Oncare

Customer Invoice

User Guide

Last update July 15, 2016
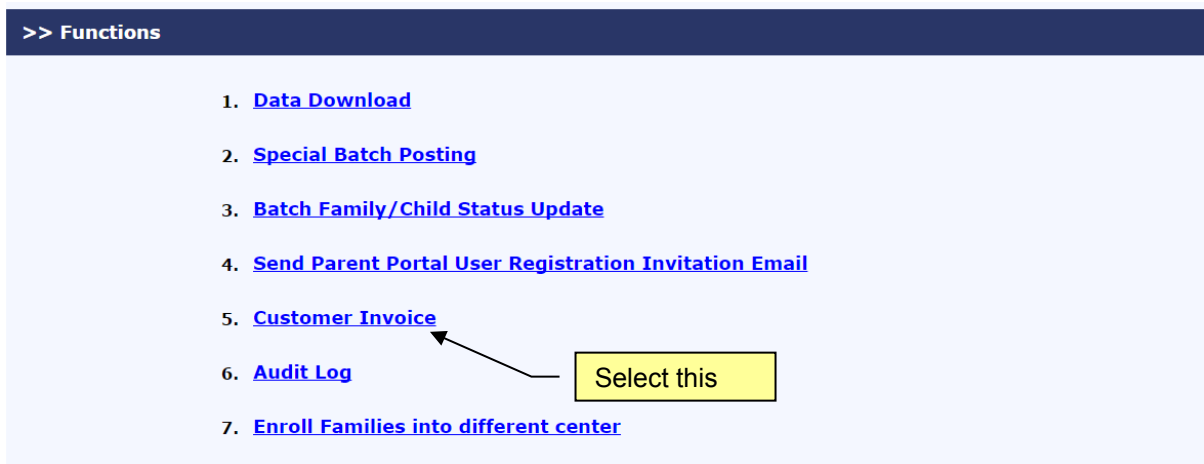
Contents

What is The Purpose

The Customer Invoice function's primary purpose is to generate invoices to send to a 3rd party agency. Currently invoices are only generate for subsidized agency billing only. Invoices are NOT generated for sponsors (parents) ledger billings.
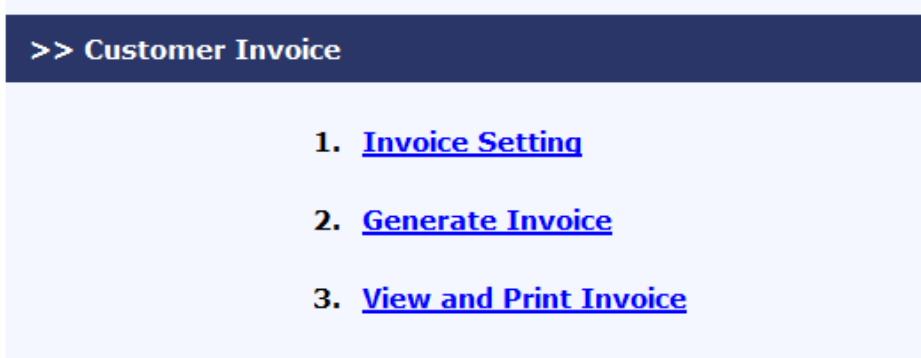
1. How to Access the Customer Invoice

To access the Customer Invoice function, use the path provided below

Family Accounting → Functions --> Customer Invoice

>> Functions

1. **Data Download**

2. **Special Batch Posting**

3. **Batch Family/Child Status Update**

4. **Send Parent Portal User Registration Invitation Email**

5. **Customer Invoice**

6. **Audit Log** ← Select this

7. **Enroll Families into different center**

Within Customer Invoice, there are 3 areas shown below:

>> Customer Invoice

1. **Invoice Setting**

2. **Generate Invoice**

3. **View and Print Invoice**

2. Invoice Setting

Before you can use the Customer Invoice, you must setup two settings:

>> Invoice Setting

Customer Invoice --> Invoice Setting

1. **Invoice Category Setup**

2. **Invoice Category Mapping**

First, you need to define the invoice category. Invoice category is used to group billing transactions.

Select this to add a new catergory

Customer Invoice --> **Invoice Setting** --> Invoice Category Setup   **Add New**

View Active (A)

Invoice Category Name	Status	Action
Services	Active	Edit
Tuition	Active	Edit

Secondly, you need to assign each of the billing transactions to the invoice category you have created. Any billing transaction that is not assigned will not be selected and appear on the invoice.

No.	Transaction Type	Description	Invoice Category
1	Other Charges	Agency Transfer Charge	Tuition
2	Other Charges	Electronic transaction failure (Fatal)	Tuition
3	Other Charges	Electronic transaction failure (Ineligible)	Tuition
4	Tuition Charge	Non-Member - Assistive Technology	Services
5	Tuition Charge	Non-Member - Trans Nurse	Services
6	Tuition Charge	Non-Member - TVI/O&M	Services

3. Third Party Agency Billing

Before an invoice can be generated, you need to bill the agency. There are 3 ways you can do agency billing:

1) Manual posting to an individual ledger
2) Recurring billing if you set up recurring billing item for the agency on the child tuition section

Ledger Type	Transaction Type	Billing / Credit Description	Amount / Credit %	Comments	Start Date	End Date	Action
NAndovr2	Tuitioncharge	Lifeworks Member	261.00	Natali Fothergill	06/30/2014		Edit Delete Add % Discount

3) Agency Batch Billing
Family Accounting --> Functions --> 3. Special Batch Posting --> 4. Agency Batch Billing

>> Special Batch Posting

« Back

Select Type

1. **Post by Classroom**

2. **Post by Individual Families**

3. **Quick Post**

4. **Agency Batch Billing**

5. **Agency Payment / Transfer / Adjustment Posting**

Select this

Important Note: In order to do Agency Batch Billing, you must first assign the agency in the the child tuition billing section in the child record (see below). If you do not intend to use the recurring billing function, you can use a future billing start date: 12/1/9999.

Child Tuition

Must have agency here

Billing Cycle Monthly

Ledger Type	Transaction Type	Billing / Credit Description	Amount / Credit %	Comments	Start Date	End Date
SCCS	Tuitioncharge	Preschool > 3 Year Old (M-F) Monthly	900.00	Griffin Clough	12/01/9999	

Enter future date so recurring will not run

>> Agency Batch Billing

« Back

Agency Select Agency

Family Status Active

Child Status Active

Submit

Like other batch posting, you can first enter a billing item and then apply to all applicable families, then click Submit.

>> Agency Batch Billing

<< Back

Note: Children will be listed below, if their Billing Box is associated with Agencies.

Posting Date	Transaction Type	Description	Amount	Comments (Max 100 Chars)
08/16/2014	Select here... ▼	Select here... ▼	$	

Agency Name Dracut Public Schools   **Agency Abbreviation** Dracut2

Sel. ☐	Family Acct. Key	Parent Last Name	Parent First Name	Child Name	Child Status
☐	GRACE	Grace	Joanne	Louis Grace	Active
☐	FADDEN	Fadden	Kathy	Russell Fadden	Active

Continue

4. Generate an Invoice

>> Customer Invoice

1. **Invoice Setting**

2. **Generate Invoice**   Select this

3. **View and Print Invoice**

After billing, you can generate invoices.   You must first select the period to generate invoices. You have the option of creating a note to be printed on the invoices.

>> Generate Invoice

Customer Invoice --> Generate Invoice

Select period to generate invoices

Select Invoice Dates   Custom Date ⌄

From 10/1/20313 📅   To 10/10/2013 📅

Select Invoice Category   All ⌄

Enter Notes to be displayed on the Invoices   Invoices for Oct 2013

(Max 250 Characters)

Submit

After you click "Submit" to generate invoices, you will be presented with a list of invoices to be generated. Once you confirm by clicking "Submit," the system will generate and store the invoices.

Generate Invoice

Customer Invoice --> Generate Invoice

Invoice Period: 10/01/2013 - 10/10/2013   Invoice Date: 10/10/2013

S.No	Child Name	Invoice Category	Billing Description	Comments	Amount	Invoice Amount	Notes
1	Susane Gray	Home Training	Full Day - Home	5 days at $100/day	$500.00	$700.00	Invoice for Oct 2013
2	Susane Gray	Home Training	Full Day - Mon-Fri	2 days at $100/day	$200.00		
3	Jeme Green	Tuition	Full Day - Tuition	5 days at $75/day	$375.00	$375.00	Invoice for Oct 2013

Submit   Cancel

5. View and Print Invoices

To view invoices, make the proper selection below:

Based on your selection, a list of invoices are displayed to view or print.

6. Sample Invoice

Below is a copy of an invoice generated by OnCare:

oncare DEMO

Sandbox Boston
5678 Children's Way
Boston, MA - 02127
Questions? Call 866-921-4267

Bill To:
Agency 1
5002 Dewheart Drive
Vermilion, OH 44089

Customer Invoice

Child Name: Susane Gray

Invoice Date: 10/06/2013

Service Provided Period: 10/01/2013 to 10/05/2013

Reference: 2345

Invoice Number: 3456731

Tuition PO Number: 345

No.	Posting Date	Description	Comments	Amount
1	10/02/2013	Full Day – Home	5 days at $100/day	$500.00
2	10/03/2013	Registration Fee		$100.00
			Total	$600.00

Notes: Invoice for period 10/01/2013 to 10/05/2013