

## Table of Contents

Page #		Page #	
2	Teaching MAGGEY	34	Child Immunizations
2	Navigating the Toolbar	34	Child Schedule
3	Toolbar Road Map	35	Set Picture
4	Set up Options	36	Client List
5	Creating Programs and Classrooms	37	Edit Client Files
6	Naming Parent Rates	38	De-Activate/Activate Clients
7	Period Limits	39	Incidents
7	Round off	40	Time Clock Notes
8	Grace period	40	Waiting List
9	Hourly Parent Rates	41	Billing Your Clients
10	Daily Parent Rates	42	Client Ledgers
11	Weekly Parent Rates	43	Entering Ledger Transactions
12	Bi Weekly Parent Rates	43	Security Deposits
13	Monthly Parent Rates	44	Post Late Fees
14	Progressive Parent Rates	44	Auto Credit/Debit
16	Subsidy Rates	45	Archived Transactions
16	Hourly Subsidy Rates	46	Reports
17	Daily Subsidy Rates	47	List of Reports
18	Weekly Subsidy Rates	48	Currently In/911 Report
19	Bi Weekly Subsidy Rates	48	Mailing Labels
19	Monthly Subsidy Rates	49	Employee List – Add Employee
20	Progressive Subsidy Rates	50	Employee Incidents
22	Billing Rules	50	Employee Schedule
23	Past Closing Charges	51	Clock Roster In/Out
23	Generic Charges and Discounts	52	Edit Times
24	Billing Statement Options	53	Back Up and Restore Data
24	Family Absent Rule	53	Task Calendar
25	Subsidy Options	54	WinTime Clock
25	Progressive Rate Options	54	Clock In/Out Instructions
26	Center Information	55	MAGGEY Utilities
26	Entering Center Times	55	Repair Database
27	Center Address	56	Update Databases
27	Center Schedule	57	Error Codes
27	Preferences	58	Menus Deluxe
28	Create Bus Rosters	63	Installing MAGGEY on a Network
29	Immunization Due Setup	64	Technical Support Contact Info
30	Add New Client & Child	65	Version Comparison
31	Tuitions and Discounts	65	Equipment Specifications
32	Sponsors	66	License Agreement
32	Address Info – Medical Info		
33	Emergency Info		

# Teaching MAGGEY your way

We firmly believe that the program you choose should learn your way of doing business. Set-up is where it all starts. In the Setup area you can enter all of the important information about your center, including billing rules, parent rates, subsidy rates, and center schedule.

## **Teach MAGGEY about:**

- Your *Classrooms* and *Programs*; including class capacity and child/teacher ratio.
- General center information - Your days and hours of operation, tuition rates, center schedule, and attendance policies.
- Your *Billing Rules* and *Parent Rates*. MAGGEY Deluxe gives you a choice of six different rate structures: Hourly, Daily, Weekly, Biweekly, Monthly, and Progressive Rates. Choose one structure or a combination of several structures.
- *Subsidy (third party) Rates*. For centers that accept subsidized children use Subsidy Rates to calculate your subsidy charges. Subsidy could be for instance state subsidy, corporate and business subsidy and voucher payments.

## **Navigating the MAGGEY Deluxe Toolbar**

Select the child from the list box and access their data with a click of the mouse. Client Info, Child Schedules, Time and Attendance Data, Emergency Info, Immunizations, Ledgers, and Billing Info.

Also access MAGGEY's online Help Files, Bus Roster Clock In/Out, Employee Information, and the very important 911 Report. The 911 report gives you the vital information that you need to have with you should your center have an emergency. Child's Name, Parent Name, and Contact Information are included.

<p>Creating Clients </p>	<p>Enter the client and child information here. There are links to enter billing information, Subsidy Info, Immunizations, Medical and Emergency info and even a picture of the child.</p>
<p>Employee Information </p>	<p>Select this button to enter and Edit Employee Information.</p>
<p>More Client Options </p>	<p>This is the screen that opens when you start MAGGEY. To return to Main Client List press this button.</p>
<p>Bus Rosters </p>	<p>When children leave and return from school you can do a group clock in/out process here. Enter the arrival or departure time and select Clock In or Clock Out. Clicking on a child de selects their name and they will not be clocked.</p>
<p>Client Ledgers </p>	<p>To access the Client Ledger click here. Enter Payments, Debits, and Credits for parents and subsidy accounts.</p>
<p>Billing </p>	<p>Click on the button for BILLING. Select the single client or select <b>ALL</b> clients. Select the Week to bill. To simply review the projected billing for the chosen week press Start.</p>
	<p>The drop down list is sorted by child. Select a child from the list and then select any of the client information related buttons and you are instantly in that child's information.</p>
<p>Database </p>	<p>This button will take you directly to the Client information screen for the child selected from the drop down list. Some of the options in here are also available on the toolbar.</p>
<p>Scheduling </p>	<p>If you are using Child Scheduling enter the schedule for the children here. Click on the date of the month and enter the times. To copy the schedule click Copy.</p>
<p>Edit Time </p>	<p>The times for the current week are displayed on a grid. To enter a new date Press ADD NEW DATE. To edit an existing time: Click on the time you want to edit. To Delete the time simply backspace the time and leave the cell blank.</p>
<p>Emergency information </p>	<p>Click on this button to enter Emergency Information</p>
<p>Immunizations </p>	<p>Click on this button to enter Immunization information. Use Log Action to enter multiple immunizations for the same date.</p>
<p>Medical Information </p>	<p>Click on this button to enter Medical Information. That would include Allergies, Doctors info, Dental Info, and Insurance Info.</p>
<p>On-Line Help </p>	<p>To access MAGGEY's help file Click Here. Select from a list of topics or keywords.</p>
<p>Back Up Maggey Deluxe </p>	<p>MAGGEY has a built in back up utility. Back up often to prevent data loss.</p>
<p>911 Report </p>	<p>The 911 Report shows all children that are currently clocked into the center including emergency contact information.</p>
<p>Exit Maggey Deluxe </p>	<p>Click here to EXIT MAGGEY</p>

## Setup Options

Enter your center's rules from this list of options.

**Choose from:**

- Programs/Classrooms
- Parent Rates
- Subsidy Rates
- Billing Rules
  - Past Closing
  - Generic Charges and Discounts
  - Billing Statement Options
  - Family Absent Rule
  - Subsidy Options
  - Progressive Rate Options
- Center Information
  - Center Times
  - Center Address
  - Center Schedule
- Preferences
- Create Bus Rosters
- Immunization Due

# Creating Programs and Classrooms

*You can have programs that have children registered in different classrooms. OR You may have Programs that are the same as your Classrooms.*

*MAGGEY will allow you create 2 separate lists.*

## **MAGGEY Deluxe will organize:**

*INCOME REPORTS*

*ATTENDANCE REPORTS*

*ENROLLMENT REPORTS*

*STAFFING RATIO REPORTS*

*based on the Programs and Classrooms you have entered.*

*Classrooms are also used when your staff clocks in and out using Wintime. By choosing the classroom they are working in you will have the ability to create Staffing Ratio Reports.*

## **PROGRAMS**

Click on Add Program and enter the name of the new program.

To edit a program name, click on the program you want to edit and click on Edit; Type in the new name.

To delete a program, highlight the Program and Press the Delete Button. Confirm that you want to Delete the Program you have selected.

## **CLASSROOMS**

Enter the names of your classrooms by clicking the Add classroom button and entering the name. Also, enter the teacher/child ratio and the capacity of the classroom at this time.

To edit a classroom name, click on the classroom you want to edit and click on Edit; Type in the new name.

To delete a classroom, highlight the classroom and Press the Delete Button. Confirm that you want to Delete the classroom you have selected.

# **Parent Rates**

MAGGEY Deluxe offers six different Parent Rate Structures. You may use one structure or all six structures It's really up to you.

Each structure offers you a variety of options including Daily Limits, Overtime Charges, and Multiple Child Discounts.

## **Naming Rate Tables**

- Before you can start entering your rates you must first name them. From the MAGGEY Main Menu choose Set-up and Parent Rates.
- Click Add and enter the name of the rate table.
- Select the Rate Structure by clicking the mouse on your choice or use the TAB key and cursor to the rate structure type.
- Click OK
- After Naming the Rate the new Rate Table will open.
- Enter the rate information for the rate table you created.

NOTE: If you want to change the name of the rate, highlight the rate name and press the Edit Names button. Back space or delete the name that appears and enter the new name.

# Rate Table Definitions you should know

## Period Limits

*Period Limits only apply to Hourly and Daily Rates*

When you first set MAGGEY up you chose a "Default Period Length" Period Limits are based on what you chose for a "Default Period Length".

- If you chose Weekly: The period would be the number of hours in a Week.
- If you chose Bi Weekly: The period would be the number of hours in 2 weeks
- If you chose Monthly: The number of hours in a month.

NOTE: Because the number of days in a month varies use caution when using Period Limits if you have chosen a Monthly Default Period Length.

## Round off

- Round off Regular and Overtime charges in Hourly Rates
- Round off Overtime charges in Daily, Weekly, Bi-Weekly, Monthly, and Progressive Rates/Special Rates.

Definition of Round Off: The rounding of charges done on the Overtime Charges. For example, entering the number of "15" will round the overtime charges to the nearest quarter hour charge.

### **What to Enter:**

- Enter 1-59 Round Off for the number of minutes to round off to **or**
- Enter 99 if you wish to charge for the full hour of overtime **or**
- Enter 999 if you want to make your overtime charge a flat fee

### Example:

Your Child Care Inc. has 1 entered for Round Off, Daily Limit of 10, and an Overtime Charge of \$1.50/hour. Overtime charges will be rounded to the nearest minute for the portion of the hour they stayed overtime. 10 minutes = .25 overtime.

### Another Example:

Your Child Care Inc. has 99 entered for Round Off, Daily Limit of 10, and an Overtime Charge of \$1.50/hour. With the Round Off entered as 99 the client will incur the full hourly charge of \$1.50 for overtime.

Another Example:

Your Child Care Inc. has 999 entered for Round Off, Daily Limit of 10, and an Overtime Charge of \$10.00/hour. With the Round Off entered as 999 the client will incur a flat fee charge of \$10.00 for overtime.

**There's a difference. Don't confuse the Round Off with a GRACE PERIOD**

**Grace Period**

**Definition of Grace Period:** The time in minutes after the hour that the rate for overtime or the next hour becomes effective. Grace Period is used in Progressive Rates and for calculating Past Closing Charges.

What to Enter:

- Enter 1-59 for the number of minutes Grace you are offering

Progressive Rate Table Example:

Your Child Care Inc. has 1 entered for Grace Period, Daily Limit of 10, and an Overtime Charge of \$1.50/hour. At 1 minute past 10 hours of care the client will be charged for the portion of the hour they stayed over based on \$1.50/hour. 10 minutes = .25 overcharge.

Past Closing Charges Example:

Your Child Care Inc. charges \$1/Minute for children picked up after the closing time of the center as stated in Center Information – Center Times. Your closing time is 18:00. With a 6 entered in Grace Period no Past Closing Charges would apply until 18:06.

NOTE: Set a reasonable Grace Period, some centers try to set a strict rule but in the long run credit the client the overtime charges. Doing that makes more work for you. 6 minutes is 1/10th of an hour...if a client's watch is off by more than 1/10th hour they should correct it.



## Hourly Parent Rates

- Enter the Hourly rate.
- Enter the Round off in minutes. To round to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the Daily Minimum amount per day for this hourly rate. It can be less or more than the hourly rate. If you charge 2.50/Hr. but only want to charge a minimum of a half hour enter 1.25.
- Enter the Daily Maximum amount per day for this hourly rate. This would be the ceiling amount for the table. For instance if your rate is 2.50/Hr. but your Daily Rate is \$15.00/Day you may want to enter your Daily Rate here.
- Enter the Daily Limit in hours. This is the number of hours a day a child may attend before incurring overtime charges.
- Enter the Period Limit in hours. How many hours can the child be in attendance during the weekly, bi weekly, or monthly period before incurring an overtime charge?
- Enter the Overtime charges, \$/Hr. these charges will appear as overtime charges on the clients billing sheet.
- MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.
- Click Ok

## **Daily Parent Rates**

The Daily Rate structure allows you to create a rate that is dependent on the number of days a child attends.

- Enter the charge for each number of days attended.

**Example 1: Your Daily Rate is \$15.00 per day. On Day 1 enter 15.00, day 2 30.00, day 3 45.00, day 4 60.00, day 5 75.00.**

**Example 2: You may have a daily rate of \$25.00 per day but as the client attends more days you reduce your rate. On DAY 1 enter 25.00, next enter the charge for 2 days of attendance, this might be \$40.00, indicating you offer a \$10.00 discount if the child attends 2 days opposed to 1 day. Continue to the maximum number of days you provide care.**

- Enter the Round off in minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the Daily Limit in hours. This is the number of hours per day a child may attend before incurring additional charges.

**NOTE:** If you enter both Daily and Weekly Limits and the client exceeds both the limits MAGGEY will apply the charges for both. We suggest using either a Daily Limit or a Weekly Limit but not both.

- Enter the Period Limit in hours. This represents how many hours a child can be in attendance during the weekly, bi weekly, or monthly period before incurring an overtime charge.
- Enter the Overtime charge \$/Hr. This charge will appear on the client billing as additional charges.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Enter the Maximum Daily charge. You can set the table up with a half day rate and use a Daily Limit with overtime charges. By using the MAX DAILY charge you can stop the overtime charges at the rate that you enter. This could be your full day rate or other rate you choose.
- Enter the Maximum Weekly charge. If you choose, you may also enter a Maximum charge for the week. Similarly to the Max Daily charge you will

effectively limit the overtime charges a client receives for staying at the center longer than the limit set in the table.

- Enter any Additional Daily Charge. This could be for diapers, supplies or whatever you charge clients on this particular rate.
- Enter any Additional Weekly Charge. Like ADD DAILY CHARGE it will be added to any client enrolled on this rate.
- Enter any Additional Monthly Charge. Like ADD Daily and Weekly it will be added to any client enrolled on this rate.
- If you charge your clients for the number of days they are registered then you would click on the box next to the Charge/registered option.
- If you charge on a Biweekly Basis you can add an ADDITIONAL 7 DAYS by pressing within the rate table.
- Click OK

### **Weekly Parent Rates**

- Enter the fee for the Weekly period. How much you will charge your clients for 1 week of care.
- Enter the Daily hour limit. The number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly hour limit. The number of hours per week a child may attend before incurring additional charges.

**NOTE:** If you enter both Daily and Weekly Limits and the client exceeds both the limits MAGGEY will apply the charges for both. We suggest using either a Daily Limit or a Weekly Limit but not both.

- Enter the Overtime charge \$/HR. This represents how much you will charge per hour for children that stay past the limits you set in the above fields.
- Enter the Round off in Minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the 2nd child discount. Enter the percentage discount given to the 2nd child of the family.
- Enter the 3rd child discount. Enter the percentage discount given to the 3rd +

children of the family.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- If you offer credits for a Center Closed Day enter the amount of that credit here.
- Click OK

### **Bi-weekly Parent Rates**

- Enter the fee for the Biweekly period. How much you will charge your clients for 2 weeks of care.
- Enter the Daily hour limit. The number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly hour limit. The number of hours per week a child may attend before incurring additional charges.
- Enter the Biweekly hour limit. The number of hours within a two week period a child may attend before incurring additional charges.

**NOTE:** If you enter both Daily, Weekly, and Period Limits and the client exceeds any combination of the limits MAGGEY will apply the charges for all exceeded limits. We suggest using only one limit.

- Enter the Overtime charge \$/HR. This represents how much you will charge per hour for children that stay past the limits you set in the above fields.
- Enter the Round off in Minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the 2nd child discount. Enter the percentage discount given to the 2nd child of the family.
- Enter the 3rd child discount. Enter the percentage discount given to the 3rd + children of the family.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Click OK

### **Monthly Parent Rates**

- Enter the Monthly rate.
- Enter the Daily Limit in hours. This is the number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly Limit in hours. This is the number of hours a week a child may attend before incurring additional charges.

**NOTE:** If you enter both Daily and Weekly Limits and the client exceeds both the limits MAGGEY will apply the charges for both. We suggest using either a Daily Limit or a Weekly Limit but not both.

- Enter the Overtime charges, \$/Hr. these will appear as additional charges on the clients billing sheet.
- Enter the Round off in minutes. To round to the nearest minute enter 1. To round to the nearest quarter hour enter 15.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Click OK

## **Progressive Parent Rates**

The Progressive Rates tables were designed to accommodate a rate structure that varies depending on factors such as number of hours of attendance for the day and whether or not they are attending on a Registered Day vs. a Non Registered Day or a Weekday vs. a Weekend. You will need to determine all the "If's and But's" to teach the Progressive Rates how your center operates.

NOTE: Maggey Deluxe's Progressive Rates give you a combination of Hourly, Daily, and Weekly charges in one place. Progressive Rates are perfect for centers that offer half day programs, school age programs and flextime programs.

You have several choices when you create a Progressive Rate Table. They are:

- Registered Days/Weekdays - This is the table most used. It is the Progressive Rate charged to children on Weekdays for the days they are registered. Enter the number of Days Registered in the Child's file.
- Days Not Registered/Weekdays - This table used to charge a child for a day they are not registered for.
- Registered Days/Weekends - This table is used to charge a child who attends on a weekend.
- Days not Registered/Weekends - This table will charge a child who attends on a Weekend and exceeds the number of Days Registered.
- Special Situations – Enter the amount to charge if you have selected a day as a Special Situation in your center schedule.
- Drop In Rates - If a child is registered for ZERO days. You can charge a higher "Drop In" Rate for these children.
- Special Rates - Not a rate table but a list of options such as Absent Rate, 2nd, 3rd Child Discounts, Overtime charges, Additional Charges.

**COPY RATE - Copy the rate you entered in Registered Days/Weekdays to the other tables. It is important to copy the registered days rate to the not registered day rate so that a client that may only be registered for less than 5 days will still be charged if they attend extra days that they are not registered for.**

- Enter the Grace Period - The time in minutes after the hour that the rate for the next hour becomes effective.

Example: If you want to give a Grace Period of 30 minutes before charging for the next hour enter 30.

- Enter the rate for each hour of attendance.

Example: You charge \$3.00/Hr. for the first 3 hours of care, then \$15.00 for the next 3 hours of care, and finally \$20.00 for up to 10 hours of care.

Enter 3.00 in the 1st hour, 6.00 in the 2nd hour, 9.00 in the 3rd hour.

Enter 15.00 in the 4th,5th and 6th hours. (the rate is the same for all 3 hours)

Enter 20.00 in the 7th, 8th, 9th and 10th hours. (the rate is the same for all 4 hours)

If a child on this rate attended 3 hours on day 1 their charge would be \$9.00, on day 2 the child attended 5 hours, the charge would be \$15.00

Total for 2 days of attendance \$24.00

- Click OK

# **Subsidy Rates**

MAGGEY Deluxe offers six different Subsidy Rate Structures. You may have several different subsidy organizations that different reimbursement methods. Use one structure or several.

Select a Subsidy Rate Structure:

Hourly, Daily, Weekly, Bi Weekly, Monthly, or Progressive

Each structure offers you a variety of options including Daily Limits, Overtime Charges, and Multiple Child Discounts.

## **Hourly Subsidy Rates**

- Enter the Hourly rate.
- Enter the Round off in minutes. To round to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the Daily Minimum amount per day for this hourly rate. It can be less or more than the hourly rate. If you charge 2.50/Hr. but only want to charge a minimum of a half hour enter 1.25.
- Enter the Daily Maximum amount per day for this hourly rate. This would be the ceiling amount for the table. For instance if your rate is 2.50/Hr. but your Daily Rate is \$15.00/Day you may want to enter your Daily Rate here.
- Enter the Daily Limit in hours. This is the number of hours a day a child may attend before incurring overtime charges.
- Enter the Period Limit in hours. This represents how many hours can the child be in attendance during the weekly, bi weekly, or monthly period before incurring an overtime charge.
- Enter the Overtime charges, \$/Hr. This charge will appear as overtime charges on the clients billing sheet.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Click Ok



## **Daily Subsidy Rates**

Just like the Daily Parent Rate the Subsidy Daily Rate structure allows you to create a rate that is dependent on the number of days a child attends.

Enter the subsidy reimbursement for each number of days attended.

**Example 1: Your Daily Rate is \$15.00 per day. On Day 1 enter 15.00, day 2 30.00, day 3 45.00, day 4 60.00, day 5 75.00.**

**Example 2: You may have a daily reimbursement rate of \$25.00 per day but as the client attends more days the subsidy rate is reduced. On DAY 1 enter 25.00, next enter the charge for 2 days of attendance, this might be \$40.00, indicating a \$10.00 discount if the child attends 2 days opposed to 1 day. Continue to the maximum number of days you provide care.**

- Enter the Round off in minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the Daily Limit in hours. This is the number of hours per day a child may attend before incurring additional charges.
- Enter the Period Limit in hours. This represents how many hours can the child be in attendance during the weekly, bi weekly, or monthly period before incurring an overtime charge.
- Enter the Overtime charge \$/Hr. This charge will appear on the client billing as additional charges.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Enter the Maximum Daily charge. You can set the table up with a half day rate and use a Daily Limit with overtime charges. By using the MAX DAILY charge you can stop the overtime charges at the rate that you enter. This could be your full day rate or other rate you choose.
- Enter the Maximum Weekly charge. If you choose, you may also enter a Maximum charge for the week. Similarly to the Max Daily charge you will effectively limit the overtime charges a client receives for staying at the center longer than the limit set in the table.

- Enter any Additional Daily Charge. This could be for diapers, supplies or whatever you charge clients on this particular rate.
- Enter any Additional Weekly Charge. Like ADD DAILY CHARGE it will be added to any client enrolled on this rate.
- Enter any Additional Monthly Charge. Like ADD Daily and Weekly it will be added to any client enrolled on this rate.
- If you charge your clients for the number of days they are registered then you would click on the box next to the Charge/registered option.
- If you charge on a Biweekly Basis you can add an ADDITIONAL 7 DAYS by pressing within the rate table.
- Click OK

### **Weekly Subsidy Rates**

- Enter the fee for the Weekly period. How much you will charge your clients for 1 week of care.
- Enter the Daily hour limit. The number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly hour limit. The number of hours per week a child may attend before incurring additional charges.
- Enter the Overtime charge \$/HR. This represents how much you will charge per hour for children that stay past the limits you set in the above fields.
- Enter the Round off in Minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the 2nd child discount. Enter the percentage discount given to the 2nd child of the family.
- Enter the 3rd child discount. Enter the percentage discount given to the 3rd + children of the family.
- If you offer credits for a Center Closed Day enter the amount of that credit here.
- Click OK

### **Bi-Weekly Subsidy Rates**

A Biweekly Subsidy rate structure will bill your 3rd Party client for a 2 week period.

- Enter the fee for the Biweekly period. How much you will charge your Third Party/Subsidy Sponsor for 2 weeks of care.
- Enter the Daily hour limit. The number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly hour limit. The number of hours per week a child may attend before incurring additional charges.
- Enter the Biweekly hour limit. The number of hours within a two week period a child may attend before incurring additional charges.

NOTE: Most Third Party/Subsidy Sponsors only pay for a specific # of hours and do not increase their reimbursement for overtime.

- Enter the Overtime charge \$/HR. This represents how much you will charge per hour for children that stay past the limits you set in the above fields.
- Enter the Round off in Minutes. To round charges to the nearest minute enter 1. To round to the nearest quarter hour enter 15.
- Enter the 2nd child discount. Enter the percentage discount given to the 2nd child of the family.
- Enter the 3rd child discount. Enter the percentage discount given to the 3rd + children of the family.
- Click OK

### **Monthly Subsidy Rates**

- Enter the Monthly Subsidy rate.
- Enter the Daily Limit in hours. This is the number of hours a day a child may attend before incurring additional charges.
- Enter the Weekly Limit in hours. This is the number of hours a week a child may attend before incurring additional charges.

NOTE: If you enter both Daily and Weekly Limits and the client exceeds both the

limits MAGGEY will apply the charges for both. We suggest using either a Daily Limit or a Weekly Limit but not both.

- Enter the Overtime charges, \$/Hr. This charge will appear as additional charges on the clients billing sheet.
- Enter the Round off in minutes. To round to the nearest minute enter 1. To round to the nearest quarter hour enter 15.

MAGGEY allows you to enter a 2nd and 3rd child discount in the Rate or in Billing Rules, Generic Charges/Discounts. The amount represents a percentage (%) of charges. If you use a flat fee discount rate you can calculate the percentage by taking the dollar amount of your flat fee (/) divided by your regular rate times (X) 100. Enter the result in the discount field.

- Click OK

### **Progressive Subsidy Rates**

Just like the Parent Progressive Rates tables Subsidy Progressive Rate table were designed to accommodate a rate structure that varies depending on factors such number of hours of attendance for the day and weather or not they are attending on a Weekday vs. a Weekend. You will need to determine all the "If's and But's" to teach the Progressive Rates how your center operates.

NOTE: Maggey Deluxe's Progressive Rates give you a combination of Hourly, Daily, and Weekly charges in one place. Perfect for centers that offer half day programs, school age programs and flextime programs.

You have several choices when you create a Progressive Rate Table. They are:

- Weekday Subsidy Rate - This is the table most used. It is the Progressive Rate charged to children on Weekdays for the days they are registered. Enter the number of Days Registered in the Child's file.
- Weekend Subsidy Rate - This table is used to charge a child who attends on a weekend.
- Special Rates - Not a rate table but a list of options such as Absent Rate, 2nd, 3rd Child Discounts, Overtime charges, Additional Charges.

**COPY RATE - Copy the rate you entered in Weekdays to Weekends if you are open on weekends.**

Enter the Grace Period The time in minutes after the hour that the rate for the

next hour becomes effective.

Example: If you want to give a Grace Period of 30 minutes before charging for the next hour enter 30.

Enter the rate for each hour of attendance.

Example: You charge \$3.00/Hr. for the first 3 hours of care, then \$15.00 for the next 3 hours of care, and finally \$20.00 for up to 10 hours of care.

Enter 3.00 in the 1st hour, 6.00 in the 2nd hour, 9.00 in the 3rd hour.  
Enter 15.00 in the 4th,5th and 6th hours. (the rate is the same for all 3 hours)  
Enter 20.00 in the 7th, 8th, 9th and 10th hours. (the rate is the same for all 4 hours)

If a child on this rate attended 3 hours on day 1 their charge would be \$9.00, on day 2 the child attended 5 hours, the charge would be \$15.00

Total for 2 days of attendance \$24.00

- Click OK

## Billing Rules

To truly customize MAGGEY we have added various billing options that we have found to be useful.

Select from the following options:

- **Past Closing:** Enter the additional fee for those children that stay past your closing time.
- **Generic Charges/Discounts:** Enter the 2nd and 3rd child discount, pre-payment discounts, and additional charges done by child or by family.
- **Billing Sheet Options:** Select from 4 different print options for your time/billing sheets.
- **Family Absent Rule:** Determine what your policy is for absent days.
- **Subsidy Options:** Customize the subsidy billing rules for your center.
- **Progressive Rate Options:** Expanded options to make the most flexible of the rates really work for you.

## **Past Closing Charges**

Past Closing Charges can be applied for children staying past your stated closing time. Charges that centers charge vary from center to center.

There are 10 periods that you can charge for based on your center's policy.

Enter the Grace Period in minutes

- Enter how long Period 1 will last in minutes
- Enter the Penalty charge \$/min
- Enter the Maximum Penalty Amount

**Example: Grace Period of 1, you charge \$1.00/minute for Past Closing - Enter 999 of the period length, 1.00/minute - Max Penalty 999 meaning....**

**A child that remains in the center 15 minutes past your stated closing time will incur an overtime charge of \$14.00.**

Use as many periods as you need.

## **Generic Charges and Discounts**

Generic Charges and Discounts apply to all the children in your center and are independent of the rates they are registered for.

### **Generic Charges**

These charges can be applied to an entire family or to each child registered in the center.

- Enter the amount of the Additional Weekly Child Charge
- Enter a description of the charge. Example: Insurance or Supplies
  
- Enter the amount of the Additional Weekly Client Charge
- Enter a description of the charge. Example: Insurance or Supplies

### **Generic Discounts**

Enter the 2nd Child Discount

Enter the 3rd Child Discount

NOTE: Do not enter a Discount here if one already exists in the Rate file or Child File.

## **Billing Statement Options**

When you post your billing you are also offered a choice to print a billing statement. These options will dictate how the billing sheet is printed.

### **Print Statement for:**

- All Registered Clients
- Clients with Times or Charges
- Clients with Times Only
- Clients with Charges Only

### **Minimum Payment Option:**

- Charges + Y until the client is Paid in Advance
- New Balance + Charges + Y
- New Balance + Y

Note: Y = an amount you enter

Statement message: You can enter up to 4 lines of text to place on the bottom of the Billing Statement.

## **Family Absent Rule**

Selecting YES: All clients will be billed according to your billing rules. MAGGEY is already defaulted to Yes.

Selecting NO: This option allows you to waive charges for all children in a family if the family was absent for the whole week. If one child is present for one minute or more then the entire family will be billed according to your billing rules.

NOTE: If you are not using the WinTime features of MAGGEY Deluxe you will want to leave the Family Absent Rule to YES. If your billing is based strictly on times of attendance and the client is ONLY charged when they have attended then set the Family Absent Rule to NO.



## **Subsidy Options**

Depending on how you have set up your Parent Rates and Subsidy Reimbursement Rates will determine which choice to make.

- **Choice 1:** Rate in Table - The charge you have entered in the parent rate will be posted to the parent ledger and the charge you have entered for the subsidy rate will be posted in the subsidy ledger.

**Example: The rate in the Parent Rate table is \$50.00 and the rate in the Subsidy Rate table is \$25.00 Using Choice 1 the parent's ledger will be charged \$50.00 and the parent's subsidy ledger will be charged \$25.00**

- **Choice 2:** Rate in Table minus Subsidy - MAGGEY will look at the parent rate and subtract the subsidy rate leaving the client the balance.

**Example: The rate in the Parent Rate table is \$50.00 and the rate in the Subsidy Rate table is \$25.00 Using Choice 2 the parent's ledger will be charged \$25.00 and the parent's subsidy ledger will be charged \$25.00**

- Accumulates credit from subsidy payment: If you choose Yes clients will receive credit when subsidy overpays.

NOTE: Making the correct choice is critical to your subsidy charges billing correctly.

## **Progressive Rate Options**

Some centers charge a premium price for clients that are only using the center on a Drop In basis. In the **Progressive Rate Tables** you have the option of setting up a separate Drop In Rate that may be different than the Registered Days rate. By setting the "End Drop In" option MAGGEY will stop considering the child as a Drop In and switch them to a Register Days Rate Table for days over the End Drop In. The number of Registered Days in the child's information must be set to 0 (zero).

Example: if the child only attends 2 days per week you can charge them based on your Drop In Rate. By setting the End Drop In to 3 if the child attends the 3rd day they will be charged at your Registered Days Rate for all 3 days.

## Center Information

### Center Times

Enter your Opening and Closing Times

Use MILITARY Format for times:

Examples:

8AM = 08:00

8:30 = 08:30

Noon = 12:00

12:30PM = 12:30

1:00PM = 13:00

3:00 = 15:00

Enter your default Billing Period:

- **Weekly** - Most commonly used. Weekly billing is done every week. Depending on your center's rules you may bill Current Week or Advanced Week.
- **Biweekly** - Used mainly by hospitals and military bases. BiWeekly billing is used in conjunction with payroll deduction. Registered Days would be 10 for a center that is open 5 Days per week.
- **Monthly** - Some centers choose to bill only once per month. The only problem is if you gear your rates to time spent in the center and bill for late charges you will have to repost the billing at the beginning of the next month to capture those charges.

## Center Address

Some MAGGEY Deluxe reports will include the name and address of your center in the heading.

- Enter the Center Name as you want in to appear on your reports.
- Enter the Business Name if different than the Center Name.
- Enter the Address, City, State, County, and Zip Code.
- Enter your center's Phone Number
- Enter your Federal Tax ID #. This will be used on the Payment Statement Report and Receipts for parents at the end of the year.

## Center Schedule

Enter the Schedule for your center.

There are 2 different schedules that can be set.

- **Center Closed** and
- **Special Situations** - for use in Progressive Rates

Click the appropriate check box for days that your center is closed.

Next, Click Special Situations and Click on the appropriate check box for days you want to charge rates based on what you have entered in the Special Situations table of your Progressive Rate.

Special Situations usually occur when public schools are closed but can be any time you want to charge the rate entered in the Special Situations Table.

## Preferences

There are a few options that needed a home so we added them to our Preferences option.

- **Show or Hide Balance** - If you are also using WinTime you can choose to SHOW client balances on the time clock screen or HIDE the balances.
- **Default Accounts** - Enter the Account number you wish to assign to Debited Registration Fees

- **Use Appointments** - This determines if you will be using MAGGEY's Calendar program to track appointments.
- **Debit Pin Pad Setup** – This option is used to setup your X-Charge Pin Pad

## **Create Bus Rosters**

Bus Rosters work great for clocking groups of children In or Out of your center. To create your rosters follow these simple steps:

- Click on Add Roster - Enter the roster name.
- Click OK

With the new roster name selected:

- Click Add children.
- Select from the list the children you wish to add to this roster.

## Immunization Due Setup

Every City, County, and State can have different immunization schedules. Get the latest copy of your states requirements from your local health department.

Along the left side of the grid is a generic list of immunizations that most states require. If your state requires others enter them here. To add a new immunization click on the name or blank field and enter the new booster name or you can edit an existing name.

NOTE: Any changes made to the Immunization List are global. We recommend not making any changes after you have started entering data.

In the grid under First, Second,Third etc. enter the AGE IN MONTHS that the immunization is due.

NOTE: You can switch between children and employees by clicking on the appropriate choice on the top of the screen.

## Add New Client

When you open MAGGEY Deluxe the Client List opens. Click Add or you can choose Add New Client from the toolbar.

- Last Name - Entering the LAST NAME of the Client
- First Name - Enter the clients FIRST NAME
- Case Number - Enter a Case Number (Optional)
- PIN - If you are using WinTime Choose a 5 digit PIN for this client. Generally the last 4 digits of the phone number preceded by a 1 for the primary parent and 2 for the spouse works well.
- PAYOR - An FYI field letting you know who is responsible for payments. Click on the box to indicate this in the client file.
- Click on Cash Only if this client has bounced checks in the past. When you enter the client ledger a notice will appear reminding you to only accept cash.
- Registration Fee - If you charge a registration fee you can have that fee automatically posted to the client's ledger. To select the account number you want to use go to Setup and then Preferences.
- Start Date - MAGGEY will enter a Default Date using today's date. Later you will find that you cannot bill a client previous to their START DATE.

MAGGEY Tip: In a hurry? Add the most critical information now and return later to add the billing information, emergency info etc.

NOTE: MAGGEY has 2 separate fields for Parent and Spouse. If you are using PIN's they must be assigned a different PIN for security purposes.

## Add Child

Click on **Add** to begin entering the Child Information  
The LAST NAME will automatically be entered. If the child's last name is different change it at this time.

- Enter the Child's FIRST NAME
- Enter the Date of Birth mm/dd/yyyy
- If you charge a Flat Rate Tuition Press the Tuition Button. Enter the default Tuition Rate.
- Enter any Child Specific Discount. Discounts can be Dollar amount or Percentage.

### **From the Drop Down Lists:**

- Select the Classroom, Program, Parent Billing Type and the Parent Rate Table the child is enrolled in.

### **Next:**

- Enter the number of **Days registered** for the billing period. For Weekly Enter 0-5, Bi-Weekly enter 0-14, for Monthly enter 0-31. For Drop In children enter 0.
- **Child #** will automatically be assigned by MAGGEY. If the order of the children is incorrect you can change the child order at any time. The child # determines which child in a multiple child family will receive a discount if you are offering multiple child discounts.
- Enter the **Gender** of the child.
- Click **WAITING** if this is a child that is being added to your Waiting List.
- Click OK

NOTE: If the family has multiple children choose ADD and enter the next child.

### Tuition Discount Button

**Tuition** option is intended to accommodate advance billing situations. You can use this feature to bill children under special conditions. When you run your billing and select the Tuition option MAGGEY will bill the amount entered under this window rather than the amounts entered in the Parent Rate.

**Discount** option is used to specify a specific discount by child rather than using the 2nd/3rd child discount field in the Parent Rate Table. Unlike the Discount function built into the Parent Rates you can specify a Dollar Discount or Percentage Discount.

- While editing a child's information click on Tuition.
- Enter the Flat Fee Tuition for this child  
Or
- Enter either the Dollar Amount Discount or Percentage Amount Discount for this child.

NOTE: Discounts are based on a Period basis...meaning that whatever you enter will be deducted from the charges for the entire Period.

## **Sponsors**

Enter the names of any additional Sponsors who are authorized to pick up the child/children. You can have up to 5 additional sponsors per family.

- Enter the Last Name of the sponsor
- Enter the First Name of the sponsor
- Enter a "Case Number" that can be Social Security Number, Drivers License Number, etc.
- Enter a Unique 5 digit number for the PIN. You can NOT use the same number for any clients or sponsors.
- If you choose you can also Set Picture for parents and sponsors. Click on Set Picture and locate the picture file. Pictures can be in either .bmp or .jpg format.
- To view the picture click View Picture next to their name.

## **Address Information**

### Home Address:

Enter the client's home address and phone #

### Parent's Work Address:

Enter the employer name, address, phone #'s, and e-mail address.

### Spouse's Work Address:

Enter the employer name, address, phone #'s, and e-mail address.

Click on Non Custodial to enter the address information for a Non Custodial parent.



## **Medical Information**

Enter the Medical Information for each child.

### Allergies:

Enter Medical Allergies such as medication, bee stings etc.  
Enter Food Allergies such as peanuts, milk, cheese etc.

### Doctors Info:

Enter the Name, Address, Phone #

### Hospital Info:

Enter the preferred hospital info. Name, Address, Phone #.

### Insurance Info:

Enter the name of the Medical Insurance Company  
Enter the Policy Number

### Dentist Info:

Enter the Name, Address, Phone #

### Insurance Info:

Enter the name of the Dental Insurance Company  
Enter the Policy Number

## **Emergency Information**

- Enter the Emergency Contact Information for each child.
- Enter up to 3 Emergency Contacts for the selected child.
- Enter the Name, Address, City, State, Zip
- Enter up to 3 phone numbers

## **Immunizations**

All Children require current immunization records. MAGGEY will make tracking and keeping current with their immunizations easy.

- Select the child and click on Immunizations.
- Enter the date of each immunization.

NOTE: If the child received more than one immunization on the same date click on **Log Action**, enter the date and select all boosters received on that date.

NOTE: Particularly with school age children there may be some boosters the child did not receive or may have been exempt from. In order to stop reports from showing these non required boosters use a date like 02/29/00 for a default.

## **Schedule**

Use MAGGEY's Scheduling features to keep track of room usage, open slots and staffing projections. The scheduling features are linked to billing. Clients can be billed additional charges for attending "outside" their scheduled times.

To select the Days a child will be attending, click on "Check Box" below the date. Enter the times the child will attend your center. If you select a day that your center is not open MAGGEY Deluxe will let you know. You can Schedule children for the entire year or one month at a time.

- To bill your clients according to their schedule leave the box check marked.
- To bill for actual times of attendance enter the child's schedule but "un-check" the check box.

By scheduling times of attendance you will be able you to more efficiently staff your center.

To Copy a schedule to another day or month click Copy Schedule, select the days you want to copy the schedule to and click Apply.

There are several reports to provide you with Scheduling information.

## **Set Picture**

Keep a file of current ID photos of children Click Set Picture. Locate the directory that your picture files are stored. Select the file and click OK.

NOTE: Save the files in .jpg format. When saving pictures from your camera to the hard drive use a naming convention that will coincide with the child's name.

Example: Anthony Santos could be saved as asantos.jpg or santosa.jpg

To see the picture highlight the child's name and click view.

## **Bus Rosters**

- Select the Child and click on Bus Roster.
- From the list of available rosters click on the roster you want to add the child to or click on the highlighted roster you want to remove the child from.

NOTE: You can add the child to multiple rosters by clicking on the roster name.

# **Client List**

or

from the menu Daily/Client Files

MAGGEY Deluxe's Client List provides you with a complete list of your clients. At the bottom of the screen you will find the Total Number of Clients and Children registered. You can also filter the list to show clients by Classroom or Program.

Select from these options:

- Press the Add Button to Add a new client to the Client List.
- Press the Edit Button to Edit an existing Client.
- Press the Schedule Button to Edit Child Schedules.
- Press the De-Activate Button to De-Activate an Entire Family or a single child.
- Press the Activate Button to Activate a previously De-Activated Client.
- Press the Time Clock Notes Button to Add/Edit an existing Client.
- Press the Incidents Button to Add an Incident.
- Press the Waiting List Button to Edit/Review and maintain the Waiting List.

## Editing a Client's File

From the Menu Click Daily – Client Files or

From the Toolbar Click on Client List or

From the Toolbar List Select the Child and Click on the Client Information button.

**These are the options available to you:**

- **Address:** - Enter the Primary parents address
- Click Non Custodial to enter name and address information for a Non Custodial Parent.
- **Sponsors:** Enter up to 5 other persons allowed to pick up the child.
- **WinTime Lockout:** - Used to prevent a client from clocking In using WinTime.
- **Add:** - Add a new child to this family.
- **The following options are child specific. Select the child by clicking on the child's name and select from the following options:**
  - **Edit** - Edit Name, Birth date, Tuition, Discount and other Billing Information.
  - **Subsidy** - Edit Subsidy information. Child ID, Cut off Date, Limits, etc.
  - **Bus roster** - Add or Remove the child from a Roster.
  - **Schedule** - Enter the child's scheduled days of attendance.
  - **Medical** - Enter Medical Information about this child.
  - **Emergency** - Enter Emergency Information about this child.
  - **Immunization** - Enter child immunization information.
  - **Set Picture** - Select a Picture file of this child.
  - **View Picture** - Select the Child and click View picture to see the photo you have saved of this child.

# **De-Activate/Activate**

## **De-Activate Client**

**There may be a time when you might want to De-Activate a client or child so that they do not get billed or appear on any reports. However, you may not want to Delete them from your Client List .**

**To De-Activate an entire family or a single child from your files do the following:**

- Choose Clients or Children
- Select as many Client/Clients or Child/Children to De-Activate as you want.

NOTE: De-Activated clients do not appear on any Active Lists or Report. To view information about De-Activated Clients you will need to choose a report that includes or is limited to De-Activated clients.

## **Activate Client or Child**

- Click Clients or Children
- Select as many Client/Clients or Child/Children to Activate as you want.

There are several reasons to Activate a client. You can Activate an entire family or a single child.

NOTE: For children that may only attend on a periodic basis but have siblings who attend regularly use DE-ACTIVATE and ACTIVATE to keep the child's information available. During school holidays you can activate the child. When they return to school DE-ACTIVATE the child so they will not appear on any class rosters and will not get billed.

## **Incidents**

Have you ever tried to find an accident or incident report and not found it? Create the reports with MAGGEY so you have a permanent record of accidents and incidents in your center.

- Select the Child from the list
- Click Add New
- Enter the initials of the person entering the incident
- Select the type of incident - OTHER - Accident - Behavior - Biting - Medical are the available choices
- The date and time are entered by MAGGEY based on the current computer date and time
- Enter Problem - Describe the incident
- Enter Resolution - Describe what was done to resolve the problem
- Click Save to save the incident report
- Click Print to print a hard copy of the report

NOTE: Keep a hard copy for your files that can be signed by the reporting staff member and the parent. Print a copy to give to the parent.

## **Time clock Notes**

This is a great way to keep in touch with your clients. You can leave a personal note or a note can be left for all clients, classes, or employees.

- Select Clients or Employees or Classrooms or Programs.
- Click on Clients or Employees to display a list of all that are Active  
Select from the list the Clients or Employees you want to receive this note.
- Click on Classrooms or Programs to display a list of Classroom or Program Names.
- Select the Classroom or Program Name and the children in that group will automatically be selected
- Select From the list box Add New Note, Edit Existing Note or Clear Existing Note
  - Add New note will provide you with a blank area for note composition.
  - Edit Existing Note will display the current note for that client/employee
  - Clear Existing Note will clear the note field.

## **Waiting List**

View all children currently on the Waiting List

To set a Priority Level for a child:

Click on the child's name and select the Priority number (1 Highest – 9 Lowest) for the child.

To Edit information for a child:

Click on the child's name and click on Edit.



# Billing Your Clients

From the Toolbar select Bill Clients or from the menu select BILLING - Bill Clients

- To bill ALL CLIENTS Press SELECT ALL or you can choose the client/clients you want to bill from the client list.
- Click on POST to POST the billing to the Client Ledger, select PRINT to print the Billing Sheet (you must post the charges or have already posted charges before you can print a billing sheet). You can select both Print and Post at the same time.
- For a billing that has already been Posted you can select Print to get a printed billing sheet.
- Click **START** to begin the Billing Process

## **Billing Options:**

**Advance Billing:** If you bill your clients in advance choose the week dated 1 week away from the select billing week list. Be sure to set the Family Absent Rule to "YES" in Setup-Billing Options-Family Absent Rule first.

**Current Week Billing:** If you bill your clients for the Current week it is already selected.

**Past Week Re-Posting:** In order to "catch" Late Fees and Past Closing charges it is necessary to Re-post the previous weeks billing. THIS WILL NOT DOUBLE BILL YOUR CLIENTS. MAGGEY Deluxe is so smart she will update the amount billed for the week selected. Then all you have to do is collect the difference from the client.

**Tuition Billing:** If you entered a Tuition amount in the child's file that amount would ignore what rate table the child is registered for. This feature is primarily used in centers where you wish to advance bill each parent at the beginning of the week an amount different than the amount MAGGEY Deluxe would calculate based on the selected rate table. At the end of the week, when all times have been collected uncheck this box so MAGGEY Deluxe posts the correct amount according to the rate table they are registered.

## Client Ledger

It's important to be able to keep track of Charges and Payments easily. The Client Ledger will assist you in keeping track of Billings, Debits (additional charges), Credits, and Payments.

- Transactions are displayed based on the Billing Period you chose when you first setup MAGGEY.
- To expand the date range click on Begin Date and enter a new date. When you expand the date range all transactions in that range will appear in the window.

**NOTE:** Only the current years transaction file will be displayed. To view a previous year use Daily – Review Ledgers - Archived Transactions.

- The Client's Balance is displayed above the transaction list. A RED number indicates the client has a positive balance (owes you money), a BLACK negative number (-) indicates the client has a credit balance (they have money on account for which services have not yet been provided).
- Payments and Credits are automatically considered Negative (-) transactions.
- Billings and Debits are automatically considered POSITIVE (+) transactions.

NOTE: In the client ledgers **do not** use a + or – sign before the transaction amount.

- Each line includes the date of the transaction, the type of transaction, account number if used, description, and amount.

## **Entering Ledger Transactions**

MAGGEY's Client Ledger allows you to maintain a ledger for each client with separate Parent and Subsidy ledgers. You can also print the client's ledger information directly from the Client Ledger window.

- Click Client Ledgers on the Toolbar or Click Daily - Review Ledgers - Current Transactions
- Select the client name from the list
- Use the check box to select Deactivated clients
- To ADD a transaction press ADD Transaction
- Enter a description
- Enter the amount
- Select the type of transaction - Payment - Credit – Debit

NOTE: You can use account numbers for easy sorting of transactions on your Deposit Reports. Click Show Chart of Accounts. Select the appropriate account number and double click on the account number. The account number will be entered in the Acct # Field.

- Click OK
- If this is a PAYMENT transaction you will prompted to add a note to the receipt.
- Click YES to enter a short note or NO to continue without adding a note.
- Print this receipt now - YES or NO
- If you choose YES the receipt for this payment will be displayed for printing.
- If you choose NO the receipt will be available for printing by choosing Reports - Ledger Reports - Print Receipts. Select the client and date, click OK

## **Security Deposit**

Some Centers require a "Security Deposit" when children are enrolled. The money collected is held in a separate account and is only credited or refunded when the client disenrolls from the center.

To enter a security deposit:

- Click on Client Ledgers
- Select the Client from the Client List
- Click on Security Deposit, Enter the Amount and Click on OK
- If you choose YES the receipt for this payment will be displayed for printing.
- If you choose NO the receipt will be available for printing by choosing Reports – Financial Reports – Security Deposits - Receipts. Select the client and date, click OK

To Apply the Security Deposit to the Client Ledger

- Click on Client Ledgers
- Select the Client from the Client List
- Click on Security Deposit
- Click Transfer to Ledger

Ledger will show the payment as of the date it was transferred.

## **Post Late Fee**

Post Late Fees allows you to do a group posting to anyone who owes you money.

- Enter the amount of the Late Payment Fee
- Select Flat Fee or Percent
- Enter the Minimum Balance - The minimum balance is the minimum dollar amount a client can owe you before you impose a Late Payment Fee
- Select Parent or Child
- Enter an Account Number that you want to associate with debited Late Payment Fees.
- Click Start

## **Auto Credit Debits**

Auto Credit/Debit is a batch posting routine. Post fees for Field Trips, Yearly Supply Fees, Registrations to name a few. You can create groups of children or parents to reuse later.

- Enter a description of the charge
- Enter the amount of the charge or credit
- Select Credit or Debit
- Enter an account number to associate with this charge or credit
- Select Parent or Children
- Click OK

If you have already created a group select the group or

- Click on Add Group and Enter a name for the Group Click OK
- Click on the Group Name and Click OK
- From the list click on the children or clients you want included in the group click OK

The charges will be posted to the accounts on anyone selected.

## **Archived Transactions**

Every year the current ledger is closed and a new ledger is created. Any Credit or Debit balances left over from the previous year are entered a STARTING BALANCES in the new ledger.

To view or print transactions from previous years click on Daily - Review Ledgers - Archived Transactions. Select from the list of available years.

Previous years can be viewed and printed but no changes are permitted.

## **Reports**

MAGGEY Deluxe's Reports provides a selection of reports that will provide you with critical information about your center.

MAGGEY Deluxe has over 100 different reports, organized in an easy to find format. Many of the reports give you options of who you want to display, Active Clients, Deactivated Clients or All Clients. All reports print to the screen so you can review before printing. More reports are being added every month. Don't see something you need? Put in a report request and we'll see what we can do for you.

**From the Reports Option on the MAGGEY Menu you'll find:**

<ul style="list-style-type: none"> <li>• Client Information             <ul style="list-style-type: none"> <li>Parent</li> <li>Subsidy</li> </ul> </li> <li>• Enrollment Reports             <ul style="list-style-type: none"> <li>By Classroom</li> <li>By Program</li> </ul> </li> <li>• Database Reports             <ul style="list-style-type: none"> <li>Anniversary Lists</li> <li>Birthday List</li> <li>Emergency Information</li> <li>Immunization Dates</li> <li>Immunization Notices</li> <li>Incident History</li> <li>Waiting List                 <ul style="list-style-type: none"> <li>Priority List</li> <li>Contact Information</li> </ul> </li> </ul> </li> <li>• Employee Information             <ul style="list-style-type: none"> <li>Correct Times</li> <li>Master List</li> <li>Payroll Report</li> <li>Timesheets</li> <li>Times by Date</li> <li>Times by Employee</li> <li>Emergency Information</li> <li>Immunization Dates</li> <li>Wage Estimates</li> <li>Incident History</li> <li>Scheduling                 <ul style="list-style-type: none"> <li>Employee Utilization</li> <li>Hours by Employee</li> </ul> </li> </ul> </li> <li>• Print Rosters             <ul style="list-style-type: none"> <li>Classroom                 <ul style="list-style-type: none"> <li>Check List</li> <li>Field Trip</li> <li>Information</li> </ul> </li> <li>Clocking Bus                 <ul style="list-style-type: none"> <li>Single Run Roster</li> <li>Multiple Run Roster</li> </ul> </li> <li>Program</li> </ul> </li> <li>• Ledger Reports             <ul style="list-style-type: none"> <li>Current Balances</li> <li>Daily Transactions</li> <li>Print Receipts</li> <li>Receipts Report</li> <li>Client Reports                 <ul style="list-style-type: none"> <li>Ledger Report</li> <li>Payment Statements</li> </ul> </li> <li>Subsidy Reports                 <ul style="list-style-type: none"> <li>Ledger Report</li> </ul> </li> </ul> </li> <li>• Time Reports             <ul style="list-style-type: none"> <li>Absentee Report</li> <li>Currently IN Report</li> <li>Classroom Totals</li> <li>Correct Times</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Time Reports cont.</li> <li>Client Attendance             <ul style="list-style-type: none"> <li>By Class</li> <li>By Program</li> <li>All Children</li> <li>Hours by Date</li> <li>Times Report by Child</li> <li>Daily Hours by Child</li> <li>Scheduling                 <ul style="list-style-type: none"> <li>Classroom Utilization</li> <li>Hours by Classroom</li> </ul> </li> </ul> </li> <li>• Financial Reports             <ul style="list-style-type: none"> <li>Billing Statement</li> <li>Aged Receivables</li> <li>Billing Summary</li> <li>Deposit Report</li> <li>Financial Statement                 <ul style="list-style-type: none"> <li>Normal Date Range</li> <li>Monthly Date Range</li> </ul> </li> <li>Income Report                 <ul style="list-style-type: none"> <li>Normal Date Range</li> <li>Monthly Date Range</li> </ul> </li> <li>Overdue Letter</li> <li>Collection Letter</li> <li>Subsidy Summary</li> </ul> </li> <li>• Rate Information Parent Rates             <ul style="list-style-type: none"> <li>Hourly</li> <li>Daily</li> <li>Weekly</li> <li>Bi Weekly</li> <li>Monthly</li> <li>Progressive</li> <li>Subsidy Rates                 <ul style="list-style-type: none"> <li>Hourly</li> <li>Daily</li> <li>Weekly</li> <li>Bi Weekly</li> <li>Monthly</li> <li>Progressive</li> </ul> </li> </ul> </li> <li>• Specialty Reports             <ul style="list-style-type: none"> <li>Mailing Labels</li> <li>Arizona                 <ul style="list-style-type: none"> <li>Subsidy Summary</li> <li>Times Report by Child</li> </ul> </li> <li>California                 <ul style="list-style-type: none"> <li>Facility Report</li> <li>Client Summaries                     <ul style="list-style-type: none"> <li>Regular Clients</li> <li>Subsidized Clients</li> </ul> </li> <li>Time Sheets by Child</li> </ul> </li> <li>Oklahoma                 <ul style="list-style-type: none"> <li>Times Report by Child</li> </ul> </li> </ul> </li> <li>Weekly Sign In/Out Sheets</li> </ul>
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## **Currently In Report / 911 Report**

The Currently In Report is useful when you do a walk through of your center. This report will display all of the children that are currently clocked into your center. The report includes the child's name, parent's name, time they were clocked in and emergency contact number.

Use this report during Fire Drills to verify that all children are present and accounted for.

NOTE: In order for this report to be accurate you must be absolutely strict about requiring parents to Sign IN/OUT children from the center.

## **Mailing Labels**

Go To Reports and Specialty Reports.


Mailing labels can be organized for All Clients, by Classroom, by Program, or for Employees.

You can create a standard Avery style Mailing Label if you have included address information in your client files. These are laser style 30 to a page.



# Employee List

MAGGEY Deluxe's Employee List is a complete list of your active employees. At the bottom of the screen you will find the Total Number of Employees. Go

to Daily – Employee Files or click the Toolbar button 

Select from the list of options:

- Press the Add Button to Add a new employee
- Press the Edit Button to Edit the highlighted employee.
- Press the Schedule Button to Edit Employee Schedules.
- Press the De-Activate Button to De-Activate an Employee
- Press the Activate Button to Activate a previously De-Activated Employee.
- Press the Time Clock Note Button to Edit an existing Employee.
- Press the Incidents Button to Add an Incident.

## Add Employees

To open your Employee Information choose Employee Options from the toolbar or click DAILY and Employee Files

Click ADD to add a new employee:

- Enter the employee's Last name, First name and Middle Initial.

NOTE: In a hurry? Just enter their First and Last name and PIN. Click OK

- Enter their Social Security Number
- Enter a 4 digit PIN for use with WinTime
- If you use Employee Numbers, enter that number here.
- MAGGEY Deluxe will automatically fill in the Start Date or you can manually edit the start date.
- Enter the Address for the Employee.
- Enter Emergency Information, Medical Information, Immunization Information and their Scheduled Hours.

- Enter the pay rate. This used by the Employee Wage Estimates report. Based on the period entered and the hours worked this report will give you a Gross payroll estimate.

### **Employee Incidents**

Create Employee Incident Reports with MAGGEY so you have a permanent record of accidents and incidents in your center.

- From the Employee List screen Click on {button Incidents,}
- Select the Employee from the list
- Click Add New
- Enter the initials of the person entering the incident
- Select the type of incident - OTHER - Accident - Behavior - Medical are the available choices
- The date and time are entered by MAGGEY based on the current computer date and time
- Enter Problem - Describe the incident
- Enter Resolution - Describe what was done to resolve the problem
- Click Save to save the incident report
- Click Print to print a hard copy of the report

**NOTE:** Keep a hard copy for your files that can be signed by the staff member and the director.

### **Employee Schedule**

To select the Days an Employee will be working, click on "Check Box" below the date. To schedule the actual times the Employee will be present click on actual date. If you select a day that your center is not open MAGGEY Deluxe will let you know. You can Schedule Employees for the entire year or one month at a time.

By scheduling times of attendance you will be able you to more efficiently staff your center.

You can print several reports to provide you with Employee Scheduling information. Reports – Employee Information - Scheduling

# Bus Rosters

## Clock Roster In/Out

After you set up your Bus Rosters you will have the ability to clock children In or Out in groups. Children can be also assigned to more than one roster.

Chose Daily – Timeclock Options – Clocking/Bus Rosters

- Select the Roster to Clock In/Out and Press OK
- All children are automatically selected.
- Click on any child that is ABSENT to *Deselect* them.
- Enter the Time and select Clock IN or Clock OUT.
- Press OK.
- All children selected will be automatically clocked IN/OUT at the specified time.
- An Exception Report will print at the end and show any children that were not successfully clocked.

## Edit Times

You can get to Edit Times by clicking on  on the Toolbar or by Daily - Time Clock Options - Client Times.

The times for the month are shown on a grid and there is a separate line for each day of attendance.

- To Enter a new time click on the correct cell and enter the time. Times must be 4 digits and in 24 hour format.

Example 1: 8:06 AM would be entered as 08:06

Example 2: 2:06 PM would be entered as 14:06

- To Enter a time for a date not listed click {button Add New Date,}. Enter the time information and select the date.
- To Edit a time click on the cell that contains the time. Backspace the current time and enter the correct time.  
or
- To view the Auxiliary Time Information click on the cell that contains the time and click on Billing Info.

Auxiliary Time Information: Edit Program, Classroom, Parent Rate or Subsidy Rate information. If the time was entered by the Parent or Spouse or other Sponsor that will be noted. If you Edit the time the note will change to entered by Edit Times.

Using Auxiliary Time Information to correct billing problems.

Example: The child was assigned to a rate incorrectly. After posting the billing you realize this and make the appropriate change in the child's file. If the child was already clocked in/out on those days you will also need to make these retroactive changes to the time file.

Printing a time report: Click on Print to print a report of the times for the child and month selected.

## **Back Up and Restore**

***Before Backing Up or Restoring Data EXIT ALL External MAGGEY Modules including: WinTime (even if on a network), and Menus Deluxe***

Back Up's are saved on your hard drive. The default folder is C:\Program Files\Maggey Deluxe Backup. We suggest saving to a removable media source also such as a USB Flash Drive.

First Select Backup or Restore. You will be prompted to EXIT MAGGEY Deluxe.

If you want to change the Default Destination type the new destination on the text box. Be sure to include the name of the backup file.

Some examples for file names are:

maggey.zip  
maggeydeluxe.zip  
cmssc1.zip  
abc.zip  
jan2005.zip

You can choose a different name for your backups or keep with the same and just overwrite it. Some centers prefer to give dated names or the center name.

## **Task Calendar**

The Task Calendar allows you to enter Appointments and Tasks. This program automatically installs with MAGGEY Deluxe and is placed in your Start Up folder.

If you have subsidy clients the Task Calendar will also track Subsidy Cut Off Dates. When you enter a Cut Off date in a child's Subsidy file the date is also saved to your Task Calendar.

Double Click on Appointments in the Windows System Tray at the bottom of the screen, next to the current time.

To enter an appointment click on the date and then double click on the time to enter the appointment information.

To enter a task click on Add New Task.

# Wintime

With the WinTime module parents can sign children in/out of your center. If you charge your clients based on times of attendance WinTime is an essential tool to have. Times that MAGGEY gathers are used for a variety of reports and for billing.

Tip: MAGGEY Deluxe's NOTES TO CLIENTS feature allows you to leave personalized notes to your clients.

## Client Clock In/Out Instructions

### Clock In Procedure:

- To Clock In PRESS 1
- Enter your PIN
- Select children that are absent and Press Enter
- PRESS ENTER again to complete the process

### Clock Out Procedure:

- To Clock Out PRESS 2
- Enter your PIN
- PRESS ENTER

## Employee Clock In/Out Instructions

If you are using the WinTime Time Clock you can start the clock by Clicking on the WinTime Icon. As employees enter the center they will sign In/Out by using either the keyboard or one of MAGGEY 's Keypads.

- Press 1 for CLOCK IN or Press 2 for CLOCK OUT.
- Press ENTER. After you see the letter "E" Enter your 4 digit PIN.
- Select the Classroom you will be in by Pressing the corresponding #, Press Enter.
- Press Enter again to complete the Clock IN/OUT process.

If you make an error WinTime will alert you. To move back one step Press the Star \* key.

# Maggey Utilities

We include several utility programs with MAGGEY. They include:

**Repair Databases:** There are several reasons a database will corrupt. The most common reason that Microsoft gives is that the computer may have locked up or frozen when trying to write to the database. **The error code generated for a corrupt database is Run Time Error 3343 - Unrecognized database format...C:\Program Files\MAGGEY Deluxe\databasename.mdb.**

To repair a corrupted database:

- Click on Start - All Programs-MAGGEY Deluxe - Utilities - Repair Databases
- Click on Select Database
- On the list find the database name that was displayed in the error message.
- Click on the database and Click on OPEN
- Click on YES to repair
- If the repair was successful you will get a return message of Database Repaired Successfully
- Click on Cancel and Start MAGGEY

Database repairs are usually 99% successful but it's always a good idea to do a regular backup of you data in the event you need to restore a database file.

**Deactivated Maintenance:** In MAGGEY you can De-Activate clients who are no longer attending. At some point you may want to permanently Delete these clients. All data relating to these clients will be deleted.

Before doing any type of mass deletion of clients it's suggested that you BackUp your data to a USB Flash Drive or other media for safe keeping and archival purposes. Do a regular MAGGEY BackUp and name the file mmyybackup.zip.

- EXIT MAGGEY Deluxe, WinTime, and Menus Deluxe on **ALL** computers.
- Click on Start - All Programs-MAGGEY Deluxe - Utilities - Deactivated Maintenance Click Client, Children, or Employees
- Select from the list the persons you want to PERMANENTLY REMOVE from your MAGGEY Databases.
- Click OK and Confirm that you want to continue.

**Re-Index Ledgers:** This is a rarely used utility but we included it just in case your ledgers are having an indexing (out of order) problem.

- Click on Start - All Programs-MAGGEY Deluxe - Utilities - Re-Index Ledgers
- The default location is C:\Program Files\MAGGEY Deluxe, if your MAGGEY was installed in a different location you will need to type the location in.
- Click OK - You will notice the transaction #'s in the lower left hand corner. The program will make several passes in the Re-Indexing process.

**NOTE:** Re-Index Ledgers only works on the Current Year Ledger. If you receive a message LedgerYY.mdb not found you have the location set to an incorrect location.

**Update Databases:** We require that you run Update Databases with each update you receive. MAGGEY will display a message if you have not done this. Running Update Databases is our way of knowing you have the current databases for the version of MAGGEY you are using.

- EXIT MAGGEY Deluxe, WinTime, and Menus Deluxe on **ALL** computers.
- Click on Start - All Programs-MAGGEY Deluxe - Utilities - Update Databases
- The default location is C:\Program Files\MAGGEY Deluxe, if your MAGGEY was installed in a different location you will need to type the location in or select from the screen below the location. Find your MAGGEY Folder and click on it. The new location will replace the default location.
- Click on Yes
- You will receive a return message: "Your MAGGEY Deluxe Database files are now updated".
- Press Ok – Re start MAGGEY



## Error Codes

- **Run Time Error 13 Trying to Post Billing**

Solution: Most likely your center times of operation are not entered correctly. Enter Center Times in Military or 24 Hour Format

- **Run Time Error 3343 Unrecognized Database**

Solution: At the end of the message you will find the location of the database. To repair goto START - Programs - MAGGEY Deluxe - Utilities - Repair Database. Click on SELECT and locate and click on the database, Click Open and the Yes to repair.

- **WinTime displays incorrect time or date**

Solution: WinTime gets what time and date it is from your computer. If the time is incorrect adjust your computer time by Clicking on the time in the lower right hand corner of your Desktop. If you continue to loose time on your computer the internal battery is most likely in need of replacing.

- **Fields don't change or revert back in MAGGEY Deluxe**

Solution: Some fields require they have something in them, especially rates. If you are changing rates and wish to delete a number, say on overtime charge, you must replace the existing number with another number even if that number is a 0 (zero)

- **You installed an update and now you are back in "DEMO Mode" MAGGEY Deluxe, WinTime, and Menus**

Solution: When you install any of our updates you are required to re enter your user information including CD Keys. The keys are located on the original case or envelope that your MAGGEY CD came in. Call if you have misplaced and we will issue you new CD Keys.

# Introduction to Menu Deluxe

If you are a participant of the USDA CACFP, you'll want to consider MAGGEY's Menu Deluxe Module. Plan your meals, schedule up to 6 cycle menus, print meal calendars and production worksheets. Along with MAGGEY's WinTime Time Clock Module or by entering times manually, you can also print Weekly and Monthly Meal Totals and Monthly Attendance reports. All of our reports follow current CACFP guidelines. Menu Deluxe provides all the critical documentation needed to manage your food program successfully.

With Menu Deluxe you can:

1. Create meal lists (Breakfasts, Snacks, Lunch/Dinners)
2. Create up to six weekly menus from the list of meals. You can rotate through these menus in any order you want.
3. Print menu calendars.
4. Generate meal worksheets for each meal of the day.
5. Print a Point of Service report by classroom.
6. Generate a weekly meal count/audit sheet showing meals children were in attendance for.
7. Generate monthly summaries totaled by "Free", "Reduced", "Paid", and "Exempt".

## SET Up Meal Times



### Setting Your Meal Times – Remember to use Military Times

Click on Set up and Meal Times. Enter the times that each meal is served. The times you enter are based on the times you have contracted for on your CACFP contract.

These meal times are then compared with times collected by MAGGEY Deluxe to determine if a child was present and that you are eligible for reimbursement. Setting the meal times accurately will assure that you have been reimbursed for all of the meals that were served.

## Creating Meals



### Adding Meal Names

Click on Meal Options then Create Meals. If you are new to Menus Deluxe this screen will be blank.

To name the different meals: Click on Add and enter a short description for the meal. Select the type of meal: *Breakfast, Lunch or Dinner, or Snack.*

To change the name of a meal select the meal from the list and click Edit Name. Select Delete to delete the meal.

- ✓ We suggest entering the names for all of your meals at this time.
- ✓ Remember, whenever you create meal names, use names that adequately describe the meal so it will be easier to reference them later.
- ✓ Some meals may be seasonal so create versions of the meals to reflect seasonal fruit and vegetable availability.

### Adding Components

There are 4 components to a meal. They are: Meat, Fruit/Vegetable, Breads and Grains, and Milk. We also include a Condiments category for inventory purposes. You can either enter the component information yourself or select the component from the included Inventory List.

Put the cursor on the item line you wish to fill in and double click on the inventory item you want to include.

- ✓ We recommend the use of currently published federal guidelines for setting up your meals. We have included the latest data with our included accounts list but items may periodically change. Please verify your menus carefully.
- ✓ *If the item is 100% of the component, leave the Item % blank, otherwise fill in the whole number percentage that item satisfies for the whole component. The %/total for a component should equal 100%.*

### **Inventory Accounts**

Menus Deluxe includes an inventory list of the most popular items served by child cares. However, some sponsors allow other items that are not shown or do not allow some items that are.

The Inventory List is sorted by type of component. If you have your cursor in an inventory field for Breads and Grains the list will display all items available for that component.

- ✓ Check with your sponsoring organization for a list of approved items for your area. When you edit or create a new inventory item.
- ✓ If you enter a new item to the Inventory List enter the 1/4 cup serving equivalent for the item.

### **Calendar**

This is the description of the meal that will appear on the Menu Calendar. Click on the Calendar button and enter the long description of the meal. Click Ok when done.

- ✓ ***If the Calendar description is left blank, there will be no description on the printed Menu Calendar.***

### **Setting Up Menus**

To set up your menus click on Menu Options and Set up menus. There are six tabs, one for each of the six weeks. Menus Deluxe allows for Breakfast, Lunch, Dinner, and three snacks.

Place the cursor on the field for the day and meal you want to add a meal to. Select the meal from the appropriate list and *Double Click* on the meal name to add.

- ✓ **Plan all 6 weeks or any amount you desire. Click OK when done.**

### **Scheduling Menus**

After creating your menus they need to be scheduled. You can schedule menus up to five weeks in advance. Menus can go in any order you want. Click on Menu options and Schedule menus. Select the week and then the menu number 1-6. Be sure to fill in all weeks. Next, Update your Files by clicking Menu Options – Update Food Files.

- ✓ ***Updating the food files takes all of the information you have just input and saves it to a file for Menus Deluxe to use to create your menus and production worksheets. Click on Menu Options - Update Food Files.***
- ✓ ***Anytime you change a meal or menu or at least once per week, you will need to "Update Food Files". Run this option by clicking Menu Options then Update Food Files.***

## **Meal Ratios**

We have pre entered meal ratios based on current CACFP standards. When you create a Meal Worksheet these ratios are used to calculate the amount of food needed for the different age groups.

Consult the latest Food Buying Guide for the current ratios.

The Menu Deluxe Inventory List is based on 1/4 cup servings. If these ratios change or your sponsoring agency is different, make the changes here. Note that the items on the Inventory List will also need to reflect any changes.

## **Meal Worksheet Planning**

The Meal Worksheet, when printed, looks similar to the federally recommended worksheets. The worksheet includes all the completed calculations necessary to demonstrate compliance with federal guidelines.

There are four parts to creating the worksheet. They are: Entering the number of children in each age group you are planning for, the draft of the worksheet, the summary of number planned, and the actual worksheet.

To begin creating a Meal Worksheet: Click on Reports and Meal Worksheets: Select the date of the meal; enter the number of children you are planning to serve in each age group, and the meal type. Press OK to proceed to the next screen.

## **Draft of the Meal Worksheet**

Review the components on the worksheet here. Make any necessary changes and Click Continue.

- ✓ You can make One-time changes here. These changes will only affect this meal on this date.
- ✓ If you discover this morning you are out of Applesauce but have a can of Pears you can manually enter the serving information for the Pears as a substitute for the Applesauce.

## **Summary**

On the Summary screen the total number of children planned for each component is displayed.

If the information is correct Click OK to continue.

- ✓ Occasionally, you may wish to serve different items to different age groups. For instance you may have young children who should not be served foods that present a choking hazard to them. By listing the several components on the worksheet you can, at this time, determine which age group will receive each component.
- ✓ The summary defaults to the numbers you entered on the Planning screen.

## **Computed Meal Worksheet**

This is the actual computed Meal Worksheet. All components are factored based on the Meal Ratios for each age group and for the % total of the component. The amount of each component needed for this meal is listed in the column titled "Needed". To print the worksheet Click Print.

- ✦ ***Please Note: Before using the Menu's Deluxe Production Worksheet we suggest you verify acceptance. Some sponsors will not allow alternate forms. They could disallow meals if you did not use an approved form.***

## **Reports**

**Menus Deluxe includes the following reports:**

1. Weekly Menus - Print the menu for the current week and 5 weeks ahead.
2. Weekly Point of Service...By Classroom or Alphabetically for All Children
3. Monthly Attendance - Who attended during the month and their first day of attendance (requires WinTime or you must enter time manually)
4. Meal Counts...
  - Center Totals by Date
  - Monthly Meal Summary
  - Detailed Meal Counts....By Classroom or Alphabetically by Child
5. Times Report by Child

# Installing MAGGEY Deluxe on a Network

CMSC, Ltd. does not charge any additional fee for installing MAGGEY Deluxe software on a network drive. However, you must have appropriate rights on your network for MAGGEY Deluxe to function normally. Talk to your Network Administrator before installing any software on your network.

MAGGEY Deluxe's installation will default to C:\Program Files\Maggey Deluxe. Although this path is good on the shared computer, be sure to change this location when installing on the workstation. Step 3 of this document has more detailed instructions on how to do this. Here are some other simple rules that must be followed to accomplish the installation successfully.

1. The computers will be sharing the data files and program from one location. Be sure to share only that directory, it is not necessary to share the entire drive. Windows XP systems will not allow workstations to have access to the Program Files folder although it will allow access to individual directories shared within Program Files.
2. MAGGEY Deluxe cannot be accessed on the shared computer or server unless the currently logged in user on the workstation is also a user on the shared computer. Both workstation and server accounts must have the exact same name and at least be "Power Users" or have Administrative rights. Be sure that when you set up sharing on the drive that will be storing the MAGGEY Deluxe data, give users Read/Write rights or the ability for other users to change all files in the shared directory.
3. Windows Components: Each workstation that will run MAGGEY Deluxe must have all of the system files that we distribute with the software. This can be accomplished in two ways.

A: Install the system files by using the Workstation Install on your installation CD and then drag and drop a shortcut to MAGGEY.EXE, WinTime.EXE and Menus Deluxe.EXE on the Desktop.

OR

B: If you are using an older version of MAGGEY Deluxe and do not have a disk with the Workstation Setup program use your current installation disk. Using the SETUP.EXE for each program, **instead of pressing FINISH click on the Browse Button to the right of the Default Location and use the Network Neighborhood/My Network Places to select the path back to the server computer.** By doing this our installation program will install the needed system files and set up Icons on the Desktop and Start Menu automatically.

## **Technical Support**

MAGGEY Deluxe includes 1 Year of Technical Support.

After that, CMSC, Ltd. offers a yearly support plan which includes updates to the latest version of MAGGEY Deluxe and any other modules you currently own.

Normal support hours are from 8:00 AM - 5:00 PM Mountain Standard Time, Monday - Friday. We answer support questions via e-mail on weekends and holidays.

E-mail support: **info@maggey.com**

You can also visit our Web Site **<http://www.maggey.com>**

Click on Technical Support & Updates

Toll Free Support # 1-800-864-1657



### Version Comparison and Equipment Specifications

Feature	MAGGEY Deluxe <i>Standard Version</i>	MAGGEY Deluxe <i>SE</i>	MAGGEY Deluxe <i>LE</i>
<b># of Child and Parent Files</b>	<b>Unlimited</b>	<b>50 clients 100 children</b>	<b>30 clients 60 children</b>
<b>Employee Info</b>	<b>Unlimited</b>	<b>15</b>	<b>5</b>
<b>Emergency Info</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Subsidy Reporting</b>	<b>X</b>	<b>X</b>	
<b>Client Billing</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Immunizations</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Additional Sponsors</b>	<b>X</b>		
<b>Client Ledgers</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Auto Credit Debit</b>	<b>X</b>		
<b>Aged Receivables</b>	<b>X</b>		
<b>Enrollment Reports</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Print Receipts</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Time Clock Notes</b>	<b>X</b>		
<b>Bus/ Class Rosters</b>	<b>X</b>	<b>X</b>	
<b>Yr. End Statements</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Tech Support</b>	<b>1st Year Free</b>	<b>6 Months Free</b>	<b>60 Days Free</b>
<b>Child Scheduling</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Staff Scheduling</b>	<b>X</b>	<b>X</b>	
<b>Post Late Fees</b>	<b>X</b>	<b>X</b>	
<b>Waiting List</b>	<b>X</b>	<b>X</b>	
<b><i>Equipment specifications:</i></b>	Minimum 512 MB RAM		
Pentium III 750 Processor or better	Minimum 1 GB Free Hard Drive Space		
SVGA Display Resolution 1024x768	Windows 2000, Windows XP Home, Windows XP Pro, Windows Media Center Edition, Windows Vista		

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