



Nepean ProData – Kiincare Pty Ltd

Ph: (02) 4721 3590 Fax: (02) 4721 1479

## TABLE OF FEES as at 2nd April 2007

Details	inclusive GST
Replacement CD (at your request) (sent normal postage)	\$11.00
Strip datafile (new owner)	\$110.00
Additional Printed Reference Manuals	\$33.00
Training Manuals (at your request)	\$16.50
Training - 3 hour Basic *	\$110.00
Training - 4 hour Intermediate/Advanced *	\$143.50
Training - 5 hour Advanced *	\$176.00
To forward End of Year disks under specified 21 days (sent normal postage)	\$33.00
To forward End of Year disks under specified 21 days (sent Express Post)	\$44.00
Dishonoured Cheque	\$44.00

\* per person at our Training Centre at Penrith


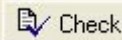


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## Using the new FAO Checker 4.0

(you may need to install the FAO Checker 4.0  
from the upgrade disk)

- Step 1:** Double click on the FAO Checker 4.0 shortcut icon on the desktop.
- Step 2:** Click on the  **Browse** button, you may need to navigate to the 'KiinCARE Studio' folder located on your C: drive.  
Double click on the current CCB datafile, (if you're not sure the last 8 digits should be the current date i.e. Year Month Day) this will load the file into the 'File to Check' window.
- Step 3:** Click on the  **Check** button.
- Step 4:** Click on the 'Save' button to save the 'Results' file also into your KiinCARE Studio folder.
- Note:** You may need to type in your 'Company Details', type them in and save the screen.
- Step 5:** A window then appears confirming the file has been saved, click on the OK button.
- Step 6:** You will be given the option to view the results in the 'Preview' window or in 'Notepad', you can select either.
- If the results are 'NO ERRORS FOUND', you can then forward the CCB file to Centrelink.**
- If you have errors you will need to correct them, run the lodgement again and run the FAO Checker until there are 'NO ERRORS FOUND'.



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# Electronic Lodgements

**IMPORTANT:** To lodge electronically with Centrelink, you must first register with them and obtain your 'User ID', 'Logon ID' and 'Password'.

**Step 1:** Go to 'File' (on the menu bar) down to 'Administration', click on the tab 'Settings', put a 'x' in the option 'Allow saving disk lodgement to any drive', click on the green tick.

**Step 2:** Go to 'Reporting' (on the menu bar) to 'CCB record', select the Year and Quarter from the drop down list and select the type of lodgement i.e:

- Primary statement or
- Supplementary statement

If you are a Before, After &/or Vacation Care Centre, you **MUST** select the type of lodgement you are compiling i.e.

- |   |  |
|---|--|
| <input checked="" type="radio"/> Print Before School Care | <input checked="" type="radio"/> Print Before_After Care |
| <input type="radio"/> Print After School Care             | <input type="radio"/> Print Vacation Care                |
| <input type="radio"/> Print Vacation Care                 | <input type="radio"/> Print Occasional Care              |
| <input type="radio"/> Print Occasional Care               |  |
- or

**Step 3:** Click on the '**ELECTRONIC LODGEMENT**' button.

**Step 4:** Save your Lodgement into your 'KiinCARE Studio' Folder located on your C: drive. (You may need to navigate onto your C: drive, then double click on the KiinCARE Studio folder).

**Step 5:** Print off the 'Summary Report', this is your record of the Lodgement, you will need to keep it.

**Step 6:** Don't forget to check your Lodgement with the FAO Checker 4.0 for errors. (See over)

**Step 7:** If you have 'NO ERRORS FOUND', you can log onto Centrelink and attach your Lodgement from the 'KiinCARE Studio' Folder which is located on your C: drive.



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# Lodgements to CD

**Step 1:** Go to 'File' (on the menu bar) down to 'Administration', click on the tab 'Settings', put a 'x' in the option 'Allow saving disk lodgement to any drive', click on the green tick.

**Step 2:** Go to 'Reporting' (on the menu bar) to 'CCB record', select the Year and Quarter from the drop down list and select the type of lodgement i.e:

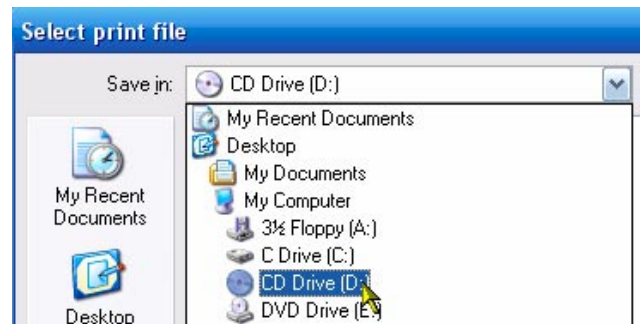
- Primary statement or
- Supplementary statement

If you are a Before, After &/or Vacation Care Centre, you **MUST** select the type of lodgement you are compiling i.e.

- |   |  |
|---|--|
| <input checked="" type="radio"/> Print Before School Care | <input checked="" type="radio"/> Print Before_After Care |
| <input type="radio"/> Print After School Care             | <input type="radio"/> Print Vacation Care                |
| <input type="radio"/> Print Vacation Care                 | <input type="radio"/> Print Occasional Care              |
| <input type="radio"/> Print Occasional Care               |  |
- or

**Step 3:** Click on the '**DISK LODGEMENT**' button.

**Step 4:** Save your Lodgement onto your 'CD DRIVE'. see below:



**Step 5:** Print off the 'Summary Report', this is your record of the Lodgement, you will need to keep it.

**Step 6:** Don't forget to check your Lodgement with the FAO Checker 4.0 for errors. (See over)



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## Increasing fees in the Daily Schemes

Step 1. Go to 'KINCARE' on the menu bar, down to 'Daily Schemes'.

Step 2: Double click on the scheme you want to increase the fees in, this takes you into the 'Edit a Daily Scheme' window.

Make sure you click on the 'Fees' tab to bring the fees forward as shown below:

Edit a Daily Scheme							
Code	A1	Name	50.00 Per Day Casual		Fees calculated Daily		
Hours		Fees					
Clear	Prd	Desc	From date	To date	Mon	Tue	Wed
X	1	Q1W1	2 JAN 06	8 JAN 06	50.00	50.00	50.00
X	2	Q1W2	9 JAN 06	15 JAN 06	50.00	50.00	50.00
X	3	Q1W3	16 JAN 06	22 JAN 06	50.00	50.00	50.00
X	4	Q1W4	23 JAN 06	29 JAN 06	50.00	50.00	50.00
X	5	Q1W5	30 JAN 06	5 FEB 06	50.00	50.00	50.00
X	6	Q1W6	6 FEB 06	12 FEB 06	50.00	50.00	50.00
X	7	Q1W7	13 FEB 06	19 FEB 06	50.00	50.00	50.00
X	8	Q1W8	20 FEB 06	26 FEB 06	50.00	50.00	50.00
X	9	Q1W9	27 FEB 06	5 MAR 06	50.00	50.00	50.00
X	10	Q1W10	6 MAR 06	12 MAR 06	50.00	50.00	50.00

Step 3: Locate the week you want to increase the fees from and select the amount appearing **next** to that week in the 'Monday' column. Type in the new fee and press the 'TAB' key on the keyboard. A confirmation message appears, click on 'Yes' to copy the change down the list.

Do the same for each day of the week.

Step 4: Check to ensure there are no typing errors, then click on the green tick to save the window.

Click on 'Yes' to the confirmation window about reorganisation.

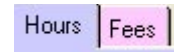


## REMOVING HOLIDAY HOURS

### Removing Hours in a Daily Scheme

Step 1. Go to 'KINCARE' on the menu bar, down to 'Daily Schemes'.

Step 2: Double click on the scheme you want, locate the week/s you want to remove the hour/s from. Leave the 'Hours' tab at the front.



Step 3: To remove the hours for the full week click on the **red cross left of the relevant week**, this will zero the hours for that week and won't charge fees for that week.

Step 4: After removing all the necessary holiday periods, click on the green tick to save the screen, and click on 'Yes' to the confirmation window.

### Removing the hours for one day only

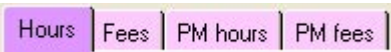
To remove the hours for one day only, locate the week and day and select the relevant hours by clicking the dragging the mouse across the hours for that day. Type in a '0' to remove the hours.

After each change a confirmation window appears, click on 'No' if you do not want the change to be repeated down that column.

Click on the green tick to save the screen, and click on 'Yes' to the confirmation window.

### Removing the Vacation Care hours for Before & After School Care

The Before & After schemes have 4 tabs instead of the usual 2 for Long Day Care. The 4 tabs are shown below:



The first two tabs 'Hours & Fees' relate to the morning session (**Before School**) the 3rd & 4th tabs 'PM hours & PM fees' relates to the afternoon session (**After School**).

You **MUST** clear **BOTH** the morning hours listed in the 'Hours' tab and the afternoon hours listed in the 'PM Hours' tab. **YOU DO NOT NEED TO REMOVE THE FEES.**

