

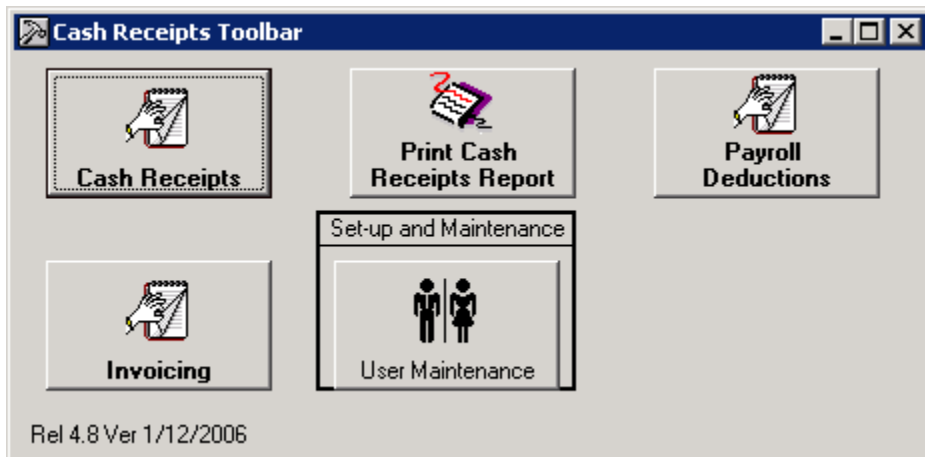
UTHSC Billing And Invoicing

To use the Billing and Invoicing Software, first you must open the Cash Receipts Toolbar by finding the shortcut and double clicking on it:



Cash Receipts With Invoicing Toolbar

This will open the following:



will open the invoicing window.



will open the Cash Receipts Form



will create a Cash Receipts Report



will open the Payroll Deduction interface



will open the User Maintenance program

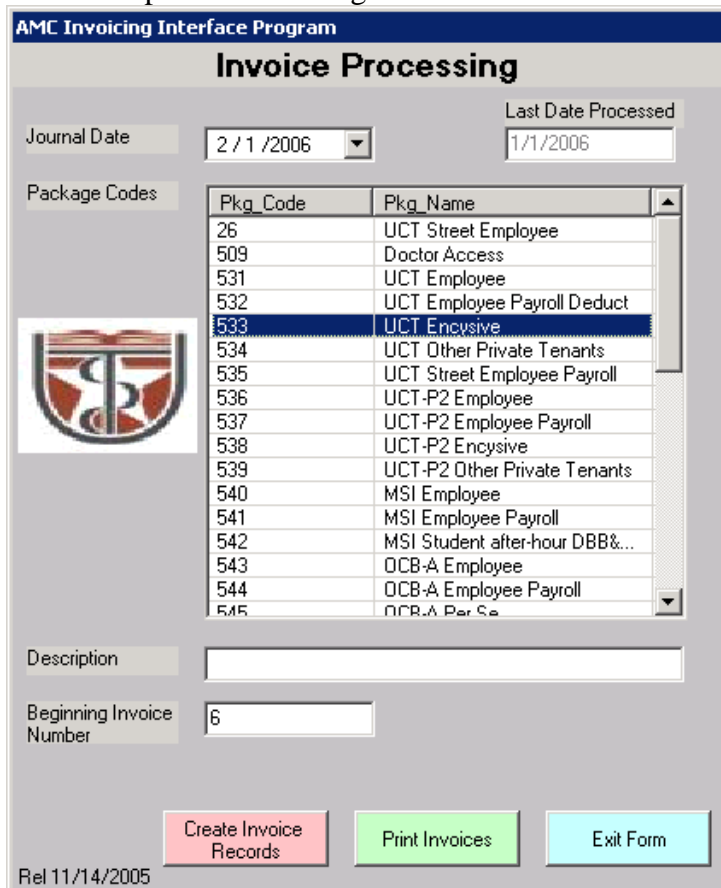
Invoicing:



To invoice your customers you first need to click on the



button.

This will open the invoicing screen:

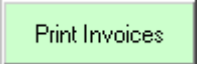




Pkg_Code	Pkg_Name
26	UCT Street Employee
509	Doctor Access
531	UCT Employee
532	UCT Employee Payroll Deduct
533	UCT Encysive
534	UCT Other Private Tenants
535	UCT Street Employee Payroll
536	UCT-P2 Employee
537	UCT-P2 Employee Payroll
538	UCT-P2 Encysive
539	UCT-P2 Other Private Tenants
540	MSI Employee
541	MSI Employee Payroll
542	MSI Student after-hour DBB&...
543	OCB-A Employee
544	OCB-A Employee Payroll
545	OCB-A Per Se

Create Invoices

1. You need to choose a . This is the date that will appear on the invoices. You can choose any date that you would like. It is recommended that you choose the same date each month to avoid confusion.
2. Next you need to choose which package/s you want to invoice. You can choose one or you can choose multiples by holding down the 'Ctrl' key and click each one that you want. (Notice the highlighted one in the picture.)
3. Once you have chosen your Journal Date and Packages, click . This will create the invoices and show balances for the customers. A window will appear telling that it has completed.

Printing Invoices:

1. To print invoices you must choose the same Journal date that you chose when creating the invoice/s
2. Next click . This will open a window showing the invoice/s.
3. From this window click the print icon  at the top to print the invoices.
4. See attached sample of invoice.

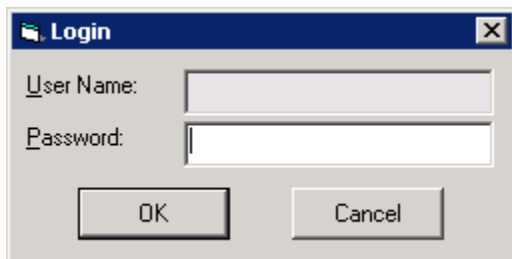
When you are done invoicing, simply click .

Cash Receipts

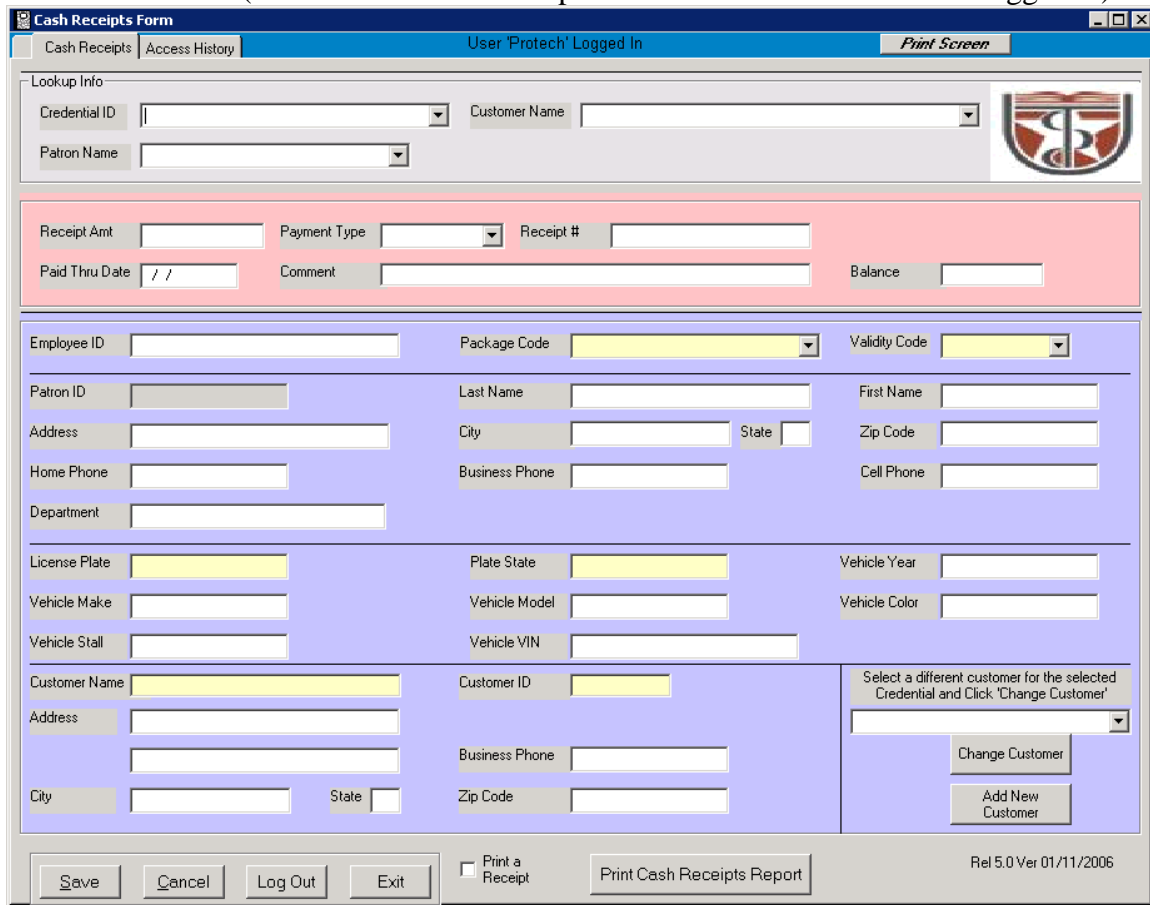
Cash Receipts is used to receive money from your customers and can also be used to make changes to credentials.



To use Cash Receipts click on the button. It will open the cash receipts form and ask for a password.

A 'Login' dialog box with a title bar containing a close button. It has two input fields: 'User Name:' and 'Password:'. Below the fields are 'OK' and 'Cancel' buttons.

Enter your password here to be able to use the form. The password is used for reporting, to know who took in what money. After you enter your password the following window will be available. (Please not that on the top of the window it shows who is logged in)

A complex 'Cash Receipts Form' window. The title bar shows 'User 'Protech' Logged In' and a 'Print Screen' button. The form has tabs for 'Cash Receipts' and 'Access History'. It includes a 'Lookup Info' section with dropdowns for 'Credential ID', 'Customer Name', and 'Patron Name'. A pink-shaded section contains fields for 'Receipt Amt', 'Payment Type', 'Receipt #', 'Paid Thru Date', 'Comment', and 'Balance'. Below this is a large purple-shaded section with multiple rows of input fields for 'Employee ID', 'Package Code', 'Validity Code', 'Patron ID', 'Last Name', 'First Name', 'Address', 'City', 'State', 'Zip Code', 'Home Phone', 'Business Phone', 'Cell Phone', 'Department', 'License Plate', 'Plate State', 'Vehicle Year', 'Vehicle Make', 'Vehicle Model', 'Vehicle Color', 'Vehicle Stall', and 'Vehicle VIN'. At the bottom of the purple section are fields for 'Customer Name', 'Customer ID', 'Business Phone', 'City', 'State', and 'Zip Code', along with a 'Change Customer' button and an 'Add New Customer' button. The bottom of the window has a grey bar with 'Save', 'Cancel', 'Log Out', and 'Exit' buttons, a 'Print a Receipt' checkbox, a 'Print Cash Receipts Report' button, and the version string 'Rel 5.0 Ver 01/11/2006'.

To look up a credential use the “Lookup Info” box shaded grey.

You can look by:

Credential ID

if you know the number on their badge you can type it here directly

Customer Name

this is the name of account or customer responsible for paying for the credential. When you lookup by customer you will see in the pull down menu all credentials on that customers account.

Patron Name

you can search by last name here. As a tip if you click the down arrow then start typing it is easier to find the correct person.

Once you choose a credential the remaining fields on the form will populate with that credentials information.

Receiving Payment:

Receipt Amt	<input type="text"/>	Payment Type	<input type="text"/>	Receipt #	<input type="text"/>	
Paid Thru Date	12/15/2007	Comment	<input type="text"/>		Balance	\$0.00

1. Look up the individuals credential.
2. Notice in the bottom right of the pink area shows the customer's balance. This is the balance for the entire customer account.

Balance	\$0.00
---------	--------
3. Next enter in the amt of payment received. You do not need to put in the '\$' sign.

Receipt Amt	<input type="text"/>
-------------	----------------------
4. Choose Payment Type. You can choose CASH, CHECK, CREDIT, or OTHER.

Payment Type	<input type="text"/>
--------------	----------------------
5. Enter in Your Receipt Number.

Receipt #	<input type="text"/>
-----------	----------------------
6. Change the Paid Thru Date to the correct date.

Paid Thru Date	12/15/2007
----------------	------------
7. Enter any Comments you would like to appear on the report.

Comment	<input type="text"/>
---------	----------------------
8. If you would like to print a receipt after accepting payment, click the check box

<input type="checkbox"/>	Print a Receipt
--------------------------	-----------------

 on the bottom of the window labeled 'Print a Receipt'.
9. Now you can choose to save the payment, making it effective, by clicking

Save

. Saving changes the paid thru date on all Credentials on that customer account.

Modifying a Credential:

Employee ID	1234	Package Code	Protech Access	Validity Code	Issued
Patron ID	1471	Last Name	MANCL	First Name	ROBERT
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
Home Phone	<input type="text"/>	Business Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Department	<input type="text"/>				
License Plate	<input type="text"/>	Plate State	<input type="text"/>	Vehicle Year	<input type="text"/>
Vehicle Make	<input type="text"/>	Vehicle Model	<input type="text"/>	Vehicle Color	<input type="text"/>
Vehicle Stall	<input type="text"/>	Vehicle VIN	<input type="text"/>		
Customer Name	PROTECHACCESS	Customer ID	PA	Select a different customer for the selected Credential and Click 'Change Customer'	
Address	<input type="text"/>	Business Phone	<input type="text"/>	PROTECHACCESS - PA	
City	<input type="text"/>	State	<input type="text"/>	Change Customer	
Zip Code	<input type="text"/>			Add New Customer	

In the blue area of the Cash receipts Form is all the information in the system for the chosen credential.

1. You can change any of the credential information on this screen.
2. You can make changes at the same time as accepting a payment and then Save.

3. You have the ability to change the Package the customer is in (where they can park)
4. You can change the Customer Account the credential belongs to. (must be done separate for receiving money)

Access History:

The Second Tab on the Cash Receipts Form is Access History.

DateTime In	DateTime Access	device name	Access Code	Reason	Description
2006-01-19 16:58:00.00	1/19/2006 4:58:00 PM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT
	1/19/2006 1:52:00 PM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2006-01-12 16:53:00.00	1/12/2006 4:56:00 PM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
	1/12/2006 4:53:00 PM	SON/SPH East Entry R	GRANTENTRY	NORMAL	ENTRY
2006-01-12 16:27:00.00	1/12/2006 4:46:00 PM	UTHSC-P Doc Fannin E	GRANTEXIT	NORMAL	EXIT
	1/12/2006 4:27:00 PM	UTHSC-P Doc Main En	GRANTENTRY	NORMAL	ENTRY
2006-01-12 12:00:00.00	1/12/2006 12:01:00 PM	UTHSC-P Doc Fannin E	GRANTEXIT	NORMAL	EXIT
	1/12/2006 12:00:00 PM	UTHSC-P Doc Main En	GRANTENTRY	NORMAL	ENTRY
2006-01-10 10:00:00.00	1/10/2006 10:00:00 AM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
2006-01-10 09:14:00.00	1/10/2006 9:19:00 AM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT
	1/10/2006 9:14:00 AM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2006-01-09 12:45:00.00	1/9/2006 1:15:00 PM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT
	1/9/2006 12:45:00 PM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2006-01-09 11:26:00.00	1/9/2006 11:40:00 AM	LH Pressler Exit Rdr 5	GRANTEXIT	NORMAL	EXIT
	1/9/2006 11:26:00 AM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2006-01-06 12:42:00.00	1/6/2006 12:42:00 PM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
2006-01-06 11:42:00.00	1/6/2006 11:59:00 AM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
	1/6/2006 11:42:00 AM	SON/SPH East Entry R	GRANTENTRY	NORMAL	ENTRY
2006-01-04 12:38:00.00	1/4/2006 1:38:00 PM	UTHSC-P Doc Main Exi	GRANTEXIT	NORMAL	EXIT
	1/4/2006 12:38:00 PM	UTHSC-P Doc Main En	GRANTENTRY	NORMAL	ENTRY
2005-12-14 15:34:00.00	12/14/2005 3:41:00 PM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT
	12/14/2005 3:34:00 PM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2005-12-14 15:18:00.00	12/14/2005 3:19:00 PM	OCB-A Exit Reader	GRANTEXIT	NORMAL	EXIT
	12/14/2005 3:18:00 PM	OCB-A Entry Reader	GRANTENTRY	NORMAL	ENTRY
	12/14/2005 3:17:00 PM	OCB-B Entry Reader	GRANTENTRY	NORMAL	ENTRY
2005-12-14 15:17:00.00	12/14/2005 3:17:00 PM	OCB-B Exit Reader	GRANTEXIT	NORMAL	EXIT
2005-12-14 14:54:00.00	12/14/2005 3:09:00 PM	LH Pressler Exit Rdr 5	GRANTEXIT	NORMAL	EXIT
	12/14/2005 2:54:00 PM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2005-12-14 14:01:00.00	12/14/2005 2:52:00 PM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
	12/14/2005 2:01:00 PM	SON/SPH East Entry R	GRANTENTRY	NORMAL	ENTRY
2005-12-14 12:08:00.00	12/14/2005 1:07:00 PM	SON/SPH East Exit Re	GRANTEXIT	NORMAL	EXIT
	12/14/2005 12:08:00 P	SON/SPH East Entry R	GRANTENTRY	NORMAL	ENTRY
2005-12-14 12:04:00.00	12/14/2005 12:05:00 P	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT
	12/14/2005 12:04:00 P	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL	ENTRY
2005-12-12 15:59:00.00	12/12/2005 4:31:00 PM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL	EXIT

Access history has three choices for Data to Display:

Data to Display

☒ Access ☐ Financial ☐ VP Log

- Access:** Shown above, shows every time and location the selected credential has been used.
- Financial:** Shows all revenue associated with that credential. At your location the only revenue you will see here is labeled 'IV' indicating when the credential was invoiced.
- VP Log** The VP Log would show Value Pass History. Your site currently does not use Value Pass so this choice is not relevant to your location.

Cash Receipts Form

Cash Receipts

Access History

Print Screen

Name

Data to Display

☐ Access
☒ Financial
☐ VP Log

Access History									
	DateTime	Entrance	DateTime	Exit	description	tran type	fee	system_date	time
						IV	1	1/19/2006	12:55:00 PM
						IV	1	1/18/2006	3:51:02 PM
						IV	1	1/11/2006	3:13:47 PM
			1/10/2006	10:00:00 AM	Unpaired Exit	OUT	0	1/10/2006	10:01:14 AM
			1/6/2006	12:42:00 PM	Unpaired Exit	OUT	0	1/9/2006	12:43:50 PM
						IV	1	12/12/2005	9:21:59 AM
			12/9/2005	4:35:00 PM	Unpaired Exit	OUT	0	12/9/2005	4:35:54 PM
			12/9/2005	3:58:00 PM	Unpaired Exit	OUT	0	12/9/2005	3:59:01 PM
			12/1/2005	4:26:00 PM	Unpaired Exit	OUT	0	12/1/2005	4:26:39 PM
			12/1/2005	3:55:00 PM	Unpaired Exit	OUT	0	12/1/2005	3:55:18 PM
			11/22/2005	10:46:00 AM	Unpaired Exit	OUT	0	11/22/2005	10:46:07 AM
						IV	1	11/17/2005	3:28:52 PM
						IV	1	11/16/2005	1:00:24 PM
						IV	1	11/15/2005	2:26:52 PM
			10/24/2005	10:54:00 AM	Unpaired Exit	OUT	0	10/24/2005	10:55:43 AM
			10/24/2005	10:33:00 AM	Unpaired Exit	OUT	0	10/24/2005	10:34:12 AM
	10/17/2005	10:53:00 AM			Unpaired Entry	OUT	0	10/17/2005	10:54:16 AM
			10/12/2005	6:38:00 PM	Unpaired Exit	OUT	0	10/12/2005	6:39:19 PM
	10/7/2005	4:27:00 PM			Unpaired Entry	OUT	0	10/12/2005	6:08:39 PM
			9/28/2005	12:46:00 PM	Unpaired Exit	OUT	0	9/28/2005	12:47:08 PM
	9/28/2005	12:22:00 PM			Unpaired Entry	OUT	0	9/28/2005	12:41:23 PM
			9/26/2005	3:53:00 PM	Unpaired Exit	OUT	0	9/26/2005	3:53:50 PM
	9/19/2005	4:38:00 PM			Unpaired Entry	OUT	0	9/19/2005	4:49:41 PM
			8/30/2005	5:50:00 PM	Unpaired Exit	OUT	0	8/30/2005	5:50:05 PM
			8/8/2005	11:02:00 AM	Unpaired Exit	OUT	0	8/8/2005	11:03:15 AM
			8/8/2005	11:01:00 AM	Unpaired Exit	OUT	0	8/8/2005	11:01:44 AM
	7/11/2005	6:22:00 PM			Unpaired Entry	OUT	0	7/25/2005	10:36:12 AM
	7/11/2005	6:22:00 PM			Unpaired Entry	OUT	0	7/11/2005	6:22:27 PM
	7/11/2005	6:21:00 PM			Unpaired Entry	OUT	0	7/11/2005	6:21:56 PM
	7/7/2005	6:29:00 PM			Unpaired Entry	OUT	0	7/11/2005	12:42:15 PM
	1/1/2005				Unpaired Entry	OUT	0	6/13/2005	11:34:55 AM
	1/1/2005				Unpaired Entry	OUT	0	6/13/2005	11:34:45 AM
	1/1/2005				Unpaired Entry	OUT	0	6/13/2005	11:34:36 AM
	1/1/2005				Unpaired Entry	OUT	0	6/13/2005	11:34:26 AM
	5/18/2005	11:16:00 AM			Unpaired Entry	OUT	0	5/18/2005	11:27:17 AM

Printing a Cash Receipts Report:

The 'Cash Receipts Report' gives you a report of all payments that were received. It shows which cashier took the money, who paid, and when they paid. It also totals how much money was received by each cashier as well as a total of all money received. You can choose a date range for this report.

This report can be open two different ways:

From in the Cash Receipts form you can click the button at the bottom

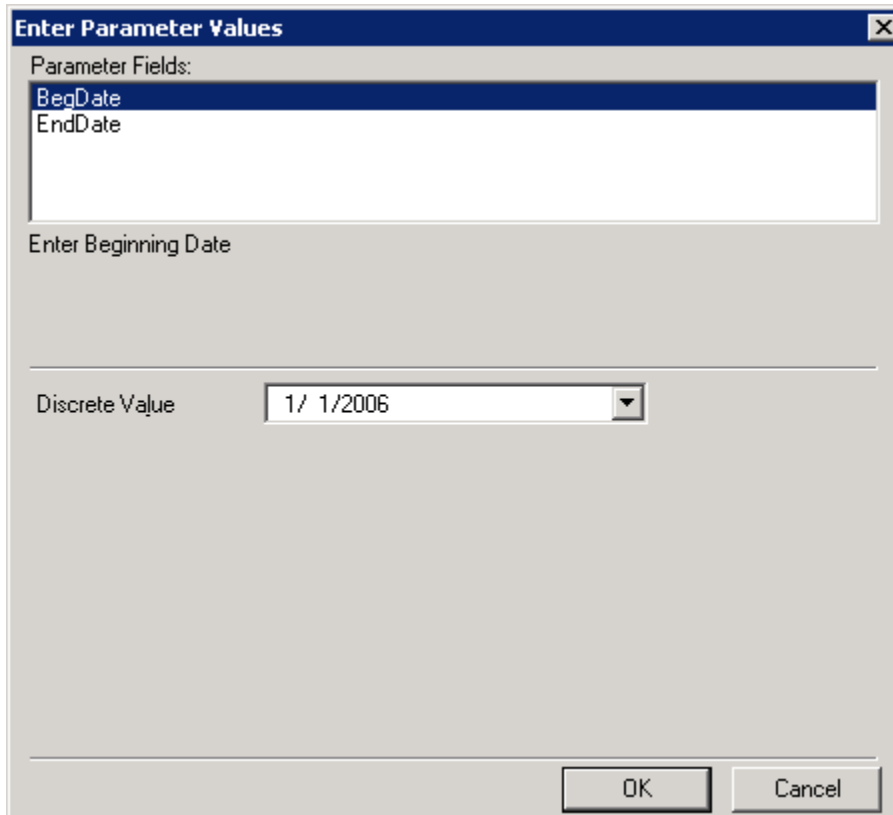
Print Cash Receipts Report



Or, on the Cash Receipts Toolbar you can click ...

Both will bring you to the same parameters screen (pictured below) where you can choose your beginning date and ending date for your report. After you chosen your date range click 'OK' and it will generate the report. You can then choose to print the report

by clicking the print icon  on top of the report window.

A dialog box titled 'Enter Parameter Values' with a standard Windows window border. Inside, there's a section labeled 'Parameter Fields:' containing a list box with 'BegDate' and 'EndDate'. Below this is a label 'Enter Beginning Date' followed by a text input field containing '1/ 1/2006'. At the bottom right are 'OK' and 'Cancel' buttons.

Enter Parameter Values

Parameter Fields:

BegDate

EndDate

Enter Beginning Date

Discrete Value 1/ 1/2006

OK Cancel

Payroll Deductions:

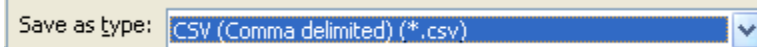
To process payroll deductions for access payments you first need to prepare the files that you are sent containing the deduction information.

Changing the format of the file from excel to .CSV:

1. Open the file in excel.

2. From the file menu within excel chose 'Save As ...'


3. Change the file type to CSV

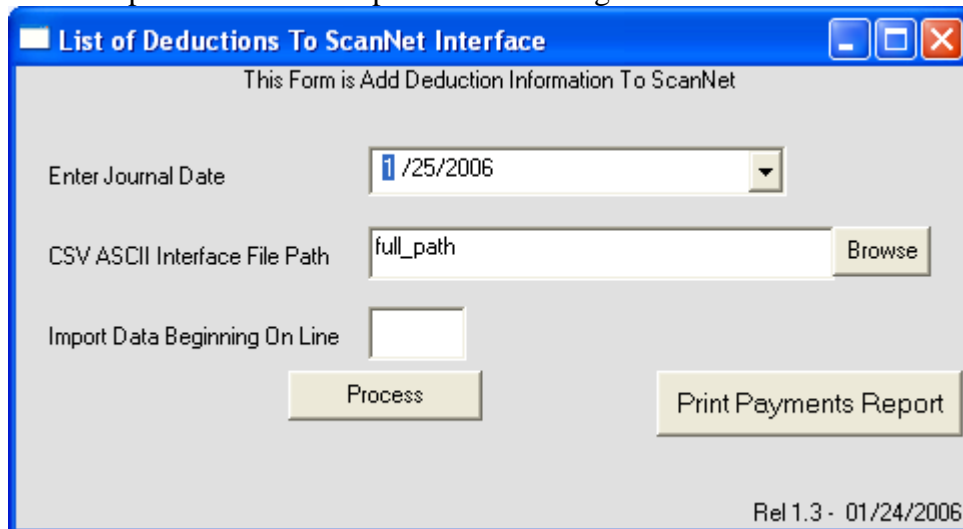


Save as type: CSV (Comma delimited) (*.csv)

4. Then choose 'Save'. (make sure to note where you saved file to)

Processing deduction payments:

1. Open the Payroll Deduction interface by clicking  from the Cash Receipts Toolbar. This opens the following window:



List of Deductions To ScanNet Interface

This Form is Add Deduction Information To ScanNet

Enter Journal Date: 1/25/2006

CSV ASCII Interface File Path: full_path

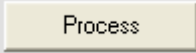
Import Data Beginning On Line:


Rel 1.3 - 01/24/2006

2. Choose a Journal Date. This will likely be the day the actual deduction was made but does not have to be.
3. Choose the file that contains the deduction information.
 - a. Click the Browse button.
 - b. Browse to the location that you saved the CSV files to and choose a file to process
4. Choose the line that the actual payroll data begins on. For example if the first 8 lines of the payroll file is information about the site or date information and the first employee ID is on line 9 then you would choose 9. This goes in the box:



Import Data Beginning On Line:


5. Click the button . This will apply the deductions from the file that you chose earlier.
6. Repeat steps 3-5 to apply all payroll deduct files.
7. When you are done you can choose to print a Payments Report.

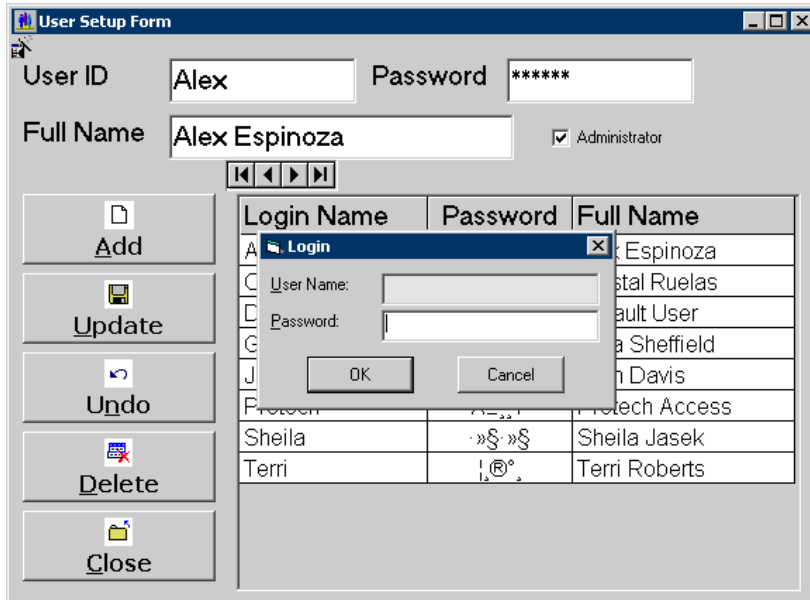


You can also do this at a later time, if you would like, just be sure to change the journal date to match the day you want the report from.

User Maintenance

User Maintenance is used to manage who has access to the Cash Receipts Program. To

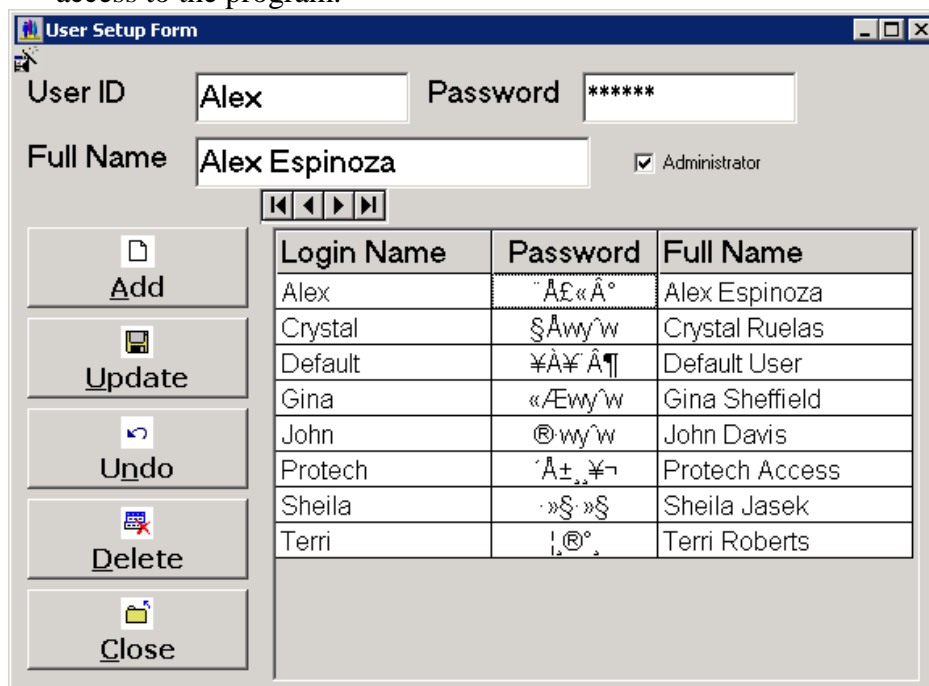
access User Maintenance click  on the Cash Receipts Toolbar. This will open the following window:



The User Setup Form window displays fields for User ID (Alex), Password (*****), and Full Name (Alex Espinoza). A checkbox for Administrator is checked. A table lists existing users. A Login dialog box is open, prompting for User Name and Password.


Login Name	Password	Full Name
A Login		Espinoza
Crystal		Crystal Ruelas
Default		Default User
Gina		Gina Sheffield
John		John Davis
Protech		Protech Access
Sheila		Sheila Jasek
Terri		Terri Roberts

- Enter your password to be able to edit users. (Not all users will have the ability access User Maintenance.) This will clear the username window and give you access to the program.



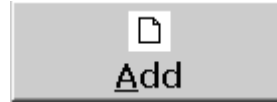
The User Setup Form window shows the user list table with columns for Login Name, Password, and Full Name. The fields for User ID and Password remain Alex and ***** respectively. The Full Name field is Alex Espinoza. The Administrator checkbox is checked.

Login Name	Password	Full Name
Alex	~Æ«Â°	Alex Espinoza
Crystal	\$Awy^w	Crystal Ruelas
Default	¥Ä¥ Â¶	Default User
Gina	«Æwy^w	Gina Sheffield
John	@wy^w	John Davis
Protech	^Ä±¥¬	Protech Access
Sheila	»\$»\$	Sheila Jasek
Terri	!®°	Terri Roberts

- To navigate existing users use the arrow buttons . After finding a user that you are looking for you can change their password or delete



them.



- To add a new user simply click Add. Fill in their name and password.
- If you would like a user to have the ability to add or modify other users check the box labeled 'Administrator'. ☒ Administrator
- If you want to undo a change you made before saving click



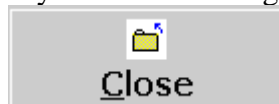
undo.

- When you are done making changes click the update button. This will save your



changes.

- When you are done using the application click the close button to



exit.