



Single vs. Multiple Ledger

User Guide

Last update May 1, 2018

Contents

1.	What is The Purpose	2
2.	Single Ledger (By Default)	2
3.	Multi Ledger	2
4.	Ledger Type Selection	3
5.	Family Account Ledger	4
6.	Family Account Statement	4
7.	Online Tuition Payment	7

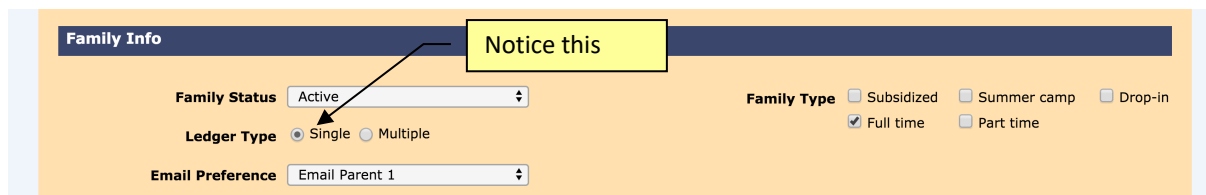
1. What is The Purpose

OnCare provides up to **THREE ledgers** to help manage the financial transactions of the families. This user guide describe how you can setup and take advantage of each one of the respective ledger.

The first two ledgers belong the family. The 3rd ledger is for 3rd Party Agency for subsidized families. To learn more, please refer to "OCO-3rd Party (Subsidy) Agency Billing and Payment User Guide."

2. Single Ledger (By Default)

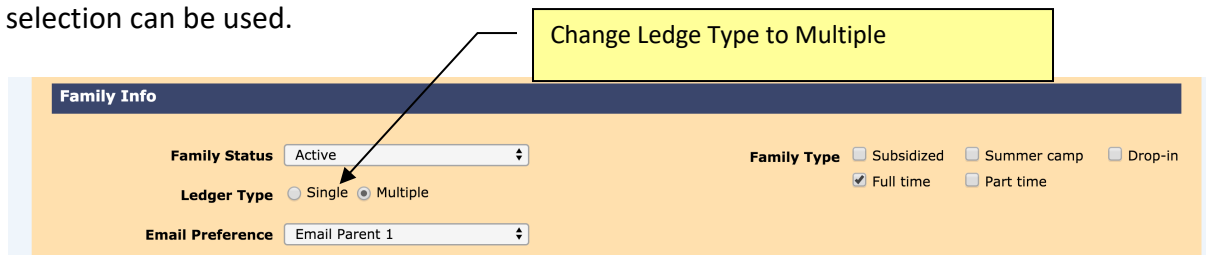
By default all families are setup as single ledger. This works well when the family is an intact family and only needs one ledger to manage their transactions and account statement. In the Family Info section of the Parent Information tab, you will see Ledger Type being set to "Single"



The screenshot shows the 'Family Info' section of a form. A yellow callout box labeled 'Notice this' has an arrow pointing to the 'Ledger Type' field. The 'Family Status' is set to 'Active'. The 'Ledger Type' has two radio buttons: 'Single' (which is selected) and 'Multiple'. The 'Email Preference' is set to 'Email Parent 1'. The 'Family Type' section includes checkboxes for 'Subsidized', 'Summer camp', 'Drop-in', 'Full time' (checked), and 'Part time'.

3. Multi Ledger

If your center has divorced families where both parents of a child is paying for the child tuition and they would like to keep their finances separate, then the "Multiple" Ledger selection can be used.



This screenshot is identical to the one above, but the 'Multiple' radio button under 'Ledger Type' is now selected. A yellow callout box labeled 'Change Ledge Type to Multiple' has an arrow pointing to the 'Multiple' radio button.

4. Ledger Type Selection

After you have enabled ledger to be multi-ledger, you will notice that Sponsor and Co-sponsor in the drop-down in the following places:

Add New Billing Item in the Child Record for recurring billing - You can setup recurring billing to Sponsor and or Co-Sponsor separately.

The screenshot shows the 'Add / Edit Tuition' form for child Daniel Burger. A yellow callout box with the text 'Select the appropriate ledger' points to the 'Ledger Type' dropdown menu. The dropdown is open, showing options: 'Select Billing Type', 'Select Ledger Type', 'Select Ledger Type', 'Sponsor', and 'Co-Sponsor'. Other fields in the form include 'Billing Type', 'Transaction Type', 'Billing Cycle', 'Billing Description', 'Amount' (\$0.00), 'Comments', 'Start Date' (MM/DD/YYYY), 'End Date' (MM/DD/YYYY), and 'Status' (Active). Buttons for 'Save' and 'Cancel' are at the bottom.

Ledger Posting Screen - When you post ledger items for a family, you can select which ledger to post.

The screenshot shows the 'Post Ledger Item' screen. A yellow callout box with the text 'Select the appropriate ledger' points to the 'Ledger' dropdown menu. The dropdown is open, showing options: 'Select here...', 'Sponsor', and 'Co-Sponsor'. The table below has columns: 'Ledger', 'Posting Date', 'Transaction Type', 'Description', 'Check # (Max 15 Chars)', 'Amount', 'Child', and 'Comments (Max 100 Chars)'. The first row shows '11/08/2018' for the posting date and 'Daniel Burger' for the child. Buttons for 'Post', 'Reset', and 'Cancel' are at the bottom.

5. Family Account Ledger

The Family Account Ledger screen has a filter to view the ledger items by ledger type. By default, system will show all ledger items. You can filter the view to show only Sponsor or Co-Sponsor items only.

Family Account Key : BURGER Prev Next

Sponsor : Melissa Burger
Co-Sponsor : Max Burger
Child First Name : Daniel

Filter

Show Ledger All Sponsor Co-Sponsor ☒ Hide Void

Card Swipe Payment Post Ledger Item ?

Payor	Today's Bal.	Pending Bal.	Deposit	Payment
Sponsor	\$ 700.00	\$ 700.00	\$ 500.00	N/A
Co-Sponsor	\$ 0.00	\$ 0.00	N/A	N/A

Ledger	Posting Date	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action
Sponsor	09/27/2018	Deposit Charge			Daniel	\$ 500.00		\$ 500.00	Void
Sponsor	11/01/2018	School Age-After School Care -5 Days	Nov 2018	Daniel Burger	Daniel	\$ 200.00		\$ 700.00	Void
								Today's Bal.	\$ 700.00

6. Family Account Statement

When generating Family Account Statement, if a family is single ledger, all transactions will be shown within the same ledger under Sponsor.

However, when you have a multi-ledger family, the system will automatically generate a separate statement for Sponsor and Co-Sponsor.

>> Print Family Acct Statement

<< Back

Select Dates Current Year

From 01/01/2018 To 12/31/2018

Select Ledger Type Sponsor / Co-Sponsor

Report Type ☒ Pdf ☐ Html

☒ Do Not Print Voided Items on Family Account Statement

Enter Notes to be displayed on the Statements ?

(Max 250 Characters)

Submit

For multi-ledger family, 2 separate statements will be generated

An account statement is generated for Sponsor

Parent of Daniel Burger
Melissa Burger
4526 E. Heatherbrae Dr.
Phoenix, AZ 85018

Family Account Statement

Company Name : 00 ABC Demo Company

Center Name : ABC Demo Center

Family Acct Key : BURGER

Parent #1 Name : Melissa Burger

Acct Statement
for Sponsor

Child Name : Cool Kids

Child Name : Daniel

Provider Tax ID : 12-562327654

Report Generated on : 11/8/2018 7:03:45 PM PST

Date From : 01/01/2018 To : 12/31/2018

Note : Test

Ledger Type : Sponsor

Payment Summary :

Total Payment : \$ 0.00

A separate Account Statement is generated for Co-Sponsor

Parent of Daniel Burger
Max Burger
4526 E. Heatherbrae Dr.
Phoenix, AZ 85018

Family Account Statement

Company Name : 00 ABC Demo Company
Center Name : ABC Demo Center

Classroom Name : Cool Kids

Family Acct Key : BURGER
Parent #2 Name : Max Burger

Name : Daniel
ax ID : 12-562327654
ed on : 11/8/2018 7:03:45 PM PST

Acct Statement
for Co-Sponsor

Date From : 01/01/2018 **To :** 12/31/2018

Note : Test

Ledger Type : Co-Sponsor

Payment Summary :

Total Payment : \$ 0.00

7. Online Tuition Payment

The multi-ledger function has the following impact on the OnCare Online Tuition Payment solution.

Each online payment funding account is associated with a family account ledger.

In a typical **single ledger** family, the parents can enroll with one funding account. Whichever parent login first and enroll in the online tuition payment gets to choose the funding account to use. The second parent can only edit and change the funding account to another one if needed.

However, in a **multi-ledger** family, there are TWO ledgers setup per family. In that case, Sponsor and Co-sponsor can choose to setup different funding account for each ledger.