



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 is highlighted, showing various configuration options. A red arrow points to the 'Vacation Days' option, which is currently set to 'No'.

Family and Child	Other Company Level Setup
<ul style="list-style-type: none">* Parent Online Registration <input checked="" type="radio"/> Yes <input type="radio"/> No* Recurring Billing based on <input checked="" type="radio"/> Child <input type="radio"/> Billing Cycle	<ul style="list-style-type: none">* G/L Interface <input checked="" type="radio"/> Yes <input type="radio"/> No* Multi-Location Reports <input checked="" type="radio"/> Yes <input type="radio"/> No* Edit Permission for Billing Setup Amount <input type="radio"/> Yes <input checked="" type="radio"/> No* FTE Calculation <input checked="" type="radio"/> Method 1 <input type="radio"/> Method 2* Quick Books <input type="radio"/> Yes <input checked="" type="radio"/> No* Allow Directors to manage their own classrooms <input checked="" type="radio"/> Yes <input type="radio"/> No* OnCare CRM Integration <input checked="" type="radio"/> Yes <input type="radio"/> No* Unique Identification Number <input type="radio"/> Yes <input checked="" type="radio"/> No* Enrollment Snapshot <input checked="" type="radio"/> Yes <input type="radio"/> No* Show Child Name in Account Statement <input checked="" type="radio"/> Yes <input type="radio"/> No* Vacation Days <input checked="" type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none">* Legacy Tuition Pay Direct <input checked="" type="radio"/> Yes <input type="radio"/> No* Legacy TPD Registration URL <input type="text" value="www.test1.com"/>* Legacy TPD Login URL <input type="text" value="www.test1.com"/>* Is Convenience Fee Required <input checked="" type="radio"/> Yes <input type="radio"/> NoConvenience Fee <input type="text" value="2.0000"/>	
<ul style="list-style-type: none">* Online Payment Solution <input type="radio"/> Tuition Pay Direct(TPD) <input type="radio"/> Tuition Auto Pay(TAP)	

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 shows the 'Center Setup' interface with the 'Feature Configuration' tab selected. Under the 'Others' section, the 'Vacation Days' option is highlighted with a red box. A red arrow points from the 'Vacation Days' label to the 'Yes' radio button. The 'Yes' radio button is selected, while the 'No' radio button is unselected. Other options in the 'Others' section include 'TPD Registration URL', 'TPD Login URL', 'Enrichment Program', 'Waitlist Program', 'New School Year Registration', 'Grade/School for School Age', '* 24 Hour Center', 'Parent Online Registration', and 'Online Forms'. The 'Payment Setup' section includes options for 'Online Payment Solution', '* OTP Invitation', '* Is Multiple Funding Account Allowed', '* Is Payment Refund Allowed', '* Generate Payment Receipt', and '* Parent Disenroll TAP'. The 'TAP' section includes the 'TAP Process Method' option.

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

Center Setup

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

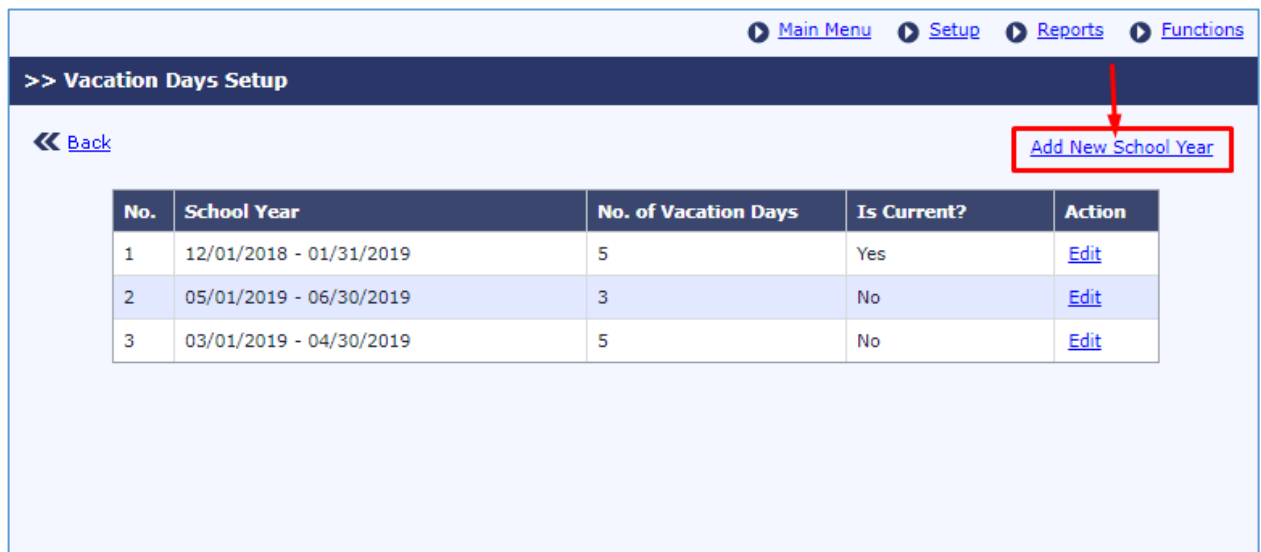
3 Vacation Days Setup

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.

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

>> Vacation Days Setup

[<< Back](#)
[Add New School Year](#)

No.	School Year	Action
1	12/01/2018 - 0	Edit
2	05/01/2019 - 0	Edit
3	03/01/2019 - 0	Edit

Add / Edit School Year
✕

Start Date

End Date

No. of Days

Is Current?

Save
Cancel

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 Home page. The left sidebar contains links for Family, Child, Payment, and Download. The main content area is titled 'Vacation' and displays information for a child named Niralya Mia, who is 12 months old and has an Active status. Below this, there are tabs for Center Info, Health, Contact, Restricted Person, Vacation, and Time Card. The 'Vacation' tab is selected and highlighted with a red box. Under the 'Vacation Summary' section, there is a table showing the school year (12/01/2018 - 01/31/2019) and the number of days: Total (5), Used (1), and Available (4). A red box highlights the 'Request Vacation Days' link, with a red arrow pointing to it from the 'Vacation' tab. To the right, the 'Used Vacation Days' section shows a table with one entry: No. 1, Date 12/25/2018, Day Tue. The footer contains copyright information for OnCare, version OCO 3.3.2, and the date December 21, 2018.

No.	Date	Day
1	12/25/2018	Tue

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.

OnCare

Family
Child
Payment
Download

Vacation

Niralya Mia
Age: 12 Months
Status: Active

Center Info Health Contact Restricted Person **Vacation** Time Card

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

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OnCare

Family
Child
Payment
Download

Vacation

Niralya Mia
Age: 12 Months
Status: Active

Center Info Health Contact Restricted Person **Vacation** Time Card

Selected Vacation Days

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

< BACK **SUBMIT**

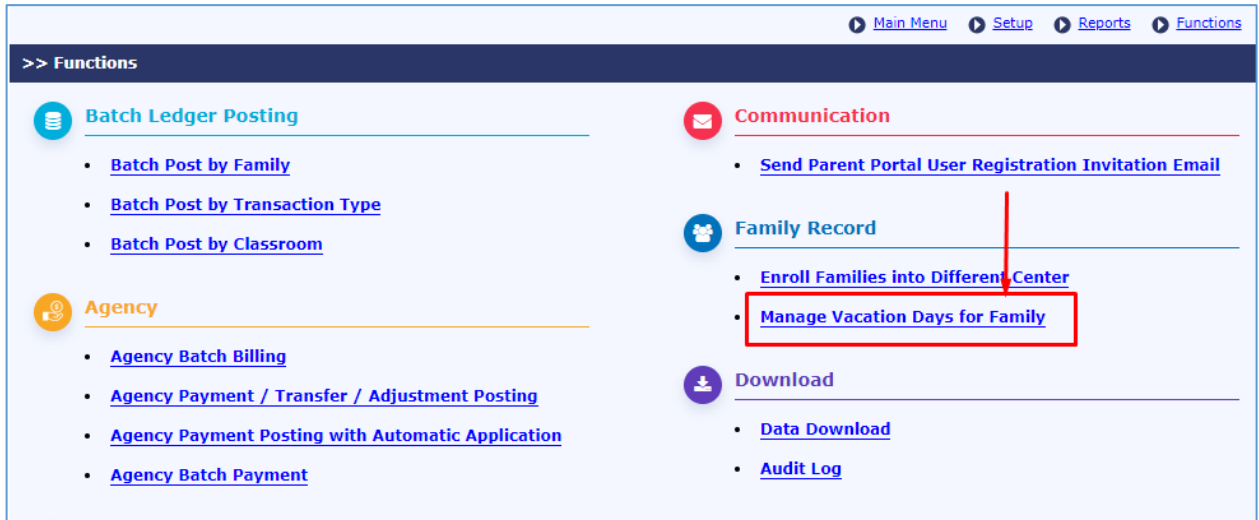
© 2018 OnCare. All rights reserved. OCO 3.3.2 Today: December 21, 2018

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 12/01/2018 - 01/31/2019							
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:

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

>> Manage Vacation Days

[<< Back](#)

Manage Vacation

Family Account Key MIA
Parent Name Mia Emily
Child Name Niralya Mia

Total Days 4

Used Days 3
Available Days 1

Save Cancel

Export As:

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

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	Child Name	Vacation Days	Used Vacation
1	AIDEN			
2	AIDEN			
3	AIDEN123	Aiden Christopher	Niralya Gavin	5 2 3
4	BENJAMIN	Jacob Benjamin	Michael Ethan	10 0 10
5	JOE	Joe Smith	Olivia Emily	5 0 5
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
Billing Frequency Every Monday
Billing Cycle Weekly

Posting Date 12/24/2018
Billing Period 12/24/2018 - 12/30/2018

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**.