



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

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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

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

Show Ledger ☐ Hide Void

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

Select

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

Enter a billing item and click Post

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

Sponsor : Marker Baker

Co-Sponsor : Jennifer Baker

Child First Name : Niki

Show Ledger: ☐ Hide Void

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

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	

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

Post Ledger Item

Enter check number

Select Payment transaction

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 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 links: 'Main Menu', 'Setup', 'Reports', and 'Func'. A yellow callout box labeled 'Select' points to the 'Reports' link. Below the navigation bar, there is a warning message: 'If your internet browser pop-up blocker is turned on, the report will be blocked. For more information, click here.' The main content area is divided into two sections: 'Accounting' and 'Billing and Deposit'. The 'Accounting' section has a list of reports: 'Account Activity', 'Aging Report', 'Specific Charge/Credit Detail Report', and 'Total Charge/Credit Summary Report'. The 'Billing and Deposit' section has a list of reports: 'Child Billing Item Setup Report', 'Children Without Billing', 'Bank Deposit Report', and 'Deposit on Account'. A yellow callout box labeled 'Then select this' points 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
Total							\$2,000.00

Current Deposit Report

Report Number : 1

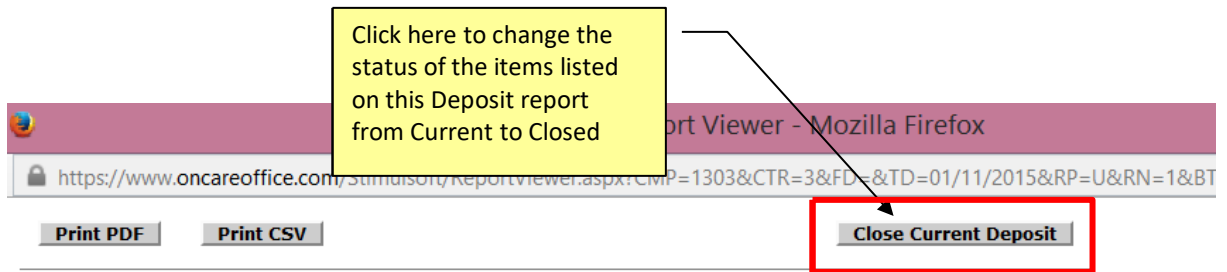
Reporting Period : Up to Current Date (01/10/2015)

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.



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OnCare DEMO

Company Name : OnCare - System Evaluation Account

Center Name : 101 - OnCare Evaluation Center 1

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

Submit

Pull up closed report by report number