

Class Control for Windows

Purpose

Class Control is designed to provide the school owner and administrative staff with the tools required to significantly reduce the time and effort required to track Students, Charges, and Payments on a day to day and month to month basis.

At the same time, it's designed to provide relevant information on overall Student enrollment makeup and the charges and receivables status of the school necessary to make informed, intelligent management decisions about the operation of the school.

Benefits

- ★ **Fast, consistent, accurate, and automatic charging when a student is assigned to or dropped from a class, including**
 - ✓ Multi-class discounts
 - ✓ Multiple family members discounts (recalculated when family members are dropped or added)
 - ✓ Special discounts (scholarships and staff discounts, etc)
 - ✓ Proration for missed classes in the first period.
- ★ **Significant savings in time and effort**
 - ✓ One step assigns or drops a Student from a class and adjusts the affected rosters and calculates (or recalculates) the charges for the family
 - ✓ Current rosters for the whole school or for an individual class can be printed with the click of a few buttons
 - ✓ Easy attendance tracking with absentee reports
 - ✓ Current, up to date invoices or statements can be printed at the click of a few buttons
 - ✓ No double entry for anything
- ★ **Payment processing is easy and family account information is readily available, including**
 - ✓ Current status
 - ✓ Upcoming charges
 - ✓ History of past charges
 - ✓ History of payments (including the ability to reverse a payment)
 - ✓ Available credits (including the ability to selectively apply credits)
- ★ **Revenue won't be lost because of forgotten charges or overlooked missed payments.**
- ★ **Management reports readily available to track school status and to help make important decisions**
 - ✓ School enrollment summaries by Class, Program, and school
 - ✓ School financial summaries with total charged, total paid, and total outstanding by Class, Program, and school
 - ✓ New student referral analysis
 - ✓ Drop reason summary
 - ✓ Number of active students by age groups
- ★ **More time is available to devote to other necessary tasks.**

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Features

- Designed from the ground up to be easy to use and understand
- Network Ready with Central Database and Simultaneous Access from Multiple Workstations
- Windows 95/98/ME/2000/NT/XP Compatible
- Supports Multiple Programs (For Example: Gymnastics and Dance and Martial Arts and . . .)
- Associates Families Together to Provide a Single Family Invoice and Family Discounts
- School Defined Rate Structures
 - ◆ Charges by Week, Month and/or Session
 - ◆ Allows a Flat Rate tuition charge per month or session, or charges based on the number of Classes in each month or session
 - ◆ Family total based on the total of the Tuition for each child or on the total of the hours for the whole family.
 - ◆ School Defined, Multi-level Family Discount Structure (Dollars or Percent Off)
 - ◆ School Defined Special Discounts applied on an individual Family or Student basis
- Supports Registration Charges on a Fixed Date for all Students or on the Registration Anniversary of each Student
- Registration and Tuition Charges Automatically Calculated Based on Class Assignments, Family Discounts and Special Discounts
- Support for Special Events, Additional Fees, and Retail Charges, including Inventory Management
- Supports Tax on Retail Items and Tuition (as required)
- Automatic Charge Recalculation for Additional Family Members, Class to Class Transfers, and Withdrawals
- Waiting Lists and Trial Class Lists
- Accounts Receivable Processing including Full, Partial, and Advanced Payment Tracking, Payment Reversals, Credit Balances, Coupon or Special Credits, Manual Charge Adjustment
- Automatic Late Charge and Early Payment Discount Support
- Supports Payments by Bank Draft Using NACHA Standards
- Prevents Overbooking Classes
- Simultaneous Access to All Program Functions
- Instructor Tracking
- Student Assignment History and Drop Reason Tracking and Analysis
- Multi-level Password Security protects entry to the system and access to each individual Menu Item as defined by the school

. . . And Much More

Reports

- Class Rosters (several formats)
 - Instructor Schedules
 - Classes with Available Space
 - Classes and Schedules (with Rates and Openings)
 - Invoices and Statements on paper or by E-Mail
 - Outstanding Due Report
 - Credit Balance Report
 - Check Deposit List
 - Bank Draft Reports
 - Receivable Summaries (charged, collected, outstanding)
 - Payment Receipts
 - Additional Charges Summary and Detail Report
 - Payment Details (with totals for Cash, Check, CC, Direct Debit, and Tax Collected and a summary by Program)
 - Tax Summaries (charge basis and tax collected for each defined tax)
 - Audit Report
 - Registration Anniversary Report
 - Mailing Labels, Mail/Merge files and E-Mails with Extensive Selectivity Control
 - Family and Student Information Report
 - School Totals for Active Students by Program, Class, Age Group, Daily Distribution, Referral Summary, and Drop Analysis Summary
 - Drop Analysis Reports (By Student and by Instructor)
 - Absentee Reports
- . . . And Many More

Minimum System Requirements

- IBM Compatible 486 / Pentium or Higher
- Windows 95/98/ME/2000/NT/XP
- 32 MB RAM
- 15" color monitor at 800x600 resolution
- 40 MB Free Disk space
- 2X CD-ROM Drive
- 3.5" Floppy Drive
- Mouse or other pointing device
- MAPI compatible e-mail program (like Outlook Express) for e-mail support