



Deposit On Account

User Guide

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What is The Purpose

The Deposit On Account function allows you to manage the funds and accounting when you take refundable security deposit from parents.

The proper accounting for Deposit On Account is as follows:

- When you receive Refundable Deposits from parents, you should record a liability on your company books.
- When you refund the deposit, it should then offset/reduce that liability.
- Any forfeited deposit can be recognized as income, when it occurs.

If you have the OnCare General Ledger (GL) function enabled at your company, you can get a GL data extract with entries to post to the General Ledger.

Transactions Type	GL Debit Entry	GL Credit Entry
Receipt of a Deposit	Cash (Payment)	Deposit on Account (Liability)
Refund of a Deposit	Deposit on Account (Liability)	Cash (Refund Check)
Forfeit of a Deposit	Deposit on Account (Liability)	Other Charge (Forfeited Deposit - Income)

1. Billing Items Setup

OnCare will automatically setup the 2 billing items to accommodate the processing of Deposit On Account. You will find them in the Billing Setup.

- Other Charges --> Deposit Charge
- Credit --> Deposit Refund

You should setup an Other Charges billing item to account for Forfeited Deposit.

Setup automatically

Should setup this billing item to account for forfeit

17	Other Charges	Deposit Charge	\$ 0.00	25000	Deposit On Account	Active	Edit
18	Other Charges	Equipment Fee	\$ 80.00	50000	Revenue - Other Cha...	Active	Edit
19	Other Charges	Forfeited Deposit	\$ 0.00	25000	Deposit On Account	Active	Edit
30	Credit	Deposit Refund	\$ 0.00	25000	Deposit On Account	Active	Edit

2. Record Receipt of a Deposit on Account

When you receive a deposit on-account from the parents, you should make the following 2-item entry:

- Other Charges --> Deposit Charge
- Payment

Ledger	Posting Date	Check # (Max 15 Chars)	Transaction Type	Description	Amount	Child	Comments (Max 100 Chars)
Sponsor	07/01/2014		Other Charge	Deposit Charge	\$ 1000	Tyler Otten	
Sponsor	07/01/2014		Payment	Payment - Check	\$ 1000	Tyler Otten	
Select here...	11/25/2014		Select here...	Select here...	\$	Tyler Otten	
Select here...	11/25/2014		Select here...	Select here...	\$	Tyler Otten	

Buttons: Post, Reset, Cancel

When you look at the account ledger for this family, you will note that the dual-item entry will net to zero in the account ledger.

However, the Deposit On Account amount will remain in the bucket as shown in the family ledger balance table.

Family Account Key : O

Sponsor : Peter Otten
Co-Sponsor : Alisa Otten
Child First Name : Tyler

Show Ledger: All

Buttons: Prev, Next, Post Ledger Item

Payor	Today's Bal.	Pending Bal.	Deposit	Payment
Sponsor	\$ 1,800.00	\$ 1,800.00	\$ 1,000.00	N/A
CCA	\$ 3,000.00	\$ 3,000.00	N/A	N/A

Ledger	Posting Date	Check #	Description	Comments	Child Name	Charges	Credit	Balance	Action	Invoice Number
Sponsor	07/01/2014		Deposit Charge		Tyler	\$ 1,000.00		\$ 1,000.00	Void	
Sponsor	07/01/2014		Payment - Check		Tyler		\$ 1,000.00	\$ 0.00	Void	
Sponsor	08/05/2014		Infant M - F Monthly Tuition	Tyler Otten	Tyler	\$ 1,200.00		\$ 1,200.00	Void	
Sponsor	09/01/2014		Parent Co-Pay	Tyler Otten	Tyler	\$ 200.00		\$ 1,400.00	Void	

If you were to run an Family Account Activity Report, you will see the in and out transactions related to this Deposit On Account posting, netting zero to the family account ledger ending balance.

Family Account Activity Report

Reporting Period : Custom Date

Date From : 07/01/2014

To : 08/01/2014

Ledger Type : All

Impact to ledger balance = zero

Family Acct Key	Parent Name	Ledger	St	Beginning Balance	Tuition / Subsidized Charges	Other Charges	Credits	Payments	Ending Balance
BERN	Carl Bern	Sponsor	A	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
GARRISON	Alex Garrison	Sponsor	A	\$ 0.00	\$ 850.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 850.00
JOHNSON	Richard Johnson	Sponsor	A	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
OTTEN	Peter Otten	Sponsor	A	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00
Total				\$ 0.00	\$ 850.00	\$ 2,500.00	\$ 0.00	\$ 1,000.00	\$ 2,350.00

3. Deposit on Account Tracking

As indicated in the step above, on the Family Account Ledger page, you will notice the outstanding balance of Deposit On Account in the family ledger balance table as show below:

Family Account Key : LIDDLE					Deposit on Account bucket				
Sponsor : Brian Liddle					Prev Next				
Co-Sponsor : Anna Liddle									
Child First Name : Iliana									
Payor	Today's Bal.	Pending Bal.	Deposit	Payment					
Sponsor	\$ 850.00	\$ 850.00	\$ 850.00	N/A					
CCA	\$ 2,800.00	\$ 2,800.00	N/A	N/A					

4. Refund of Deposit

When a family leaves your program and you have to manage the Deposit on Account, there are 3 scenarios:

a. Ledger balance equal to deposit amount

When the ledger balance (after the last billing) is equal to the deposit amount, you simply need to apply the deposit on account amount via a Deposit Refund transaction to bring the ledger balance to zero.

b. Ledger balance less than deposit amount

In this case, you need to record a credit (Deposit Refund) AND issue a check refund to the family

Post Ledger Item

Ledger	Posting Date	Account	Check # (Max 15 Chars)	Amount	Child	Comments (Max 100 Chars)
Sponsor	06/18/2016	Other Charges	Check Refund to Parent	\$ 1200.00	Juliana Brown	
Sponsor	06/18/2016	Credit	Deposit Refund	\$ 1200.00	Juliana Brown	
Sponsor	06/18/2016	Select here...	Select here...	\$	Juliana Brown	
Sponsor	06/18/2016	Select here...	Select here...	\$	Juliana Brown	

Post Reset Cancel

c. Ledger balance greater than deposit amount

In this case, you need to record a credit (Deposit Refund) and expect to collect payment for the remaining balance from the parents.

5. Deposit On Account Report

OnCare provides a Deposit on Account report to help manage the Deposit on Account.

Accounting

- [1. Account Activity](#)
- [2. Aging Report](#)
- [3. Child Billing Item Setup Report](#)
- [4. Bank Deposit Report](#)
- [5. Family Account Statement](#)
- [6. Specific Charge/Credit Detail Report](#)
- [7. Total Charge/Credit Summary Report](#)
- [8. Deposit on Account](#)
- [9. Subsidized Care Rates Report](#)
- [10. Subsidized Care Contract Expiration Report](#)

Select date and click Submit to generate the report. The report details the Deposit On Account booked and refund made for each family.

Deposit on Account Report

Date

Family Status

Report Type ☐ Pdf ☐ Csv ☒ Html

Submit

Security Deposit Summary as of 09/06/2014

Family Account Key	Ledger Type	Transaction Description	Parent Name	Deposit Date	Deposit Amount
BERN	Sponsor	Deposit Charge	Carl Bern	7/2/2014	\$ 1,000.00
BERN	Sponsor	Deposit Charge and Refund tracking for each family		9/6/2014	(\$ 800.00)
Total Deposit					\$ 200.00
JOHNSON	Sponsor	Deposit Charge	Richard Johnson	8/1/2014	\$ 500.00
JOHNSON	Sponsor	Deposit Refund	Richard Johnson	9/6/2014	(\$ 500.00)
Total Deposit					\$ 0.00
Grand Total Deposits					\$ 200.00