

Billing and payment processing

This workflow automatically generates monthly invoices for enrolled children, processes payments through multiple channels, and handles payment failures with parent notifications. It ensures timely billing cycles and reduces administrative burden while maintaining accurate financial records.

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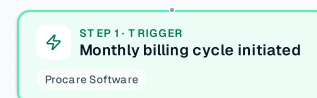


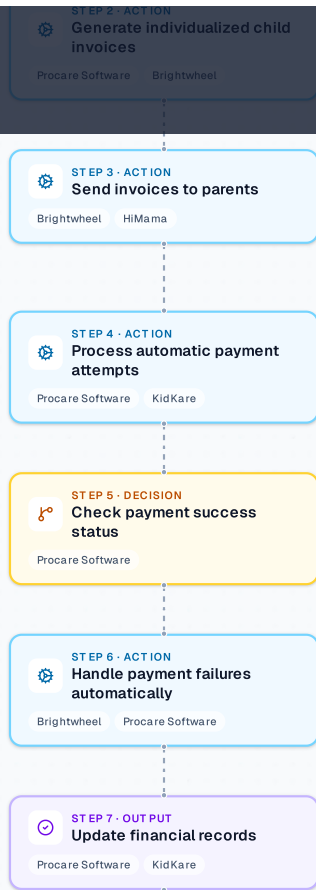
WORKFLOW TRIGGER

Monthly billing cycle date arrives (typically 1st or 25th of month)

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Monthly billing cycle initiated

The scheduled monthly billing date triggers automatic invoice generation for all actively enrolled children. System pulls current enrollment data and fee schedules.

2

 ACTION

Generate individualized child invoices

Creates detailed invoices for each child including tuition, meals, late fees, and additional services based on attendance records. Applies any sibling discounts or scholarship adjustments automatically.

Procare Software

Brightwheel

3

 ACTION

Send invoices to parents

Delivers invoices via email and in-app notifications to parent accounts with payment due dates and available payment methods. Includes detailed breakdown of charges and credits.

Brightwheel

HiMama

4

 ACTION

Process automatic payment attempts

Charges stored payment methods including credit cards, ACH transfers, and digital wallets for families enrolled in autopay. Processes payments securely through integrated payment gateways.

Procare Software

KidKare

5

 DECISION

Check payment success status

Evaluates whether automatic payments processed successfully or failed due to insufficient funds, expired cards, or other issues. Routes to appropriate follow-up actions.

Procare Software

6

 ACTION

Handle payment failures automatically

Sends immediate failure notifications to parents with retry options and alternative payment methods. Updates account status and applies late fees according to facility policies.

Brightwheel

Procare Software

7

 OUTPUT

Update financial records

Records all successful payments, outstanding balances, and applies credits to child accounts. Generates financial reports for administrative review and compliance documentation.

Procare Software

KidKare



Outputs

- Monthly invoices generated for all enrolled children

- Payment confirmations and failure notifications sent to parents

AI Business OS



Key Metrics

- Payment collection rate percentage
- Average time to payment completion
- Outstanding invoice count



Tools & Integrations

- Procare Software
- Brightwheel
- HiMama
- KidKare

AI Business OS

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