtered Reports > Child Roster
 - b. Filter: Enrollment Status – Enrolled as of Today
 - c. Filter: Primary Classroom – select options that apply
 - d. Filter: Grade Level – select grade levels that apply to the group
 - e. Check the box to include child's date of birth
 - f. Group by: Primary Classroom
 - g. Sort by: Child's Name
3. Print Children Currently Checked in report after all students have checked in at the check-in station. Call roll to make sure all students are listed on report. Highlight students on report as they are checked out on the Currently Checked-In Report so that you always have an accurate list of children in care. (Keep this attached to Emergency Binder.)

B. Bookkeeping

1. Process Tuition Express daily to post any payments by credit card in current deposit report file to a closed deposit report.
 - a. If payments were closed on deposit reports, print the reports and file.
2. Perform Automated Formula Billing to bill drop-ins from day before. (Formula billing is mandatory for drop-in billing.)
3. Post payments from day before, print/close deposit report.
4. Post late payment fees for drop-ins with delinquent balances.
5. Print statements for drop-in families with delinquent balances reflecting late payment fee and notifying them that the balance must be paid in full in order to attend.
6. Print 30-day aging report and highlight students that should not be attending and give to Site Director.
7. Check in-box for new registration forms, status change forms, etc. to be entered in ProCare.
8. Check the Important Dates calendar to see if anything else needs to be done (ie. Contract billing, financial statement, payroll, late payment fees for monthly students, forms due, etc.)

To Do Every Monday:

1. Generate registration numbers for check-in computer. (These numbers will be valid for one week.)
 - a. From the main screen of family data & accounting: Functions>Attendance Tracker>Temporary Registration
2. Then print a report showing the numbers.
 - a. Reports>standard reports>attendance tracker>registration>temporary registration
3. This report should be used that week in case someone needs to register at the check-in computer. Staff will have this report on-hand which includes registration numbers for all authorized pick-ups that have not registered at the check-in computer.

To Do the first working day after the 20th of the month:

1. Assess late payment fees for monthly families that did not pay by the 20th.
2. Print statements for monthly families with delinquent balances notifying them that the balance must be paid in full in order to attend.

To Do on the First Working Day of the Month:

1. Do Automated Contract Billing to bill monthly students
2. Prepare the Monthly Financial Statement
3. Give statements to parents
4. Send statements to Title X department for applicable students