



OnCare Office Ver 3.0.8 E5

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1. New: Card Swipe Payment (CSP)

Access path: Family Accounting → Main Menu → Family Account Ledger

or Family Accounting → Main Menu → Online Tuition Payment → Process Card Swipe Payment

There's a new feature introduced to allow parents to make payment through swipe card. The director can make swipe card payments through ledger or through Online Tuition Payment → Process Card Swipe Payment.

Family Account Ledger: Card Swipe button is also available on Family Account Ledger.

Sponsor : Michael Gordon			
Co-Sponsor : Darcy Gordon			
Child First Name : Rian, Raechel			
Show Ledger <input type="text" value="All"/>		<input checked="" type="checkbox"/> Hide Void	
		Card Swipe Payment	
		Post Ledger Item ?	

Payor	Today's Bal.	Pending Bal.	Payment
Sponsor	\$ 12.00	\$ 12.00	N/A

Online Tuition Payment: Swipe Card Payment link through Online Tuition Payment (under Main Menu).

Card Swipe Payment (CSP)

CSP provides the parents the option to pay their tuition by card directly at the center. Director can accept the payment using an integrated card reader solution from OnCare.

4. [Process Card Swipe Payment](#)
5. [Review CSP Payments Status](#)

The above screen does not appear for the centers for which the card swipe is not configured. To enable this feature for your center, please email newservice@oncarecloud.com or call 1-844-662-2733.

Card Swipe Payment: If the payment is made from the family account ledger - on clicking the button "Card Swipe Payment" the following screen appears.

Payer	MICHAEL
Parent Name	Michael Gordon
Child(ren)	Rian Gordon, Raechel Gordon
Ledger Balance Amount	\$100.00
Enter Amount To Process	<input type="text" value="\$100.00"/>
Confirm Amount	

Process Card Swipe Payment: If the payment is likely to be made from Online Tuition Payment → Process Card Swipe Payment then select the Family for which the payment has to be made over card swiping.

Family Account No	Parent Name	Ledger
BECKHAM	David Beckham	Sponsor
BEN	James Benedict	Sponsor
BEN	Josephine Benedict	Co-Sponsor
BMMTHIRU	BMMTHIRU BMMTHIRU	Sponsor
BOSS	Kim Boss	Sponsor
BRITO	George brito	Sponsor
BRITO	Parveen Hena	Co-Sponsor

After selecting the payer, the system displays the parent name (Sponsor), the child(ren) name with the ledger balance amount. Enter the amount to make payment. Hit the button “Ready to Swipe Card”.

Select Payer	MICHAEL
Parent Name	Michael Gordon
Child(ren)	Rian Gordon, Raechel Gordon
Ledger Balance Amount	\$100.00
Amount to Process	\$100.00
Service Fee	\$2.00
Total Amount to Process	\$102.00
Change Amount	
Ready to Swipe Card	

The system indicates to refrain from using the mouse or the keyboard. The user can swipe the card once this screen is visible to the user.

Please Swipe Card...


Please refrain from using your mouse or keyboard

[Cancel](#)

On swiping the card it shows the card holder name with the last 4 digits of the card number. In few instruments, it shows the expiry dates too. Hit the “Process Payment” button to confirm the payment.

Payer Michael Gordon
Amount to Pay \$100.00

CARD DETAILS



CARD NUMBER
 *****6256


CARD HOLDER NAME
 MICHAEL GORDON

EXPIRES

Process Payment **Cancel**

Payer Michael Gordon
Amount to Pay \$100.00

CARD DETAILS



CARD NUMBER
 *****6256

CARD HOLDER NAME
 MICHAEL GORDON

EXPIRES
 04/18

Process Payment **Cancel**

If the card payment is success, the system shows a success message, else the reason for the failure.

Parent Name Michael Gordon
Amount Paid \$ 100.00

Payment Status Success

Ok

Parent Name Michael Gordon
Amount Paid \$100.00

Payment Status Failed

Failed Reason No TokenSecure

Process Again **Cancel**

After the payment is made it reflects on the ledger of the family.

Family Account Key : MICHAEL [< Prev](#) [Next >](#)

Sponsor : Michael Gordon
Co-Sponsor : Darcy Gordon
Child First Name : Rian, Raechel

Show Ledger All ☒ Hide Void

Payor	Today's Bal.	Pending Bal.	Payment
Sponsor	\$ 12.00	\$ 12.00	N/A

Card Swipe Payment **Post Ledger Item** ?

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
Sponsor	08/17/2016		2Day Part time				\$ 100.00		\$ 100.00	Void
Sponsor	08/18/2016		Card Swipe Payment		S00904410			\$ 100.00	\$ 0.00	Void
								Today's Bal.	\$ 0.00	

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2. New: Immunization Exemption

The immunization for the child can now be exempted for various reasons like Religious, Medical, etc.,

Detailed Immunization

Immunization and Physical Examination Information[Immunization Setup](#)

☐ Exempted
☐ Show Immunization Missing

Immunization / Vaccination	1st	2nd	3rd	4th	5th	6th	7th
DTP							
POLIO							
MMR							
HIBMENI							
VARCEL							
TB							
Pneumococcal (State specific)							
Hepatitis A vaccine (HAV)							
Hepatitis B vaccine							
Rotavirus							
Influenza							
Meningococcal							
Human Papillomavirus							

Immunization Expiration Only

Immunization and Physical Examination Information[Immunization Setup](#)

☐ Exempted

Immunization Expiration Date

Last Physical Health Exam Date

Next Physical Health Exam Date

Immunization and Physical Examination Information

☒ Exempted

Select a Reason...
Select a Reason...
Final
Religious Exemption
Medical Exemption
Others

3. Enhanced: Account Statement with billing period

The family account statement is enhanced to show the billing period to help the parents to compute income tax filing.

Family Account Statement								
Date From : 01/01/2016 To : 12/31/2016								
Ledger Type : Sponsor								
Payment Summary :								
Total Payment : \$ 100.00								
Beginning Statement Balance :								\$ 0.00
No	Posting Date	Check #	Description	Comments	Billing Period	Charges	Credit	Balance
1	04/25/2016		PGM			10.00		10.00
2	05/03/2016		PGM	Rian	05/02/2016 - 05/08/2016	25.00		35.00
3	05/10/2016		PGM	Raechel	05/09/2016 - 05/15/2016	25.00		60.00
4	05/17/2016		PGM	Raechel	05/16/2016 - 05/22/2016	25.00		85.00
5	05/24/2016		PGM	Rian	05/23/2016 - 05/29/2016	15.00		100.00
6	08/18/2016		Card Swipe Payment	S00904410			100.00	0.00
Total						\$ 100.00	\$ 100.00	
Ending Statement Balance :								\$ 0.00

4. Enhanced: Billing Item can be inactivated

Billing items can be inactivated:

1. If it is not assigned to any of the "Child Tuition"
2. If the assigned "Child Tuition" is past

Add / Edit Billing Item X

Transaction Type

Tuition Charge

Billing Type

Program Schedule Based

Fee Type

Schedule Based

Description

A Only/2Day

Calculation Unit

Flat Rate

Standard Amount

\$59.49

G/L Account

40150

G/L Account Description

Tuition-School Age

Status

Active

Active

Inactive

5. Fixed: Ability to send email to parents for OTP Enrolment for Multicenter

Earlier, the system did not allow a parent enrolled for Online Tuition Payment in Center 1 to receive email for the same in center 2. Now OnCare has fixed to help the parents to use online tuition payment for multi-centers.

>> Online Tuition Payment

Tuition Auto Pay (TAP)
TAP allows the Director to have total control over the tuition payment online.

1. [Process New TAP Payments](#)
2. [Review Status of Submitted TAP Payments](#)

Enrollment Counter

Total Active Families	258
Total Active Families Enrolled in TAP	14
Total Active Families Enrolled in TPD	12
Total Active Families Not Enrolled	233

[Online Tuition Payment Enrollment](#)

6. Fixed: Under Child Information – Allergy/Medication/Special Diets

The label has been changed in the child information page for Allergy and Special Diets.

The old terms

Allergy / Medication / Special Diets Information

Non-Food Allergy

☐ Yes ☒ No

Medication

☐ Yes ☒ No

Special Diet/Food Allergy

☐ Yes ☒ No

Individual Family Service Plan (IFSP)

No ▼

The new terms

Allergy / Medication / Special Diets Information

Allergy

☐ Yes ☒ No

Medication

☐ Yes ☒ No

Special Diets

☐ Yes ☒ No

Individual Family Service Plan (IFSP)

No ▼

7. New: Posting Summary Extract by Date Range

Access path: System Administration → Reports → Multi-Location Reports → Report Category: Family Accounting → GL Account Posting Summary Extract by Date Range

This is a special feature which enables to extract detailed report for the 4-4-5 week accounting period so this calendar month (1st to last day of the month). The 4-4-5 calendar is a method of managing accounting periods. It is a common calendar structure for some industries such as retail, manufacturing and parking industry.

The 4-4-5 calendar divides a year into 4 quarters. Each quarter has 13 weeks, which are grouped into two 4-week "months" and one 5-week "month". The grouping of 13 weeks may also be set up as 5-4-4 weeks or 4-5-4 weeks, but the 4-4-5 seems to be the most common arrangement.

* Select Report Category FAMILY ACCOUNTING

NO	FAMILY ACCOUNTING Category Report List
1	Multi Location FTE Report
2	Transaction Summary
3	Transaction Detail Report
4	EnrollWithdrawal Report
5	AR Aging Report
6	Unapplied Agency Payments
7	GL Account Posting Summary Extract
8	GL Account Posting Detail Extract
9	Open Invoice Extract
10	GL Account Posting Summary Extract by Date Range

>> Multi Report >> GL Account Posting Summary Extract by Date Range

<< [Back](#)

Start Date

End Date

Prior Period Section Yes