

Harmony Light for Carers - Major Differences between 4.3.6 and v5.00

User Manual

The User manual has been completely re-written, and has a number of new features to assist you with Harmony Light v5.00

1. You can access the user manual by pressing the F1 key at any time;
2. It is context sensitive, which means that when you press F1, it will open the user manual on the specific page that coincides with where you are in the system.

Fees Schedules

Fee Schedules have been revolutionized:

1. They have a Start Date, so that you can import them before the old fees are obsolete;
2. If you need to do an old timesheet or a future estimate, Harmony will automatically select the correct generation of your fees to match the date of the timesheet/estimate;
3. You can now Import them directly from a CD;
4. To provide for deregulation, you are able to have more than two different fee schedules;
5. For a simple de-regulation system, use the schemes base fees and then nominate your own hourly component to add/subtract to the base fees. Two components can be nominated, one for standard hours and one for non standard hours;
6. You CANNOT deregulate (change) any of the items in the Scheme Rules section of Fee Parameters; these are global rules that MUST be maintained.

Parent/Child Details

A number of changes have been made to the child details that make the CCB calculation process more date oriented once the details have been set for a child:

1. School Age children must have a school Start Date so that Harmony can select the appropriate school percentage depending on the date of the timesheets/estimate;
2. Family Assessment Notice (AN) details are dated, so that when a family's assessment details change, you still have access to the old percentages and eligible hours;
3. Harmony now checks the number of 24 hour care sessions a child has, and restricts it to 14 (the normal annual limit). If the scheme co-ordinator grants an exemption for a specific child, this can be entered into the child's details;
4. You are able to enter a child's DSUP's payment details, and it will automatically display on your booking/contract and timesheets;
5. Harmony uses the number of children in care to determine which percentage to use. You are no longer able to type a percentage into a booking/contract or timesheet, you now select the number of children in care. Harmony then retrieves the correct percentage from the Assessment Notice details for the appropriately dated Assessment Notice to match the booking/contract/timesheet you are working on.

Bookings/Contracts

Bookings/Contracts have become much more flexible.

1. A booking/contract has a Start Date, so you are able to enter future booking changes as soon as you know what they are and Harmony will automatically use those details on the sign in sheets and when you do the timesheets;
2. You can now enter a true roster, with from 1 to 4 different weeks. Again, Harmony will use the correct details for the sign in sheets and the Timesheets;
3. You are now able to add DSUP details to your booking/contract, which will calculate when you do your timesheets.

Timesheets

There are a number of enhancements to make the timesheet process easier:

1. You will notice, that the Completed timesheet status has changed to Receipted. This is an automatic process, which occurs once you issue a receipt for a timesheet. The old Completed status was a manual process that many carers didn't do;
2. When you access the timesheet list, you are able to select the View from In Progress, Receipted or All timesheets. Receipted timesheets are displayed in Red;
3. Carers that have fairly consistent bookings are able to 'bulk' create timesheets from the bookings/contracts using 'Automatically Copy Timesheets'. This allows you to select the timesheet week once and then Tag all the children whose bookings/contracts Harmony should generate Timesheets for;
4. Remember: Even if you use this feature, you can still access an individual timesheet, once it has been copied, to make minor changes before saving it.

Receipts

There is a new feature, which provides and maintains a running balance of over payments by parents:

1. When you enter a receipt in v5.00, you firstly tell Harmony how much the parent has paid, then you tag as many timesheets as the payment will cover;
2. If a timesheet is NOT completely covered by the payment, Harmony will not let you tag that timesheet;
3. Harmony will provide a Child Care receipt for the timesheets that have been completely paid out, and if there is a balance, it will carry it forward to the next time you do a receipt for the parent;
4. There will never be an under payment as such, because Harmony won't allow a timesheet to be receipted until it is completely paid out. Therefore a short payment will always be stored as a balance carried forward;
5. Balances carried forward are NOT posted to the accounts as Income, because they are technically pre-payments. The income for the timesheet will ONLY be recorded in the accounts once you receive it in full.

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Accounts

We have attempted to simplify the accounts transaction process, and consequently have removed the old Master Detail functions of v4.3.6. In that mode you had to enter the total for the transaction and then make sure that all the items added up to that total:

1. If you have a docket for example from Woollies, and it has craft, stationary and books. You will now enter 3 separate transactions, one for each item instead of 1 transaction with 3 separate items;
2. There is a new feature, whereby you can type in the GST amount and ask Harmony to work out item cost for you. For example, a Woollies supermarket docket with some gst and some no gst. The gst amount is printed on the docket but you don't know which items it refers to;
3. You can leave the Private Percentage details until the end of the BAS period, and apply it in bulk once you know what it is. This feature allows you to enter a private percentage value, and then Tag all the transactions you want it to apply to.

Business Activity Statement

The BAS process has a couple of changes:

1. You are now able to select Annual BAS period as well as Monthly and Quarterly;
2. When you do your BAS, if you have a PAYG percentage from the ATO, enter it into the BAS dialogue, and it will calculate and print the PAYG estimate based on your Income totals.

Archives

The archive process is simpler to do, easier to view and/or recall the details of your archived families/children;

1. Archived families and children can be accessed at the click of the mouse by simply changing the View from Active to Archived;
2. There is no need to delete children's timesheets before you are able to archive a family;
3. You can view the archived details as easily as if they were still active;
4. You are able to produce a number of reports for archived families and children.

Email

We have added Simple MAPI email functionality, which most email clients support.

1. You are able to generate an email for Harmony Support, a family, an address book contact or a backup carer if they have a valid email address entered simply by clicking on the email now button. Harmony doesn't call your email client directly, but formats a special email dialogue for you to enter your message and add an attachment to;
2. You are able to bulk email families by formatting an email and then tagging all the families you want to send it to;
3. We are still working on the ability to email timesheets to the scheme and/or receipts to the parents.

Reports

All the reports have been re-designed, but most are similar to the v4.3.6 formats. There are a number of new/changed options:

1. You are able to print out address labels for parents/address book contacts to a range of address label formats;
2. You are able to re-print a whole range of receipts for a parent in one go;
3. There is a timesheet/receipt summary report which may be acceptable for the 30% rebate;
4. There is a new report which shows how much parents owe at any time;
5. If you select print booked times on the sign in sheets, they reflect the different booked times for children on rosters;
6. You can print out your chart of accounts;
7. You can now print out the daily child attendance schedule;

Additional Upgrade Options

There are two new registration options (small additional fee – call Harmony Support for details):

1. You are able to register more than one data folders, useful for Husband/Wife, Mother/Daughter etc who need two sets of books.
2. If you have a local area network (LAN) you can upgrade to a Multi-User license so that you can access Harmony from more than one PC at the same time, also useful for households with more than one carer.