



Batch Billing Functions

User Guide

Last update May 28, 2018

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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

Select

The screenshot shows the OnCare system interface. At the top, there is a navigation bar with links: Main Menu, Setup, Reports, and Functions. A yellow box labeled "Select" with an arrow points to the "Functions" link. Below the navigation bar, the "Main Menu" section is visible, featuring a "Quick lookup" bar and a "Family" section with links: Add New, Search, and Select. The "Family" section includes icons for "Family Records" and "Family Account Ledger". To the right, a table titled "Currently Checked In" displays data for various classrooms and staff.

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

The "Functions" section is also visible, showing a list of functions under the "Batch Ledger Posting" category:

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

Other functions listed include "Agency Batch Billing", "Agency Payment / Transfer / Adjustment Posting", "Agency Payment Posting with Automatic Application", "Communication", "Family Record", "Download", "Data Download", and "Audit Log".

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.

The screenshot shows the 'Functions' menu with several categories and their respective options:

- Batch Ledger Posting**
 - [Batch Post by Family](#)
 - [Batch Post by Transaction Type](#)
 - [Batch Post by Classroom](#) ← **Select**
- Agency**
 - [Agency Batch Billing](#)
 - [Agency Payment / Transfer / Adjustment Posting](#)
 - [Agency Payment Posting with Automatic Application](#)
- Communication**
 - [Send Parent Portal User Registration Invitation Email](#)
- Family Record**
 - [Enroll Families into Different Center](#)
- Download**
 - [Data Download](#)
 - [Audit Log](#)

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.

The screenshot shows the 'Special Batch Posting' form with the following fields and annotations:

- Family Status:** Active (dropdown)
- Child Status:** Active (dropdown)
- Classroom:** All (dropdown) → **(1) Select a Classroom**
- Posting Date:** 05/31/2015 (calendar icon)
- Transaction Type:** Other (dropdown)
- Description:** Equipment Fee (dropdown) → **(2) Enter a billing item**
- Amount:** \$ 80.00
- Comments (Max 100 Chars):** (text input)
- Buttons:** Post, Reset → **(3) When ready, click Post**


Note: Through the 'Post by classroom' functionality, transactions can only be posted to Sponsor Ledgers

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

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Please enter batch posting information

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

(1) Enter the billing charge

Post Reset

(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

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

>> Quick Post

« Back

(1) Enter transaction

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 | | | |

(3) Click "Continue"

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 |
| Total | | | | | | \$ 3425.00 | | |

Post

(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 CCA

Family Status Active

Child Status Active

Submit

(1) Select the Agency

>> Agency Batch Billing

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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

(3) Select Family to bill

| 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 | | | | | | |

Continue

(4) Continue and then Post