## **ISTEK UK LIMITED**

## Support FAQ Fax/Email

FAQ Number : T21b Latest Update: 07/11/13

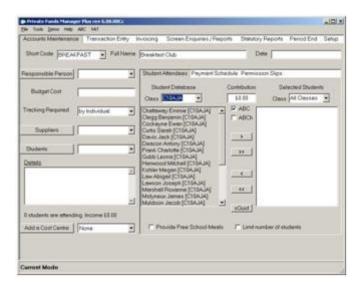
## New Attendance Based Contribution module for Clubs and Chargeable Sessions

The attendance based module of PFM has been developed and improved to provide a simple way to manage **billing for chargeable sessions**. This covers afterschool clubs, nursery sessions and some schools are even using this for dinner money.

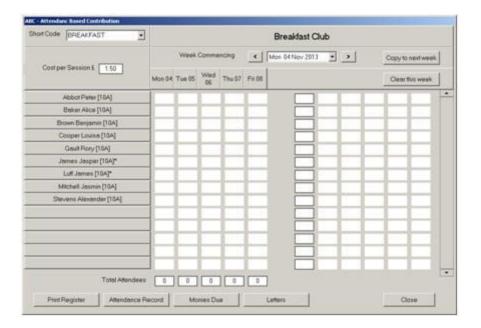
It enables you to **bill** either **in advance** for sessions that the child has signed up, or **in arrears** for sessions where attendance is optional and only charged when the child comes. You can print invoices, provide registers, print attendance records, record money received and generate lists and letters for people behind on payment.

Here's how it works -

1. You set up an account in Accounts Maintenance, allocating all pupils who may attend and mark it as either ABC or ABCh - h indicates that the charging is hourly, no h indicates that the charging is on a per session basis.



2. Clicking on the ABC menu, enter the session cost or hourly cost.



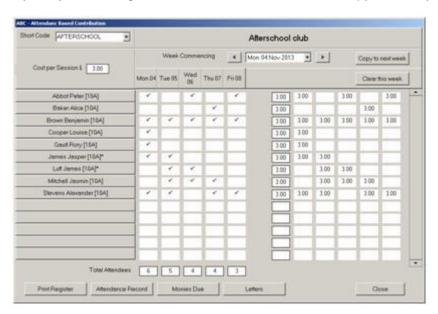
3. For billing in arrears, print a register of who might attend this week using the Print Register button. (Anyone on FSM is shown with an asterisk by their name) The register can be ticked and returned.



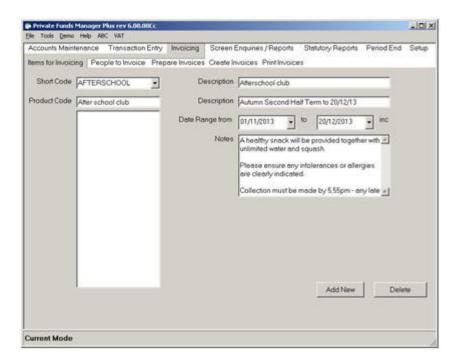
- 4. For billing in arrears, tick the days for each pupil that they attended the club.
- 5. You can print an Attendance register to show when they attended, how much this cost and what they have paid so far.

	04/11/2013 to 29/11/2013 (inclusive).							
Week Commencing	Mon	Tu	Wed	Th	Eri	Cost	Received	Balance
04/11/2013	1	×	/	×	×	£3.00	60.00	-£3.00
11/11/2013	1	×	/	×	× ×	£3.00	€0.00	-66.00
18/11/2013	×	×	×	×	×	60.00	00.03	-£6.00
25/11/2013	×	×	×	×	×	£0.00	60.00	-£6.00
			77-			00.63	00.03	00.63

6. For billing in advance (when they book for a whole half term / term / year etc), tick the appropriate days they are coming and then use the COPY feature to copy these days to the rest of the term/year.

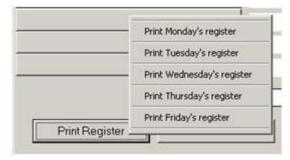


7. For billing in advance, you can then use the Invoicing feature.
Select dates to invoice for and enter any required invoice narrative.
Invoice can then be printed onto your own tailored invoice paper (provided as a word document for amendment)

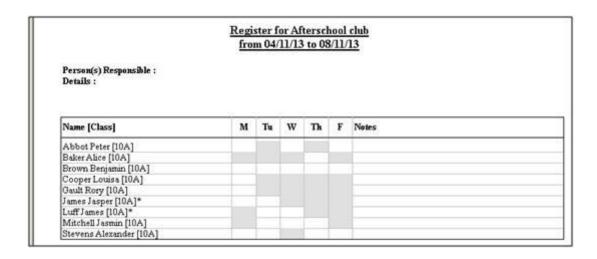




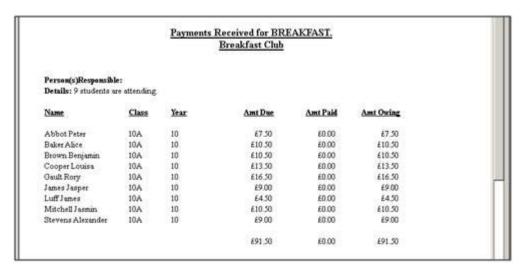
8. When schedules are setup in advance for the whole term/half term, you can print registers that only show those people due on each day.



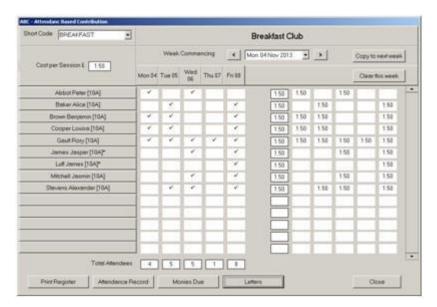
OR Generate a full weeks register showing days attending and days not.



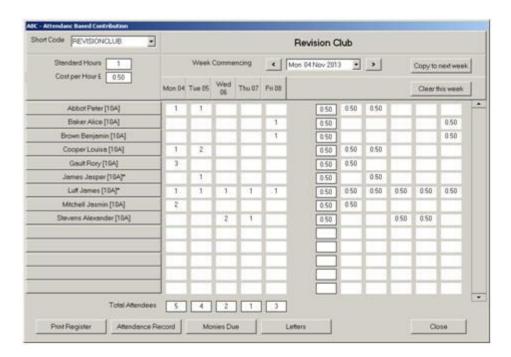
9. Generate lists and reports of amounts due



10. Create follow up letters for balances outstanding



11. For sessions charged on an <u>hourly</u> basis, setup the account and tick the ABCh option, then enter the hourly charge and the number of hours attended on each day.



12. If certain pupils pay a different amount for their sessions, then the default cost can be overridden.

In this example, we have a default cost of £1.50, but some are paying £1, some 50p and others zero.

