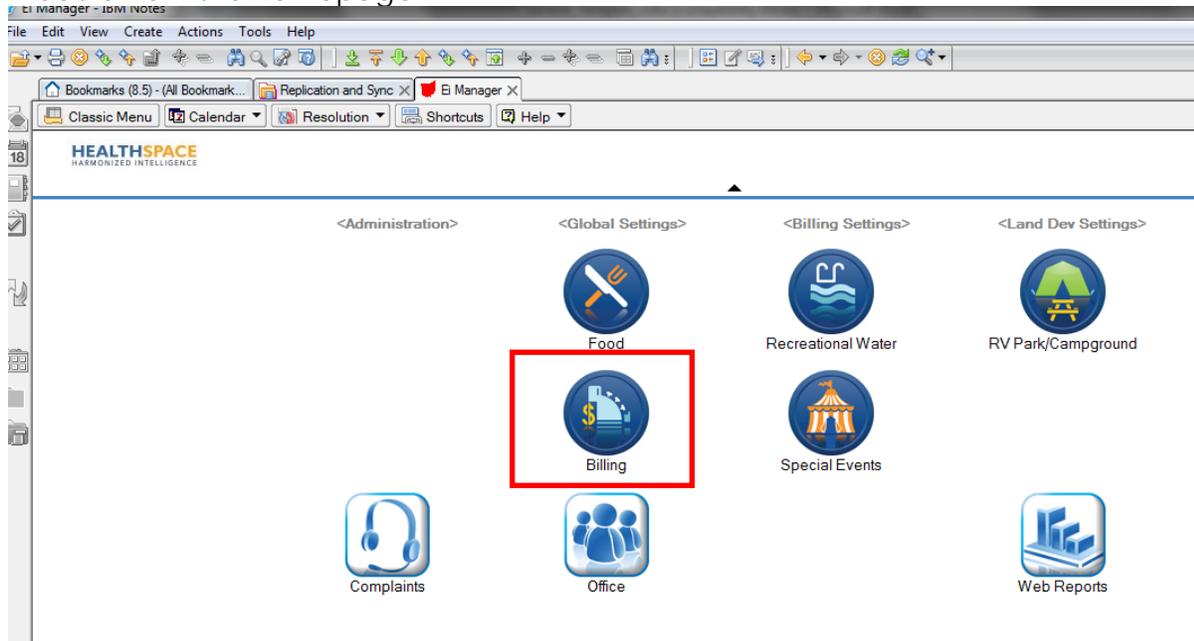




1. To enter in miscellaneous payments for Plan Reviews, water samples, etc., select the billing module from the homepage.



2. Expand the **Miscellaneous Billing** tab on the left side menu bar. By clicking the small triangle ▶. Once expanded, select **Misc. Billing**.



3. Select **New Random Contact**. A contact is defined as who is paying the fee.

New Random Contact					
Name	Date	Licensee	Description	Balance Owning	Out
▶ Dollar Tree Test Billing	Jul-10-2013	JEFF GIBBS	Plan Review Fee	\$0.00	
▶ Garrett's Steakhouse	Jul-10-2013	(Owner Not Set)		\$0.00	

4. Enter in the **Name**. The Administrative Status can stay as **Active**. Enter the **Contact Information** for who is paying the fee. Click on **Billing Type** and select **Miscellaneous** (it is currently the only option).

Details

Name	Administrative Status	Description
	Active	
The Active Date	ID	Health Office
12-Jul-2013	GGUT-99JNDE	Franklin County Public Health

Billing

Fee Details

Payment History

Invoice/Permit Details

Billing Type	Billing Address
	Owner Address

Time Tracking

Log Time

Licensee

New Choose Existing

*Choose from the existing Licensees first. If not listed create a new Licensee.
Please choose an existing owner or create a new Licensee.

Contact Information

Address	Contact
Building #	Direction
Street Name	Type
Suffix	Unit #
Zip Code	City
County	State
Country	Directions
USA	

5. Once you select **Miscellaneous** under the **Billing Type**. Billing options will appear in the **Fee Details**.

Billing

Create Specific Fee Create Random Fee Create Invoice Post Payment

Remove Fee Adjusting Entry Remove Payment

Print Receipt

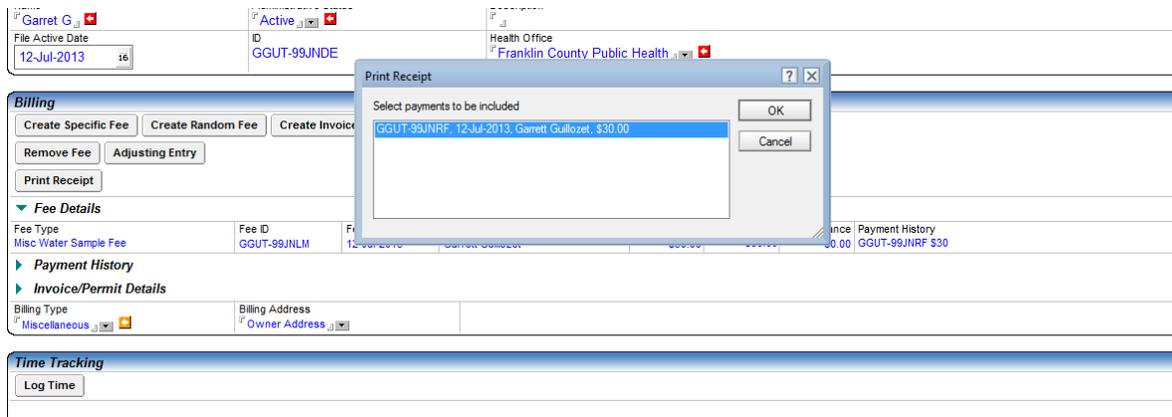
Fee Details

Payment History

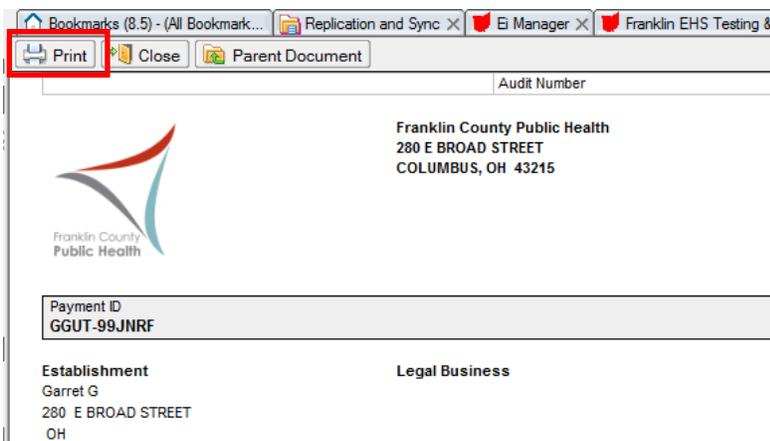
Invoice/Permit Details

Billing Type	Billing Address
Miscellaneous	Owner Address

- You then can pay in the money via the **Create Specific Fee** or **Create Random Fee** buttons. Under the **Create Specific Fee** button, there are some prepopulated fees. This includes the Plan Review Fees, and the Water Sample Fee for Food Facilities.
- Once the fee is created, you can make a payment by selecting the **Post Payment** button. Select the payment, and enter in any required information. Select **OK**.
- Select **Print Receipt**. Select what payment you want to print a receipt for then select **OK**.



- When the receipt generates, click on the **Print** button.



- When the receipt has been printed, click the **Done** button.

