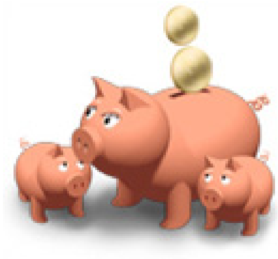
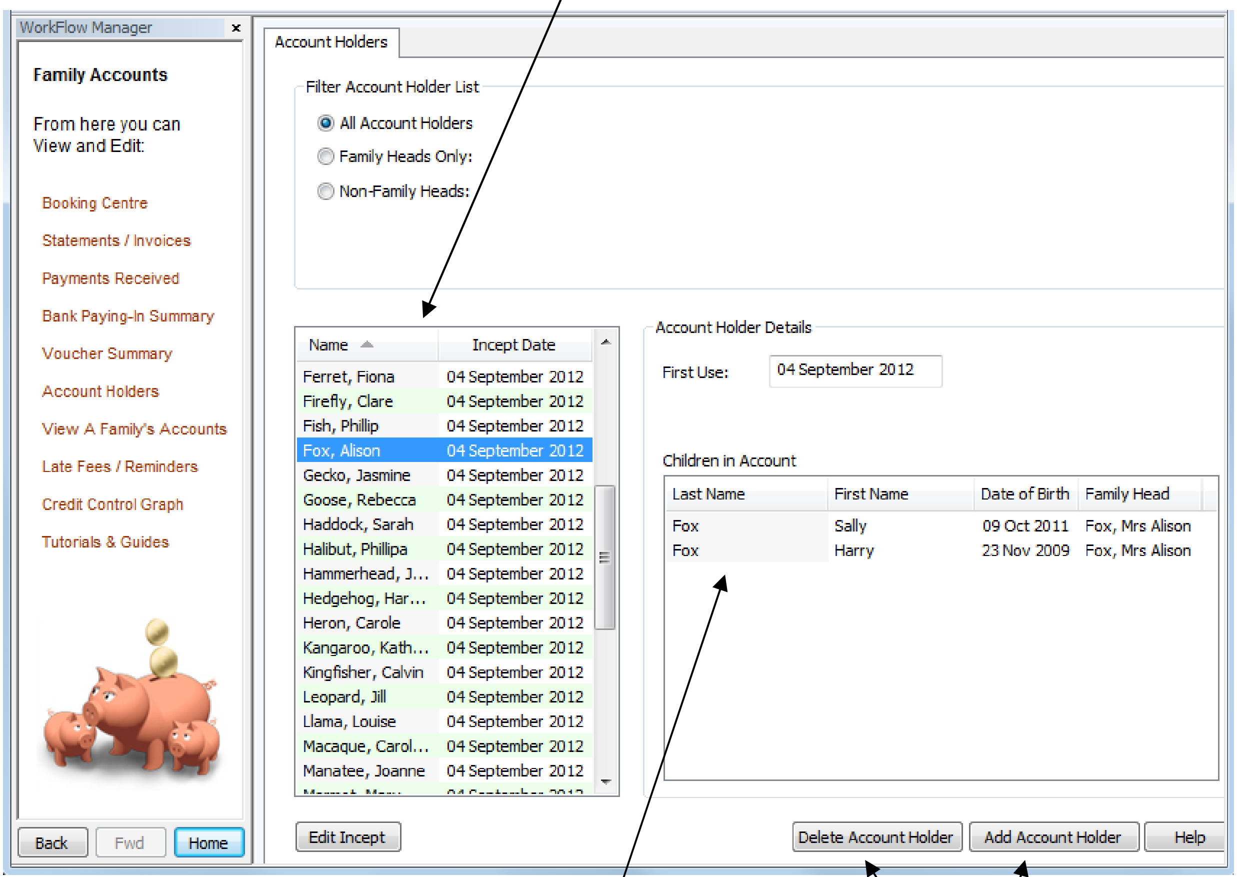
ACCOUNT HOLDERS, OPENING BALANCES AND SPLIT BILLS



You do not need to do anything to set up your family heads as account holders, this happens automatically. However you may sometimes want to set up account holders who are not family heads, such as agencies or other adults.

You can view and manage the list of account holders from: ***Go > Home > Family Accounts > Account Holders >***

The form shows a list of the current account holders in the database.



The lower part of the form shows any children associated with the family head account holders.

The buttons allow you to add or delete account holders from the list.

You can delete account holder who are not Family Heads, and who do not have any account items in their names.

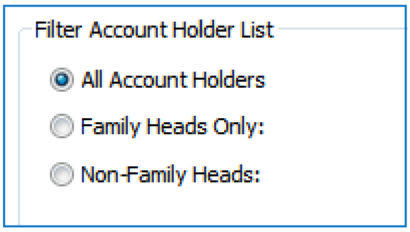
Account Holders

Account Holders are adults or organizations who can receive invoices and reminders. They also appear on the View A Family's Accounts and the Payments Received forms.

Account holders include:

Family Heads	-	They automatically become account holders when they are created.
Non-Family Heads	-	These are ex-family heads or other people and organizations.

You can choose which of these account holders to display in the account holder list using the account holder list filter:



Family Head Accounts

The Family Heads will automatically become account holders as they are created, you do not need to do anything to make them into account holders.

You cannot remove somebody who is a Family Head from the list of account holders in the program.

Ex-Family Heads

If a family head has been swapped out of a family they will retain their account holder status as they may have previously had account items in their name. If they have account line items in their name then you cannot remove them from the account holder list.

If the ex-family head does not have any account items in their name then you can remove them from the program's list of account holders. This is only likely if the account holder was added accidentally and removed again straight away.

Other People and Organizations

Sometimes you may wish to charge a person or organization other than the family head for childcare or other services that you provide. This might be another adult or even an organization like social services or a college who pay all or part of the childcare bills.

You will need to set up their account from this Account Holders form as described below.

Adding A Non-Family Head Account Holder

The family heads automatically become account holders as you set up the families in the Family Centre, you should not set up their accounts in the Account Holders form.

However, this is the right place to set up the accounts for third parties who are not and have not been Family Heads. Setting up an account for a third party like this is very simple.

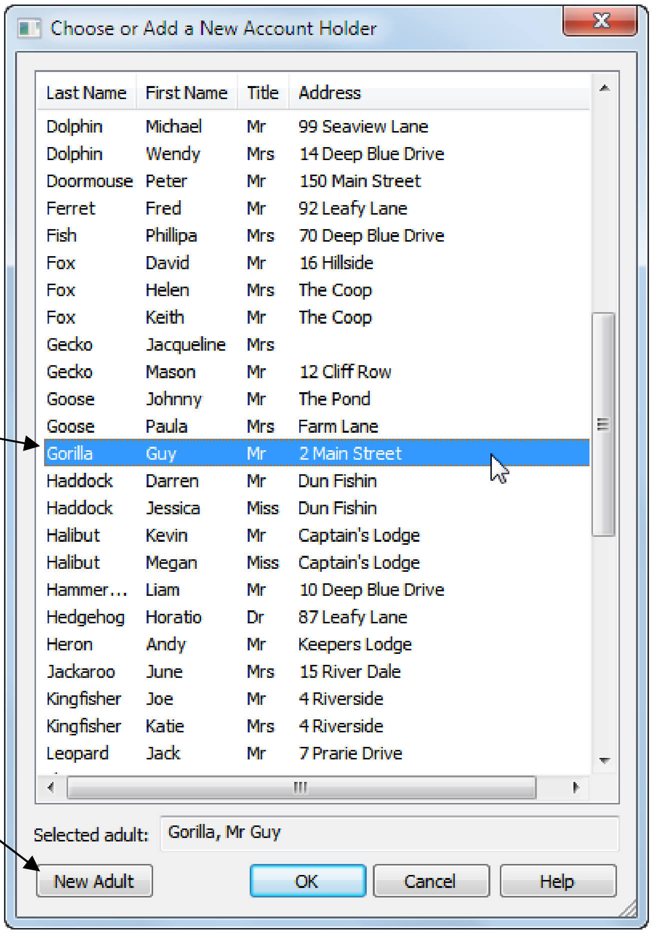
Find and click on the 'Add Account Holder' button at the bottom of the Account Holders form.

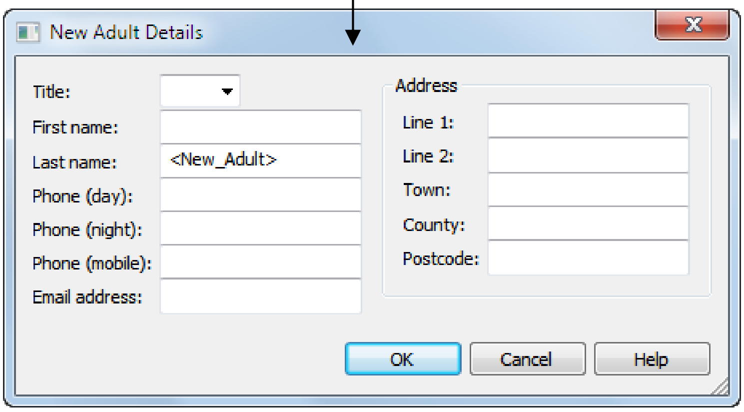
The 'Choose or Add a New Account Holder' form will pop up.

This form displays a list of adults in the database who are not yet account holders.

You can choose an account holder by clicking on their name in the list, and then clicking the OK button.

If they are not already in the list, click on the 'New Adult' button. A small New Adult Details form will appear.

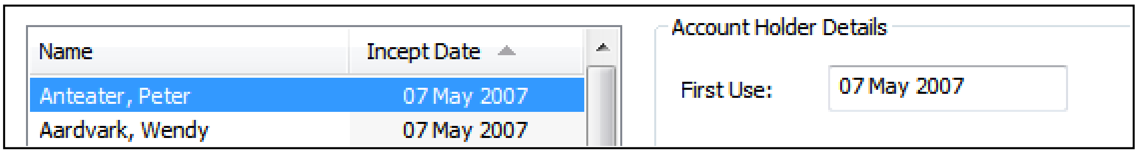




Add the new adult details and then select the new account holder from the list as described above.

If you are entering an organization just enter the organization name in place of the Last name and add the other contact details as required.

The new account holder will be added to the list of account holders as shown below. The first use (incept) date will be the date that they became an account holder. (Today's date if you added them using the Account Holders form.)

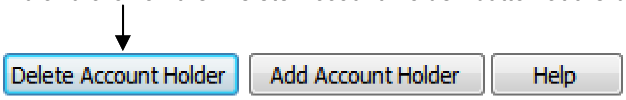


You may want to set an initial balance for the account holder. This is very easy and is described in the Opening Balances section further below.

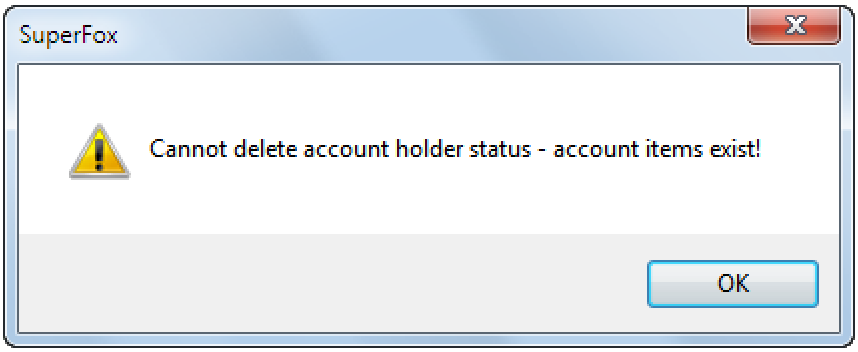
Removing Account Holder Status

As long as an account holder does not have any account items (charges or payments received) in their name you can remove their account holder status.

Find and click on the 'Delete Account Holder' button at the bottom of the Account Holders form.



If the account holder has no account items in their name then they will be removed from the account holder list. If they still have account items in their name the program will warn you as shown below.



Removing the account holder status from an adult or an organization will not remove them from the database. If you no longer require their details (e.g. they are not a family friend for another family you can remove them from:

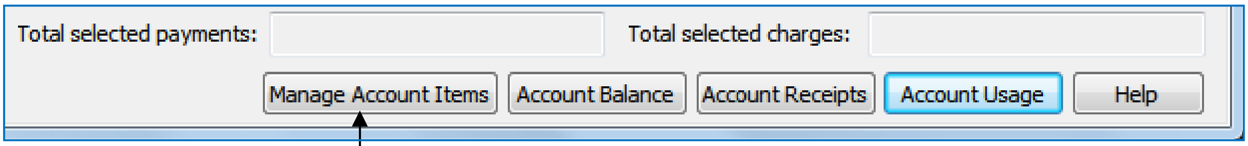
Go > Family Details > Adults >.

Opening Balances

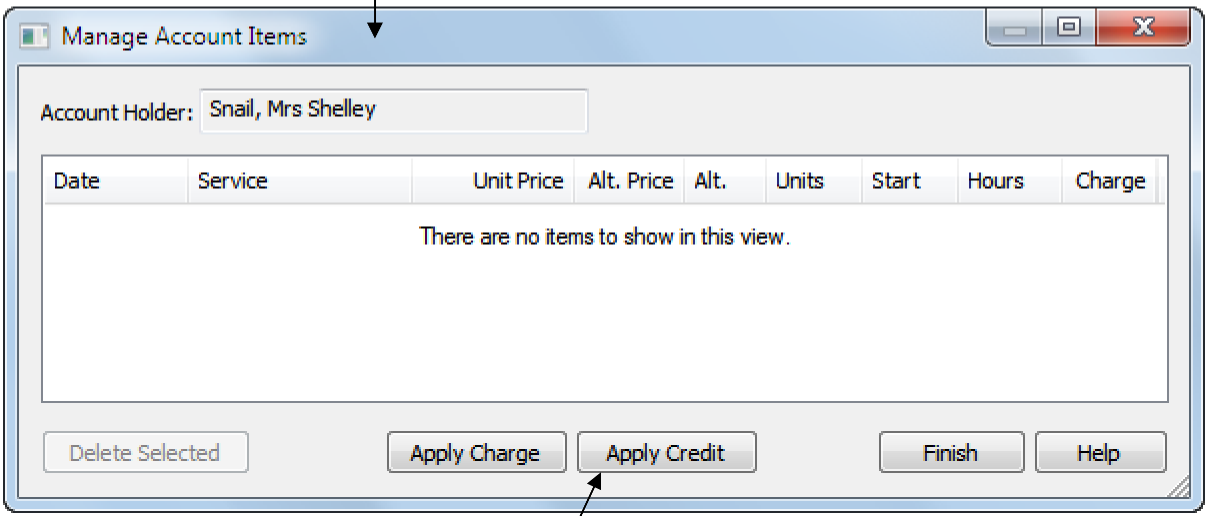
If you have been working with the account holder before you started using SuperFox they may have an opening credit or debit account balance.

You can easily set their opening account balance by going to:

Go > Home > Family Accounts > View A Family's Accounts >

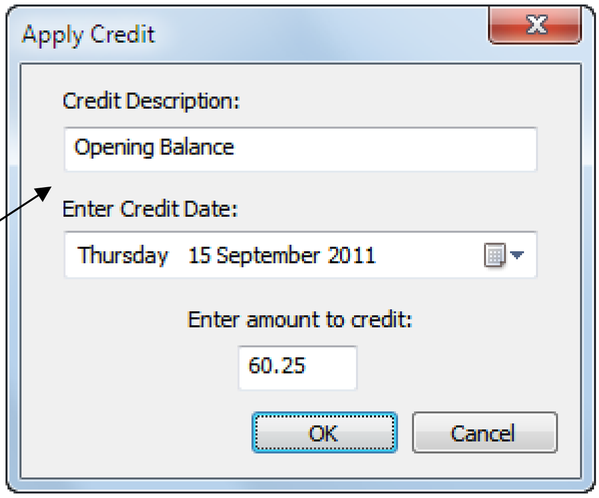


Choose the account holder that you wish to use and click on the 'Manage Account Items' button at the bottom of the screen. A small form will pop up that allows you to apply an account credit or an account charge.



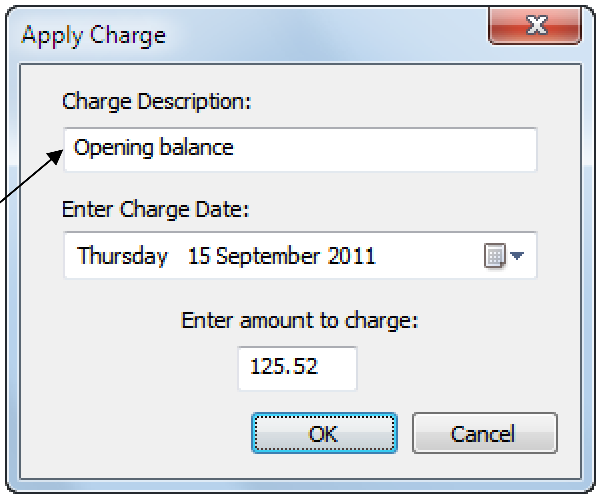
If the account is in credit choose to apply a credit.

Set an appropriate date and give the credit a description of 'Opening balance'.



If the account holder owes you money then choose to apply an account charge.

Set an appropriate date and give the charge a description of 'Opening balance'.



Split Billing

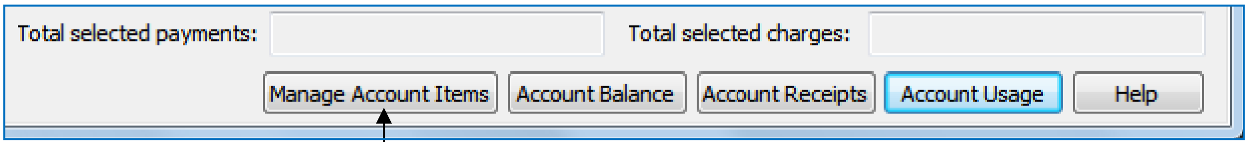
The Alternate Bill payer option in the Family Centre diverts a bill to the alternate bill payer. It does not split the bill between account holders.

However, you can still split a bill with other account holders from:

Go > Home > Family Accounts > View A Family's Accounts >

To do this you will need to credit the account of the family who are having their bill paid for them and charge the account of the account holder that is paying the bill for them as follows.

1) Choose the Family Head account holder who is having their bill paid from the left hand list on the View A Family's Accounts form.



2) Use the 'Manage Account Items' button to apply an account credit. (This reduces their bill.) Make sure that you give the account credit a suitable description, for example:

3) Choose the account holder who will be paying the all or part of the bill on the family's behalf and use the 'Manage Account Items' button to apply an account charge to the same value that was credited in step 2.

When you have made the matching credit and charge the bill has been split and the charge and credit will appear as an item on the next statement for both account holders.

End