Exploring *your* Pro*Care* Demo

Quick Start Guide

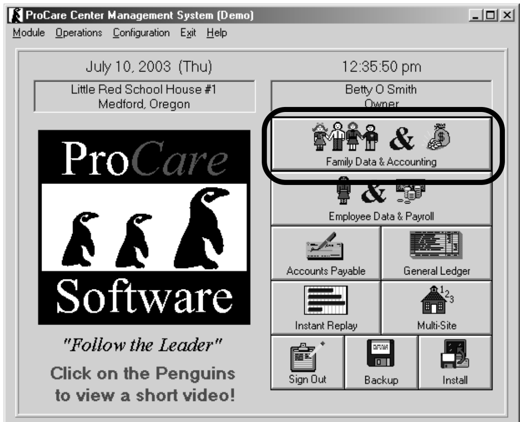
ProCare Software

your complete management solution

1-800-338-3884

www.procaresoftware.com

09/17/03

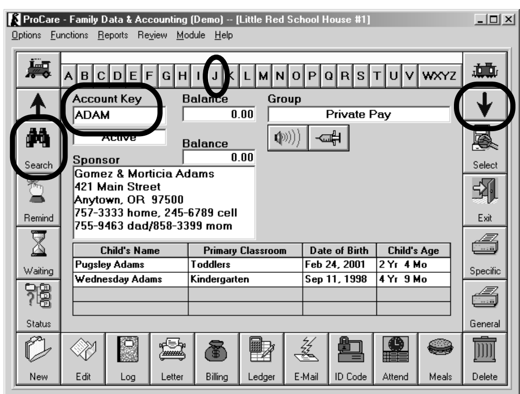


ProCare Main Screen
(The "3 Penguins" screen)

Where to Begin

We suggest you start by reviewing Pro*Care* **Family Data & Accounting**. Since each Pro*Care* module is designed in a similar manner, learning the basics in Family Data & Accounting will help you quickly master other Pro*Care* modules like Employee Data & Payroll.

*Hint: If you **Sign Out**, you may **Sign In** again using the initials **BOS** and password **OWNER**.*



Family Data & Accounting Main Screen
(The "ABC" screen)

Getting Around

The main screen of Family Data & Accounting, sometimes called the ABC screen, has the alphabet letters across the top to easily look up families. Just click a letter, like "**J**" to see a list of families beginning with that letter. Or type a few letters of the family's last name in the **Account Key** box, like "Huxt" for "Huxtable", then tap Enter on the keyboard. You can also use the blue **Up** or **Down** arrows to move through the screen one family at a time, or use the **Search** button to search by name, address, or phone number.

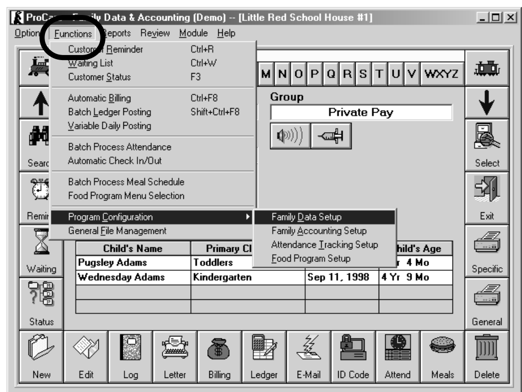
Concepts

There are three key components to using the ProCare system.

1. Program Configuration
2. Family Information
3. Reports

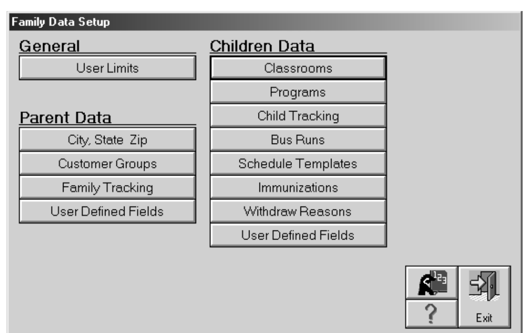
First

Program Configuration is where you establish the overall settings for your center. For example classroom names, immunization requirements, and standard tuition rates would each be set up in Program Configuration. The choices you make here affect your Family Information and what will appear on printed Reports.



Functions Menu
(showing Program Configuration)

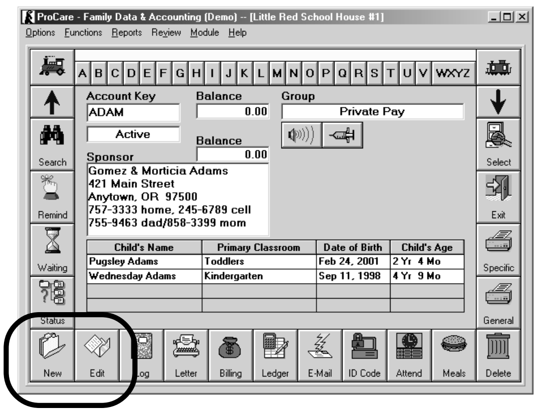
Each Pro*Care* module has its own Program Configuration. To get there click the **Functions** menu in the upper left corner of the Family Data & Accounting ABC screen and select **Program Configuration**, then the module of your choice. Begin with **Family Data Setup**. The Demo has already been set up with sample information that you may change or add to if you wish.



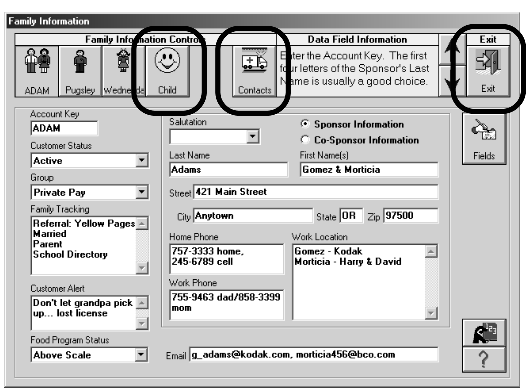
Family Data Setup Screen
(part of Program Configuration)

Second

Family Information consists of the actual names, addresses, phone numbers, dates of birth, classroom assignments, schedules and immunization dates for each child and family. Some of the choices you'll have, like the classroom names, were established by you in the Program Configuration. You may return to the Program Configuration at any time to make changes or delete settings that are no longer used.



Enter a New Family or Edit an Existing One
(At the "ABC" screen)

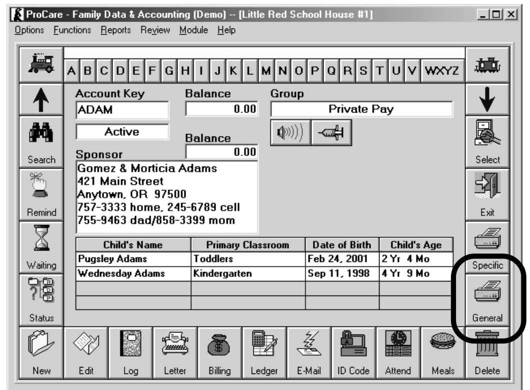


Enter Parent, Child, and Emergency Contact Information
(The "Family Information" screen)

To enter a new family click **New** in the lower left corner of the ABC screen. Type in the information for the parents (known as the Sponsors). Then click the **Happy Face** in the upper left to add a child. It's not necessary to fill in every box. Some items like Group names or Family Tracking choices can be set up later as needed to track specific things like whether the family is Private Pay or Agency Subsidized. The **Ambulance** button (top center) is used for emergency information like doctors' names and emergency contact information. Click **Exit** (upper right) to return to the Family Data & Accounting ABC screen. To make a change to an existing family, look that family up by the alphabet letters at the top, then click **Edit** (lower left) or just click on the name of the parent or child.

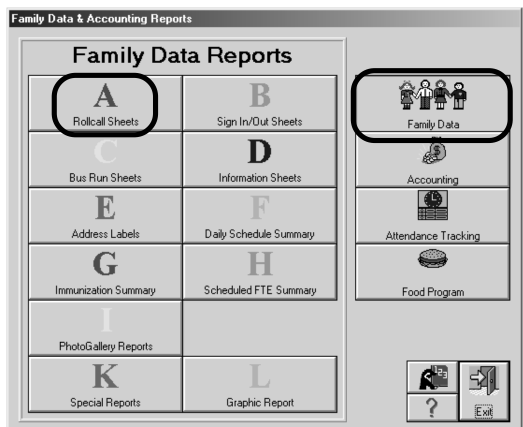
Third

Print Reports showing the information you have entered. At the ABC screen click the **General** button (lower right) with a picture of a printer. These are reports that include more than one family, like Rollcall Sheets.



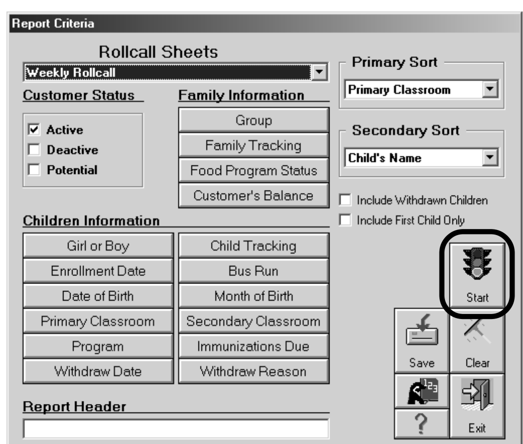
General Reports (At the "ABC" screen)

Select the module like **Family Data**, or Accounting (on the right). Then select a type of report like **Letter A – Rollcall Sheets**.



Family Data Reports (Like Rollcall Sheets)

Select the style of report from the pull down list at the top, like "**Weekly Rollcall**" and click **Start**. You may also change how the report is sorted (Primary Sort is like a page break) and who is included on the report, for example only children in Active families and in a particular classroom, by checking the appropriate boxes or clicking the buttons like Primary Classroom.



Select a Report ("Report Criteria" screen)

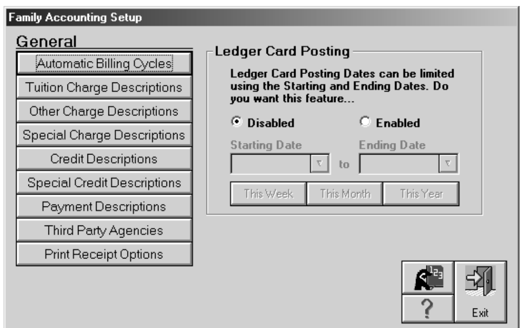
Family Accounting

Setting up Family Accounting is similar to Family Data. The three basic components are:

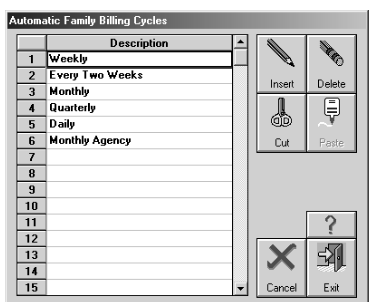
1. Program Configuration
2. Billing Information
3. Financial Reports

1. Program Configuration

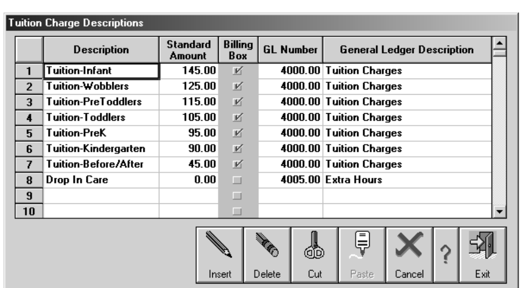
Program Configuration is where you determine the overall settings that will affect family accounting, like tuition rates. Click the **Functions** menu in the upper left corner of the Family Data & Accounting ABC screen and select **Program Configuration**, then **Family Accounting Setup**.



Family Accounting Setup
(Go to Functions, Program Configuration, Family Accounting Setup)



Billing Cycles



Tuition Descriptions

Decide when tuition will be charged by creating **Billing Cycles** like Weekly or Monthly. Then enter **Tuition Charge Descriptions** for each age group, like "Infants". If most children in that group are charged the same rate then enter a standard amount, if not leave the standard as zero. Place a red check in the Billing Box column so the families may all be charged at the same time. Just ignore the GL number for now, that can be assigned later, if needed.

2. Billing Information

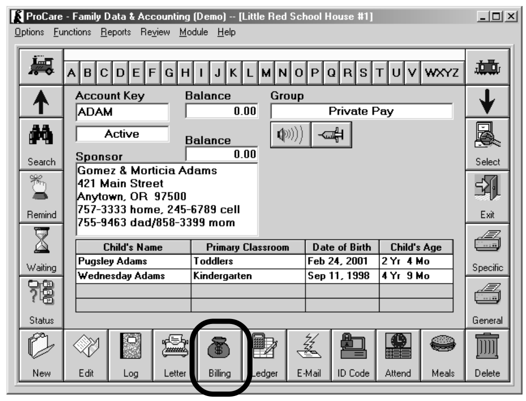
To understand how families are charged tuition it's important to know the relationship between:

a. The Family Billing Box
b. Automatic Billing
c. The Ledger Card

a.) Think of the **Billing Box** as a place to tell Pro*Care* the who, when, what, and how's of billing.

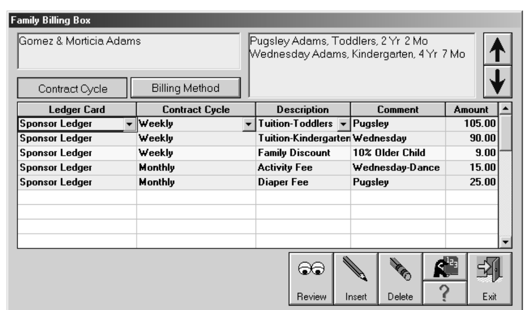
- **Who** will be charged?
- **When** are they charged?
- For **What** and **How Much** are they charged?

This information is set up just once for each family. To begin click **Billing** at the bottom of the ABC screen.

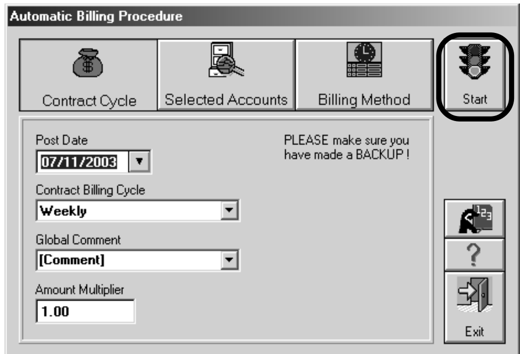


Click "Billing" at the ABC screen

From the drop down lists select **who** will be charged (for the parent, choose "Sponsor Ledger"). Then select **when** they will be charged (like "Weekly"). Choose a billing Description (like "Tuition Infants") that explains **what** they are being charged for. Type the child's name as the Comment. The Amount will appear showing **how much** to charge. This is the Standard Amount previously set up in Program Configuration. Just type over it if the amount for this family will be different.

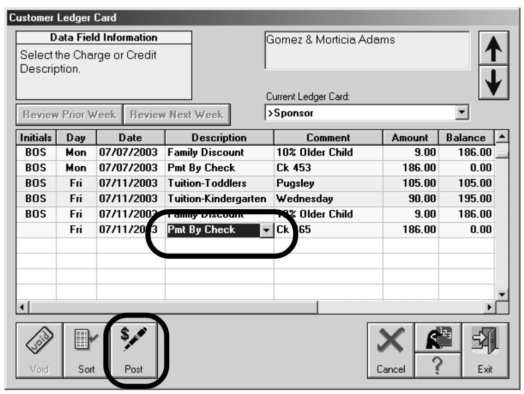


Family Billing Box
(Who, When, What, and How Much)



Automatic Billing
(Click Functions, then Automatic Billing)

b.) **Automatic Billing** is a simple process that charges all families at once by copying the rates from each Billing Box and pasting them to the Ledger Card. To get to there click the Functions Menu in the upper left of the "ABC" screen then select Automatic Billing. To bill all families at once just select the date, choose a billing cycle (like "Weekly") and click **Start**. It's that easy!



Ledger Card
(Click Ledger at the ABC screen)

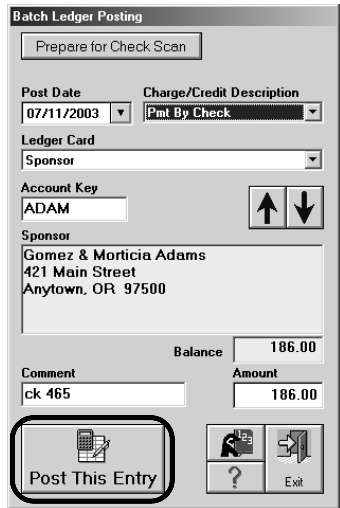
c.) The **Ledger Card** is the place where the permanent history of charges, payments and the family's balance are recorded. It's also a place to record individual transactions like entering payments received, or to correct mistakes by voiding an entry.

To record an individual payment click the drop down list under "**Description**" on the next blank line. Scroll to the bottom of the list and select "**Pmt. by Check**". Move to the **Comment** box and enter the check number. The amount is entered automatically. Click "**Post**" to record the entry.

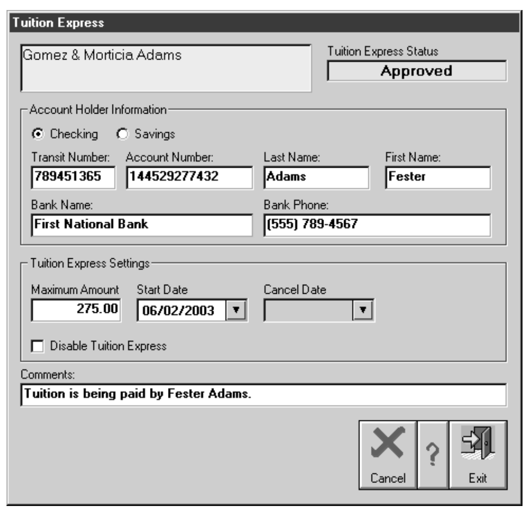
Another option to more quickly post a batch of checks is to click the **Functions** Menu (at the ABC screen) and select **Batch Ledger Posting**.

Select "**Pmt. by Check**" as the Description. Type the Account Key of the first family in your stack of checks. The **Account Key** is the first few letters of their last name like "ADAM" for Adams. Then just enter the check number in the Comment box. If the family owes a balance the amount will be entered automatically, although you may type over it if they are paying a different amount. Then click **Post This Entry** to record the payment. The payment will now appear on the Family Ledger Card.

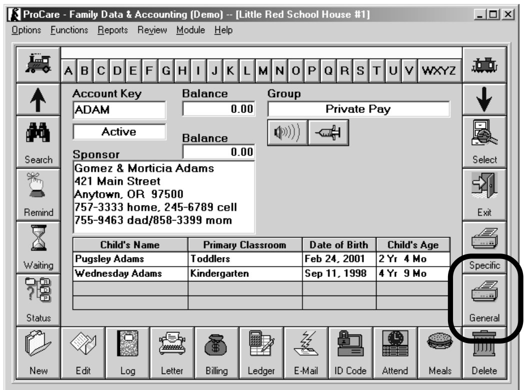
Recording payments may also be simplified by using the **ProCare Check Reader** or setting families up on an automatic payment plan that electronically transfers funds from their bank account to yours using **ProCare Tuition Express**.



Batch Ledger Posting
(Click Functions, Batch Ledger Posting at the ABC screen)



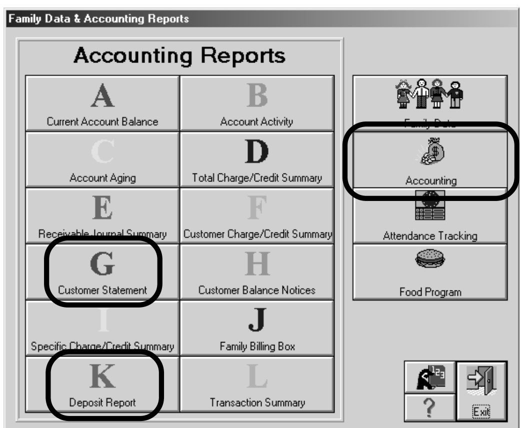
Available Soon - Tuition Express!



General Reports (At the "ABC" screen)

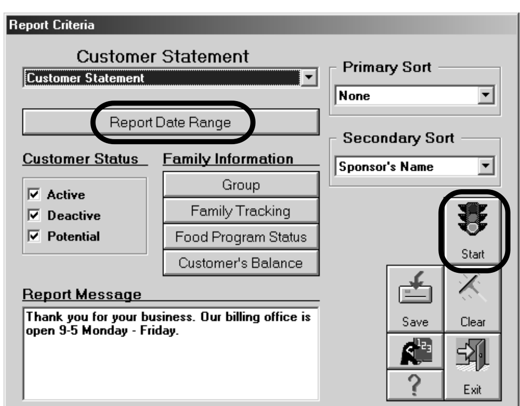
3. Accounting Reports

Print Reports showing the information you have entered. At the ABC screen click the **General** button (lower right) with a picture of a printer. These are reports that include more than one family, like a Deposit Report or individual reports for many families at once like Customer Statements.



Accounting Reports

Select the module, in this case **Accounting** (on the right). Then select a type of report like Letter G, Customer Statements or Letter K, Deposit Report.



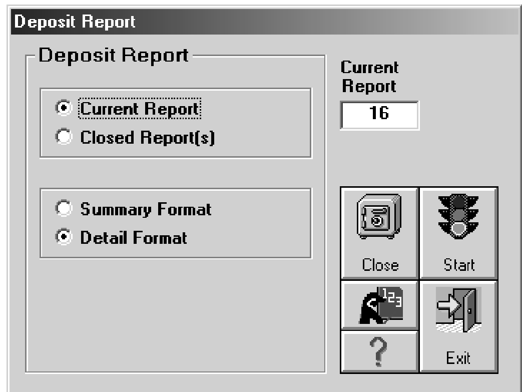
Customer Statement

Customer Statements

Statements may be given to each family. Just enter a **Date Range** like "This Month" then click **Start**. An individual statement is created for all families at once. When the report appears on screen you may choose to **Print**.

Deposit Reports

Each time you prepare to take a deposit to the bank it's helpful to print a Deposit Report summarizing all the check and cash payments that make up the deposit. Just click **Start** to create the report. The **Close** button (with the Safe) permanently closes the deposit so any new payments will show up on the next deposit report.



Deposit Report

What's Next?

Now that you know the basics, feel free to explore other parts of the demo. Try clicking the various buttons, printing other reports and discovering other modules like Employee Data & Payroll, Accounts Payable, and so forth.

Please Call...

Your software consultant is available to take you on a personalized tour of the Pro*Care* demo, to answer your questions, and to help you select the right software modules for your center. Call today and see how ProCare can be your complete management solution.

1-800-338-3884

Pro*Care* Software

your complete management solution

Pro*Care* Software Modules

Pro*Care's* modular format makes it easy to build a management system around your individual needs and budget.

With **Family Data**, report on and maintain comprehensive records of all your families' registration, medical and scheduling data.

Family Accounting automatically posts tuition charges in seconds, keeping accurate records of family and agency financial history.

New! **Tuition Express** collects payments electronically without the use of cash or paper checks. Payments for tuition and other fees are regularly collected on a schedule you define with each family. Both you and the parents will love the convenience.

Food Program tracks information for the USDA Child and Adult Care Food Program. Automatically record meals served for each child, track family eligibility & reimbursement rates & create menus that meet CACFP requirements. Print shopping lists, production reports and meal counts.

New! **PhotoGallery** lets you take photos of parents, children and authorized pick ups and even includes a WebCam to make photo taking a snap! Also supports importing pictures you have previously taken.

Attendance Tracker records time card hours for children and employees making tuition and payroll calculation quick and easy.

Instant Replay works with Family Data, Employee Data and Attendance Tracker to provide a graphical analysis of staffing efficiency and attendance trends based on your child to teacher ratios.

Use **Employee Data** to track staff information including: hire/termination dates, vacation, sick and training hours. Schedule staff based on classroom ratios.

Make **Payroll** a breeze by importing hours, deducting withholdings and printing out checks in 3 easy steps.

Track expenses and pay your bills with **Accounts Payable**.

Integrate all of your accounting and produce comprehensive financial reports with **General Ledger**.

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