Help Center

Just a click away!

Fees

e-book

ChildPlus
Desktop

800.888.6674
childplus.com

The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see User Security Groups or contact us for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the latest version of ChildPlus and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see About ChildPlus.
- For more information about the different platforms and how to access them, see Platform Comparison.
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see Module Comparison.

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Fee Management Suite

The ChildPlus **Fees** module gives you the ability to track participant fees and accounts receivable directly in ChildPlus. You can use this module to keep all of your participant accounts up-to-date with the ability to manage fees, payments and balance adjustments. You can also use the **Fees** module to print receipts, monthly statements and end-of-year tax statements.

The **Fees** module provides you with the flexibility to manage transactions (fees, payments or balance adjustments) for both individual participants and larger groups of participants (for example, entire classrooms).

Enabling Fee Tracking in ChildPlus

There are two things that you must do before you can begin using the **Fees** module in ChildPlus. First, you'll need to enable fee tracking for your entire ChildPlus system. Once you've enabled global fee tracking in ChildPlus, you will also need to enable fee tracking for each program term that you want to use with the **Fees** module.

Enable Fee Tracking in ChildPlus

Follow these steps to **Enable Fee Tracking** in ChildPlus:

1. Click on **Setup** > **System Setup** > **System Preferences**.
2. Click on the **Fees** tab.
3. Click **Enable Fee Tracking**.

Tip: Once you **Enable Fee Tracking** in ChildPlus, you'll also need to set up each program term that you want to use with the **Fees** module.

Enable Fee Tracking for Program Terms

Follow these steps to **Enable Fee Tracking** for your program terms in ChildPlus:

1. Click **Setup** > **Agency Configuration** > **Program Info**.
2. Select the program term that you want to enable.
3. Click on the **Fees** tab.
4. Click **Enable Fee Tracking**.
5. Click **Automatically set up billing for children added to this program term** if you want ChildPlus to automatically activate billing for any participant who has a participation record added for this program term.
6. Choose which participants are billed by selecting one of the following:

Option	Description
Charge participants a normal amount each billing period, regardless of attendance	Choose this option if you want to charge your participant a set amount each billing period. If you choose this option, all participants will be charged the same amount, regardless of how many days they actually attended the program.
Charge participant a daily rate based on their attendance	Choose this option if you want to charge your participant a daily rate that is based on how many days they actually attended your program. For example, if you charge a participant $8.00 per day and they attended for 10 days during a billing period, then they would be billed $180.00. If you choose this option you can also choose to **Only charge participants for each day their attendance code is** set to a specific status. If you choose to charge based on attendance code, select each attendance code that participants should be billed for. Participants will be charged the daily rate for each day during the billing period that their attendance code is equal to one you select here.

7. Click **Save**.

Tip: Click **Set all existing participants to these values** only if you want ChildPlus to automatically populate the **Participant is billed** and the **Normal Fee Amount/Amount to Charge Per Day fields** on the ***Services > Fees*** screen with the default values that you set up for the program term.

Caution: Proceed with caution if you have already populated the **Participant is Billed** and the **Normal Fee Amount/Amount to Charge Per Day** fields for participants in this program term. Once you set all existing participants to the defaults for the program term, ChildPlus will overwrite any existing data .

Adding Payments, Fees and Balance Adjustments for Individual Participants

You can use the **Fees** module available through the **Services** menu to manage fees, payments and balance adjustments for individual participant accounts. In addition, you can also specify whether a participant is billed and how much they are normally billed per day in the **Fees** module.

Tip: See page 8 to learn how to add payments, fees and balance adjustments for groups of participants.

Viewing Each Participant's Transactions

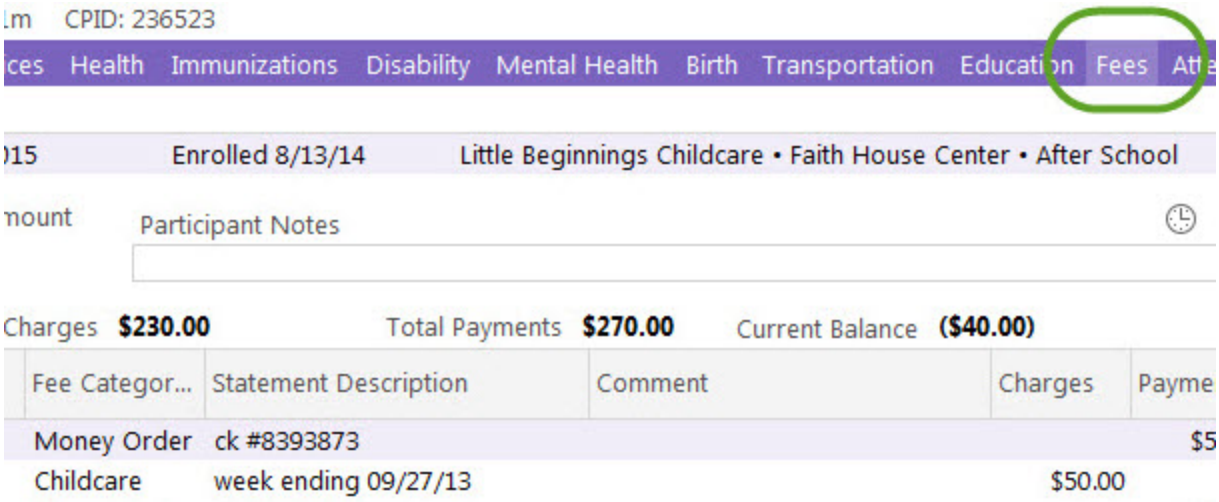
Follow these steps to view each participant's transaction history:

1. Click **Services** and use the **Participants List** to select the name of the participant whose transaction history you want to view.
2. Click **Fees**.

Adding Payments

Follow these steps to add a payment transaction for a participant:

1. Click **Services** and use the **Participants List** to select the name of the participant that you want to add a transaction for.
2. Click **Fees**.



3. If it isn't already checked for the participant, select **Participant is billed**. **Show me.**
4. Click **Add Payment**.
5. Complete the details about the payment using the following table as a guide:

Field Name	Description
Transaction Date	Enter the date that the payment was made.
Amount	Enter the amount that was paid for this transaction.
Payment Type	Choose the payment method for this transaction (for example, cash, check or credit card).
Statement Description	If you want to include a description about this transaction (for example, *September 2021 Payment*), enter it here.
Comment	Use this area to enter optional notes or comments about the payment.

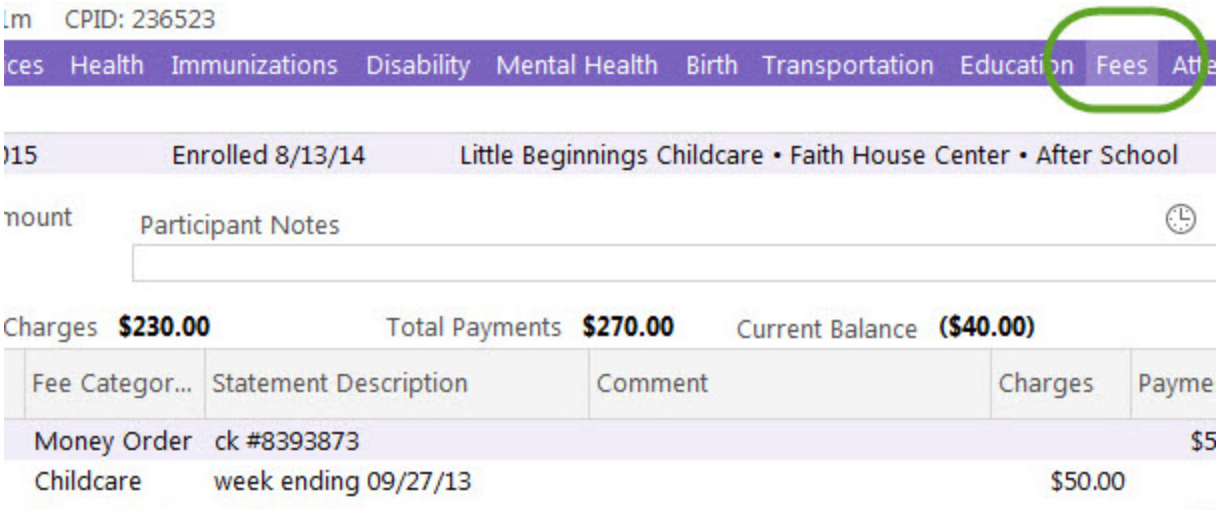
6. Click **Save**.

Tip: Click **Save and Print Receipt** if you need to print a receipt for the participant.

Adding a Fee Transaction

Follow these steps to add a fee transaction for a participant:

1. Click **Services** and use the **Participants List** to select the name of the participant that you want to add a transaction for.
2. Click **Fees**.



3. Click **Add Fee**.
4. If it isn't already checked for the participant, select **Participant is billed**. **Show me.**
5. Complete the details about the fee using the following table as a guide:

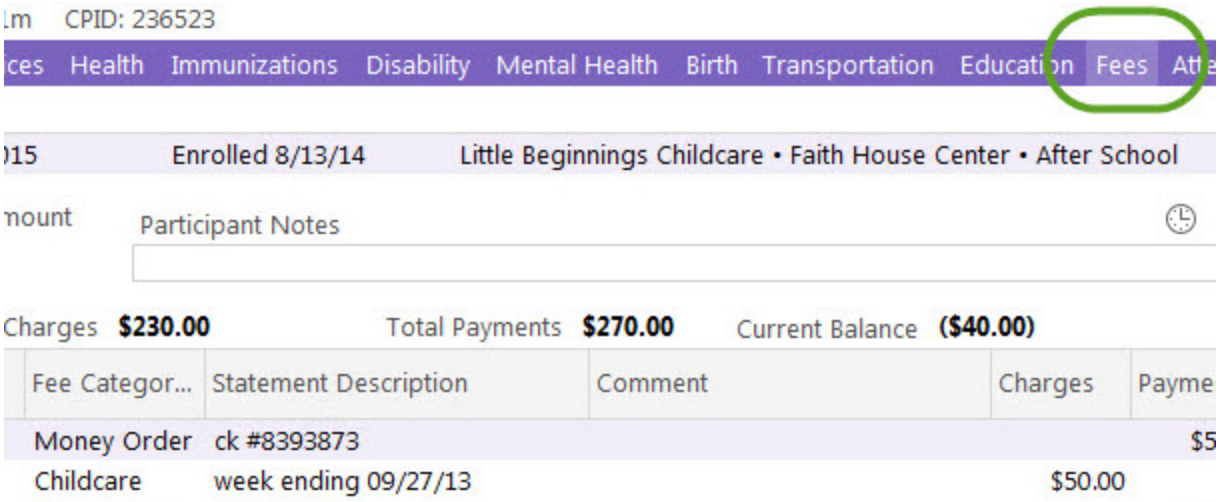
Field Name	Description
Transaction Date	Enter the date that the fee was charged.
Amount	Enter the amount that was charged for this transaction. By default, ChildPlus automatically uses the value in the **Amount to Charge Per Day** field on the **Fees** screen.
Fee Category	If you want to associate this fee transaction with a specific category, choose one from the list. Tip: You can customize this list via ***Setup > System Setup > Customize Dropdown Choices > Category (Fees)***
Statement Description	If you want to include a description about this fee transaction (for example, *Annual Admin Fee*), enter it here.
Comment	Use this area to enter optional notes or comments about the fee.

6. Click **Save**.

Balance Adjustments

Follow these steps to add a balance adjustment for a participant:

1. Click **Services** and use the **Participants List** to select the name of the participant that you want to add a transaction for.
2. Click **Fees**.



3. Click **Add Adjustment**.
4. If it isn't already checked for the participant, select **Participant is billed**. **Show me.**
5. Complete the details about the adjustment using the following table as a guide:

Field Name	Description
Transaction Date	Enter the date that the fee was charged.
Amount	Enter the amount that was charged for this transaction.
Adjustment Type	Choose whether this is a **Balance Increase** or **Balance Decrease** adjustment.
Statement Description	If you want to include a description about this adjustment (for example, *Inclement Weather Credit*), enter it here.
Comment	Use this area to enter optional notes or comments about the adjustment.

6. Click **Save**.

Editing and Deleting Individual Transactions

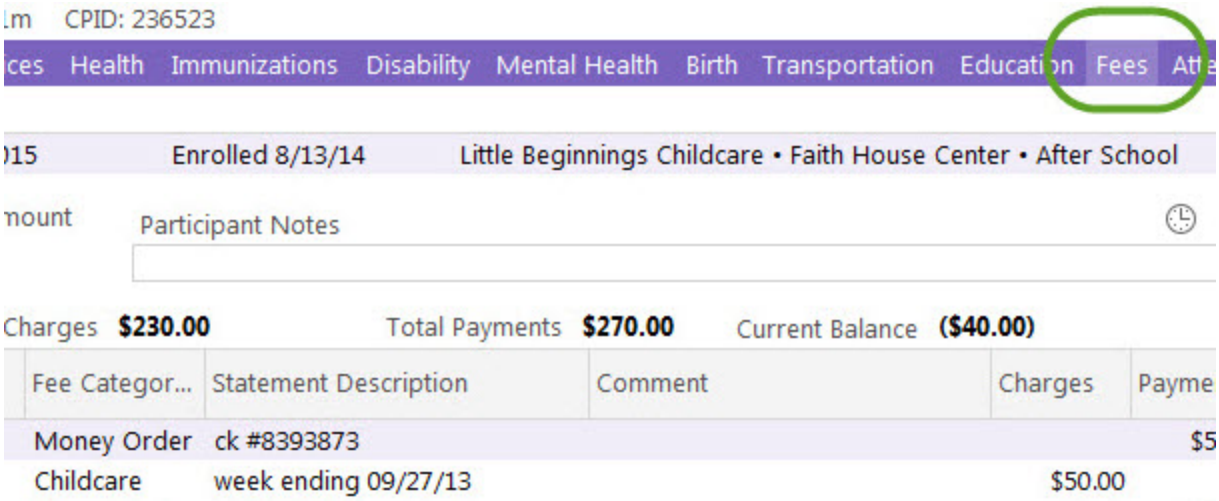
Follow these steps to edit or delete a transaction for an individual participant in ChildPlus:

Tip: See page 14 if you want to edit or delete a transactions for multiple participants.

Editing a Transaction

Follow these steps to edit a transaction for a participant:

1. Click **Services** and use the **Participants List** to select the name of the participant that you want to add a transaction for.
2. Click **Fees**.



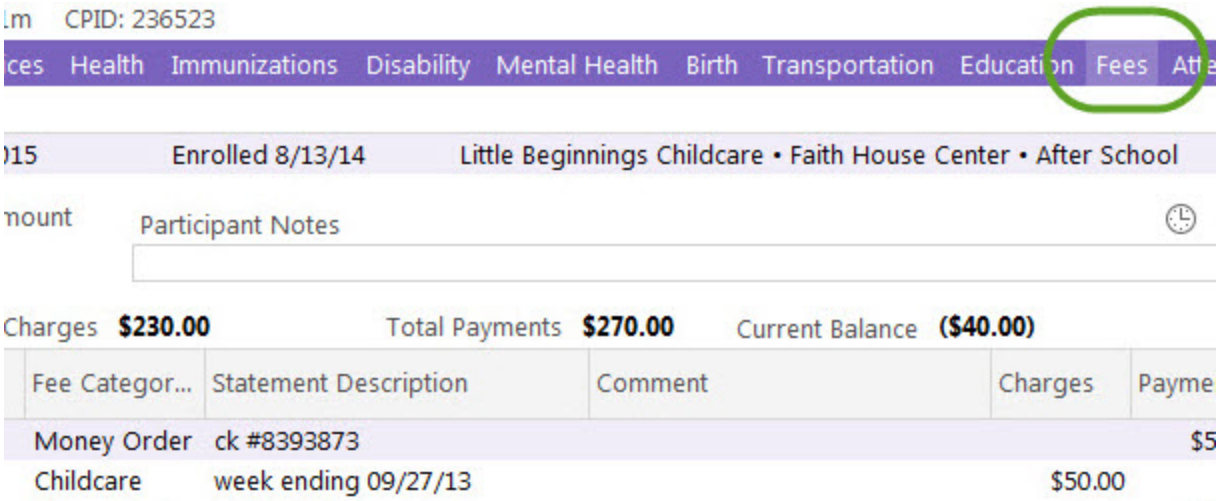
3. Select the transaction that you want to edit.
4. Click **Edit Transaction**.
5. Make your changes to the transaction.
6. Click **Save**.

Tip: Click **Save and Print Receipt** if you need to print an updated receipt for the participant.

Deleting a Transaction

Follow these steps to delete a transaction for a participant:

1. Click **Services** and use the **Participants List** to select the name of the participant that you want to add a transaction for.
2. Click **Fees**.



3. Select the transaction that you want to delete.
4. Click **Delete Transaction**.
5. Click **OK** to confirm that you want to delete the transaction.

Adding a New Fees Batch

Batches let you create transactions for large groups of participants. Adding batches of transactions can be really useful if you need to charge fees or record payments for multiple participants. You can also use batches to apply balance decreases or increases for multiple participants (for example, an entire site or classroom of participants).

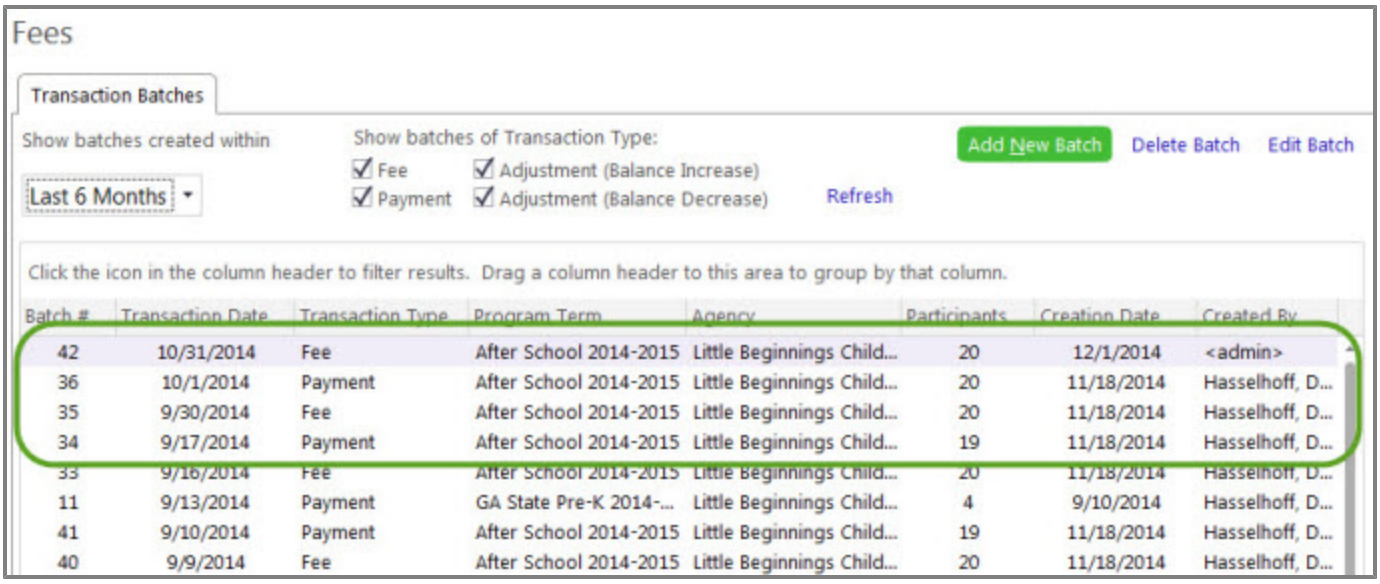
ChildPlus lets you create the following types of transactions:

- Fees
- Payments
- Balance Decrease Adjustments
- Balance Increase Adjustments

Viewing Transaction Batches

Follow these steps to view a list of **Transaction Batches** in ChildPlus:

1. Click **Management** > **Fees**.
2. Use the **Show batches created within** option if you want to filter **Transaction Batches** using a date range.
3. Check each **Transaction Type** that you want to view on the screen.
4. Click **Refresh**.



Add a New Batch of Fee Transactions

Follow these steps to add a new fee batch:

1. Click **Management** > **Fees**.
2. Click **Add New Batch**.
3. Complete the fields in the **Select Which Participants to Include** section of the screen using the following table as a guide:

Field Name	Description
Select a Program Term * * *this is a required field*	Select the program term that the participants you want to create transactions for are associated with. Tip: If you don't see the program term that you are looking for, make sure that you have enabled fee tracking for it.
Agency * * *this is a required field*	Select the agency that the participants you want to create transactions for are associated with.
Sites	Select the site(s) the participants you want to create transactions for are associated with.
Classrooms	If the participants that you want to create transactions for are associated with specific classroom(s), check each applicable classroom.

Field Name	Description
Group	If the participants that you want to create transactions for are associated with a specific group, check each applicable group.
Program Option	If the participants that you want to create transactions for are associated with a specific program option, check each program option that applies.

4. Complete the fields in the **Set Transaction Defaults** section of the screen using the following table as a guide:

Field Name	Description
Transaction Date	Enter the date that you want to associate with each of the transactions that you create with this batch.
Transaction Type	Select **Fee** as your transaction type and then choose one of the following: • **Default Amount to Normal Fee Amount** - choose this option and ChildPlus will charge the default amount configured for the Program Term. • **Default Amount to** - manually complete the default amount you want to charge each participant that you create a fee transaction for.
Fee Category	If you want to associate this batch of transactions with a specific fee category, choose one here. Tip: You can add additional choices and customize this list via ***Setup > System Setup > Customize Dropdown Choices > Category (Fees).***
Billing/Transaction Period	Choose the **Begin Date** and **End Date** for the period of time that you want to create transactions for. ChildPlus will only create transactions for participants who were enrolled for at least one day during this period.
Statement Desc.	If you want to include a description of this transaction batch, enter it here.
Comment	Use this area to enter optional notes or comments about the transaction batch.

5. Click **Next**.
6. Review the list of participants for which ChildPlus will create fee transactions. If you do not want to create a transaction for a participant, uncheck the box next to their name.
7. If necessary, make changes to the default **Amount**, **Statement Description**, **Fee Category** and **Comment** associated with each participant's fee transaction. ChildPlus automatically populated these fields based on the values you set in the **Set Transaction Defaults** section of the screen in step number 4.

Tip: Do you need to change the **Amount** for the majority or all of your participants? If so, there's no need to start over. Instead, you can click **Reduce Amounts** to reduce the **Amount** for each transaction by either a certain dollar amount or percentage.

8. Click **Create Transactions**.

Add a New Batch of Payment Transactions

Follow these steps to add a new payment batch:

1. Click **Management** > **Fees**.
2. Click **Add New Batch**.
3. Complete the fields in the **Select Which Participants to Include** section of the screen using the following table as a guide:

Field Name	Description
Select a Program Term * * *this is a required field*	Select the program term that the participants you want to create transactions for are associated with. Tip: If you don't see the program term that you are looking for, make sure that you have enabled fee tracking for it.
Agency * * *this is a required field*	Select the agency that the participants you want to create transactions for are associated with.
Sites	Select the site(s) the participants you want to create transactions for are associated with.
Classrooms	If the participants that you want to create transactions for are associated with specific classroom(s), check each applicable classroom.
Group	If the participants that you want to create transactions for are associated with a specific group, check each applicable group.
Program Option	If the participants that you want to create transactions for are associated with a specific program option, check each program option that applies.

4. Complete the fields in the **Set Transaction Defaults** section of the screen using the following table as a guide:

Field Name	Description
Transaction Date	Enter the date that you want to associate with each of the transactions that you create with this batch.
Transaction Type	Select **Payment** as your transaction type.
Amount	Enter the default payment amount that you want ChildPlus to use for each transaction that you create with this batch. **Tip:** This field is optional, if you would rather manually fill in the participant's payment amount, then leave this field blank.
Payment Type	Choose the default payment type that you want ChildPlus to use for each transaction that you create with this batch. **Tip:** This field is optional, if you would rather select a payment type for each participant's transaction, then leave this field blank.
Billing/Transaction Period	Choose the **Begin Date** and **End Date** for the period of time that you want to create transactions for. ChildPlus will only create transactions for participants who were enrolled for at least one day during this period.
Statement Desc.	If you want to include a description of this transaction batch, enter it here.
Comment	Use this area to enter optional notes or comments about the transaction batch.

5. Click **Next**.
6. Review the list of participants that ChildPlus will create payment transactions for. If you do not want to create a payment transaction for one or more participants in this list, uncheck the box next to their name.
7. If necessary, make changes to the default **Amount**, **Statement Description**, **Comment** and **Payment Type** associated with each participant's transaction. ChildPlus automatically populated these fields based on the values you set in the **Set Transaction Defaults** section of the screen in step number 4.

   Tip: Do you need to change the **Amount** for the majority or all of your participants? If so, there's no need to start over. Instead, just click **Reduce Amounts** to reduce the **Amount** for each transaction by either a certain dollar amount or percentage.

8. Click **Create Transactions**.

Add a New Batch of Balance Increase/Decrease Transactions

Follow these steps to add a new batch of balance adjustments:

1. Click **Management** > **Fees**.
2. Click **Add New Batch**.
3. Complete the fields in the **Select Which Participants to Include** section of the screen using the following table as a guide:

Field Name	Description
Select a Program Term * ** this is a required field*	Select the program term that the participants you want to create transactions for are associated with. Tip: If you don't see the program term that you are looking for, make sure that you have enabled fee tracking for it.
Agency * ** this is a required field*	Select the agency that the participants you want to create transactions for are associated with.
Sites	Select the site(s) the participants you want to create transactions for are associated with.
Classrooms	If the participants that you want to create transactions for are associated with specific classroom(s), check each applicable classroom.
Group	If the participants that you want to create transactions for are associated with a specific group, check each applicable group.
Program Option	If the participants that you want to create transactions for are associated with a specific program option, check each program option that applies.

4. Complete the fields in the **Set Transaction Defaults** section of the screen using the following table as a guide:

Field Name	Description
Transaction Date	Enter the date that you want to associate with each of the transactions that you create with this batch.
Transaction Type	Depending on what you want to do, select either **Adjustment (Balance decrease)** or **Adjustment (Balance increase)** as your transaction type.
Amount	Enter the default amount that you want to decrease or increase each participant's balance by. **Tip:** Need a calculator? ChildPlus automatically displays one on the screen when you click in the **Amount** field to modify it.
Billing/Transaction Period	Choose the **Begin Date** and **End Date** for the period of time that you want to create transactions for. ChildPlus will only create transactions for participants who were enrolled for at least one day during this period.

Field Name	Description
Statement Desc.	If you want to include a description about this transaction batch, enter it here.
Comment	Use this area to enter optional notes or comments about the transaction batch.

5. Click **Next**.
6. Review the list of participants that ChildPlus will create balance adjustment transactions for. If you do not want to increase or decrease a participant's balance, uncheck the box next to their name.
7. If necessary, make changes to the default **Amount**, **Statement Description** and **Comment** associated with each participant's transaction. ChildPlus automatically populated these fields based on the values that you set in the **Set Transaction Defaults** section of the screen in step number 4.

   Tip: Do you need to change the **Amount** for the majority or all of your participants? If so, there's no need to start over. Instead, just click **Reduce Amounts** to reduce the **Amount** for each transaction by either a certain dollar amount or percentage.

8. Click **Create Transactions**.

Editing and Deleting Batches

Follow these steps to delete or edit transaction batches:

Tip: See page 7 if you want to edit or delete a transactions for individual participants.

Deleting a Batch

Follow these steps to delete a transaction batch:

1. Click **Management** > **Fees**.
2. Select the transaction batch that you want to delete.
3. Click **Delete**.
4. Type the word *delete* in the box to confirm you want to delete the batch.
5. Click **Delete**.

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Editing a Batch

Follow these steps to edit a transaction batch:

1. Click **Management** > **Fees**.
2. Select the transaction batch that you want to edit.
3. Click **Edit**.
4. Make your changes to the batch.
5. Click **Update Batch** to save your changes.

Fees Reports

You can use the following reports in conjunction with the **Fees** module:

Fee Batch Report
This report includes details about the fee batches that you've created in ChildPlus. It also provides details about which participants were included in a batch and how much they were charged.

Fees Receivable Report
This report provides you with a printout that shows each participant's account balance.

Fee Statements
This report lets you print each participant's account history. We've formatted this report so that you can easily mail it in a standard window envelope.

Tax Statements
This report lets you print end-of-year participant account statements for tax purposes.

2600 - Fee Batch Report

This report includes details about the fee batches that you've created in ChildPlus. It also provides details about which participants were included in a batch and how much they were charged.

Setup Options for this Report

Report Option	Description
Options Information	• Include batches created within the last ___ days • Include batches created between ___ and ___ • Include all batches • Include batches of Transaction type: Fee, Payment, Adjustment (Balance increase), Adjustment (Balance decrease) • Include batches created by • Show Participant Notes
Grouping/Type Options	None
Date filters?	Yes
Totals?	Yes
Management Report?	No

8/30/2013
3:26 PM

2600 - Fee Batch Report

Batch 00020 Fee 5/1/13

Created 8/30/13 by <admin>

Little Beginnings Childcare - Faith House Center - Classroom D

Participant	CPID	Normal Amount Billed	Charge	Statement Description	Comment
Felton Addison	162239		$8.00	April 2013	
Alex Barron	199752		$8.00	April 2013	
Korey M. Birt	104817		$8.00	April 2013	
John J. Blue	224595		$8.00	April 2013	
Brendan L. Boettcher	203011		$8.00	April 2013	
Carson A. Cagle V	210647		$8.00	April 2013	
Pat N. Charest	232199		$8.00	April 2013	
Ava A. Claiborne	200166		$8.00	April 2013	
Rosette S. Clough	158686		$8.00	April 2013	
Pat C. Conlon	212808		$8.00	April 2013	
Claude Endsley	113719		$8.00	April 2013	
Cornelius Gallardo	224818		$8.00	April 2013	
Ronnie D. Hammer	156536		$8.00	April 2013	
Ashley Jimerson	190785		$8.00	April 2013	
Felipe Killian	173996		$8.00	April 2013	
Patrice Merkel	213856		$8.00	April 2013	
Galina N. Sevilla	227667		$8.00	April 2013	
Bobbie I. Sherrell	229035		$8.00	April 2013	
Nathan M. Wacker	232650		$8.00	April 2013	
Russell Wheat	201071		$8.00	April 2013	
Classroom Subtotal		**$0.00**	**$160.00**		
Site Subtotal		**$0.00**	**$160.00**		
Batch Subtotal		**$0.00**	**$160.00**		

2605 - Fees Receivable Report

This report provides you with a printout that shows each participant's account balance.

Setup Options for this Report

Report Option	Description
Options Information	• Show balances due as of ___ • Include all participants regardless of balance due • Only include participants with a balance due > ___
Grouping/Type Options	None
Date filters?	Yes
Totals?	Yes
Management Report?	No

8/30/2013
3:39 PM

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admin

2605 - Fees Receivable Report

Little Beginnings Childcare - Faith House Center - Classroom A

Participant	CPID	Primary Adult	Phone	Balance Due
Gregorio J. Massey	163873	Massey, Lajuana	(C) (555) 602-9933	$24.00
Genoveva Velarde	189458	Velarde, Raul	(H) (555) 295-3150	$24.00
Sina Robichaud	201908	Underhill, Vinita		$24.00
Carolyn S. Rucker	227828	Rucker, Graham	(C) (555) 453-5046	$24.00
Joseph Fulton"Joey"	213021	Walters, Zelda	(H) (555) 576-8765	$24.00
Carter Lamas	146569	Lamas, Antonio	(H) (555) 884-8936	$24.00
Elliott Jones Jr."E. T."	235071	Jones, Elliott	(C) (555) 690-4286	$24.00
Kimbery Chalmers	218037	Chalmers, Lenny	(H) (555) 465-0329	$24.00
Kurtis E. Chalmers	229106	Chalmers, Kurtis	(C) (555) 845-0305	$24.00
Sammy B. McCauley	229454	McCauley, Mohammad	(H) (555) 399-3139	$24.00
Felipe I. Moniz	218351	Dejong, Shannon	(H) (555) 105-0311	$24.00
Gilberte Scarborough	217053	Loesch, Lenny	(H) (555) 713-9443	$24.00
Johnson Beltran	115412	Beltran, Emery	(C) (555) 605-8136	$24.00
Ellis Forsythe	218868	Turnage, Seth	(H) (555) 793-9070	$24.00
Mohammad S. Lipps	218888	Bran, Albertha	(C) (555) 846-9464	$24.00
Rolland Sunderland	96808	Bancroft, Eleonor	(C) (555) 156-0966	$24.00
Yen Rey	228959	Rey, Delila	(C) (555) 974-1080	$24.00
			Classroom Subtotal	**$408.00**

2610 - Fee Statements

This report let you print each participant's account history. We've formatted this report so that you can easily mail it in a standard window envelope.

Setup Options for this Report

Report Option	Description
Options Information	• Include charge, payments, and credits between • Page Header Options
Grouping/Type Options	Grouping: None, Site, Classroom Report Types: Detail, Summary, Worksheet, Individual
Date filters?	Yes
Totals?	No
Management Report?	No

Little Beginnings Childcare

Fee Statement

To the parents / guardians of:
Carolyn S. Rucker
52 Maner Ter SE
Smyrna, GA 30080

Balance Due: $24.00

For: Carolyn S. Rucker

Activity from 4/29/13 - 5/31/13	Charges	Payments & Credits	Balance
Previous Balance			$24.00

Previous Balance	Total Charges	Total Payments & Credits	**Balance Due**
$24.00	$0.00	$0.00	**$24.00**

Our tax ID is GA-55812515

Page 1 of 1

CPID: 227828 Little Beginnings Childcare - Faith House Center - Classroom A Enrolled

2630 - Tax Statements

This report lets you print end-of-year participant account statements for tax purposes. These statements show how much each participant paid during the tax year.

Setup Options for this Report

Report Option	Description
Options Information	• Include all fees paid during tax year ___ • Include fees paid between ___ and ___ • Print agency name • Print agency address • Print agency tax id • Print the phrase "Childcare Expense Tax Information"
Grouping/Type Options	None
Date filters?	Yes
Totals?	No
Management Report?	No

Little Beginnings Childcare

Childcare Expense Tax Information

Our tax ID number is GA-55812515

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To the parents / guardians of:
Fletcher Bauer Jr.
636 Smith Sisters Rd
Winder, GA 30680

Fletcher Bauer Jr.

Total Amount of Childcare Expenses Paid during 2013 **$15.00**

CPID: 203252