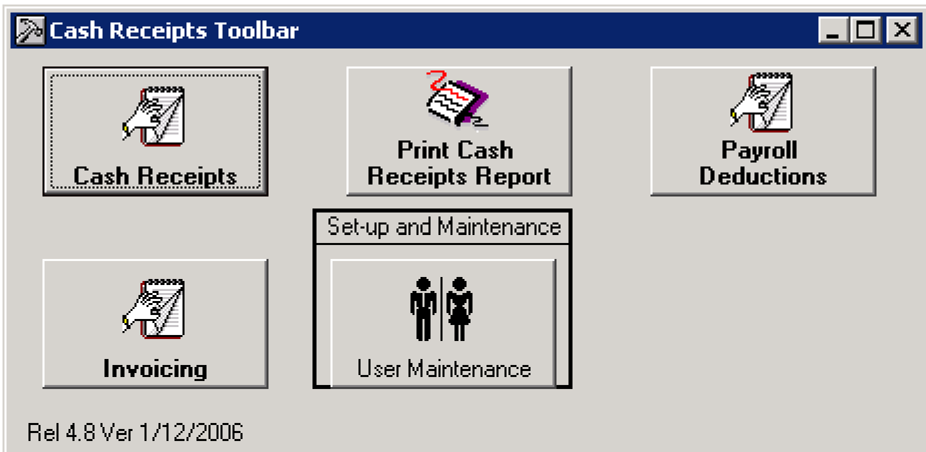
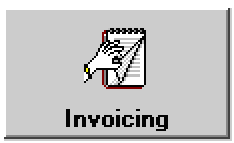
UTHSC Billing And Invoicing

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

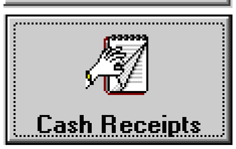
 Cash Receipts With Invoicing Toolbar

This will open the following:



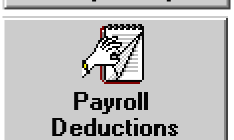


will open the invoicing window.



will open the Cash Receipts Form

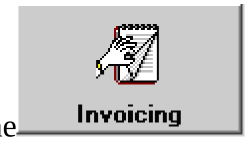
will create a Cash Receipts Report



will open the Payroll Deduction interface

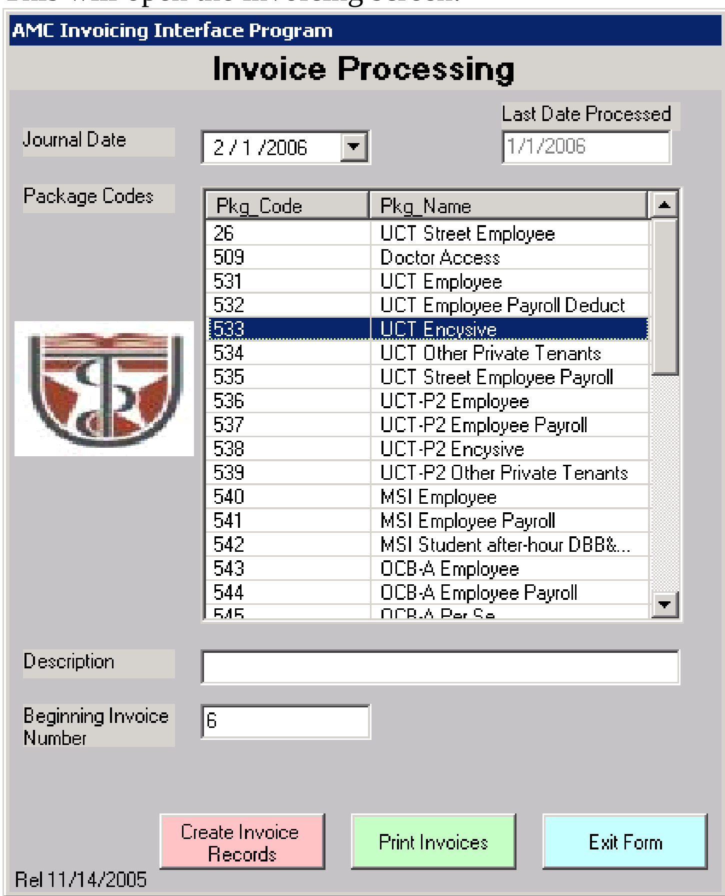
will open the User Maintenance program

Invoicing:

To invoice your customers you first need to click on the 

button.

This will open the invoicing screen:



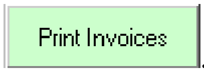
Create Invoices

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 

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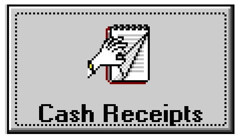
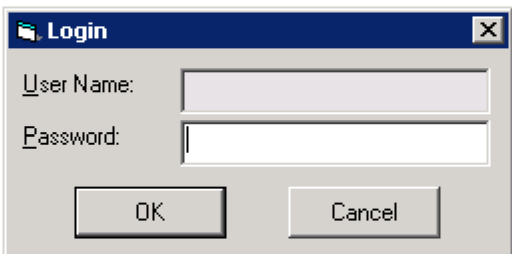
Cash Receipts

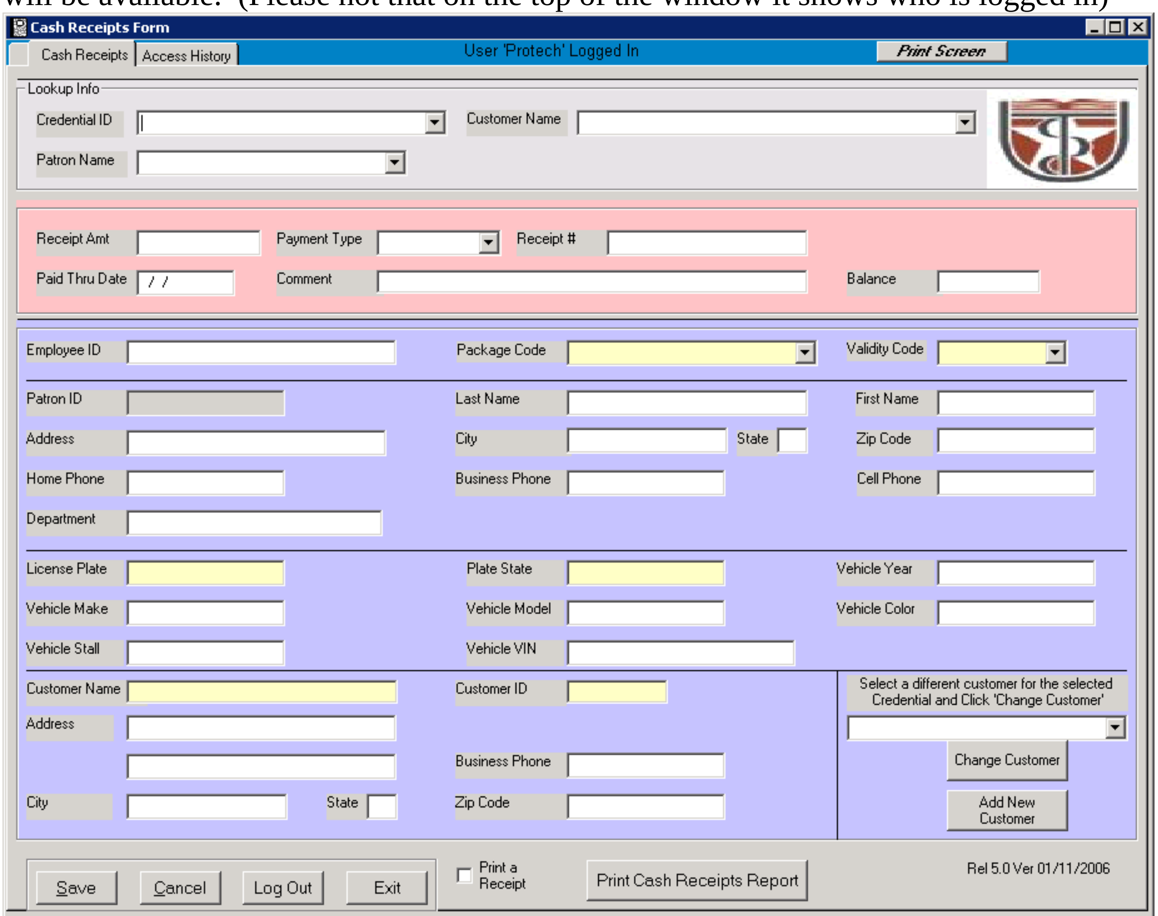
Cash Receipts is used to receive money from your customers and can also be used to make changes to credentials.

To use Cash Receipts click on the 

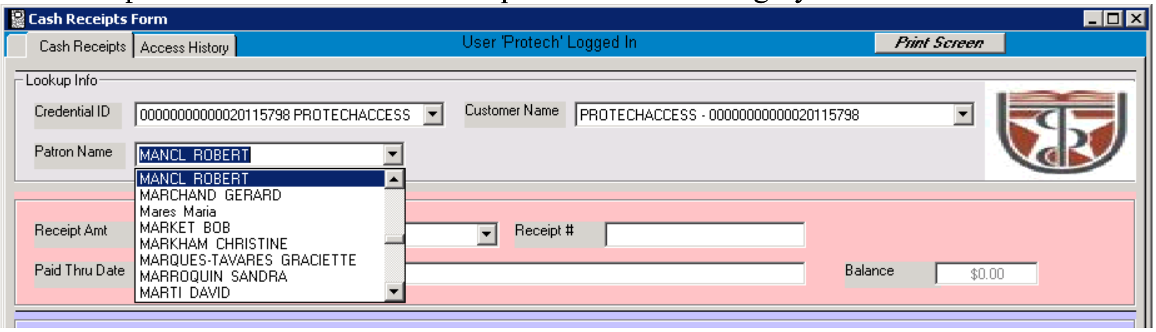
button. It will open the cash receipts form and ask for a password.



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)



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



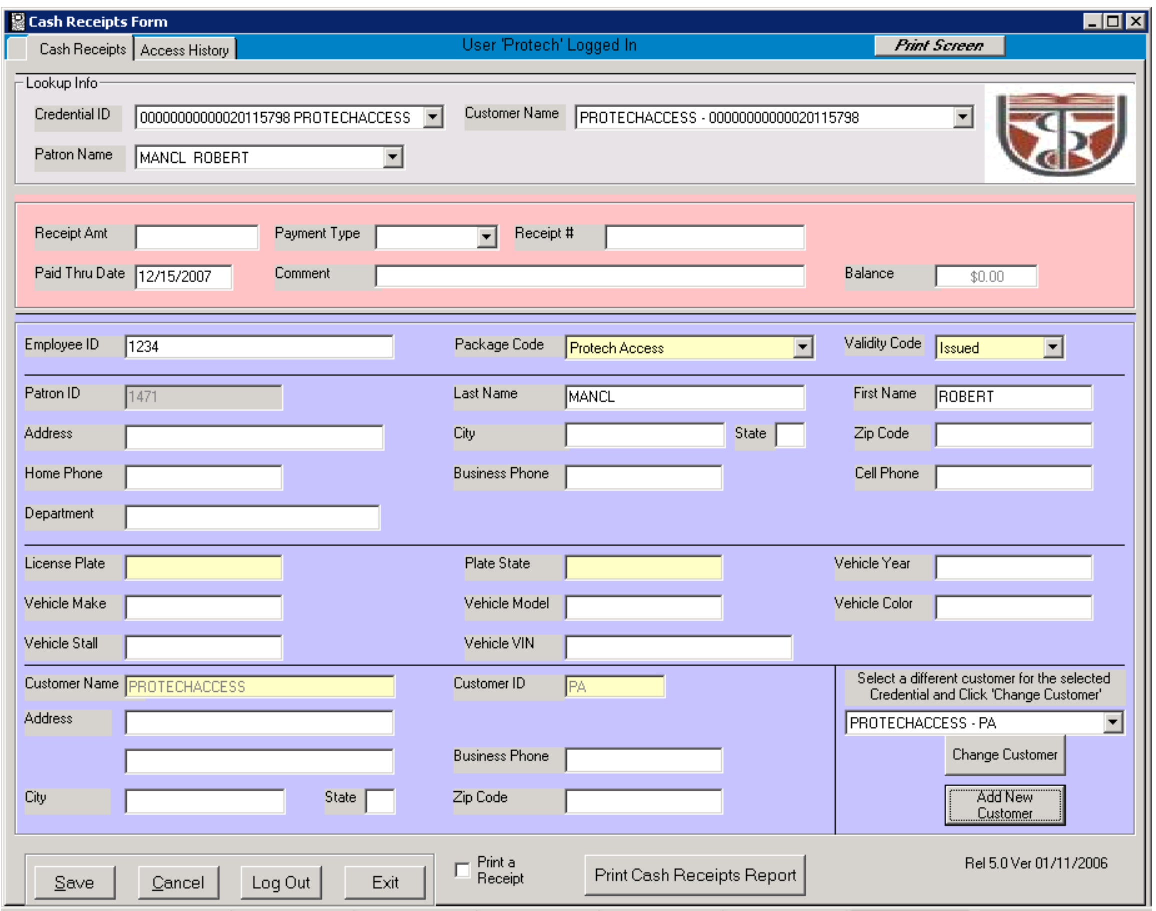
You can look by:

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

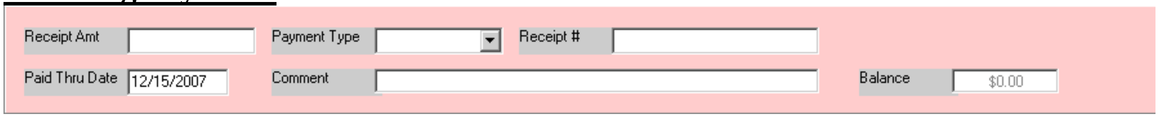
Customer Name — this is the name of account or customer responsible for paying for the credential. When you lookup by customer you will see in the pull down menu all credentials on that customers account.

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:



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. 

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

4. Choose Payment Type. You can choose CASH, CHECK, CREDIT, or OTHER. 

5. Enter in Your Receipt Number. 

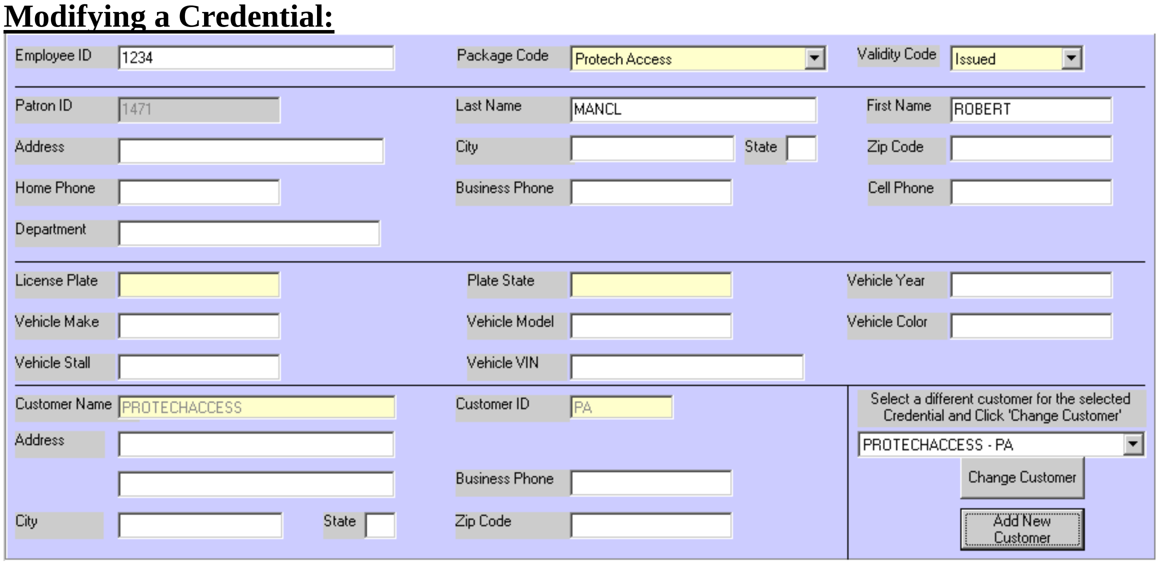
6. Change the Paid Thru Date to the correct date. 

7. Enter any Comments you would like to appear on the report. 

8. If you would like to print a receipt after accepting payment, click the check box on the bottom of the window labeled 'Print a Receipt'. 

9. Now you can choose to save the payment, making it effective, by clicking 
. Saving changes the paid thru date on all Credentials on that customer account.

Modifying a Credential:



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. 

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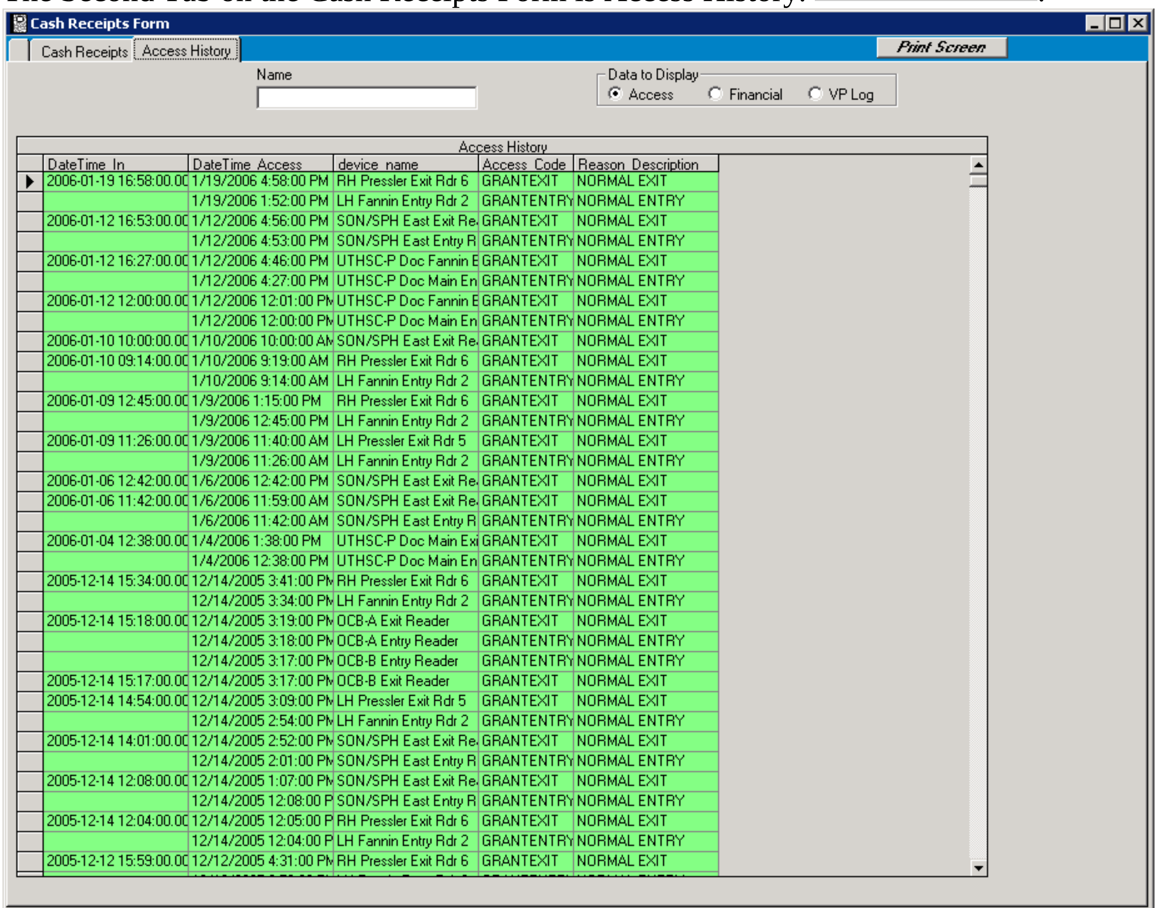
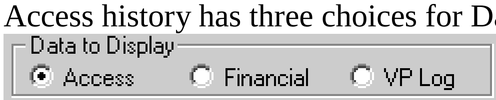


DateTime In	DateTime Access	device name	Access Code	Reason Description
2006-01-19 16:58:00.00	1/19/2006 4:58:00 PM	RH Pressler Exit Rdr 6	GRANTEXIT	NORMAL EXIT
	1/19/2006 1:52:00 PM	LH Fannin Entry Rdr 2	GRANTENTRY	NORMAL ENTRY
2006-01-12 16:53:00.00	1/12/2006 4:56:00 PM	SON/SPH East Exit Re	GRANTEXIT	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

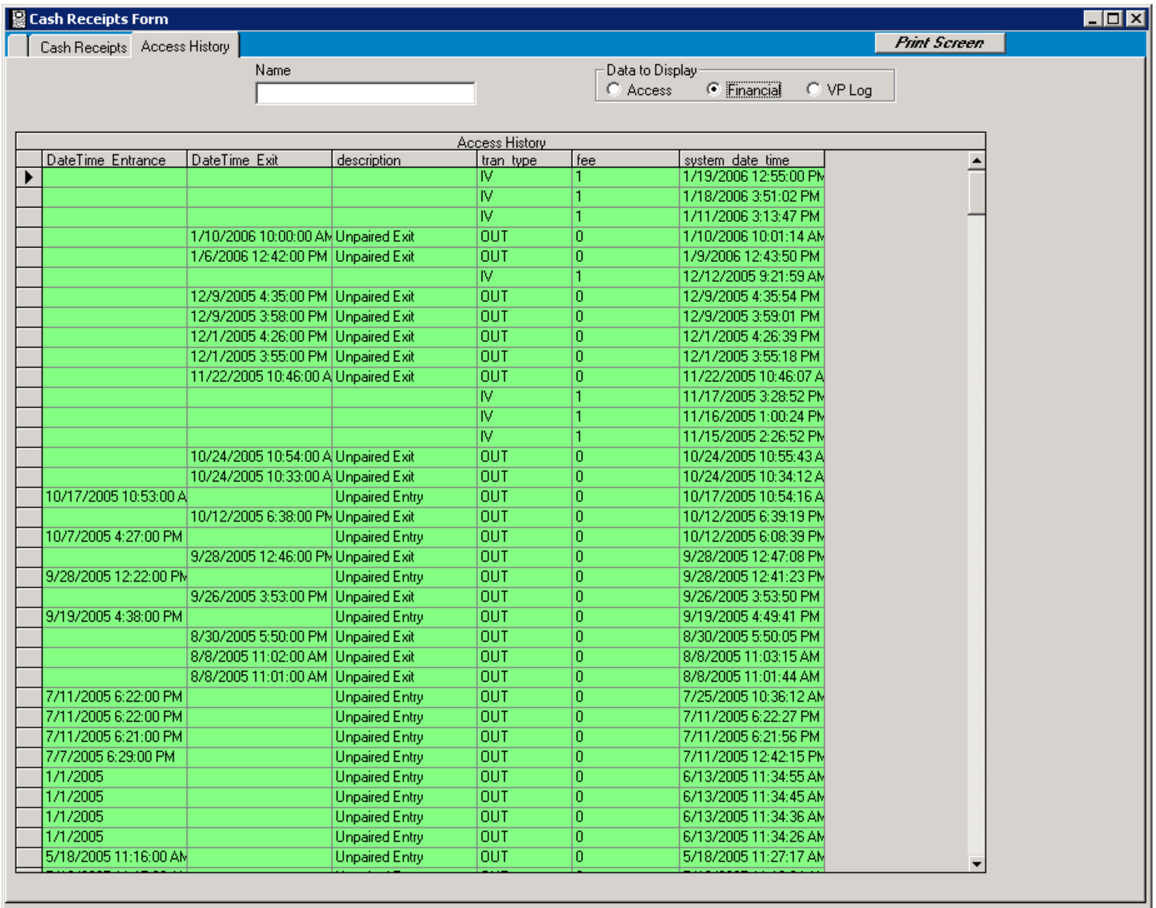
Access history has three choices for Data to Display:



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 A	Unpaired Exit	OUT	0	11/22/2005 10:46:07 A
			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 A	Unpaired Exit	OUT	0	10/24/2005 10:55:43 A
	10/24/2005 10:33:00 A	Unpaired Exit	OUT	0	10/24/2005 10:34:12 A
10/17/2005 10:53:00 A		Unpaired Entry	OUT	0	10/17/2005 10:54:16 A
	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 mch 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 Receips form you can click the button at the bottom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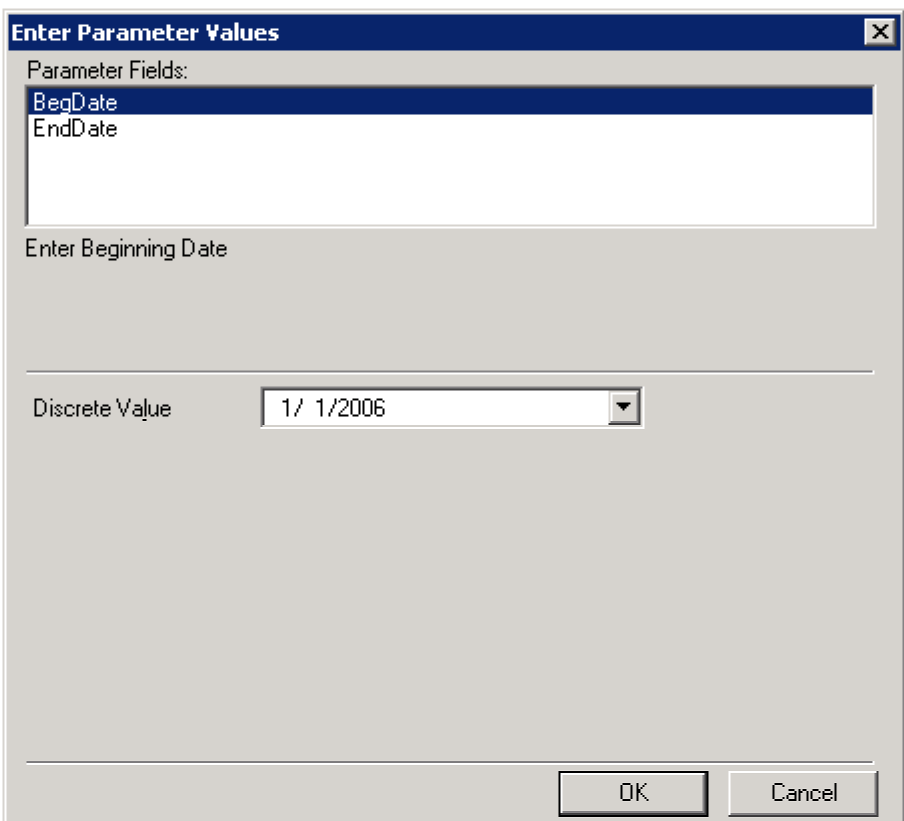
Or, on the Cash Receipts Toolbar you can click …

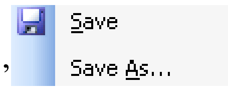

Both will bring you to the same parameters screen (pictured below) where you can choose your beginning date and ending date for your report. After you chosen your date range click ‘OK’ and it will generate the report. You can then choose to print the report by clicking the print icon  on top of the report window.



Payroll Deductions:

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

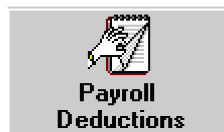
Changing the format of the file from excel to .CSV:

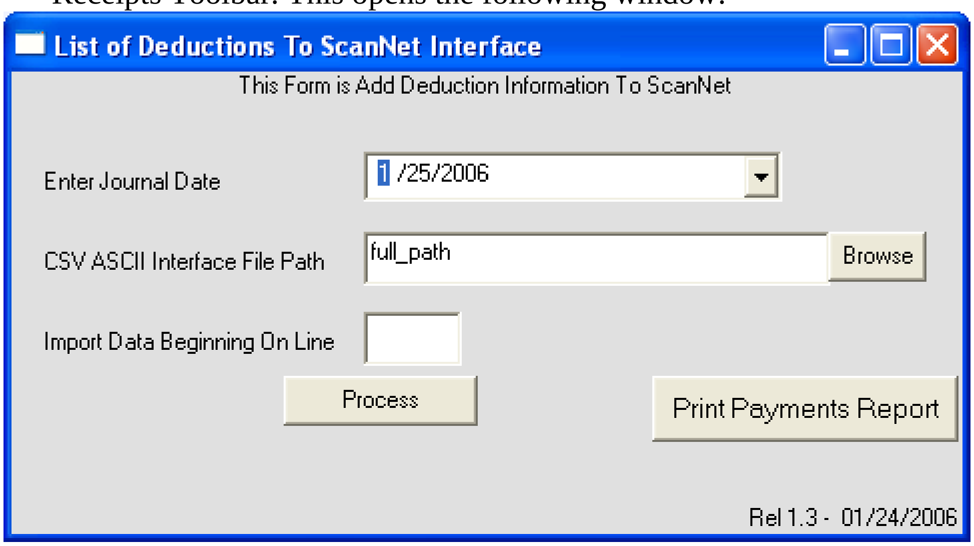
1. Open the file in excel.
2. From the file menu within excel chose 'Save As …' 

3. Change the file type to CSV


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:


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: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5. Click the button 

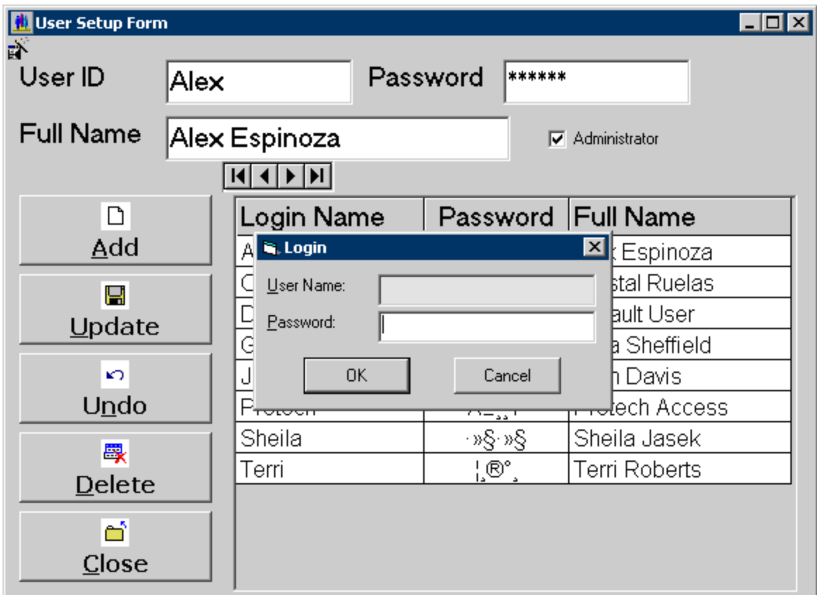
. This will apply the deductions from the file that you chose earlier.
6. Repeat steps 3-5 to apply all payroll deduct files.
7. When you are done you can choose to print a Payments Report.
   

   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.

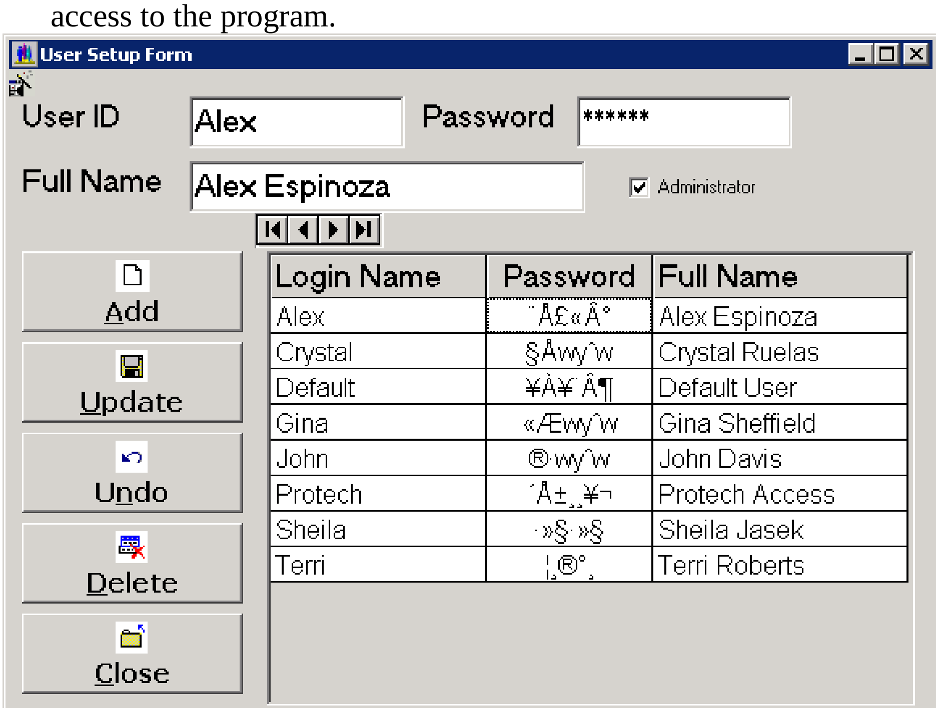
User Maintenance

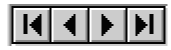
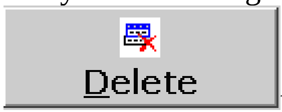
User Maintenance is used to manage who has access to the Cash Receipts Program. To access User Maintenance click 

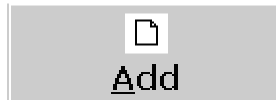
on the Cash Receipts Toolbar. This will open the following window:



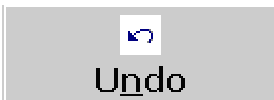
- Enter you password to be able to edit users. (Not all users will have the ability access User Maintenance.) This will clear the username window and give you access to the program.



- 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 userto have the ability to add or modify other users check the box labeled ‘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.