

E.P.E.S.

Day Care Software
Users Manual

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Introduction:

All Software developed by E.P.E.S. Software is supported by our Support Technicians. You may contact the Support Staff, toll free, 8:00 A.M. to 5:00 P.M. C.S.T. at **800-237-6498 (Option #1)** for any questions or problems you may have with this or any other EPES Software Product.

The **Day Care Program** makes it easy to record and track the clock-in and clock-out times for each Student. This software will operate on computers using Windows 98 and above.

The program will show you:

- 1) a parents current balance
- 2) a complete history of all charges and payments made by a Parent.

You'll print a wide variety of reports to the screen or printer.

Security is built into the program to protect your data from unwanted users. It's simple to use, yet very effective.

I. Day Care Manual

This manual explains the specific details about the **Day Care Program**. Think of it like a receipe. It contains all the details of what you want to do.

The **Day Care** manual contains:

<u>Chapter</u>	<u>Information</u>
1	Quick Start , Installing the program and Overview.
2	File Menu , Information to Add to the program.
3	Reports , Parent and Student Reports you can print to the screen or printer.
4	Utilities Menu , Special programs to simplify your work.

Chapter 1: Quick Start

This chapter is an overview of the **Day Care Program**. You'll learn how to install the program and get started.

Installing the Day Care Program

Start your computer. Go to your windows program. Place the **Program CD** in your CD ROM Drive

There are 2 ways to install this program, (1) select the **<Run>** option from your Windows Start option and enter the designated drive for your CDRom plus setup.exe(ex. <e:\setup.exe>). (2) Select **<My Computer>** from your desktop, double click the CDRom drive then double click on **<setup>**. Once the installation has begun, respond to the questions for the desired location of the program.

When the program has been successfully installed, the final message you'll see will be **"Installation is complete"**. Store the CD ROM in a safe storage place.

First Time You Run the Program

After first installing the program, the program is running in 'DEMO' mode. The "Demo" mode allows you to test every option of the program. The demo version allows a limited number of parents.

Registering the Program:

To gain unrestricted access to the program you must register it.

The registration file is sent on diskette. Put the CD or Diskette in the correct drive and do one of the following

1) Purchased from our Sales Office:

Select the **"Utilities"** option from the Main Menu select **'Register Program'**.

By default the program is set up to register the Day Care program from Drive "D": If your CD Drive is different change the "D:" to whatever drive is your CD Drive and select **'Register'**.

2) Registering a Demo program downloaded from our Web Site.

If you downloaded the demo program and want to purchase it contact our sales office :**1-800-424-7512** or email us at: **sales@epesssoftware.com**. When payment or Purchase Order is received you will be sent a registration file for the program. Select the location of the CDROM Drive and follow step #1. You may also receive the registration file via email. To register the program from the email attachment select "Other Drive Path" located at bottom of the Registration screen and type in the location of the attachment file. (example c:\eudora\transfer) select '**OK**'.

Log In Screen

Enter the following information:

ID: User Id = SYS (Password is "Admin") Click '**Login**' or press enter

The "SYS" User Id is assigned to the System Administrator. After the initial log in you will be required to log in as either Staff or Parent.

First Time You Run the Program

You need to "**Log In**" before you can use the program. Enter the following information after Log in:

ID: **STAFF** <Tab> Password: "STAFF" <Enter> or click on <OK>

Daily Start Up

To start the program, select the Day Care32 icon or select Day Care32 within the "Start", "Programs" option of your desktop.

Enter your Staff ID.

Staff Login:

After your initial log in you will continue as either Staff or Parent. You must initially log in as Staff using a Staff Id Of "001". This will allow you to go into the program to begin entering Staff, Parent and Student Information. After you have entered any Staff members with their own Id numbers you can only log in to the Staff section of the program using a valid Staff Id number. 001 will no longer be valid.

Parent Login:

After you have set up Parent information and assigned them a login id Number the parents can log in. We suggest using last 4 digits of phone number or some other "unique" recognizable

number. The parents must have this number in order to log into the parent screen to check their children in/out of the Day Care. This is a unique number and cannot be duplicated. The only information seen by the Parents is their personal check in, check out screen with their Children only.

Setting Up the Day Care Program

Use the following steps to set up your program:

STEP 1 - Get to the Master Menu

Select the **Day Care32** icon from your Desktop or select Day Care under your Start/Programs option.

Enter the following information:

ID: **SYS. Press TAB**

Password: **ADMIN <Enter>**

(or the password that's been set up for you.)

The next login screen appears for either a Parent or Staff Login.

The **Master Menu** will appear.

Posting Charges for missed days:

(NOTE - If your Daycare is not open on a specific billing day you must account for each day you do not log children in or out. The software will ask if you want to post Daycare fees for each day that was missed. If you respond "Yes" all missed days will be posted. Responding "NO" will stop any further posting options for the missed periods. If you select the "Cancel" option it will not post fees for the missed periods but you will have the opportunity to post the next time you log into the software.

Chapter 2: Data Entry

STEP 2 - Enter your Staff Information.

Select < Add >. Enter your Staff information.

Enter all data for each Staff Person as displayed on the screen. Each Staff member must have their own unique Staff Identification number to access this program.

Select **<Save>** to save the current Staff member.

Select **<Add>** to add another Staff member.

Select **<Close>** when you have finished entering Staff.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

STEP 3 - Add Your Parents:

Select "Parent Info" option under the file option.

Select **< Add >**. Enter the following information.

Parent ID - This is the unique Id number assigned to this parent. This is the number that the parent must use to log into the Check In/Check Out screen.

Parent Information - Enter Parent Name, Phone numbers and address.

Additional people allowed to pick up child - Enter the names of persons other than parents allowed to pick up this parents children.

People Not allowed to pick up child: Enter the names of other people "absolutely" not allowed to pick up your children.

Billing Transactions: You can select the "Billing Transactions" box to enter the following information:

Billing Frequency - Use the down arrow to the right and select the frequency that this parent is to be invoiced.

Subsidized - Enter information for Parents subsidy qualifications.

You can see all transactions or just Payments or Fees for this parent by using the 3 boxes to the right of the Frequency field.

Add Student - You can add children/Students for this parent by using the "Add Student" button. Clicking on this button will bring up the Student information screen.

Once you are through entering this Parents Information, Use the **Tool Bar Menu** at the top of the screen.

Select <Save> to save the current Parent.

Select <Add> to add another Parent

Select <Close> when you have finished entering Parents.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

When you've finished, select < Close > to return to the **Master Menu**.

STEP 4 - Add Student Information

Use this option to enter student information.

Select 'Student Info' under the **File option**.

Select < Add >. Enter the following information.

Enter the Parents Id number for the Student(s) to be entered.

Last Name: Enter the student's last name.

First Name: Enter the student's first name.

Currently Enrolled - If this student is already enrolled either click on the box or simply press the space bar when at this field.

Social Security # - Enter the Students Social Security number.
Enter all other information available for Doctor name and number.
Enter Childs Allergies.

Bus Number - Enter the normal bus number your child rides.

Daycare Fees - This amount will be included automatically from the information provided in the Rate Schedules discussed later in this documentation.

Billing Cycle - This information will be automatically included from the Parent information previously entered.

Age - Click on the box to the right to select the age of the Student.

Program - Click on the box to the right to select the program (scheduled attendance) for this student.

Frequency - Click on the box to the right to select the frequency of attendance for this Student

Immunization Button - This option will take you to the immunization screen where you can select the specific category applicable for this Student.

1) Verify each shot has been received by entering the date received. If a shot has not been received leave the date field blank. This will indicate that this student has not received all required shots. Once you have entered all shot information check the "Yes" or "No" box on the top to indicate immunization status.

Once you are through entering this Students Information, Use the **Tool Bar Menu** at the top of the screen.

Select **<Save>** to save the current Student.

Select **<Add>** to add another Student.

Select **<Close>** when you have finished entering Parents.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

When you've finished, select **< Close >** to return to the **Master Menu**.

STEP 5 - Fees.

Use this section to record Fees to Parents. All fees that you previously entered (see Step 8) may be assessed on this screen.

A. Use either the "Find" option to locate a parent, or click on the "list" option to display a list of all Parents. Double click on the Parent you want to assign a Fee and that Parent will be displayed on the initial screen.

B. Select "Add" from the middle tool bar, select the Student for this parent by using the "down arrow" and assign each fee assessed to this Student/Parent by using the Fee Codes established in Step 8.

This section will also display all Fees assessed to each Parent. You can display this information by each Parent, or you can click on the "List" button and all Parents will be displayed. To see the Fees for a particular parent you may "double click" on that Parents name from the list shown and that particular Parent will be displayed on the

initial screen with a list of all fees assessed that parent. You may also use the "Find" option to locate a particular parent.

Select **<Save>** to save the current Fee.

Select **<Add>** to add another Fee.

Select **<Close>** on the top tool bar when you have finished entering Fees.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

STEP 6 - Payments.

Use this screen to record payments from Parents.

When you enter this screen you will have 3 options to choose from.

1. **"View Payment History"**. this option will display, by parent a history of all payments made by this parent.
2. **"Pay on Balance"**. When you select this option you are automatically adding a payment record. You must provide the information for "payment method", "Payment Amount", "Description" and "Paid By". This option will automatically post the amount paid to the oldest to the newest Fee. Balances will be updated automatically.
3. **"Select Fee to Pay"**. This option will allow you to select which fee you are paying. You must provide the information for "payment method", "Payment Amount", "Description" and "Paid By". You can then select the specific Fee you want to pay by clicking on the **"Pay"** button to the right of the Fee. Balances will be automatically updated as you select the fees to pay.

Select **<Save>** to save the current payment.

Select **<Close>** from the top tool bar when you have finished entering Payments.

If you do not want to save the record just added you can delete it by putting zeroes in the amount paid field. If you have a zero amount you will receive a message that the zero record is being deleted. Click on **"OK"** to continue after receiving this message.

Step 7 - Check-In Check-Out History.

Use this screen to review/change check in or check out times.

A. The first screen will display, by default, the current month's dates, plus all Parents. You may select a particular date or a range of dates to be displayed, and a particular Parent or a range of Parents.

Once you have entered the desired information select the **"Open Form"** option. This will display the in/out history for your selected range.

B. Once the second screen is displayed you may use the top tool bar to locate a particular Parent. Use either the "Find" option to locate a parent, or click on the "list" option to display a list of all Parents. Double click on the Parent you want to preview or change and that Parent will be displayed with a list of their children and their check-in check-out history for your selected dates.

C. Once the Parent has been located, this screen will display all check- in and check-out times for each child.

D. To change an in or out time, click on the line item you wish to change, click on "Edit" from the middle tool bar and enter the correct figures. Once changes have been made click on "Save" to save the information entered.

E. To add a check-in check-out entry, click on "Add" from the middle tool bar, select the Child to receive the entry and enter the information. Once the addition is made, click on "Save" to save the information.

Select **<Save>** to save the current record.

Select **<Add>** to add another record.

Select **<Close>** from the top tool bar when you have finished entering check-in, check-out information.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

Step 8 - Fee Codes.

Use this screen to set up all Fee Codes. These will include such items as late payments, NSF Checks, Field Trips, etc..

A. To add a Fee Code, click on "Add" from the middle tool bar, Enter the Fee information, "Registration Fees", "Late Charges", "Field Trips", etc.. You may also use the "Edit" button and change a fee amount.

Select **<Save>** to save the current record.

Select **<Add>** to add another record.

Select **<Close>** from the top tool bar when you have finished entering Fee Code information.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

Step 9 - Discount List.

Use this screen to set up all Discounts available.

A. To add a discount, click on "Add" from the middle tool bar, Enter the discount information, "Multiple children", "Employee Discounts", etc..

Select **<Save>** to save the current record.

Select **<Add>** to add another record.

Select **<Close>** from the top tool bar when you have finished entering Discount information.

If you do not want to save the record just added you can erase it by using the "Cancel" option.

STEP 10 - Global Fees/Credits:

Use this screen to add any global fees or Credits.

A. To add a global fee, click on "Add" from the tool bar. Enter the fee information. You may select an already existing fee code and change the amount to be posted. If you do not have a Fee Code to use for this particular fee you must exit this screen and go back to the "Fee Codes" screen and add the particular fee or credit you wish to post.

B. Select the Fee Code to be posted, enter the Note line, (example - "Snow Day - no School". Then enter the date to be used and be sure the amount is correct (**NOTE - If you are entering a Credit you must enter the - sign before the amount to denote a credit**).

C. Select the range of Students you want to receive this debit or credit. You may specify either a range of students by name, all students; or, you may specify a particular group of students based on their rate schedule (ie. Daily, weekly or monthly).

D. Once you have completed the posting criteris, simply click the "Post this Fee" button on the bottom and this fee or credit, will be posted to all students indicated by the selection criteria. If you have posted a fee or credit in error you must repeat these steps and reverse the amount by using either a debit or credit amount.

Select **<Close>** from the top tool bar when you have finished entering Discount information.

Step 11 - Immunization:

Use this screen to set up immunization requirements for your particular State. We have provided default immunization schedules which should meet most State requirements; however, if your State requires additional immunization, or does not require some of these shots you should set the default schedules to match your State requirements.

A. Click on "Immunization Schedule:

This will display the 5 "default" immunization schedules provided. These schedules are set by grade category. If these schedules do not meet your State immunization requirements you may change them. Individual child requirements can be changed under the Student screen, "Immunization".

If you want to add an additional category for Staff, or if you State requires additional break down of the immunization requirements, you may add it here.

B. Click on "Student Immunization History" to see the status of each Students shot record. The immunization report will print all students and the status of their immunization record.

Chapter 3: Reports

ALL REPORTS WILL EITHER DISPLAY TO THE SCREEN OR PRINT

ATTENDANCE REPORT - Prints a list of all students to allow users who do not have a computer at the point of check in/check out to manually record a history of check in or check out times and parent.

TRANSACTION HISTORY - This report prints all transactions. You may select all parents or a range of parents. You may also select a range of dates or a particular date. Report shows transaction type, amount and balance for each Parent selected.

BALANCES - Prints balances for all parents or a range of parents.

BILLING REPORT - This report prints a recap of the monthly invoices created. This report is normally provided for Auditing purposes.

SUBSIDIZED BILLING REPORT - Creates information for all subsidized billing amounts and totals per parent.

INVOICES - Prints Parent Invoices. Special invoice forms may be purchased from T.B.F. (877-325-0189). Invoices may be run at any time. You can select a range of dates or Parents to invoice.

PAYMENT SUMMARY - This report prints all payments. You may select a range of dates or Parents to print.

DEPOSIT VOUCHER - Print information for total amount of payments received for a range of dates. This report should be generated daily to reconcile the amount received to your bank deposit.

CHECK IN / CHECK OUT REPORT - This report prints all check-in and check-out times for each Student. This report can be printed for a range of dates and/or Parents.

RECEIPTS - Use this option to print a duplicate copy of a previously printed receipt. Select the receipt number to be printed.

PARENT INFO - Print Parent Information, detail or Summary

STUDENT INFO - Print Student Information, detail or summary. This option will also print the status of each Student's program (day care, before and after school, etc.). It also shows frequency. Immunization status report is also available within the Student information report.

STAFF INFO - Print information on Day Care Staff.

BIRTHDAY LIST - This report prints a list of all Student Birthdays. You can select a range of Dates to be printed. It also displays the age you have entered for this Student. This report should be prepared annually to verify the ages of prior year Students.

BUS LISTING - This report prints a list of all Student Bus assignments.

Chapter 4: Day Care Utilities Menu

This chapter explains the **Day Care Utilities Menu** programs that are unique to the **Day Care Program**.

Select the **Utilities Menu** to choose from the following options.

Login User: Use this option to log into the program as a different user. If you choose to not change your log in, and cancel this screen, the program will exit back to your Desktop.

Rate Schedules: Enter Rate Schedules for both Weekly/Hourly or Monthly Students.

If your Billing Cycle includes both Daily/Weekly and Monthly you must complete both Rate schedule tables. If your billing cycle is consistent either Daily/Weekly or Monthly, you only need to complete the appropriate Rate Schedule.

Enter all information for the Rate Schedule as shown.

State Subsidized: Enter schedules for allowed State Subsidies.

Program Preferences: The Preference Screen contains general information relative to your Software Status and your Day Care Software Program.

Verify or update your billing frequency.

Weekly Billing Schedule - Once this billing schedule is entered, the software will create your billing on the specified day the first time you log onto the software for that day.

(NOTE - If your Daycare is not open on a specific billing day you must account for each day you do not log children in or out. The software will ask if you want to post Daycare fees for each day that was missed. If you respond "Yes" all missed days will be posted. Responding "NO" will stop any further posting options for the missed periods. If you select the "Cancel" option it will not post fees for the missed periods but you will have the opportunity to post the next time you log into the software.

Prorate Billing - Use this option to calculate final billings for persons who request an invoice other than the normal billing cycle.

Backup/Restore: Use this option to create a backup of your current data. It is very important that you maintain a current backup of your work. It is suggested that you do a daily backup and keep this backup diskette in a protected environment.

Post Receipts Use this option to post receipts to Activity Accounting.

Relink Data Tables: If your data is stored on another computer, or in a different directory location than the default C:\DAYCARE directory, you must relink to the location of your data.

Year-End Closing: Use this option to begin your new Fiscal Year.

This option will create a new set of data, containing all information previously entered with the exception of the check-in and check-out information. All Staff, Parents, Students and Fee information will be moved into the new year, along with any outstanding Parent balances (if you select that option). You also have the option to remove Students, Parents or Staff that are no longer enrolled or employed.

Beginning Date - The Beginning and Ending Dates should match your Current years data. Example: If your Fiscal Dates are January through December, these dates should be 01/01/2006 and 12/31/2006 if you have just completed the 2006 year. These years will automatically be incremented to 2007 during the year end roll over procedure.

Notice the 4 questions included with the rollover:

Remove student no longer enrolled?

Remove parents with no Student Enrolled?

Carry outstanding balance to new year?

Remove staff no longer employed?

By default these 4 questions are all "Yes". If you want to change the option of any of these 4 questions, click the "No" box and the choice will change.

View Prior Year: One function of the Year End rollover is to move your data from the current year into a prior year directory tht you can refer to for additional reports or other information that is contained only in the prior year. Once you have completed previewing the prior year data, you must select the "Reset to Current Year" option to return to the current year data.

Reset to Current Year - Use this option to return to Current Year information after viewing prior year information.

Register Program: - When you order the program it is sent as a "Demo". The file necessary to register the program to your school and make it a fully functional program is located on the CD containing your program. Step 2 on the CD Mailer contains information for registering the program. If you need assistance contact the Support Desk at 800-237-6498 (Option #1).

Update File Structure - If the structure of the data has been changed since your last update it will be necessary to run this option to update your data format to match the latest program release. If you attempt to launch the program and it "errors out" while attempting to open a file, normally, running this option will correct the problem.

Update Version - This option will download the latest version of the Daycare software from our web page. (You must have a valid support contract in order to use this option).

SYSTEM OPTIONS

This option is used only by the System Administrator to assign user permissions and to set up new user groups. This option is normally used with the assistance of a "Help Desk" Technician with E.P.E.S.