Early Tree

EARLY TREE SUPPORT · GUIDE

Billing

Sessions, booking patterns, invoices and payments

EARLY TREE VERSION
2026.11

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FOR
Managers, owners and administrators

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

Contents

Billing: sessions, booking patterns, invoices and payments. These steps match Early Tree 2026.11; for another version, see help.earlytree.co.uk.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

BILLING

Billing

WHO IT'S FOR

Manager Owner Administrator

WHERE TO FIND IT

Invoices & Payments

Early Tree invoices from what each child is booked for. **Session types** set what a session costs (or that it's funded), each child's **booking pattern** says which sessions they come for, and the monthly **billing run** turns those into invoices for you to check, approve and release to parents.

Funded and paid time are always separate sessions. A funded session has no price and counts against the child's funding entitlement; a paid session has a price. Invoices show funded hours at £0.00, on their own lines, so parents and local authority audits can see exactly what was funded.

Guides in this area

Guide	When
Sessions and booking patterns	Setting prices, and booking a child in
Monthly invoices and payments	Each month's billing run, payments, credit notes and arrears

BILLING

Billing: sessions and booking patterns

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager, Owner, Administrator	**Settings** › **Session Types**	A few minutes per session or child	Permission to change settings (session types) and children's records (booking patterns)

Purpose

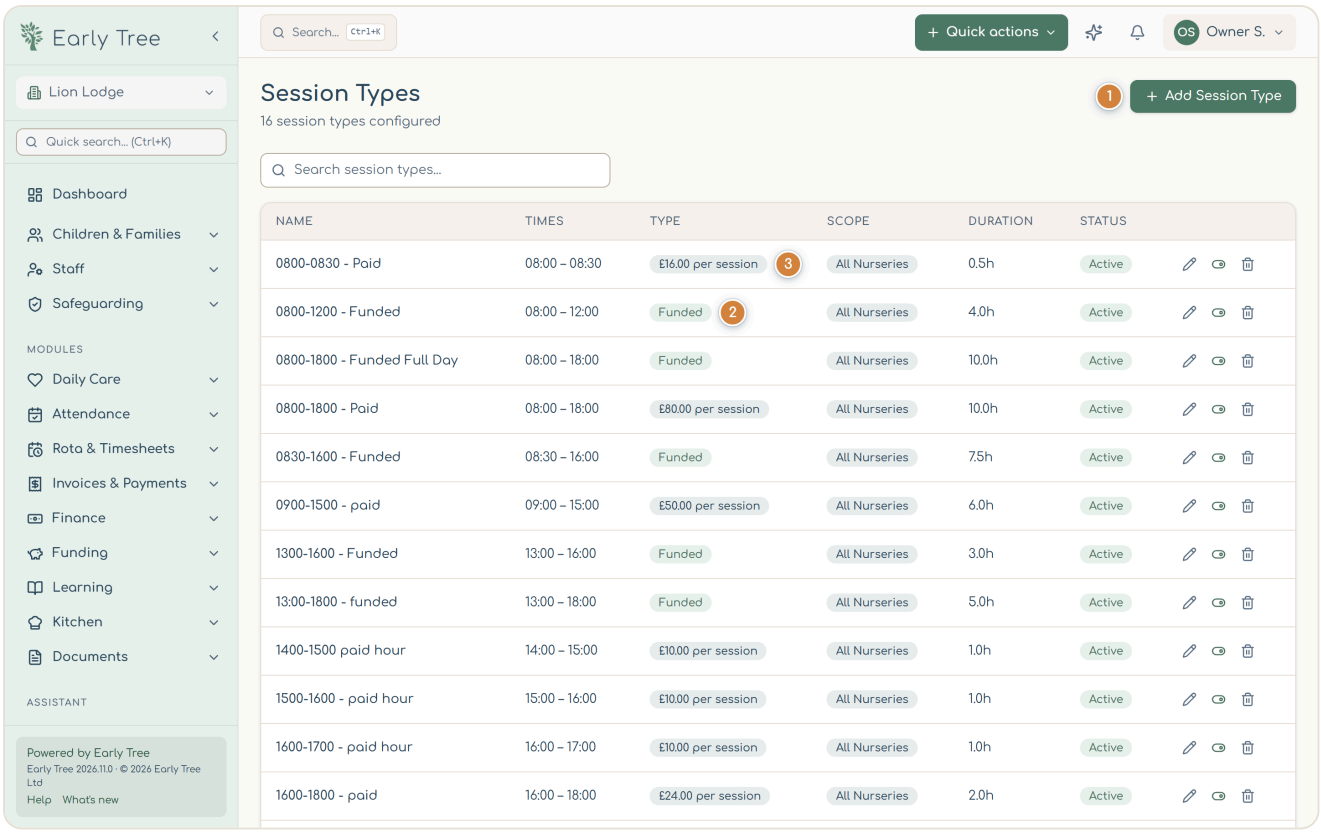
Set what each session costs, or that it's funded, and say which sessions each child comes for. Registers, ratios and invoices all follow from the booking pattern.

Before you start

- Decide your sessions: for example a funded core of 08:00 to 12:00, with paid time before or after.
- A child's booking needs a room: assign one on their record first.

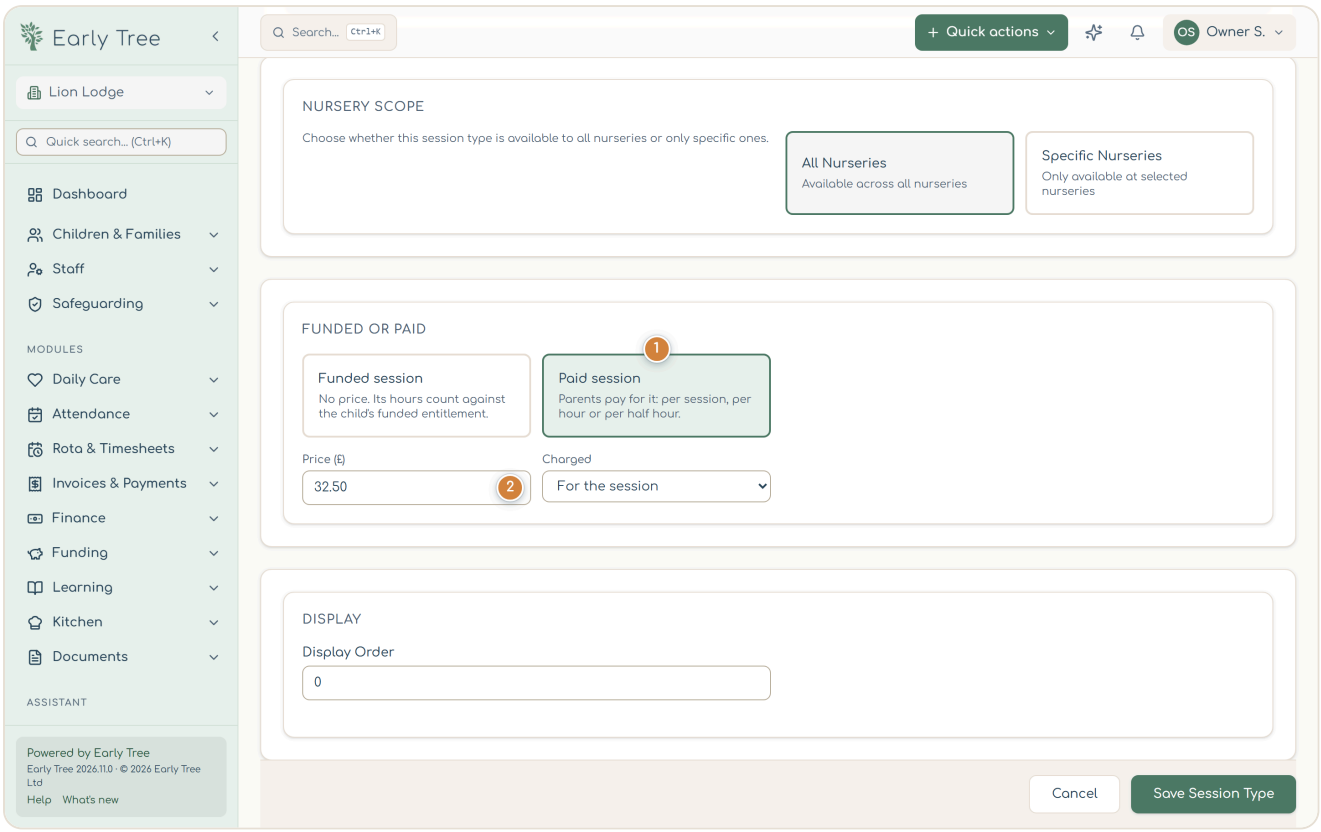
Session types

1. Open **Settings** and select **Session Types**. Each session shows its times and either **Funded** 2 or its price 3.
2. Select **Add Session Type** 1.



Session types: funded (no charge) and paid.

1. Enter the **Name**, and the **Start Time** and **End Time**.
2. Choose which nurseries it's for.
3. Under **Funded or paid**, choose **Paid session** 1 and enter the **Price (£)** 2, charged for the session, per hour or per half hour. For a funded session, choose **Funded session** and tick the funding types it can be claimed under.
4. Select **Save Session Type**.

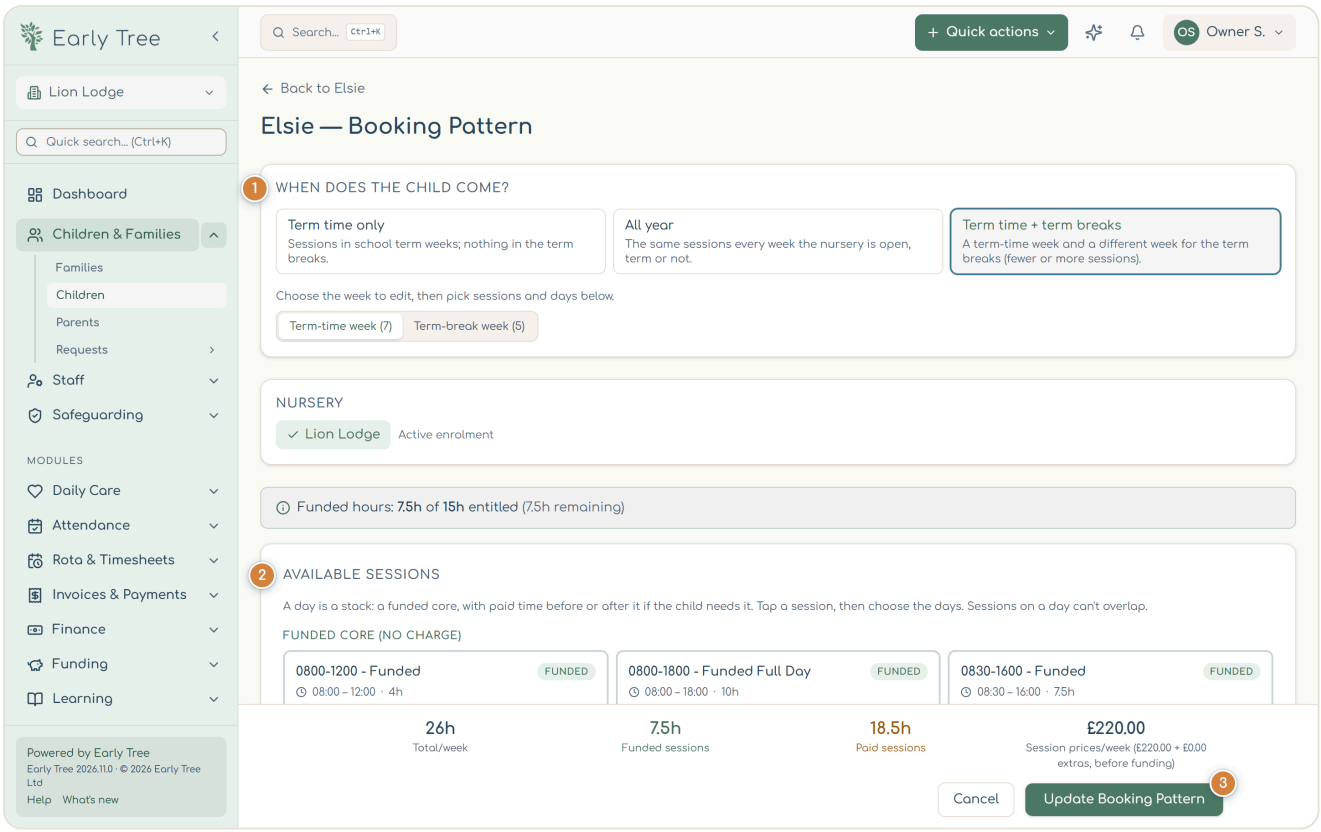


A paid session type.

Extras (for example, lunch or nappies) are set up the same way under **Settings › Extras**, with a default amount.

A child's booking pattern

1. Open the child's record, the **Bookings & funding** tab, and select **Set up a booking** (or **Change booking**).
2. Under **When does the child come?** 1, choose **Term time only**, **All year**, or **Term time + term breaks** (a different week for the breaks).
3. Under **Available Sessions** 2, select a session, then the days. A day is a stack: a funded core, with paid time before or after it if the child needs it. Sessions on a day can't overlap.
4. Set the date the pattern **Starts on** (or **Takes effect from**, for a change), and an end date if there is one.
5. Check the totals at the bottom (total, funded and paid hours, and the weekly price), then select **Save Booking Pattern** or **Update Booking Pattern** 3.



A booking pattern. The line above the sessions shows the funded hours used against the child's entitlement.

What you should see

> The child's record shows the new booking pattern, and from its start date they appear on the register and are invoiced for it.

Common problems

"A paid session needs a price" or "Choose at least one funding type".

Every session is either paid (with a price) or funded (with the funding types it can be claimed under), never both.

Save is disabled and the funded hours line is red.

The pattern books more funded hours than the child is entitled to. Funded sessions are never part-charged: book fewer funded sessions, or paid sessions for the extra time.

"No funding entitlement for the current term".

Record the child's entitlement first (see Funding entitlements).

"Assign a room before...".

Give the child a room on their record, then come back.

Related guides

- Monthly invoices and payments
- Funding entitlements and agreements

BILLING

Billing: monthly invoices and payments

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager, Owner, Administrator	**Invoices & Payments** › **Invoices** › **Generate Monthly**	About 20 minutes a month	Permission to manage invoices

Purpose

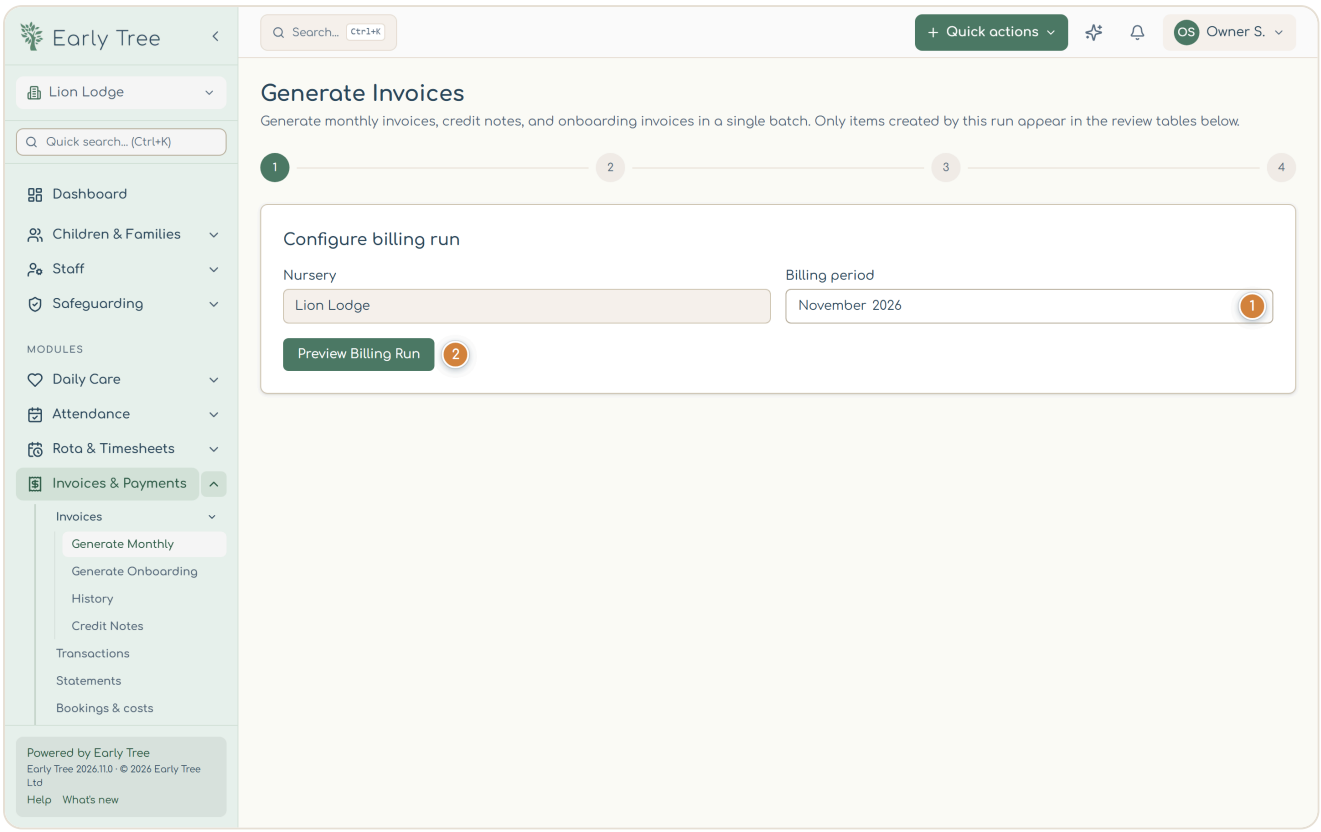
Bill each family once a month from what their children were booked for, with funded hours shown at £0.00, and keep track of what's paid and owed.

Before you start

- Booking patterns and funding entitlements are up to date.
- The month's registers are signed off. Differences between the signed-off register and what was invoiced are settled with credit and debit notes in a later run.

Run the month's invoices

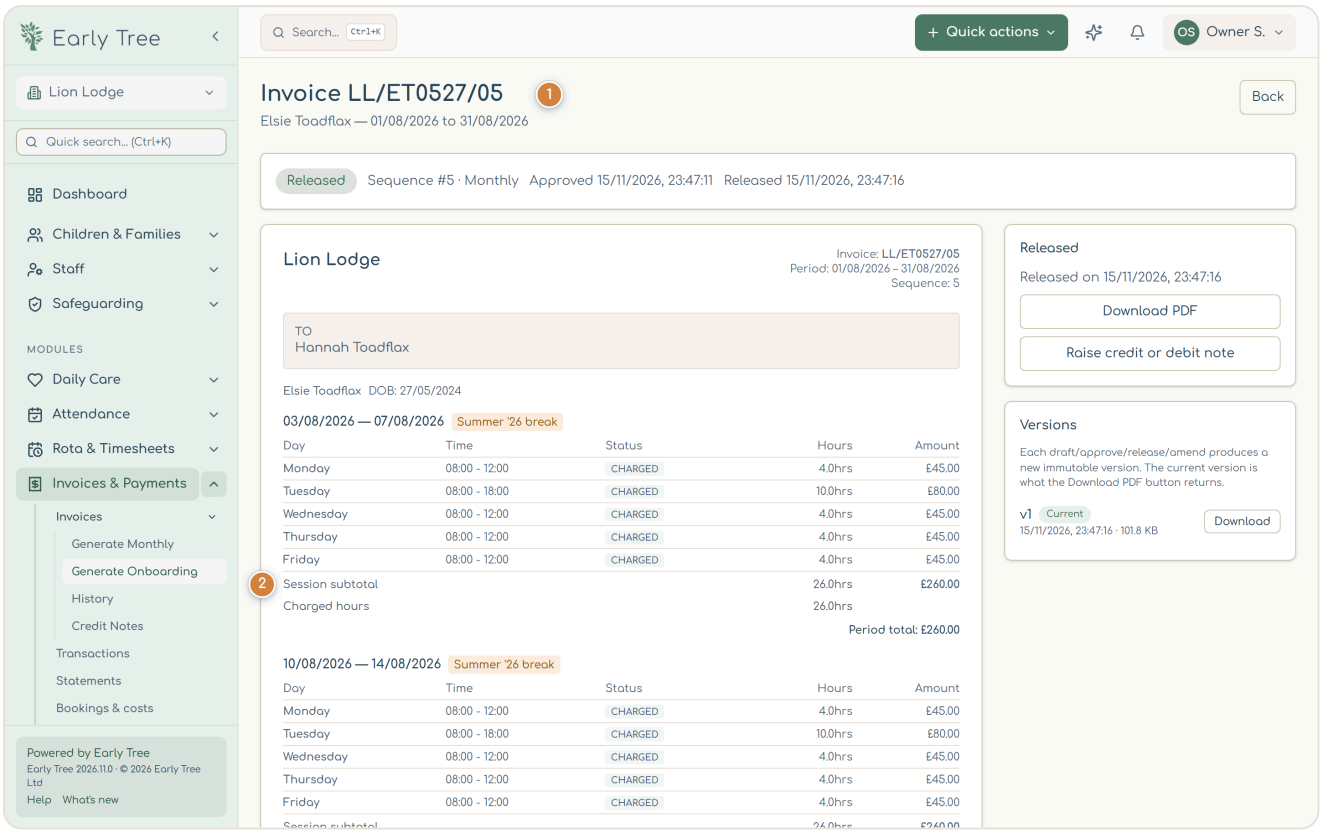
1. In the menu, select **Invoices & Payments**, then **Invoices › Generate Monthly**.
2. Choose the nursery and the **Billing period** 1 (the month), and select **Preview Billing Run** 2.
3. Read any warnings (for example, weeks not yet signed off, or no term dates for the month), and check the counts of invoices and credit or debit notes.
4. Select **Execute Billing Run**. The invoices are created as drafts.
5. Review them, then **Submit for review**, **Approve** and **Release**, one at a time or with **Submit all for review**, **Approve all** and **Release all**. Releasing emails the invoice to the parents.



Generate Invoices: choose the month, then preview.

Check an invoice

An invoice lists each week's days with their hours and amounts, and each week's totals (2). Funded days show **Funded** and £0.00, and the totals then include the week's funded hours as well as the charged hours. From the invoice you can **Download PDF** and, once it's released, **Raise credit or debit note**.



An invoice for August, a term break, so every hour is charged.

Record a payment

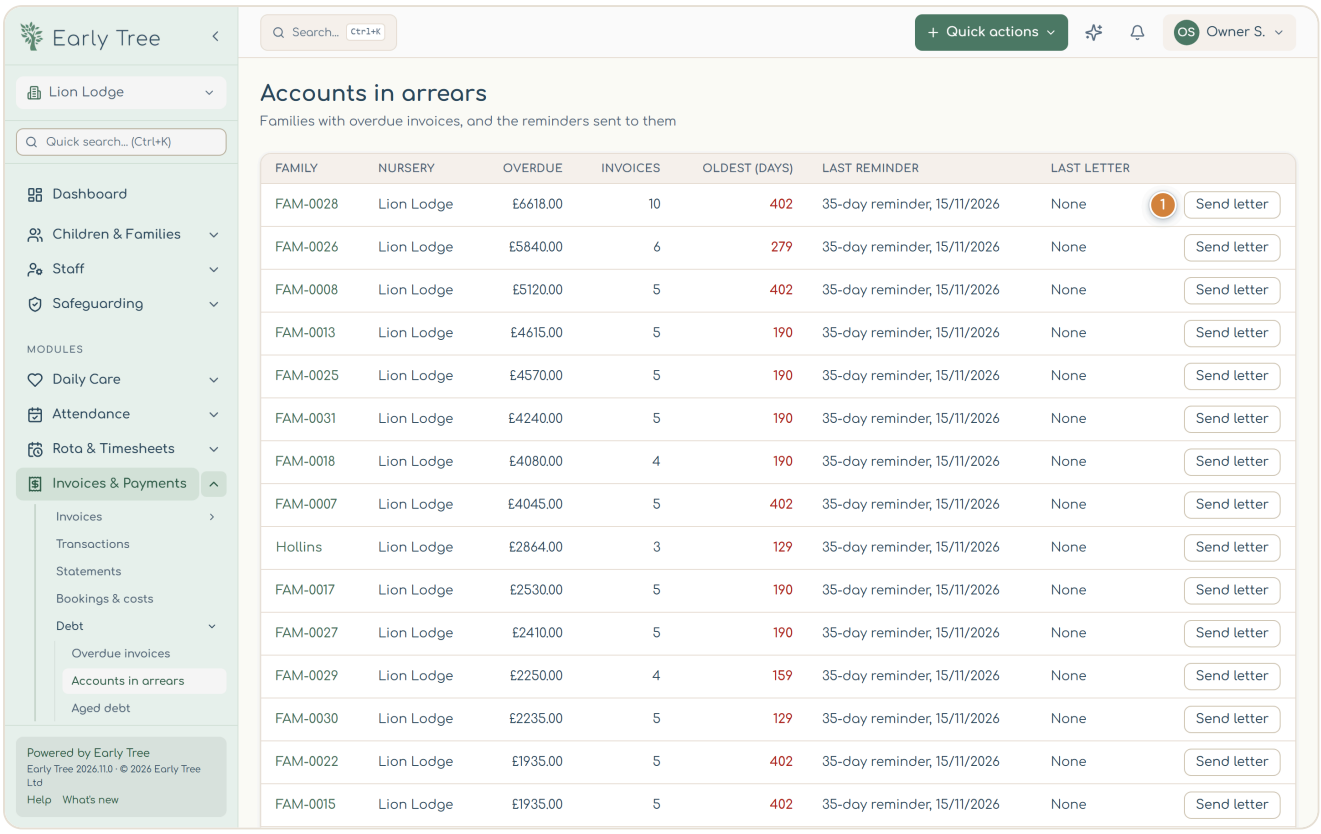
1. Open **Invoices & Payments › Transactions** and select **Record Payment**.
2. Find the child, enter the **Amount**, **Payment Method** and **Payment Date**, and a reference if you have one.
3. Select **Record Payment**.

Credit and debit notes

On a released invoice, select **Raise credit or debit note**, choose **Credit note (money back)** or **Debit note (extra charge)**, give a reason and the lines, and select **Raise draft credit note**. It goes through review and release like an invoice. Funded hours are never charged: a debit note is for paid hours and extras only.

Arrears

Invoices & Payments › Debt shows overdue invoices, accounts in arrears and aged debt. On **Accounts in arrears**, **Send letter** (1) sends a **Friendly reminder**, **Firm reminder** or **Final notice** to the family; it's kept on the family's account.



Accounts in arrears.

Common problems

"N weeks not yet signed off".
Sign off the registers for those weeks first, so invoices and registers agree.

An invoice has nothing on it.
The child has no booked sessions that month. Releasing it asks you to confirm before emailing the parents.

An invoice is wrong after it's been released.
Don't change it: raise a credit or debit note, so the record stays complete.

Related guides

- Sessions and booking patterns
- Funding entitlements and agreements