



OnCare Office Version 3.3.1 E1

Release Notes: Sep 19, 2017

Customer Features:

#	Type	Module	Description	Pg
1	Enhanced	Family Accounting	Users can now process both ACH and Card TAP payment together	1

1. Enhanced: Process TAP Payments ACH and Card Together

Users can now process the Card and ACH TAP payments together. This simplifies the TAP process and saves time.

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

1. [Process TAP Payment based on Ledger Balance](#)
2. [Process TAP Payment For Family](#)
3. [Review Status of Submitted TAP Payment](#)

Flow Before:

>> Process New TAP Payment

Select Payment Type

Checking / Savings Account

Credit / Debit Card

Select Families ☒ All ☒ Active ☒ Inactive ☒ Waitlist ☒ Incoming

Select Classroom ☒ All

☒ Not Assigned ☒ Chickadees ☒ DropIn ☒ Toddler

☒ Green Room ☒ Falcons ☒ Kidergarden ☒ Toddler 3

☒ Purple Room ☒ Eagles12 ☒ Puffer ☒ Toddler 4

☒ Blue Room ☒ Discoverer Club ☒ RM-2 School

Next

This selection is removed on the new flow

Before the user could select only one of the payment types i.e. Checking/Savings (ACH) or Credit/Debit Card option and process the TAP payments.

Flow Now:

>> Process New TAP Payment

Select Families ☒ All ☒ Active ☒ Inactive ☒ Waitlist ☒ Incoming

Select Classroom ☒ All

☒ Not Assigned ☒ Chickadees ☒ DropIn ☒ Toddler

☒ Green Room ☒ Falcons ☒ Kidergarden ☒ Toddler 3

☒ Purple Room ☒ Eagles12 ☒ Puffer ☒ Toddler 4

☒ Blue Room ☒ Discoverer Club ☒ RM-2 School

Next

Now the Select Payment Type option is removed. User can just select the Family status and classroom to filter the records.

>> Process TAP Payment

[TAP Home](#) -> Review and Edit TAP Amount to Draft

Following is a listing of TAP families with a ledger balance as of today (09/16/2017). The TAP amount to process is defaulted to the family account ledger balance. You can keep or edit the amount.

Instructions

- To take a quick **view** of the ledger balance details without changing the ledger, click on the "**View**" hyperlink.
- To **edit** the TAP amount which is equivalent to the ledger balance, click on the "**Edit**" hyperlink.
- Once you are ready to submit the batch for processing, click on the "**Next**" button at the bottom of the page.

No.	<input type="checkbox"/>	Family Acct Key	Payer	Child Names	Ledger Balance	Funding Account	Account Type	% of Payment	TAP Amt to Process	Action
1	<input type="checkbox"/>	FREDA	Freda B. Billups	Amy, Henry	\$ 200.00	Funding Account	ACH	100%	\$ 200.00	View Edit
2	<input type="checkbox"/>	WRIGHT	Dennis G. Wight	Charles	\$ 150.00	Dennis G. Wight	Card	100%	\$ 150.00	View Edit
Total					\$350.00				\$350.00	

Back **Next**

Families with both ACH and Card payment type will be displayed together. A new column is provided to view the Account Type.

Rest of the TAP process remains the same as the old flow which is briefed below.

You can select all families or required families that need to be processed for TAP.

This is the confirmation screen. You can choose the desired action.

>> Process TAP Payment

[TAP Home](#) -> Submit TAP Payments for Processing

Please confirm the 'Amounts to Process' are correct. Click the 'Submit' button when you are ready to submit this batch of TAP payments for processing by close of business today.

No.	Family Acct Key	Payor	Child Names	Ledger Balance	Funding Account	Account Type	% of Payment	TAP Amt to Process	Comments
1	FREDA	Freda B. Billups	Amy, Henry	\$ 200.00	Funding Account	ACH	100%	\$200.00	
2	WRIGHT	Dennis G. Wight	Charles	\$ 150.00	Dennis G. Wight	Card	100%	\$150.00	
Total				\$350.00				\$350.00	

Upon “Submit” button click, another confirmation pop-up will be shown to ensure that you want to submit the Payments for TAP Processing.

[TAP Home](#) -> Submit TAP Payments for Processing

Please confirm the 'Amounts to Process' are correct. Click the 'Submit' button when you are ready to submit this batch of TAP payments for processing by close of business today.

No.	Family Acct Key	Payor	Child Names	Ledger Balance	Funding Account	Account Type	% of Payment	TAP Amt to Process	Comments
1	FREDA	Freda B. Billups					100%	\$200.00	
2	WRIGHT	Dennis G. Wight					100%	\$150.00	
								\$350.00	

Confirmation
Are you sure you want to submit these TAP payment(s) for processing?

>> Process TAP Payment

[TAP Home](#) -> Submit TAP Payments for Processing

TAP Payment Batch has been successfully submitted for processing.