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# Batch Billing Functions

## User Guide

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### Contents

1. What is The Purpose .....	2
2. Access Batch Billing --> Batch Ledger Posting.....	2
3. Post by Classroom (Fixed Billing Amount) .....	3
4. Post by Individual Families (Fixed Billing Amount) .....	4
5. Batch Post By Transaction Type (Different Billing/Payment Amounts) ... ..	5
6. Agency Batch Billing (Fixed Billing Amount) .....	6

# 1. What is The Purpose

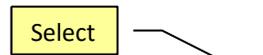
Instead of manually billing each family one at a time in their respective account ledger, OnCare provides the batch billing function. This allows the user to bill a group of families in batch. Following these steps will expedite the billing process. There are 4 batch billing functions:

- By Classroom (Fixed Billing Amount)
- By Selected Individual Families (Fixed Billing Amount)
- Batch Post by Transaction Type (Different Billing/Payment Amounts)
- Agency Batch Billing

# 2. Access Batch Billing --> Batch Ledger Posting

To access the batch billing function, follow the steps below:

**Family Accounting --> Functions --> 3. Batch Ledger Posting**

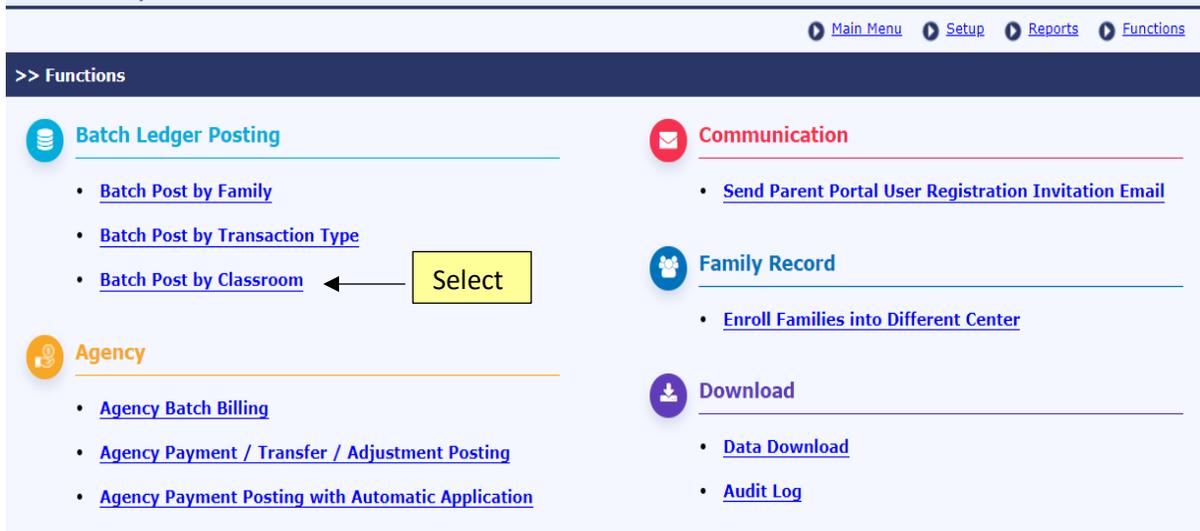


The screenshot shows the OnCare software interface. At the top, there is a navigation bar with 'Main Menu', 'Setup', 'Reports', and 'Functions'. Below this is a 'Main Menu' section with a search bar and a 'Family' section with 'Add New', 'Search', and 'Select' options. There are two main icons: 'Family Records' and 'Family Account Ledger'. To the right is a table titled 'Currently Checked In' with columns for Classroom, Children, and Staff. Below this is a 'Functions' section with several categories: 'Batch Ledger Posting' (with sub-items: Batch Post by Family, Batch Post by Transaction Type, Batch Post by Classroom), 'Agency' (with sub-items: Agency Batch Billing, Agency Payment / Transfer / Adjustment Posting, Agency Payment Posting with Automatic Application), 'Communication' (with sub-item: Send Parent Portal User Registration Invitation Email), 'Family Record' (with sub-item: Enroll Families into Different Center), and 'Download' (with sub-items: Data Download, Audit Log).

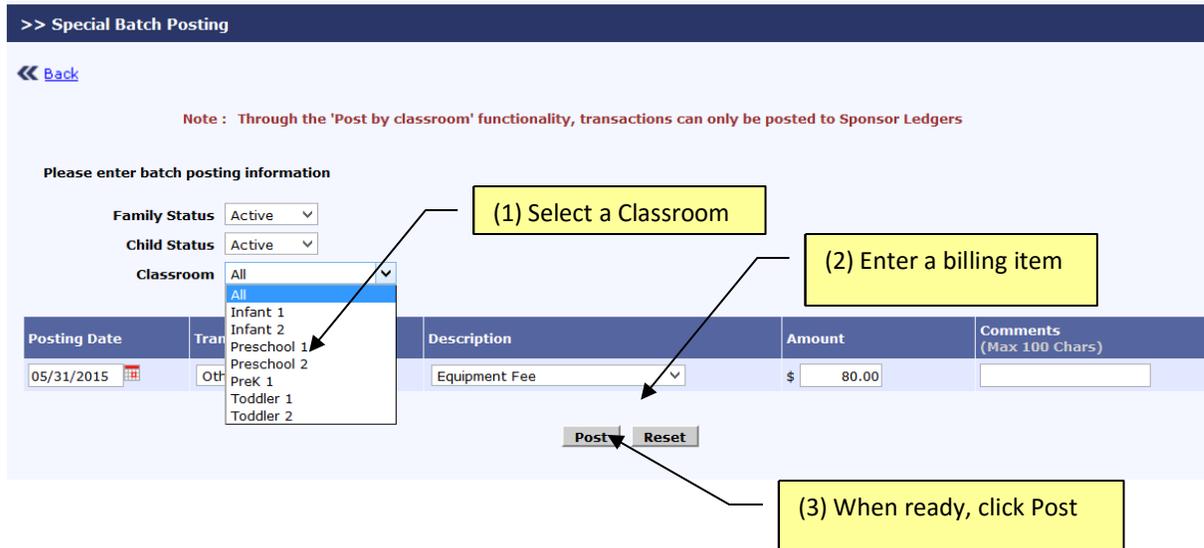
Classroom	Children	Staff
Infant 1	0	0
Infant 2	0	0
Preschool 1	0	0
Preschool 2	0	0
PreK 1	0	0

### 3. Post by Classroom (Fixed Billing Amount)

The first batch billing function is by Classroom. The Post by Classroom function allows you to post a billing item to all the families within a selected classroom.



First select a classroom, then enter a billing item to charge. When you click "Post" the billing item will be posted to the account ledger for all the families in the selected classroom.



## 4. Post by Individual Families (Fixed Billing Amount)

The second batch billing function is by selected families. One example where this function is useful is to bill families for a field trip. First, enter the billing item for the field trip. Next, select all the families whose children participated in the field trip by checking the checkboxes. After selecting the families, click "Post" to post the field trip charge to all the relevant families.

**Note:** If the billing item is not available in the billing description drop down, then the billing item needs to be setup first under Setup → 1. Billing Setup → 1. Billing Item Setup

>> Functions

 **Batch Ledger Posting** Select

- [Batch Post by Family](#) ←
- [Batch Post by Transaction Type](#)
- [Batch Post by Classroom](#)

>> Special Batch Posting

[Back](#)

Please enter batch posting information

Posting Date	Transaction Type	Description	Amount	Comments (Max 100 Chars)
05/31/2015 	Other Charges	Field Trip	\$ 50.00	

Post Reset

(1) Enter the billing charge

(2) Select the families

(3) Click Post to apply

No.	Select	Family Acct Key	Ledger	Parent Last Name	Parent First Name	Child Name	St
1	<input type="checkbox"/>	ALTON	Sponsor	Alton	An	Piya	Active
2	<input type="checkbox"/>	ANDERSON	Sponsor	Anderson	Erick	Roy	Active
3	<input type="checkbox"/>	ANDERSON	Co-Sponsor	Anderson	Carolina	Roy	Active
4	<input type="checkbox"/>	BAKER	Sponsor	Baker	Marker	Niki	Active
5	<input type="checkbox"/>	BAKER	Co-Sponsor	Johnson	Jennifer	Niki	Active
6	<input type="checkbox"/>	BARNES	Sponsor	Barnes	Richardson	Anna, Gianna	Active

## 5. Batch Post by Transaction Type (Different Billing/Payment Amounts)

The third batch billing function is called Batch Post by Transaction Type. This function allows the user to enter different amount by family for a specific transaction type. One common use of this function is to apply payments received from a group of families. Instead of applying a payment to the account ledger of each family one at a time, Batch Post by Transaction Type or “Quick Post” allows a series of payments to multiple account ledgers (families) all at once.

>> Functions


**Batch Ledger Posting**


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- Batch Post by Family
- Batch Post by Transaction Type
- Batch Post by Classroom

>> Quick Post

<< Back
Family Status Active ▼

Posting Date	Transaction Type	Description						
05/31/2015	Payment ▼	Payment - Check ▼						

Family Acct Key	Ledger	Parent Last Name	Parent First Name	Child Name	St	Amount	Comments (Max 100 Chars)	Check # (Max 15 Chars)
ALTON	Sponsor	Alton	An	Piya	Active	\$ 500		6788
ANDERSON	Sponsor				Active	\$		
ANDERSON	Co-Sponsor				Active	\$ 450		123
BAKER	Sponsor				Active	\$ 400		4534
BAKER	Co-Sponsor	Johnson	Jennifer	Niki	Active	\$		
BARNES	Sponsor	Barnes	Richardson	Anna, Gianna	Active	\$ 875		10211
ZHANG-TAP	Sponsor	Zhang	Ying Chen	Ishan	Active	\$ 700		1102
ZLAB-TPD	Sponsor	Zlab	Jeremy	Jack	Active			
ZLAB-TPD	Co-Sponsor	Zlab	Amanda	Jack	Active			

Continue

In Batch Post by Transaction Type or "Quick Post", a confirmation page (see below) of all the transactions entered is displayed before the user can click the "Post" button.

>> Quick Post

« Back

The following data will be posted to the family accounts, do you wish to proceed?

Posting Date: 05/31/2015      Transaction Type: Payment  
Description: Payment - Check

Family Key	Ledger	Parent Last Name	Parent First Name	Child Name	St	Amount	Comments	Check#
ALTON	Sponsor	Alton	An	Piya	Active	\$ 500.00		6788
ANDERSON	Co-Sponsor	Anderson	Carolina	Roy	Active	\$ 450.00		123
BAKER	Sponsor	Baker	Marker	Niki	Active	\$ 400.00		4534
BARNES	Sponsor	Barnes	Richardson	Anna, Gianna	Active	\$ 875.00		10211
ZHANG-TAP	Sponsor	Zhang	Ying Chen	Ishan	Active	\$ 700.00		1102
ZLAB-TPD	Sponsor	Zlab	Jeremy	Jack	Active	\$ 500.00		3345
<b>Total</b>						<b>\$ 3425.00</b>		

← (4) Click "Post"

## 6. Agency Batch Billing (Fixed Billing Amount)

The fourth batch billing function bills subsidized families in batch by agency. After selecting an agency, eligible subsidized children for that agency are displayed for billing in batch. Select Posting Date, Transaction Type, Description, Amount and Comments (if needed). Then select each family to bill. Click continue to view confirmation page. Finally, click post to complete the task.

 **Agency**

Select This

- [Agency Batch Billing](#)
- [Agency Payment / Transfer / Adjustment Posting](#)
- [Agency Payment Posting with Automatic Application](#)

>> Agency Batch Billing

[« Back](#)

Agency

Family Status

Child Status

(1) Select the Agency

>> Agency Batch Billing

[« Back](#)

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

Posting Date	Transaction Type	Description		Comments (Max 100 Chars)
05/31/2015	Tuition Charge	Pre K T Th Monthly	\$ 485.00	

(2) Enter billing charge

Agency Name Children Council Association Agency Abbreviation CCA

Sel.	Family Acct. Key	Parent Last Name	Parent First Name	Child Name	Child Status
<input type="checkbox"/>	ANDERSON	Anderson	Erick	Roy Anderson	Active
<input checked="" type="checkbox"/>	BLOOM	Bloom	Aaron	Piper Bloom	Active
<input checked="" type="checkbox"/>	BRIGGS	Briggs	Richard	Iris Briggs	Active
<input type="checkbox"/>	SANCHEZ	Sanchez	Ricardo	Stephanie Sanchez	Active
<input checked="" type="checkbox"/>	MACE	Mace	Thomas	Madilynn Mace	Active
<input checked="" type="checkbox"/>	MACE	Mace	Thomas	Thomas Mace	Active
<input type="checkbox"/>	LIDDLE	Liddle	Brian	Iliana Liddle	Active
<input checked="" type="checkbox"/>	OTTEN	Otten	Peter	Tyler Otten	Active
<input type="checkbox"/>	SCOBELL	Scobell	Tom	Emma Scobell	Active

(3) Select Family to bill

(4) Continue and then Post