



# Manual Billing & Enter Check Payment

User Guide

Last update July 20, 2018

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# What is The Purpose

To manage account ledgers in OnCare, a user can bill a family or record a payment at any time by manually posting a ledger item.

## 1. Manually Post a Billing Item in the Ledger

To manually bill an item, go to the selected family account ledger and then click on the "Post Ledger Item" button as shown below:

>> Family Ledger Card Details

<< Back

Quick lookup: All | A-B | C-D | E-F | G-H | I-J | K-L | M-N | O-P | Q-R | S-T | U-V | W-X | Y-Z

Family: Add New Edit Children Summary Search Select Info Sheet Authorized Person Family Notes Acct Stmt

Family Account Key : BAKER < Prev Next >

Sponsor : Marker Baker  
Co-Sponsor : Jennifer Baker  
Child First Name : Niki

Payor	Today's Bal.	Pending Bal.	Payment
Sponsor	\$ 855.00	\$ 855.00	TAP(Card)
Sponsor	\$ 115.00	\$ 115.00	N/A
CCA	\$ 230.00	\$ 230.00	N/A

Show Ledger All  Hide Void

Post Ledger Item ?

Ledger	Posting Date	Check #	Description	Comments	Child Name	Charges	Credit	Balance	Action	Invoice Number
Sponsor	08/04/2014		Registration Fee - New		Niki	\$ 125.00		\$ 125.00	Void	
Co-Sponsor	08/05/2014		Equipment Fee	Niki Baker	Niki	\$ 80.00		\$ 205.00	Void	

By clicking on the Post Ledger Item button, the system will show a new pop-up window where you can enter and post up to 4 items to the ledger at a time. Choose the Transaction Type, then click Post.

Post Ledger Item

Ledger	Posting Date	Check # (Max 15 Chars)	Transaction Type	Description	Amount	Child	Comments (Max 100 Chars)
Sponsor	01/10/2015		Tuition Charge	Pre K MWF Monthly	\$ 650.00	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	

Post Reset Cancel

## 2. Manually Record a Payment in the Ledger

To record the receipt of a check payment, go to the selected family account ledger and then click on the "Post Ledger Item" button as shown below:

>> Family Ledger Card Details

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Quick lookup: All | A-B | C-D | E-F | G-H | I-J | K-L | M-N | O-P | Q-R | S-T | U-V | W-X | Y-Z

Family: Add New Edit Children Summary Search Select Info Sheet Authorized Person Family Notes Acct Stmt

Family Account Key : BAKER < Prev Next >

Sponsor : Marker Baker  
Co-Sponsor : Jennifer Baker  
Child First Name : Niki

Payor	Today's Bal.	Pending Bal.	Payment
Sponsor	\$ 855.00	\$ 855.00	TAP(Card)
Co-Sponsor	\$ 115.00	\$ 115.00	N/A
CCA	\$ 230.00	\$ 230.00	N/A

Show Ledger All Hide Void

Post Ledger Item ?

Ledger	Posting Date	Check #	Description	Comments	Child Name	Charges	Credit	Balance	Action	Invoice Number
Sponsor	08/04/2014		Registration Fee - New		Niki	\$ 125.00	\$ 125.00	125.00	Void	
Co-Sponsor	08/05/2014		Equipment Fee	Niki Baker	Niki	\$ 80.00	\$ 205.00	205.00	Void	

Enter Check # and choose Payment in the Transaction Type as shown below:

Post Ledger Item

Ledger	Posting Date	Check # (Max 15 Chars)	Transaction Type	Description	Amount	Child	Comments (Max 100 Chars)
Sponsor	01/10/2015	32412	Payment	Payment - Check	\$ 800	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	
Select here...	01/10/2015		Select here...	Select here...	\$	Niki Baker	

Post Reset Cancel

Check payment posted to the ledger

Sponsor	01/01/2015		Preschool 2-3 Year Old (M-F) Monthly	Gianna Barnes	Gianna	\$ 960.00	\$ 6,573.80	Void	
Sponsor	01/01/2015		Sibling Discount	Gianna	Gianna	\$ 96.00	\$ 6,477.80	Void	
Sponsor	01/08/2015	2345	Payment - Check		Anna	\$ 500.00	\$ 5,977.80	Void	

**Note:** If you adopt the OnCare online tuition payment solution, the payment transaction will be posted AUTOMATICALLY to the ledger which saves significant amount of time. Please contact: [clientsupport@oncarecloud.com](mailto:clientsupport@oncarecloud.com) to learn more about the OnCare online tuition payment solution.

### 3. Bank Deposit Report

For every record of payment (cash, check, or credit card) to the ledgers, the system organizes payments in the Bank Deposit Report. To access, follow the steps below:

The screenshot shows the 'Family Accounting' software interface. At the top, there is a navigation bar with the following menu items: 'Main Menu', 'Setup', 'Reports', and 'Func'. A yellow callout box labeled 'Select' has an arrow pointing to the 'Reports' menu item. Below the navigation bar, there is a warning message in a red-bordered box: 'If your internet browser pop-up blocker is turned on, the report will be blocked. For more information, click here.' Below the warning, there are two main sections: 'Accounting' (with a calculator icon) and 'Billing and Deposit' (with a dollar sign icon). Under 'Accounting', there are four links: 'Account Activity', 'Aging Report', 'Specific Charge/Credit Detail Report', and 'Total Charge/Credit Summary Report'. Under 'Billing and Deposit', there are four links: 'Child Billing Item Setup Report', 'Children Without Billing', 'Bank Deposit Report', and 'Deposit on Account'. A yellow callout box labeled 'Then select this' has an arrow pointing to the 'Bank Deposit Report' link.

Family Accounting

◀ Main Menu ▶ Setup ▶ Reports ▶ Func

Select

If your internet browser pop-up blocker is turned on, the report will be blocked. For more information, [click here](#).

**Accounting**

- [Account Activity](#)
- [Aging Report](#)
- [Specific Charge/Credit Detail Report](#)
- [Total Charge/Credit Summary Report](#)

**Billing and Deposit**

- [Child Billing Item Setup Report](#)
- [Children Without Billing](#)
- [Bank Deposit Report](#)
- [Deposit on Account](#)

Then select this

## >> Bank Deposit Report

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All payment transactions recorded in the account ledger are captured in this Bank Deposit Report. There are two statuses for this report:

**Current:** The initial default status for all recorded payments before deposit

**Closed:** After the recorded payments have been deposited at the bank

Select Deposit Report Type  Current  Closed

Select  Up to Current Date (07/20/2018)

Posting Date Range

Select Ledger Type

Sort Order 1

Sort Order 2

Sort Order 3

All payment deposits are considered "Current" until the user closes them (see page... for more information)

**Current Deposit Report**

Report Number : 1

Reporting Period : Up to Current Date (01/10/2015)

The report groups the payment by type

Payment - Cash

Family Acct Key	Ledger	Parent Name	Child FN	Post Date	Check #	Comments	Amount
ANDERSON	Sponsor	Erick, Anderson	Roy	11/03/2014	1234		\$ 1,000.00
BURNIDGE	Sponsor	William, Burnidge	Aurea, David	11/04/2014			\$ 1,000.00
<b>Total</b>							\$2,000.00

**Current Deposit Report**

Report Number : 1

Reporting Period : Up to Current Date (01/10/2015)

Payment - Check

Family Acct Key	Ledger	Parent Name	Child FN	Post Date	Check #	Comments	Amount
LIDDLE	Children Council Association		Iliana	09/09/2014	53425		\$ 800.00
BRIGGS	Children Council Association		Iris	09/09/2014	53425		\$ 200.00
BRIGGS	Children Council Association		Iris	11/04/2014	1234567		\$ 200.00
OTTEN	Sponsor	Peter, Otten	Tyler	07/01/2014			\$ 1,000.00
CLARK	Sponsor	Danny, Clark	Fredy	08/07/2014	3445		\$ 800.00

#### 4. Changing the Status of the Bank Deposit Items

When ready to make a bank deposit, **change the status of the deposit items from Current to Closed**. This way, the next time Bank Deposit Report is run, it will show only the new payments recorded.

Report Viewer - Mozilla Firefox

https://www.oncareoffice.com/sumdisorg/reportviewer.aspx?CMP=1303&CTR=3&FD=&TD=01/11/2015&RP=U&RN=1&BT

[Print PDF](#) [Print CSV](#) [Close Current Deposit](#)

Click here to change the status of the items listed on this Deposit report from Current to Closed



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Company Name : OnCare - System Evaluation Account

Center Name : 101 - OnCare Evaluation Center 1

Each new deposit report is assigned a report number

**Current Deposit Report**

Report Number : 1

Reporting Period : Up to Current Date (01/11/2015)

Payment - Cash

Family Acct Key	Ledger	Parent Name	Child FN	Post Date	Check #	Comments	Amount
ANDERSON	Sponsor	Erick, Anderson	Roy	11/03/2014	1234		\$ 1,000.00

To access a closed deposit report, select Closed, then use a report number.

>> Bank Deposit Report

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Deposit Report Type  Current  Closed

Select  All  Deposit Closed Date Range  Report Number

Sort Order 1

Sort Order 2

Sort Order 3

Report Type  Pdf  Csv  Html

Pull up closed report by report number