



Vacation Days

User Guide

Last Updated December 21, 2018

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1 Introduction

The details of vacation days' configuration, setup, and how it is captured are explained in this document.

2 Configuration

2.1 Company Level Configuration

This feature must be first enabled for a company.

To do that Go To: Company Setup → Module Configuration → Other Company Level Setup

The screenshot shows the 'Company Setup' interface with the 'Module Configuration' tab selected. The 'Other Company Level Setup' section contains the following options:

- * G/L Interface Yes No
- * Multi-Location Reports Yes No
- * Edit Permission for Billing Setup Amount Yes No
- * FTE Calculation Method 1 Method 2
- * Quick Books Yes No
- * Allow Directors to manage their own classrooms Yes No
- * OnCare CRM Integration Yes No
- * Unique Identification Number Yes No
- * Enrollment Snapshot Yes No
- * Show Child Name in Account Statement Yes No
- * Vacation Days Yes No

Company Setup

Select the 'Vacation Days' option as 'Yes'. Only then this can be configured at center level.

2.2 Center Level Configuration

To enable this option for the respective center, Go To: Center Setup → Feature Configuration → Others.

The screenshot displays the 'Center Setup' interface with the 'Feature Configuration' tab selected. The interface is divided into several sections:

- Quick Books:** QB Start Date (01/06/1983), QB Username (teer), QB Password (err).
- Food Program:** Minute Menu Location ID (27), Meals and Snacks Tracking (Yes/No).
- Payment Setup:** Online Payment Solution (Tuition Pay Direct(TPD), Tuition Auto Pay(TAP), TPD + TAP, None), OTP Invitation (Yes/No), Is Multiple Funding Account Allowed (Yes/No), Is Payment Refund Allowed (Yes/No), Generate Payment Receipt (Yes/No), Parent Disenroll TAP (Yes/No).
- TAP:** TAP Process Method (TAPCycle, ADHOC).
- Others:** TPD Registration URL, TPD Login URL, Enrichment Program (Yes/No), Waitlist Program (Yes/No), New School Year Registration (Yes/No), Grade/School for School Age (Yes/No), * 24 Hour Center (Yes/No), Parent Online Registration (Yes/No), Online Forms (Yes/No), and **Vacation Days (Yes/No)**.

The 'Vacation Days' option is highlighted with a red box, and a red arrow points to it from the 'Others' section header.

Center Setup

Select the 'Vacation Days' option as 'Yes'. Only then this can be configured at center level.

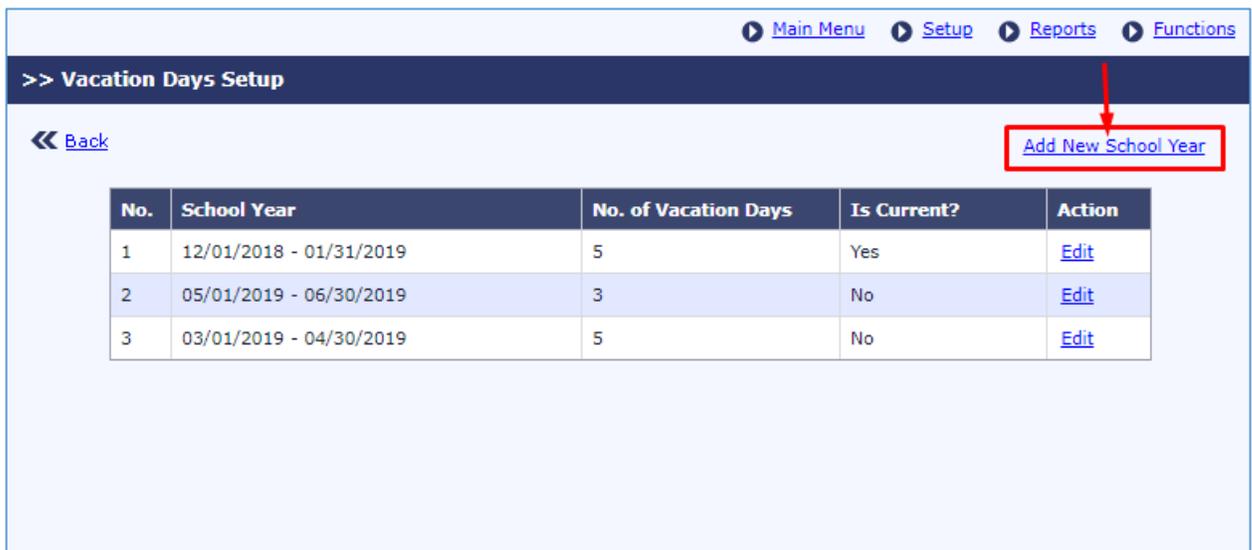
3 Vacation Days Setup

Once configured for the center, the Vacation days should be setup by the center director.

Family Accounting → Setup → Vacation Days Setup:

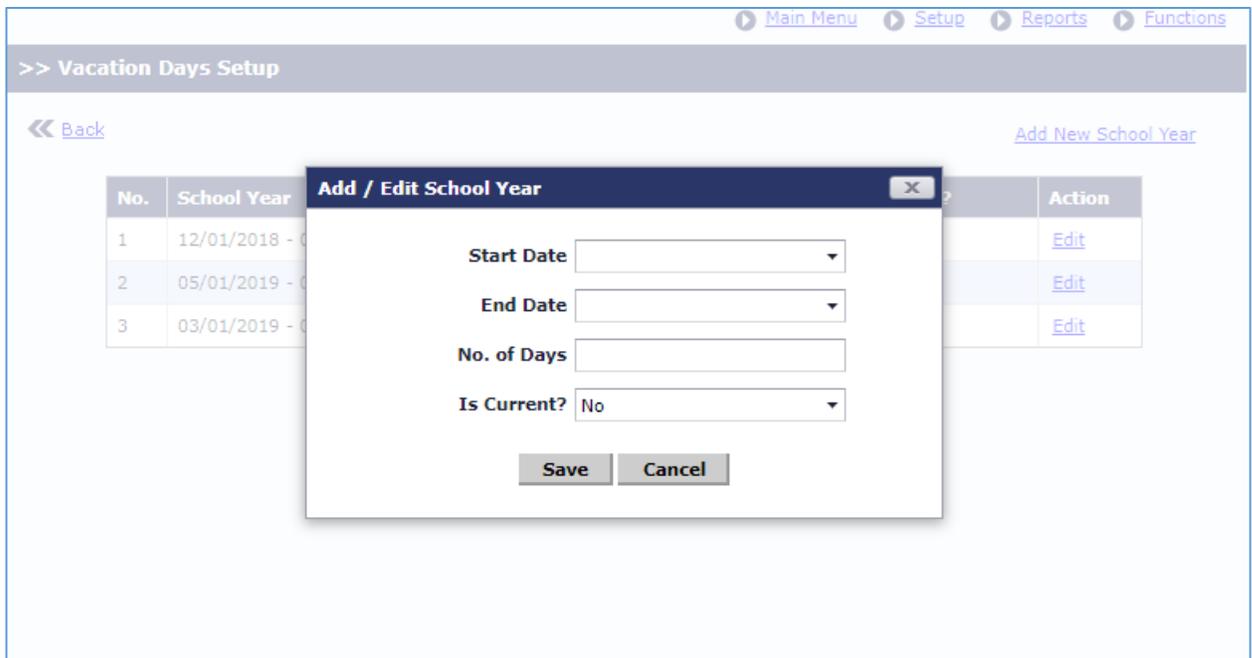


Setup Page



Vacation Days Setup 1

Click 'Add New School Year' to add a new school year else click 'Edit' to edit the existing school year.



Vacation Days Setup 2

1. Select the **Start Date** and **End Date** of the school year.
2. Enter the number of vacation days available to a child for the selected School Year.
3. Select whether this School Year is current. Please note that only one School Year can be 'Current'. If you change any School Year as current, then the School Year selected as current previously will automatically change to not current (Is Current? = No).
4. Click **Save** to add/update the School year details.

The number of vacation days set here will only be available for each child in that center. This will be applicable the respective school year created.

4 Request Vacation Days

Once the Vacation Days are setup by the Director, a new link 'Request Vacation Days' will be available for the Parents in the Parent Portal Home page.

Parents with Active children can request vacation days for the current school year and this will be restricted to the number of vacation days set for that center/child.

The screenshot shows the OnCare Parent Portal interface. The top navigation bar includes 'Home', 'Questions', and 'Logout'. The left sidebar has 'Family', 'Child', 'Payment', and 'Download' options. The main content area is titled 'Vacation' and features a profile for 'Niralya Mia' (Age: 12 Months, Status: Active). Below the profile, there are tabs for 'Center Info', 'Health', 'Contact', 'Restricted Person', 'Vacation', and 'Time Card'. The 'Vacation' tab is highlighted with a red box. A red arrow points from this tab to a 'Request Vacation Days' link in the 'Vacation Summary' section. The 'Vacation Summary' table shows: Total 5, Used 1, Available 4. The 'Used Vacation Days' table shows: No. 1, Date 12/25/2018, Day Tue. The footer contains copyright information and the date 'Today: December 21, 2018'.

Parent Portal Home Page

Go to Parent Portal Home → Edit Child Record → Vacation

1. Select the relevant child to request the vacation days.
2. The total days available, used numbers will be displayed.
3. Click 'Request Vacation Days' to request vacation days for that child.

Available Vacation Days
4

Select No. of Vacation Days to Apply
2

No.	Select Vacation Days
1	1/4/2019
2	1/15/2019

< BACK CONTINUE CANCEL

Selected Vacation Days

No.	Selected Vacation Days
1	01/04/2019
2	01/15/2019

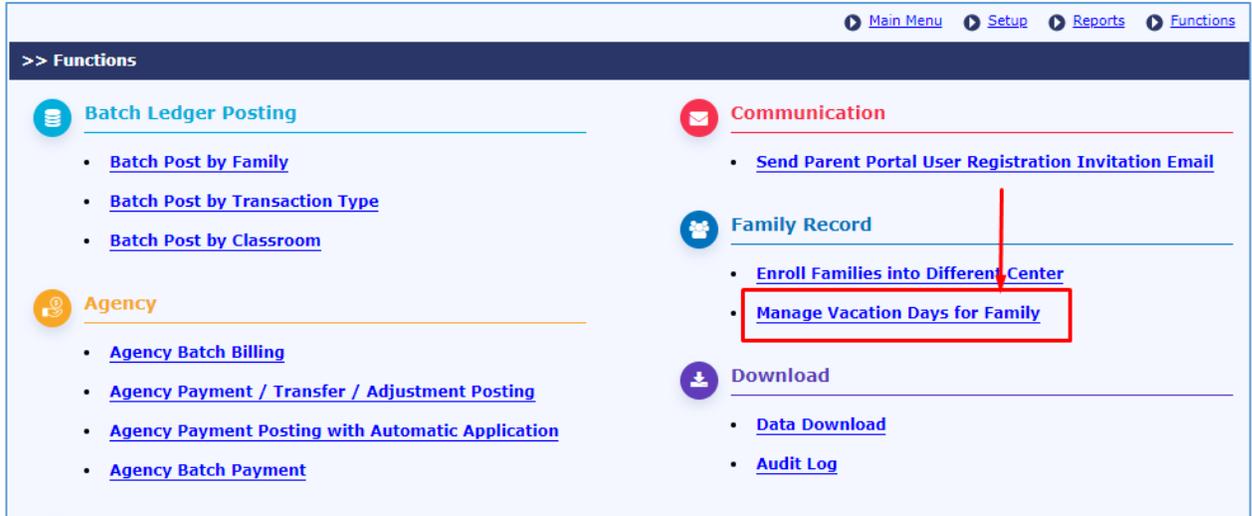
< BACK SUBMIT

1. Select the number of vacation days needed and select the individual dates.
2. Click **CONTINUE** to save the changes.
3. Click **SUBMIT** to send a request to directors.

5 Manage Vacation Days for Families

The Center Directors can view/manage the Vacation Days of the children.

Access path: Family Accounting → Functions → Manage Vacation Days for Family



Functions Page

[Main Menu](#)
[Setup](#)
[Reports](#)
[Functions](#)

>> Manage Vacation Days

[Back](#)

School Year

Export As:  

No.	Family Acct Key	Parent Name	Child Name	Vacation Days			Action
				Total	Used	Available	
1	AIDEN	Aiden William	Mason Gavin	5	0	5	Edit Vacation Days View Used Vacation
2	AIDEN	Aiden William	Logan Gavin	5	0	5	Edit Vacation Days View Used Vacation
3	AIDEN123	Aiden Christopher	Niralya Gavin	5	2	3	Edit Vacation Days View Used Vacation
4	BENJAMIN	Jacob Benjamin	Michael Ethan	10	0	10	Edit Vacation Days View Used Vacation
5	JOE	Joe Smith	Olivia Emily	5	0	5	Edit Vacation Days View Used Vacation
6	JOE	Joe Smith	Tess Tatum	5	0	5	Edit Vacation Days View Used Vacation
7	MIA	Mia Emily	Silvia Mia	5	0	0	Edit Vacation Days View Used Vacation
8	MIA	Mia Emily	Niralya Mia	4	3	1	Edit Vacation Days View Used Vacation

Manage Vacation Days

Select the relevant school year to manage the vacation days for the children for that year. By default, the current school year will be selected.

All the active children in that center will be listed with their vacation days' details i.e. number of days availed and days available.

5.1 Edit Vacation Days

The Director if needed can change the Vacations Days for a child.

Click 'Edit Vacation Days' link to change the vacation days for the respective child:

The screenshot shows a web application interface for managing vacation days. At the top, there are navigation links: Main Menu, Setup, Reports, and Functions. Below this is a header for 'Manage Vacation Days' with a 'Back' link. A modal window titled 'Manage Vacation' is open, displaying the following information:

- Family Account Key: MIA
- Parent Name: Mia Emily
- Child Name: Niralya Mia
- Total Days: 4 (highlighted with a red box and arrow)
- Used Days: 3
- Available Days: 1

At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, a table lists family accounts with columns for No., Family Acct Key, Parent Name, Child Name, Total Days, Used Days, Available Days, and links for 'Edit Vacation Days' and 'View Used Vacation'.

No.	Family Acct Key	Parent Name	Child Name	Total Days	Used Days	Available Days	Links
1	AIDEN						Edit Vacation Days View Used Vacation
2	AIDEN						Edit Vacation Days View Used Vacation
3	AIDEN123	Aiden Christopher	Niralya Gavin	5	2	3	Edit Vacation Days View Used Vacation
4	BENJAMIN	Jacob Benjamin	Michael Ethan	10	0	10	Edit Vacation Days View Used Vacation
5	JOE	Joe Smith	Olivia Emily	5	0	5	Edit Vacation Days View Used Vacation
6	JOE	Joe Smith	Tess Tatum	5	0	5	Edit Vacation Days View Used Vacation

Edit Vacation Days

Enter the **Total Days** applicable for that child and click **Save** to update the changes.

5.2 View Used Vacation

To view the vacation days used by the child, click 'View Used Vacation'. The dates when the child has opted for vacation will be displayed:

Main Menu Setup Reports Functions

>> Manage Vacation Days

Back

Used Vacation Days

Parent Name Mia Emily
Child Name Niralya Mia

No.	Date	Day
1	01/15/2019	Tue
2	01/04/2019	Fri
3	12/25/2018	Tue

Export As: CSV PDF

No.	Family Acct Key						
1	AIDEN						
2	AIDEN						
3	AIDEN123	Aiden Christopher	Niralya Gavin	5	2	3	Edit Vacation Days View Used Vacation
4	BENJAMIN	Jacob Benjamin	Michael Ethan	10	0	10	Edit Vacation Days View Used Vacation
5	JOE	Joe Smith	Olivia Emily	5	0	5	Edit Vacation Days View Used Vacation
6	JOE	Joe Smith	Tess Tatum	5	0	5	Edit Vacation Days View Used Vacation

View Used Vacation

6 Automatic Recurring Posting

The vacation days selected for a child will be exempted from Program based recurring billing.

For every recurring charge entry for that child, corresponding credit entry 'Vacation Discount' will be created.

Main Menu Setup Reports Functions

>> Automatic Recurring Billing Review

Automatic Recurring Billing Rule --> Review

Billing Type Program Schedule Based Posting Date 12/24/2018
 Billing Frequency Every Monday Billing Period 12/24/2018 - 12/30/2018
 Billing Cycle Weekly

No.	Family Acct Key	Payor	Ledger	Description	Comments	Child Name	Charges	Credit	
1	MIA	Mia Emily	Sponsor	Tuition Charge / Class A	Niralya Mia	Niralya Mia	\$ 500.00		
2	MIA	Mia Emily	Sponsor	Vacation Discount	Niralya Mia	Niralya Mia		\$ 100.00	
							Total	\$ 500.00	\$ 100.00
							Grand Total	\$ 400.00	

Automatic Recurring Billing Review

The discount for the vacation days will be calculated as follows:

1. Say Weekly tuition charge = \$500
2. Number of working days in that week = 5
3. Charge per day is $500/5 = 100$
4. Number of days' child opted for vacation that week = 1
5. Total Vacation Discount is $100 * 1 = 100$

Please note that this is applicable only for **Program Schedule Based Recurring Billing**.