Home > General

In the General screen displays center information, location, license, CACFP detail, and more,

1. From the navigator bar, click Home and then select General
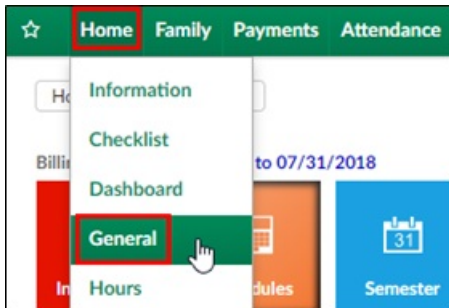
2. Listing Information
   - Center ID - this ID is auto generated by the system and will not be displayed anywhere else
   - Center Name - enter the name of the center or site. **Please Note**: This name will appear on statements sent to families

3. Internal Center Information
   - Internal Center ID - the identification used internally by the center
   - GL Accounting Code - enter the general ledger accounting code. This field can be used when setting up the general ledger codes
   - Payroll Center Code -enter the payroll code associated with a payroll center, if applicable
   - Cost Center Type GL - enter the cost center general ledger code if the center, if applicable
   - Rate Level - if the center is associated to a rate level, click on the blue i icon. The Rate Level section will not be displayed unless a rate level is setup in the Rates section
   - Subsidiary/Brand/Division/District - select the subsidiary associated to the center, if applicable. The Subsidiary drop down list will not be displayed unless a Subsidiary is setup in the Valid Value section
   - GL Department - if applicable, select the GL Department from the drop-down list. The GL Department drop down list will not be displayed unless a GL Department is setup in the Valid Value section

4. Location information - enter the address of the center
5. License Information
   - License Number - enter the license information for the center. If multiple licenses are needed, use license 2-3 also
   - License 2 number
   - License 3 number
   - Agency Account Number - enter the agency account number for the center

6. CACFP Information
   - CACFP Enrolled **Important**: This option must be set to Yes to track meals on the Meals > Entry screen and the InSite Classroom Serve Meals screen.
     - Yes - the center <u>is</u> a member of the Child and Adult Care Food Program
     - No - the center <u>is not</u> a member of the Child and Adult Care Food Program
   - CACFP Account Number - enter the account number of the CACFP account
   - CACFP Sponsor Name - enter the name of the sponsor associated to the CACFP account
   - CACFP Sponsor Number - sponsors phone number

7. Contact Information
   - Center Email (appears with listing) - enter the contact email address for the center
   - Phone Number - enter the phone number for the center
   - Fax - enter the fax number for the center, if applicable
   - Contact Name - enter the name of the contact at the center
   - Contact Email - enter the contact's email address. This is the email that will be sent the student information changes and automated emails to administrators in the system
   - Director Name - enter the name of the director of the center
   - Assistant Director Name - enter the name of the assistant director, if applicable
   - Office Coordinator Name - enter the name of the office coordinator, if applicable
   - Area Manager Name - enter the name of the area manager, if applicable
   - A/R Collector - enter the name of the A/R collector, if applicable
   - A/R Collector Email - enter the email address if the A/R collector, if applicable
   - A/R Specialist - enter the name of the A/R specialist, if applicable
   - A/R Specialist Email - enter the email address if the A/R collector, if applicable
   - A/R Inbox Email - enter the A/R inbox email address, if applicable

8. General Information
   - Center URL - enter the website address for the center. This is the website parents will be redirected to after clicking the Logout link from the Connect Portal
   - Operating hours - enter the hours for the center
   - Licensed Capacity - enter the capacity the center is licensed for
   - Available Capacity - enter the total capacity available
   - Age Range - enter the age range of students that can attend
   - Center Type - select the type of facility the center is
     - Corporate Center
     - Employer Sponsor
     - Franchise Center
     - Developer Center
     - Corporate Owned/Contract Based
     - Home Based
   - OP Code - enter the operation code, if applicable

- Profile - enter any profile information for the center
9. Click Save

<u>Actions Menu</u>

There are several items in the Action menu, including:

- Export Facility Information - all business and center level details from the Home > General screen are exported into an Excel file
- View Center Documents - displays all documents that have been uploaded
- View/Add Licenses - allows users to view uploaded documents and license information
- Upload a Company Logo - allows users to upload a logo for a specific site/center
- Setup License - allows users to add license information
- License Tracking - view licenses within the center