



Training Guide 2017



Have you enrolled your families in RapidTuition?

To start processing payments through RapidTuition, an authorization form must be submitted for each family you will be enrolling. If they choose to have their tuition taken out of their bank account, a voided check must be provided to verify the account information of the family.

You may also take payments through RapidTuition as a Point of Sale transaction. These transactions are done on an individual basis and do not require an Authorization Form.

Childcare Manager provides Enrollment Forms that can be distributed to families interested in enrolling in RapidTuition. These forms authorize your center to draft the family's account for tuition and other charges billed by the center.

The ACH and Credit Card authorization forms are located in the Report Center. Choose Forms, Letters & Labels from the Report Lists, then scroll down to the end of the list to find the Rapid Tuition Authorization Forms.

The screenshot shows the 'Childcare Manager - Demo Daycare Center' application. The top menu bar includes 'File', 'Options', 'Lists', 'Family', 'Child', 'Accounting', 'Employee', 'Other Payer', 'Reports', 'Leads', and 'Help'. The main toolbar contains icons for 'My Center', 'Family Center', 'Child Center', 'Accounting', 'Employee', 'Other Payer', 'Report Center', 'Lead Center', and 'RapidTuition'. The left sidebar lists various report categories, with 'Forms, Letters, & Labels' highlighted. The main window displays the 'Report QuickView' for 'RapidTuition ACH Authorization'. The report description states: 'The RapidTuition ACH Authorization Form is used for collecting information required to enroll a new Autopay payor using a checking or savings account.' Below this, there is a 'Report Preview' section with a 'Modify Report' button and a 'Run' button. The form content includes a header 'RECURRING PAYMENT PLAN AUTHORIZATION FORM: ACH', the center's logo and address (Demo Daycare Center, 123 Demo Drive, Phoenix, OR 97535, (555) 555-8085 x100), and an 'ELECTRONIC FUNDS TRANSFER AUTHORIZATION' section with a detailed authorization statement. At the bottom, there are input fields for 'Account Holder's Name', 'Phone', and 'Email'. The status bar at the bottom shows 'User', 'Last Backup: 05/03/17', 'Unfiltered', and '21 reports'.



Example of the ACH Authorization form for Checking/Savings Drafts & Electronic Debits.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION <small>(Please Print)</small>		
I authorize Best Kids Ever, to initiate either an electronic debit, or create and process a demand draft against my Checking or Savings Account for the purpose of collecting childcare related payments. I authorize Best Kids Ever to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Best Kids Ever to use the third party sender, RapidTuition, to process all payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.		
Account Holder's Name:		Phone:
Email:		
Children Names (if applicable):		
<i>Please enter children names if the account holder's last name is different.</i>		
Account Holder's Address:		
City:	State:	ZIP Code:
Bank/Credit Union Name:		
Bank/Credit Union Address:		
City:	State:	ZIP Code:
Bank Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Business Checking	
Routing Number: <small>(See Sample Below)</small>	Account Number: <small>(See Sample Below)</small>	
This authorization will remain in full force and effect until I notify Best Kids Ever in writing of its termination. Notification must be received 5 business days in advance of termination date to permit RapidTuition and your bank reasonable time to act upon it.		
Signature:		Date:
PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS		
<small>(Please attach a copy of a voided check below - deposit slips not accepted)</small>		

Example of the Credit Card Authorization Form

CREDIT CARD PAYMENT AUTHORIZATION <small>(Please Print)</small>		
I authorize Best Kids Ever, to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I authorize Best Kids Ever to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Best Kids Ever to use the third party sender, RapidTuition, to process all payments.		
Cardholder Name:		Phone:
Email:		
Children Names (if applicable):		
<i>Please enter children names if the cardholder's last name is different.</i>		
Cardholder Billing Address:		
City:	State:	ZIP Code:
Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover	
Account Number:		Expiration Date:
Signature:		Date:
PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS		



Now that you've collected authorization forms, you are ready to begin enrolling families...

Highlight the name of the family in the Family list, and select the RapidTuition Family Enrollment task in the vertical Task Bar on the left side of the screen. Fill out the necessary information.

Payment Type: Type of account.

Group: To set a designated payment collection cycle if using more than one (weekly & monthly)

Email: Email address used to send transaction statements from RapidTuition to the family.

Notes: Notes entered here can only be seen in this window.

Bank or Credit Card Information: The payment information to connect to Rapid Tuition.

Max Payment: Maximum dollar amount available per transaction (limited to \$5000).

Account Active Date: The day you want to activate the account and start using RapidTuition to collect payments.

Disable RapidTuition Autopay for this account: Checkbox that disables the account from being included in the automatic payment function. The family's information remains on file.

RapidTuition Family Enrollment

Notes on using Multiple Payers:
* Setting up multiple payers allows the Family Receivable balance to be split automatically and paid by different payment sources.
* If Secondary Payer is used on an "as needed" basis by the parent, make sure to set the Primary Payer to 100% to collect the full balance.
* You can manage the amount paid by each payment source through the Autopay Percentage Setting and/or Maximum Limit settings.
* Each payer pays the lesser of the Autopay Percentage of the balance, the Maximum Payment, or the outstanding balance.

Primary Payer: 100%

Brian, Stills

Choose Payment Type: Checking Account
Group:
Payer's Email:
 Send RapidTuition Email notifications
Notes:
Checking Account Information
Name of Bank:
Routing Number:
Checking Acct. Number:
Account Holder's Name: (Last or Company) (First)
Account Holder's Phone: () - -
RapidTuition Autopay Options
Max Payment \$5,000.00 Autopay % 100 Account Active On 11/30/2016
 Disable RapidTuition Autopay for this account
RapidTuition Autopay Account Status
New RapidTuition Customer

Add Payer Delete Payer
OK Cancel Help



Processing Autopay Batches to draft family payments

Once your parents are enrolled, you may begin to collect your tuition each time you run a *Batch Bill*. Start by running a *Batch Bill* for your families with *Contract Charges* or *Billing Packages*, or by adding charges directly from *Receivables* on the vertical task bar. You may then run **RapidTuition Autopay** to collect the **Family Balance** after each billing cycle is posted.

The **RapidTuitionAutopay** task box is found in the vertical task bar in the **Accounting Center**. To open the RapidTuition Autopay window, click the task button or click on **F10** from any window in Childcare Manager.

The **Run Date** is the day the batch will go through, and it can be scheduled up to 14 days in advance. **ACH Deposit Date** and **CC Deposit Date** – These are the dates that the money will be deposited into your account.

When you click on **Submit**, it runs at 5:00 PM EST on the **Run Date**, and will include the balance due from the day you submit (not the run date if scheduled for a later date).

You can **Stop a Pending Autopay** only if it is before the 4PM cut off time on the scheduled Run Date.

RapidTuition Autopay

Check the customers and set the amounts you would like to process in this autopay batch.

Run Date: ACH Deposit Date: 6/12/2017 CC Deposit Date: 6/12/2017

Batches with a Run Date of today submitted after 9pm ET are run the next bank day.

Memo:

Autopays are deposited in: Checking Account

	Type	Customer	Payer	Group	Max Payment	Balance	Payment
<input checked="" type="checkbox"/>	CC	Anderson	Primary		\$1,000.00	\$840.00	\$840.00
<input checked="" type="checkbox"/>	CC	Bailey	Primary		\$1,000.00	\$915.00	\$915.00
<input checked="" type="checkbox"/>	CC	Carter	Primary		\$1,000.00	\$995.00	\$995.00
<input checked="" type="checkbox"/>	CC	Gonzales	Primary		\$1,000.00	\$247.00	\$247.00
<input checked="" type="checkbox"/>	CC	Jensen	Primary		\$1,000.00	\$200.00	\$200.00

Print Autopay report after post



Processing Point of Sale Payments

In addition to the Autopay Batch method of processing family accounts, you may also process transactions on an individual basis through the Point of Sale method. To receive Point of Sale payments at your facility, select the *Receive Payments* task in either the **Accounting Center** or the **Family Center**. Click on either the **Credit Card** or **eCheck** button. With a RapidTuition Card Swipe machine plugged-in, you can swipe a credit card or run a check through to fill in the required fields in the Receive Payments window. If you do not have the machine, you can still accept a Credit Card by entering in the information manually (Name on the card, CC number, CVS code and Expiration date). In addition, you can use a card kept on file to collect payments by clicking the **Use Family Autopay credit/ debit card on file** check box.

NOTE: eCheck only works with the Check/Credit Card Combination RapidTuition Card Swipe.

Receive Payments

Previous Customer Next Customer Apply Credits View Receipt Details **Credit Card** eCheck

Select a customer and enter payment information. Click "View Receipt Details" to manually apply payments.

Payment Information

Date: 6/8/2017

Customer: Anderson

Payment: POS Bank Card Payment

Comment:

Amount: \$840.00

Anderson, Sandy / Anderson, Mike
525 Cherry Street
Phoenix, OR 97535
(555) 555-8660
Children

Anderson, Joyce Anderson, Michael
Charges: \$840.00 **Credits: \$0.00**

Print Receipt Print Two Copies

Credit/Debit Card Payment

Use Family Autopay credit/debit card on file

Card Number: Exp. Date: CVS:
Card Holder's First Name: Last Name:

Post Close Help



Interested in finding out who has signed up for RapidTuition?

To get a current list of the parents that are signed up for **RapidTuition**, go to the **Report Center**, select Family Information from the **Report Lists**, and run the **RapidTuition Information Center** report.

To add a RapidTuition flag next to the **Balance** column in the **Family List**, choose **User Preferences** from the **Options** drop down menu. Click on **Program Look and Feel**, and then on **Explorers**. Click on the box next to **Show Family RapidTuition Status and Search by ID**. Now each family that is signed up for RapidTuition will have a flag next to their name. Single payer families are indicated by the dollar bill with a check mark, and multi-payer families are indicated by the dollar bill with an M overlay.

Childcare Manager - Demo Daycare Center

File Options Lists Family Child Accounting Employee Other Payer Reports Leads Help

My Center Family Center Child Center Accounting Employee Other Payer **Report Center** Lead Center RapidTuition Emergency

Family Information

Search by Name

Contacts
Custom Fields
Deleted Customers
Email List
Family Identification Numbers
Marketing Information
Notes
Phone Numbers
Photo List
Primary Sponsors (Excel Export)
RapidTuition Information

Accounting (Center Finances)
Accounting (Expenses)
Accounting (Income)
Child Attendance
Child Information
Child Scheduling
Employee Information
Employee Scheduling & Time
Family Information
Forms, Letters, & Labels
Leads
Occupancy, FTE, & Staffing
Other Payor Information

Report QuickView

Report Description:
The RapidTuition Information report provides a RapidTuition account summary for each family (RapidTuition ID, enabled status, payment type, enroll date, approval status, family status and comment.)

Filters: Approval Status, Balance, Family, Group, Enroll Date, Family Status, Payment Type, RapidTuition Status.
Sorting Options: Approval Status, Enroll Date, Family Name, Family Status, Payment Type.

Report Preview

Modify Report Run

Memorize Custom report list... Print Print Preview Export Report Email Report Zoom In Zoom Out Previous Page Next Page Help

RapidTuition Information 3:58 PM
Demo Daycare Center 6/8/2017
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Customers with RapidTuition autopay enabled

Family	Pay Type	RapidTuition ID	Enroll Date	Approval Status	Family Status
Anderson	Credit Card	123-123-1234	6/8/2017	Approved	Active
Bailey	Credit Card	CA3-NNS-54JP	6/8/2017	Approved	Active
Carter	Credit Card	GD5-TNF-47AN	6/8/2017	Approved	Active
Gonzales	Credit Card	WXG-X56-3AQM	6/8/2017	Approved	Active
Jensen	Credit Card	2UY-NTJ-U2A6	6/8/2017	Approved	Active
Total:	5				