Oncare

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Automatic Billing Setup

User Guide

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Contents

What is The Purpose

Automatic Billing Setup is one of the most important steps in setting up OnCare for use in your center. By completing the steps outlined in this User Guide, all recurring billing will automatically run and post to the ledger. There are 4 key steps in this User Guide.

1. Billing Setup

The first step in automatic billing is to setup all the relevant billing items that are applicable for your center. A good reference for this is your center tuition rate sheets.

There are 2 ways you can setup the billing items:

Manual Entry:
You can manually add the billing items, one billing item at a time. See the steps below
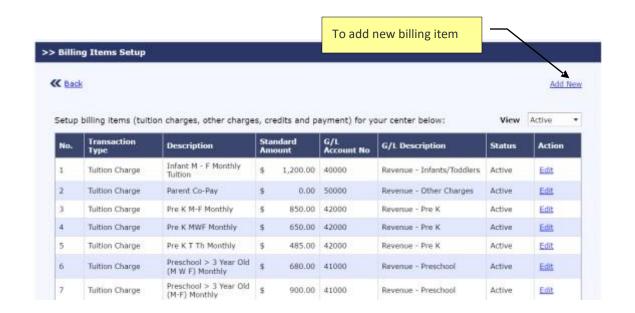
Automatic Upload:
If you have provided the billing items via Excel to upload to OnCare, you should see the uploaded billing items under Billing Setup. If all billing items look in order, you can skip this step and proceed to the step 2: Assign Billing Item to the Each Child Record (page 3).

Follow the steps below to manually add billing item entry:

Access path: Family Accounting --> Setup --> 1. Billing Item Setup

Select this

>> Setup

▶ Main Menu   ▶ Setup   ▶ Reports   ▶ Functions

Center and Child
- Age Group Setup
- Classroom Setup
- Bus Run Setup
- Child Schedule Templates
- Child Question Setup
- Immunization Setup
- Medication / Special Diets Setup

Billing
- Billing Item Setup
- Automatic Recurring Billing Rule
- Billing Multiplier
- Tuition Increase

Other
- User Preferences
- Add/Edit 3rd Party Agency

In Billing Setup, create your billing item transactions for tuition payments, other charges and credit. These billing items will become available for posting in the ledger.

To add new billing item

>> Billing Items Setup

« Back   Add New

Setup billing items (tuition charges, other charges, credits and payment) for your center below: View Active ▼

No.	Transaction Type	Description	Standard Amount	G/L Account No	G/L Description	Status	Action
1	Tuition Charge	Infant M - F Monthly Tuition	$ 1,200.00	40000	Revenue - Infants/Toddlers	Active	Edit
2	Tuition Charge	Parent Co-Pay	$ 0.00	50000	Revenue - Other Charges	Active	Edit
3	Tuition Charge	Pre K M-F Monthly	$ 850.00	42000	Revenue - Pre K	Active	Edit
4	Tuition Charge	Pre K MWF Monthly	$ 650.00	42000	Revenue - Pre K	Active	Edit
5	Tuition Charge	Pre K T Th Monthly	$ 485.00	42000	Revenue - Pre K	Active	Edit
6	Tuition Charge	Preschool > 3 Year Old (M W F) Monthly	$ 680.00	41000	Revenue - Preschool	Active	Edit
7	Tuition Charge	Preschool > 3 Year Old (M-F) Monthly	$ 900.00	41000	Revenue - Preschool	Active	Edit

Add / Edit Billing Item

Transaction Type	Tuition Charge
Billing Type	Program Schedule Based
Fee Type	Schedule Based
Description	Preschool Fuu Day
Calculation Unit	Flat Rate
Standard Amount	$800.00
G/L Account	41000
G/L Account Description	Revenue - Preschool
Status	Active

Save

After entering the billing item details, click "Save"

2. Assign Recurring Billing Item to Each Child Record

After setting up the billing items for your center, the next important step is to assign the appropriate billing item to each Child Record so that the recurring billing will run automatically.

Within the Child Record, go to the Child Tuition section. Click on "Add New Billing", select the Billing Cycle (weekly or monthly), and then fill in the appropriate billing item for that child.

Select this

Enter the appropriate recurring billing item for each child and click "Save"

Discounts

If there is any credit such as a sibling discount, please add at this time. For discounts, you have 2 options:

- Add a separate billing item with a fixed discount amount
- Add the discount as a percentage of the tuition amount by click on "Add % Discount"

Billing Item Start and End Date

You can use the Billing Item Start and End date to control the automatic billing. The billing item **Start and End Date are optional**.

If you leave the start and end date **blank**, the system will initiate automatic billing in the immediate next cycle based on the Automatic Recurring Posting setup in Step 4 below.

If you enter a billing item Start or End date, the system will check this date against the Automatic Recurring Billing Rule in deciding whether to process that billing item during each billing cycle.

3. Run Child Billing Item Setup Report
Family Accounting --> Report --> 3. Child Billing Item Setup Report

This report conveniently double checks the status and accuracy of all the billing items you have entered. You will also notice any child that you might have missed.

Note: For a drop-in care child that does not have a fix recurring billing, it is ok to leave the recurring billing blank.

Family Account Key	Parent Name	Child Name	Billing Cycle	Ledger	Transaction Type	Billing / Credit Description	Amount / Credit %	Comments	Start Date	End Date
ALTON	Annie Alton	Piya	Monthly	Sponsor	Tuitioncharge	Pre K M-F Monthly	$ 850.00	Piya Alveari-Rheton	8/1/2014	
ANDERSON	Erick Anderson	Roy	Monthly	Sponsor	Tuitioncharge	Preschool 2-3 Year Old (M W F) Monthly	$ 750.00	Roy Anderson		
BAKER	Marker Baker	Niki	Monthly	Sponsor	Tuitioncharge	Pre K MWF Monthly	$ 650.00	Niki Baker		
BARNES	Richardson Barnes	Anna	Monthly	Sponsor	Tuitioncharge	Toddler - M - F Monthly Tuition	$ 1110.00	Anna Barnes		
BARNES	Richardson Barnes	Gianna	Monthly	Sponsor	Tuitioncharge	Preschool 2-3 Year Old (M-F) Monthly	$ 960.00	Gianna Barnes		
BARNES	Richardson Barnes	Gianna	Monthly	Sponsor	Credit	Sibling Discount	10.0%	Gianna		
BENDER	Emiley Bender	Elleana	Monthly	Sponsor	Tuitioncharge	Pre K M-F Monthly	$ 850.00	Elleana Bender		
BERN	Carl Bern	Aven	Monthly	Sponsor	Tuitioncharge	Preschool > 3 Year Old (T Th) Monthly	$ 480.00	Aven Bern		
BLOOM	Aaron Bloom	Piper	Monthly	Sponsor	Tuitioncharge	Infant M - F Monthly Tuition	$ 1200.00	Piper Bloom		

Table title: Child Billing Box Setup Report

4. Setup Automatic Recurring Billing Rules

The last step in the Automatic Billing Setup is to set the Automatic Recurring Billing rules. **Family Accounting --> Setup --> 1. Billing Setup → 3. Automatic Recurring Billing Rules**

Select This

>> Automatic Recurring Billing Rule

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Setup automatic recurring billing rules to calculate and post entries to all active account ledgers below:

Add New

Select This

Review and Automatic Post

Recurring Billing Type	Billing Cycle	Post Date / Day	Upcoming Posting			Status	Action	
			For Period	Posting Date				
Program Schedule Based	Monthly	1st of Every Month	June, 2016	06/01/2016	Review	Active	Edit	Posting History
Program Schedule Based	Weekly	Every Friday	05/30/2016 - 06/05/2016	05/27/2016	Review	Active	Edit	Posting History

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>> Edit Automatic Recurring Billing Rule

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Automatic Recurring Billing Rule

Recurring Billing Type   Program Schedule Based

Billing Cycle   Monthly

Date of Automatic Recurring Posting   1

How You Bill   Current

Rule Status   Active

Billing Run Method   Automatic Post

Specify Current or In Advance

Specify Automatic Post or Review Before Post

Email Reminders

Email Reminder to Director   ○ Yes ● No ?

Email Reminder to Parents   ● Yes ○ No ?

Save   Suspend Billing

>> Automatic Recurring Billing Rule

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Setup automatic recurring billing rules to calculate and post entries to all active account ledgers below:

Add New

Review and Automatic Post

Recurring Billing Type	Billing Cycle	Post Date / Day	Upcoming Posting			Status	Action	
			For Period	Posting Date				
Program Schedule Based	Weekly	Every Monday	05/30/2016 - 06/05/2016	05/30/2016	Review	Active	Edit	Posting History

Review and Manually Post

Recurring Billing Type	Billing Cycle	Post Date / Day	Upcoming Posting			Status	Action	
			For Period	Posting Date				
Program Schedule Based	Monthly	1st of Every Month	June, 2016	06/01/2016	Review	Active	Edit	Posting History

Today: May 24, 2016

If Review before Post, will see the Rule in this section