

AG is simple math!

Training follow-up

Sir Wilfrid Laurier School Board

February 3rd 2014

We learned today that there can be a lazy (efficient!) way to invoice sporadic students to have a peaceful fiscal season.

What we need to manage properly are the **Actual presences...** for a Regular or a Sporadic student.

Premise: The Relevé 24 requires days of care, when a credit is issued. To get days of care, one must work with the Basic Reservation.

Prerequisite: Rates!

You all already have great rates for your Regular and Sporadic students. They look like this:

Regular daycare fees: 7\$ Daily, Invoiced according to the Basic reservation, Federal tax receipt

Sporadic daycare fees: 10\$ or 12\$ daily or by period, Invoiced according to the Actual presences of the Attendance file, Fed and Prov tax receipt.

Like this(terms and amounts are here as examples):

Code	Rate	Regime	Rate by	According to basic reservation	Tax
REGU	Daycare fees	Regular	7,00\$ Day	According to basic reservation	Federal
SPORA	Daycare fees	Sporadic	12,00\$ Period	According to actual presences	Provincial and federal

To manage a regular's extra days, you will need a new rate... For this rate, you need to decide how you want to charge him... by Period or be day... Noon hour only means 3\$ or 7\$? You create a Period or a daily rate, depending on your invoicing method. Here is an example of a rate for a regular invoiced by the period... Note that periods added together can exceed 7\$ and you can fix a limit by putting the maximum amount on the rate.

Code	Rate	Regime	Rate by	According to basic reservation	Tax
REGU	Daycare fees	Regular	7,00\$ Day	According to basic reservation	Federal
SPORA	Daycare fees	Sporadic	12,00\$ Period	According to actual presences	Provincial and federal
▶ REGE	Daycare fees	Regular, extra attendance	7,00\$ Period	According to actual presences	Federal

So, with these rates, we are ready to do great Basic Reservations! Here is an example of a regular with 3 days fixed and the Option for the two remaining days... The two remaining days will be treated like a sporadic.. with a rate just for those days... look at the screen shot:

Basic reservations							
Starting date	End date	Status of attendance	Expected payer	Estimat	Estimat	C	
▶ 2013-08-29		Regular	Mother				

Presences						
Presences planned	Monday	Tuesday	Wednesda	Thursday	Friday	
Matin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Après-Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Rates	Monday	Tuesday	Wednesda	Thursday	Friday	
FG Regular 7.00\$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FG Regular, extra attendance 7.00\$ (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Two rates... because two needs.

For the extra days, like for the Sporadics, you simply go in the invoicing and adjust the actual presences...

▶ 2811230	Ancil, Maëly	314	<input type="checkbox"/>	Regular	21.00\$	*	<input checked="" type="checkbox"/>		
2912723	Anton, Charlotte	165	<input type="checkbox"/>	Regular	35.00\$		<input type="checkbox"/>		
3200102	Anton, William	344	<input type="checkbox"/>	Regular	35.00\$		<input type="checkbox"/>		
2816890	Audy, Cristel	162	<input checked="" type="checkbox"/>	Regular	35.00\$	*	<input type="checkbox"/>		
3200151	Audy, Jonas	346	<input checked="" type="checkbox"/>	Regular	35.00\$	*	<input type="checkbox"/>		
3016722	Baillargeon, Alexis	163	<input type="checkbox"/>	Regular	35.00\$	*	<input type="checkbox"/>		

Fees invoiced											
Type	Fees invoiced	Invoiced	Balance	Credited	\$Tax credit	%Tax credit	Invoiced according to	Designated	Comment	Cancelled	Manual
▶ Rates	FG Regular, extra attendance 7.00\$ (*)	0,00\$	0,00\$	0,00\$			According to actual presences	Mother		<input type="checkbox"/>	<input type="checkbox"/>
Rates	FG Regular 7.00\$	21,00\$	21,00\$	0,00\$			According to basic reservation	Mother		<input type="checkbox"/>	<input type="checkbox"/>

Weeks		Attendance file and fees					
Dates	Description	Monday 2014-02-17	Tuesday 2014-02-18	Wednesda 2014-02-19	Thursday 2014-02-20	Friday 2014-02-21	
▶ 2014-02-17 to 2014-02-21	Matin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	▶ Après-Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Modify, where needed, the attendances and click on Actions – Invoice according to the Attendance file (you can select all students when doing this...). You will get an invoice for the extra day, invoiced with the attendance added to the days of care...

Type	Fees invoiced	Invoiced	Balance	Credited	\$Tax credit	%Tax credit	Invoiced according to	Designated	Comment	Cancelled	Manual
▶ Rates	FG Regular, extra attendance 7.00\$	7.00\$	7.00\$	0.00\$			According to actual presences	Mother		<input type="checkbox"/>	<input type="checkbox"/>
Rates	FG Regular 7.00\$	21.00\$	21.00\$	0.00\$			According to basic reservation	Mother		<input type="checkbox"/>	<input type="checkbox"/>

Description	Monday 2014-02-17	Tuesday 2014-02-18	Wednesday 2014-02-19	Thursday 2014-02-20	Friday 2014-02-21
▶ Matin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Après-Midi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The blue contour was added to highlight the new amount invoiced in the rate according to the Actual presences...

The red contour was added to highlight the fact that the new invoice is not manually created!

This is good for sporadics as well.

DO NOT HESITATE TO CALL US FOR HELP!!!

It has been a pleasure to spend my morning with you and I hope to get to see you again soon!

Sophie

p.s. as a bonus, I did my formula for success... Have great fun with your kids and your efficiency!

The formula:

1 + 1 + 1 + 1 = Nice!
 Active Invoicing
 Students (modification of attendance for all)
 Basic reservations Collections
 (rate... Invoiced according to... (To the payer!
 Depends on the need! The (*) says freedom! Always!!!)