CDS - Changes

Introduction

The CDS – Client Data Sheet remains largely unchanged, with the exception of the Financials section.

The Financials section has been updated to provide greater visibility and easier access to the family's account and financial information.

The following changes have been made:

New Accounts Section

- **Financial Header** This shows the family's designated Account Type.

  If the client does not have an account, the Financials header will be followed by the text 'Type – Inactive'

  If the client has an account, the text will display the account type.

- **Settings** Account Management

  This section allows an administrator to create a Family Account for a client or manage an existing account. For Full details on creating and managing Family Accounts, please see the document **Setting Up Family Accounts**.

- **Invoice Schedules** The **Invoice Schedules** section is where fixed collections can be created, viewed and managed.

- **Email Communication** This area is used to store copies of account-related communication.

Changes to Existing Menu Items

Invoices

This section stores and provides access to all invoices that were created **before the client's Family Account was created**.

Payments

This section stores and provides access to all payments that were made **before the client's Family Account was created**.

Credits

Credits are automatically saved to the **Family Account** and cannot be edited once created. It is therefore important to ensure that all credit details are correct before saving.

If a credit has been entered incorrectly, it can be **contraed out** and replaced with a corrected credit.

Checkout

The **Checkout** option takes you to the new Checkout page. The new Checkout has been designed to make it quicker and easier to record standard payments. It also provides the ability to transfer an order to a **Family Account**. For a full overview of the new Checkout, access it by going to the **Main Menu,** select **MOR Money** and **Checkout**, next press **Help**

Ledger

This option gives you access to the Ledger.

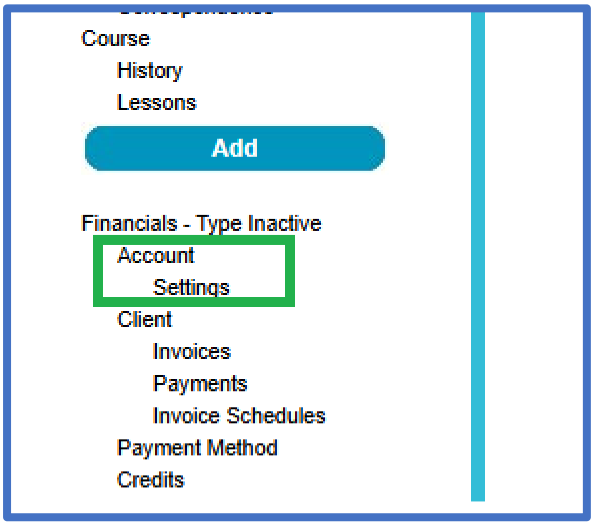
Please note, there is more information on the following page

Setting up an Account via the CDS.

To create an account for a family via the CDS, first access the **CDS record** for the family you want to create an account for.

Press **Settings** from the left-hand menu, as shown in **Image One** below. This will open the family's **Account Settings** page.

Image one



Once the **Account Settings** page is open, there will be six elements to review and configure. Although there are six items, most will be automatically populated based on the **Account Type** .

1. The Account Type you want to allocate to the family
2. The top up to amount:
    a. If you always want to collect all outstanding fees set this to £0.00.
    b. If you want to use SwimSoft's **Top Up System,** enter the amount you want

    Example – £60 Top Up

    i. If you set the Top Up To Amount to **£60**, SwimSoft will initially collect £60 from the client.
    ii. The account will then be used to pay for future lessons.
    iii. For example:
        1. The family starts the month with a **£60 account balance**.
        2. The family has four lessons at **£10 each** during the month.
        3. The £40 lesson fees are deducted from the account.
        4. The account balance is now **£20**.
        5. SwimSoft will calculate the amount required to return the account to the £60 Top Up amount.
        6. In this example, SwimSoft will create a **£40 bill**.

7. Once collected, the account balance will be returned to **£60**, ready to pay for the following month's lessons.

Client Hub Status – When ticked,

3. clients can see the financials page in the Client Hub. Note this is a planned feature and will be introduced in late 2026.
4. Shows who will be communicated with re the Account, re...
    a. Account Invoices.
    b. Account Receipts.
    c. Account Statements.
5. Communication Salutation – The salutation to be used on MOR Money – Account based email communication.

Below is an example of the Account setting page