

Billing Configuration

This document can be used when setting up billing requirements for new databases. Only the items that are useful for billing for Ohio LHD's will be covered. For information about all other configurable options in the Billing module, please refer to the Billing manual.

Before working in the Billing module, a billing office document must be entered in the system. This is done from the Administration folder under configuration. This should have been done during the set up of administrative settings, however, as it is important to billing, it has been added here as well.

| HEALTHSPACE HARMONIZED INTELLIGENCE | | Add Health Unit | | | | | | |
|--|--|---------------------|--------------|----------|---------|------------|----------------|-------|
| Ei Demo | | Health Unit Name ^ | Address ^ | City ^ | State ^ | Zip Code ^ | Telephone ^ | Fax |
| Administration | | Health District One | 1000 MAIN ST | CLAYTON | ZZ | 55210 | (555) 777-8545 | (555) |
| <ul style="list-style-type: none"> ▼ Configuration <ul style="list-style-type: none"> ▶ System Settings Configuration Center Broadcast Message ▶ Print Forms Offices ▶ HS Configuration ▶ Reports & Tools ▶ Risk Weights | | Health District Two | 2000 MAIN ST | WALWORTH | ZZ | 55236 | (555) 555-1010 | (555) |

The Office document is used to associate the physical location and it's facilities to a particular Health District where it is monitored from. This information is used for the printing of inspections identifying where the Environmental Health Staff work, and to identify if the address information will be used in the billing module.

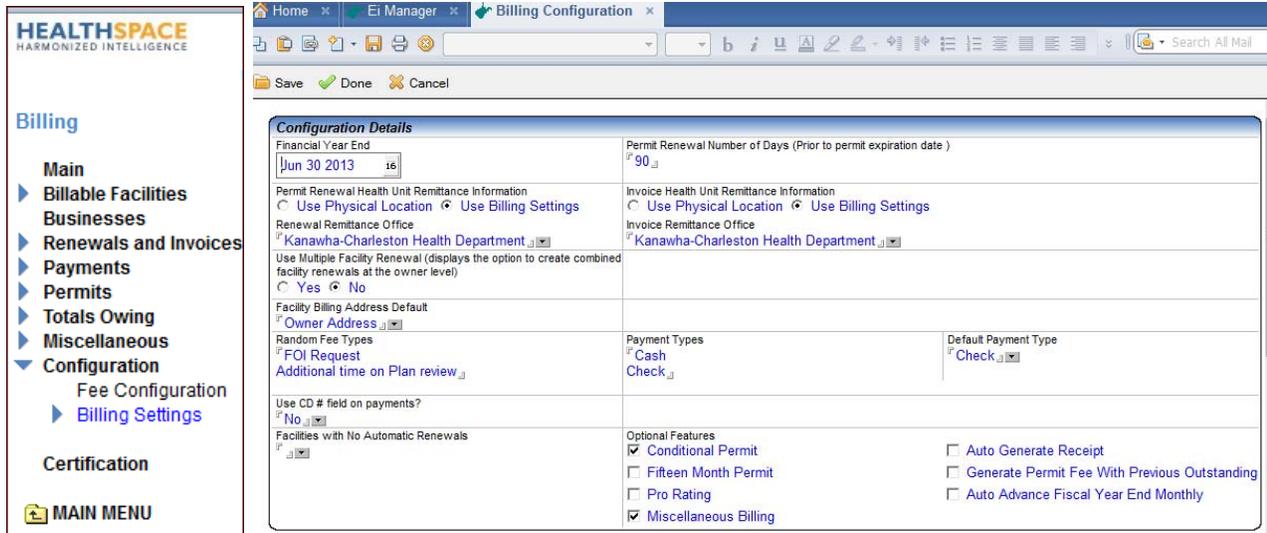
| Health District Information | | | | | | |
|-----------------------------|-------------|--|----------|--------|--------|--|
| Name | | Health District One | | | | |
| | | Billable region <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | |
| Building # | Direction | Street Name | Type | Suffix | Unit # | |
| 1000 | | MAIN | ST | | | |
| Zip Code | | City | County | | State | |
| 55210 | | CLAYTON | BAYFIELD | | ZZ | |
| Country | Directions | | | | | |
| USA | | | | | | |
| Primary # | Alternate # | | Cell # | | Fax # | |
| (555) 777-8545 ext | | | | | | |
| Email(s) | Website | | | | Other | |
| | | | | | | |

For the purposes of Billing, any Health offices that will be tied to Billing must have the field "Billable" set to "yes". The billing at the Health office refers to two different elements in the database. A physical location and it's facilities must be set to a billable Health Office if those facilities will be eligible for any type of fee...inspection, or permit.

Secondly, the Health Office must be set to billable if the address on the document will be used as the invoice remittance address.

Billing Settings

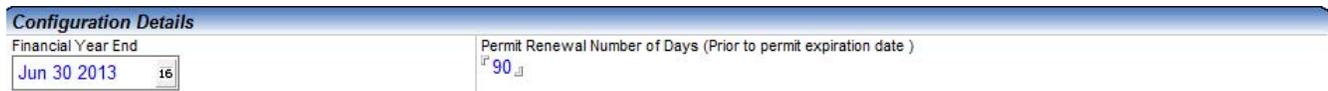
Once the Office is set, move to the Billing folder to configure other settings
 These settings are in the Billing Menu -> Configuration -> Billing Settings



Configuration Table

Financial year end date field should be set to the end date of the upcoming fiscal year of the program area due for renewal.

As an example: If upcoming facilities are expiring at the end of June 2014, and it is time to run the renewal applications, advance the end date to June 30 2015.



The Field Permit Renewal Number of Days is an editable field used to determine how far in advance of the current permit end date the fees and invoices should be run during an automated billing run.

Permit Renewal Remittance and Invoice Remittance addresses : Billing Settings



Renewal Remittance Office: Select the Health Office from the dropdown list.

Use Multiple Facility Renewal: Yes. Choosing yes to this option will allow the user to create one renewal application for all vending locations for each Food Vending licensee.

| | |
|--|--|
| Use Multiple Facility Renewal (displays the option to create combined facility renewals at the owner level) <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Facility Billing Address Default <input type="text" value="Owner Address"/> | |

Facility Billing Address Default: There is no State recommendation for this field but should be set up based on where each Health Department will consistently choose to send mail.

On the facility document in the billing table is a field to indicate where all billing correspondence should go. The options are: Owner Address, Alternate Owner Address, Facility Mailing Address, or Facility Location Address. With this option in System settings you can select what the default value will be for the majority of your facility operations, and then just select a different value for unique situations when setting up the facility.

Payment Types: Enter the types of payment your Health district accepts in this field. Enter the Default payment type as a time saving feature when most payments will come in one method.

| | |
|--|--|
| Payment Types <input type="text" value="check"/> <input type="text" value="cash"/> | Default Payment Type <input type="text" value="check"/> |
| Provisional Payment Types <input type="text" value="check"/> <input type="text" value="cash"/> | Default Provisional Payment Type <input type="text" value="check"/> |

Provisional Payment Types: These fields are used to track payment types and default payment types on Temporary Vendor facilities, they follow the same set up rules as Payment types

Optional Features: Choose the following features

| | |
|--|---|
| <input checked="" type="checkbox"/> Auto Advance Fiscal Year End Monthly | <input type="checkbox"/> Miscellaneous Billing |
| <input type="checkbox"/> Auto Generate Receipt | <input type="checkbox"/> Pro Rating |
| <input checked="" type="checkbox"/> Conditional Permit | <input checked="" type="checkbox"/> Sequential Receipt Audit Numbers |
| <input type="checkbox"/> Configurable Invoice | <input checked="" type="checkbox"/> Temporary Permit Dates Configurable |
| <input type="checkbox"/> Fifteen Month Permit | <input type="checkbox"/> Third Party Invoice |
| <input type="checkbox"/> Generate Permit Fee With Previous Outstanding | |

Auto Advance Fiscal Year End Monthly: Put a check for this feature. This will move the Fiscal Year End field every month so that fees for all modules will run on schedule.

Conditional Permit: Put a check for this feature. If conditions may be present for a facility's license, there is the opportunity to display those conditions on the license. By clicking on Conditional permit in Billing settings, the field is available on the facility document in the Operating Information table to enter one or more conditions and expiry dates for those conditions as needed.

There is also a check box in system settings to indicate if the conditions will simply be text that is entered into the field or if it should be from a picklist. If “Use condition picker” is chosen, an area to enter the conditions list becomes available. The conditions on the facility are then chosen from a drop down list.

The last option for conditions, is an icon next to the facility in the main view to indicate that there are conditions on the license. If this option is chosen a yellow star appears next to the facility until the conditions are removed.

**Screen shot of the table on the facility document*

Fifteen Month Permit: Do **NOT** use this feature in billing settings, as it will cause the 15 month feature to work for all modules. In Ohio extending initial licenses is done only for Food and Pools, and will be set up in another field in billing settings.

Sequential Receipt Audit Numbers: Put a check for this feature to have a sequential number when printing a receipt. Information on you to set up a receipt audit document is provided below

Temporary Permit Dates Configurable: Put a check for this feature. It will allow start and end dates for a temporary vendors license.

For more information of the Configurable Details table, please review the Billing Manual; page 4.

Removal Options for Fees and Payments

| Removal Options | |
|---|---|
| Track Removed Fees or Payments? <input type="checkbox"/> Yes | Enforcement To Enter Reason For Removal <input type="checkbox"/> Mandatory |
| Reasons For Payment Removal <input type="checkbox"/> Applied to wrong facility Incorrect amount applied Facility has had a type change | Reasons For Fee Removal <input type="checkbox"/> Applied to wrong facility Incorrect amount applied Facility has had a type change |

There are buttons available from the facility to remove fees and payments. A configurable option can be set so that reasons for payment and fee removal can be tracked.

Choose "Yes" to track reasons for removal, and set whether it should be a mandatory field (You must enter a reason to save the removal), a recommended field (a message that will ask the user if they wish to enter a reason for removal) or choose the option "none" to have an available field, however it is optional to enter a reason for removal.

Next enter the acceptable reasons for removing fees and payments.

When this has been successfully set up, the reasons will display in the audit record of the facility.

Fees Table:

Various Fee types can be associated with facilities. Use these features for creating fees that will have a set fee amount rather than a variable amount as in random fee generation.

| Fees | | |
|---|--|--|
| Facilities with Inspection Fees <input type="checkbox"/> | Inspection Types with Fees <input type="checkbox"/> | |
| Facilities with Specific Fees <input type="checkbox"/> Campground Food Pool | Specific Fees (should be limited to 30 characters to prevent wrapping in the facility details table) <input type="checkbox"/> Plan Review Fee | |
| Billing Type Included on Specific Fee? <input checked="" type="radio"/> Yes <input type="radio"/> No | Billing For Rabies Incidents? <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Facilities with Permit Fees <input type="checkbox"/> Campground | Permit Ending Months <input type="checkbox"/> April | First Permit Number of Days Leeway <input type="checkbox"/> 0 |
| Food | February | 90 |
| Pool | May | 0 |
| Temporary Vendor | December | 0 |

Specific Fees: A specific fee is considered a one-time fee event that has a set amount and will be manually generated rather than auto created. In this area, first enter the modules to which specific fees may apply, then create a list of fee types that your department charges for.

Billing Type included on Specific Fee: choose yes if the specific fees you create are dependent on the facility type and subtype. Example: FSO<25,000 sq feet, Risk Level 1.

Facilities with Permit Fees: Enter all facility modules that receive annual licenses, whether they will be auto-generated.

Choose Campground, Food, Pool and Temporary Vendor.

Permit Ending Months: Because the EH DSI system runs from the end date of current licenses enter the month of when the permits expire.

NOTE: though Food actually expires in Ohio on March 1, specific code has been built to advance the expiration date on the license by one day. So though the system will run fees on the 28th, the License will show the correct end date.

Though Temporary Vendors do not get annual licenses, they need to be in this list. Just use December as the end month, it will not negatively impact temporary licenses that are issued

If you do not see an option in your database to enter the end months, contact HealthSpace support who will change a back end setting to allow for this.

First Permit Number of Days Leeway:

If a new facility becomes permitted during the last few months of a licensing cycle, using this field will allow the creation of a license that extends for longer than a year.

For Food, put in 90 days.

For Pools put in 151 days.

For Campground and Temporary Vendor put 0 to indicate that they do not get an extended license.

Billing Types Table

| Billing Types | | |
|---|--|---|
| Use Billing Sub-Types For | | |
| <input checked="" type="checkbox"/> Campground <input type="checkbox"/> Labor Camp <input checked="" type="checkbox"/> Temporary Vendor | | |
| <input checked="" type="checkbox"/> Food <input checked="" type="checkbox"/> Pool | | |
| Campground <input checked="" type="checkbox"/> 50 sites or less <input checked="" type="checkbox"/> More than 50 sites <input type="checkbox"/> Temporary | Recreational Water Billing Types <input checked="" type="checkbox"/> Individual License <input checked="" type="checkbox"/> Additional Individual License <input checked="" type="checkbox"/> Government / School License <input checked="" type="checkbox"/> Additional Government / School License | Temporary Vendor <input checked="" type="checkbox"/> Temporary Commercial Food Service Operation <input checked="" type="checkbox"/> Temporary Noncommercial Food Service Operation <input checked="" type="checkbox"/> Temporary Commercial Retail Food Establishment <input checked="" type="checkbox"/> Temporary Noncommercial Retail Food Establishment <input checked="" type="checkbox"/> Temp Campground |
| Food <input checked="" type="checkbox"/> Risk Level I <input checked="" type="checkbox"/> Risk Level II <input checked="" type="checkbox"/> Risk Level III <input checked="" type="checkbox"/> Risk Level IV <input checked="" type="checkbox"/> Mobile <input checked="" type="checkbox"/> Vending <input checked="" type="checkbox"/> Micro-market | | |

Billing Types: To further categorize and apply fee amounts to various facilities, billing types are set up for each module, as seen in the screen shot.

Below is a list that can be copied and pasted into billing settings for each of the active modules.

Campground:

50 sites or less

More than 50 sites

Food:

Risk Level I
Risk Level II
Risk Level III
Risk Level IV
Mobile
Vending

Pools:

Individual License
Government/School License
Additional Individual License
Additional Government/School License

Temporary Vendor:

Temporary Commercial Food Service Operation
Temporary Noncommercial Food Service Operation
Temporary Commercial Retail Food Establishment
Temporary Noncommercial Retail Food Establishment
Temp Campground

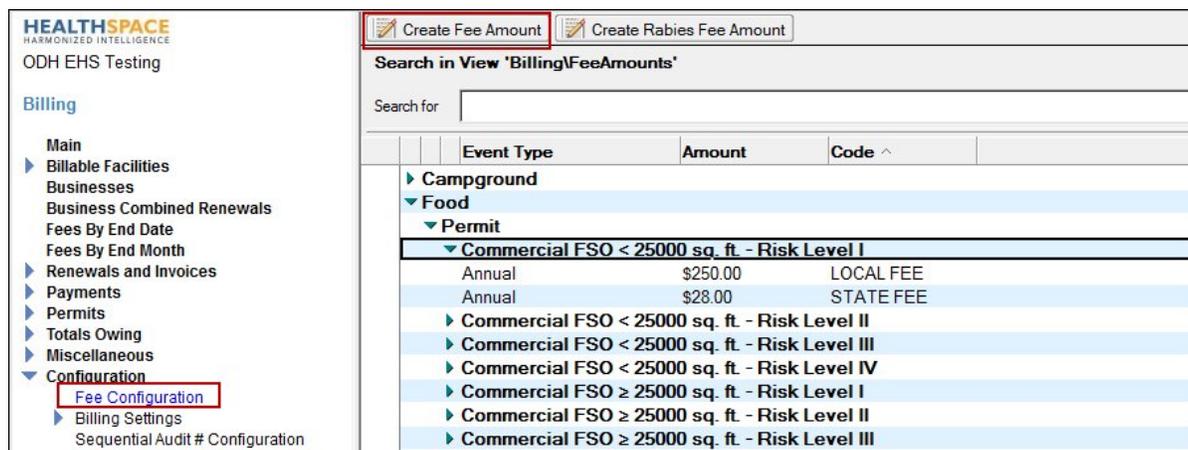
Logo Table:

If you wish to have a local logo on receipts generated out of your system, send a logo in a .jpg format to HealthSpace support so that it can be added to image resources and entered into this field

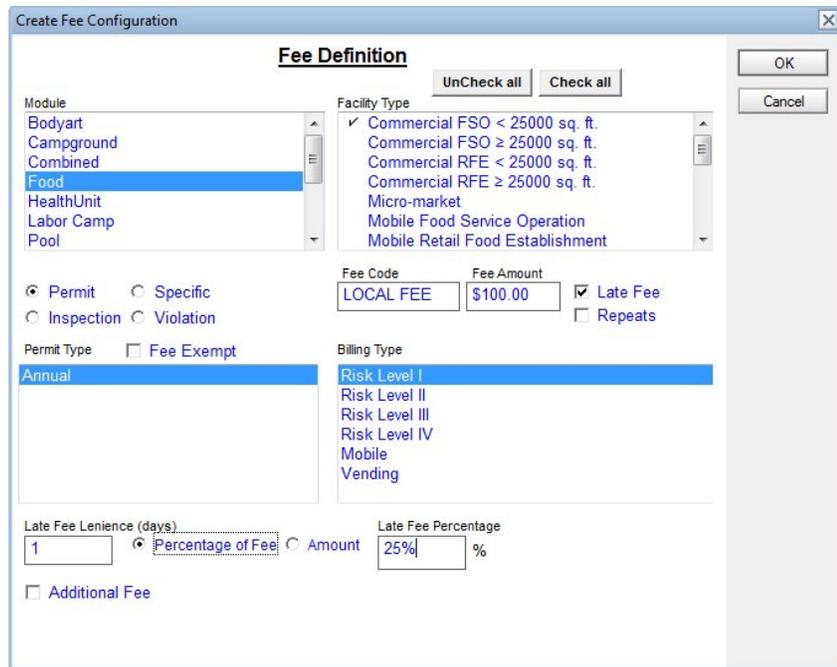
Fee Configuration Documents

After setting the System settings have been entered, configurable fee documents need to be created in the database.

This is done from the billing folder, under the Fees twisty, in the fee configuration view. Fee documents for Permit/License fees and Specific Fees must be created for all facility types and all modules before beginning to work with billing on a facility.



Fee Definition Document: Click on Create Fee amount in the view.



Module: Choose the module related to this fee document.

Facility Type: Notice that more than one facility type can be chosen in the list to help with the amount of data entry you will need to do.

Fee Type Radio Buttons: choose Permit fee for the annual licensing fees. Choose Specific for the one time issued fee, such as a plan review fee.
this is for a Permit or Specific fee.

Fee Code: For permit fees enter either LOCAL FEE or STATE FEE. This should be in all caps just as the format indicates in the screen shot. No code is needed for Specific fees

Fee Amount: Enter the fee amount for this module/facility type/billing type.

Late Fee: For LOCAL FEES, put a check next to enter a Late fee if you charge late fees on permits. STATE FEES do not have late fees associated with them.

Billing Type: choose the Billing type that will go with this fee amount.

Late Fee Lenience number of days: chose how many days after a current permit expires would you want a late fee to run. 0 would indicate that the day after the permit expires a late fee would be applied to the facility.

Percentage of Fee. Click into the radio button for percentage of Fee

Late Fee Percentage: Enter the percentage of the original permit fee that should be calculated to build the late fee amount.

Additional Fee

| | | |
|---|-------------------------|------------------------------|
| <input checked="" type="checkbox"/> Additional Fee | # Sites Included | Additional Fee Amount |
| | 50 | 5.00 |

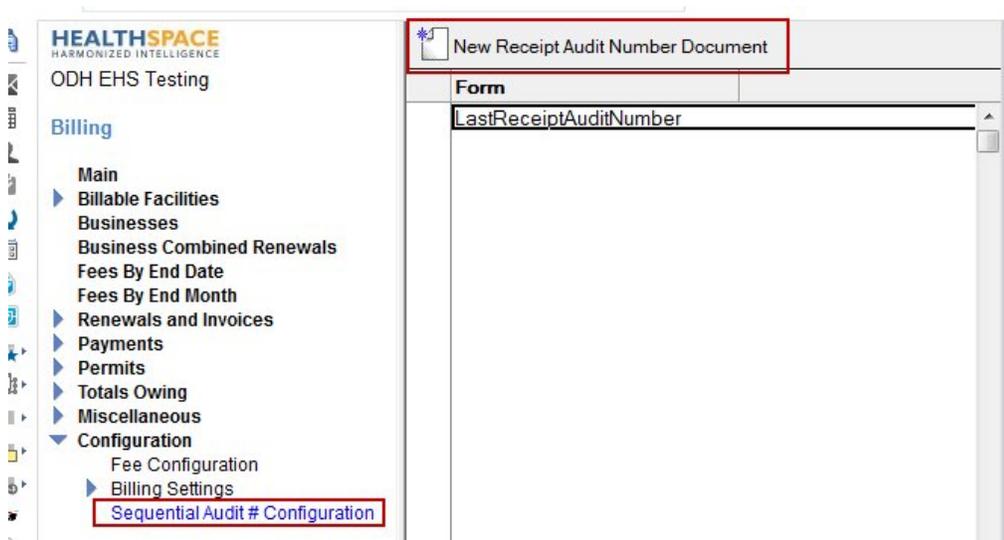
When setting up annual permit fees For Campgrounds if you charge a base rate for a certain number of sites and an additional amount for sites over and above that number, click on Additional Fee.

Sites included: Enter the number of Sites that are included in the base rate.

Additional Fee Amount: Enter the amount that each additional site should be charged. On the Campground facility form is a field to enter the number of sites. This is what will be used to base the fee amount on.

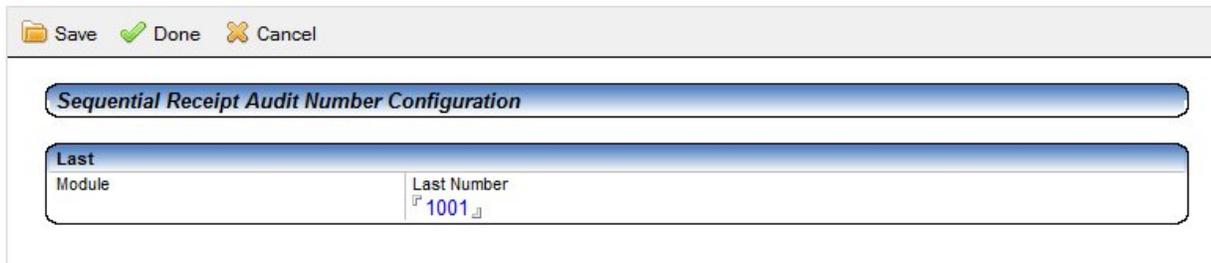
Sequential Receipt Auditing Document:

Under the twistie for Billing settings is a view to set up the Sequential number for Receipt number generation.



New Receipt Audit Number document: Double click on the button in the view to open a new document.

Last Number: Enter the number before the one you want to start with. Screen Shot
Example: the next number that will print will be 1002.



Setting up the Multi Facility Licensee

Identification

Name: AVI Foodsystems Inc (Vending) + Preferred Language: English + Multiple Facility Permit Renewal: Yes +

Supporting Documents

Facilities

- Campground: "1000ARL", Recreation Camp, Approved
- Food Facility: "1000ARL", Alison Capoun, Non-Commercial FSO < 25000 sq. ft. - Risk Level IV, Applied on 26-Feb-2013, Permitted
- Food Facility: "1000ARL", angela glendinning, Commercial FSO < 25000 sq. ft. - Risk Level III, Applied on 28-Apr-2013, Pending
- Food Facility: "1000ARL", Anna-Marie Taves, Commercial FSO ≥ 25000 sq. ft. - Risk Level I, Applied on 14-Mar-2013, Out of Business on 6-Jun-2013
- Food Facility: "1000ARL", Anna-Marie Taves, Commercial RFE < 25000 sq. ft. - Risk Level II, Applied on 7-Mar-2013, Permitted on 7-Mar-2013
- Food Facility: "1000ARL", Hannah Windle, Commercial FSO ≥ 25000 sq. ft. - Risk Level IV, Applied on 2-May-2013, Permitted
- Food Facility: "1000ARL", James Testcoast, Commercial FSO < 25000 sq. ft. - Risk Level IV, Applied on 8-May-2013, Pending

Contact Information for Licensee

Primary Contact Last: AVI Foodsystems Inc Parent Company Name: AVI Foodsystems Inc

| | | | | | |
|------------|-----------|--|--------|--------|--------|
| Building # | Direction | Street Name + | Type | Suffix | Unit # |
| | | | RD | NE | |
| Zip Code | | City | County | | State |
| | | | | | OH |
| Country | | Directions | | | |
| USA | | | | | |

For those Licensees that operate vending locations, set up a Licensee document specifically for them separate from if that same licensee has Risk or Mobile facilities.

From the Vending Location Facility Document create the Licensee document as usual.

Put a check mark next to Multi-facility owner.

If you will be manually entering all facilities and owners, be sure when setting up the vending locations to choose the correct Licensee that is set up as a multi facility owner.

If an import was done use the combine businesses tool and select all vending locations for the one vending owner.

HEALTHSPACE
HARMONIZED INTELLIGENCE

ODH EHS Testing

Billing

- Main
- ▶ Billable Facilities
- Businesses
- Business Combined Renewal
- Fees By End Date
- Fees By End Month
- ▶ Renewals and Invoices
- ▶ Payments

Combine Selected Businesses

| Name ^ | ID ^ |
|---|-----------|
| Automobile Restoration | NFRY-8991 |
| ✓ Avi Food Systems, Inc. | NFRY-8KF |
| ✓ AVI Foodsystems Inc | SYOG-7V9 |
| AVI Foodsystems Inc (Akron Branch) | PJON-8ZU |
| AVI Foodsystems Inc (Canton Branch Vending) | SYOG-7W |
| AVI Foodsystems Inc (Canton Branch) | PJON-8ZU |
| AVI Foodsystems Inc (Solon Branch Vending) | SYOG-7V9 |
| AVI Foodsystems, Inc Martins Ferry | MFRN-9D7 |
| Avon Park Of Summit County LLC | AMTS-7XN |
| Awan LLC | PJON-8KF |

These steps will ensure that all these vending locations will be on the one renewal application document.

Permit Renewal Applications and Cover letters

| HEALTHSPACE HARMONIZED INTELLIGENCE | | New Print Form | |
|--|--|--------------------------------------|--|
| Ohio State Approvals | | Name | Description |
| Administration | | | |
| <ul style="list-style-type: none"> 📅 Filing 📅 Calendar 📅 Personal Calendar 📅 Schedule 📅 References 🔒 Locked Documents 📖 User Guide 📞 Contact HealthSpace 🗣️ Support Forum | | | |
| Configuration | | | |
| <ul style="list-style-type: none"> ▶ System Settings ▶ Land Development Settings ▶ Configuration Center ▶ Broadcast Message ▶ Print Forms <ul style="list-style-type: none"> ▶ Print Forms ▶ Print Form Tags ▶ System Tags Reference ▶ Image Resources ▶ Offices ▶ HS Configuration ▶ Reports & Tools ▶ Risk Weights | | | |
| | | ▼ Food | |
| | | Examples of Elements (Suffix of CCP) | Examples of CCP Elements modified to add after CCP report |
| | | Permit Renewal | Food Application for License Renewal |
| | | Permit Renewal Cover Letter | Food license renewal application cover letter |
| | | Permit Renewal Late Letter One | Notice of Failure to Renew Food License 1 |
| | | Permit Renewal Late Letter Three | Notice of Failure to Renew Food License 3 |
| | | Permit Renewal Late Letter Two | Notice of Failure to Renew Food License 2 |
| | | ▼ Food Vending | |
| | | Permit Renewal | Application for renewal of vending machine location license |
| | | Permit Renewal Cover Letter | Vending machine location license renewal application cover letter |
| | | Permit Renewal Late Letter One | Notice of Failure to Renew Food Vending Machine Location License 1 |
| | | Permit Renewal Late Letter Three | Notice of Failure to Renew Food Vending Machine Location License 3 |
| | | Permit Renewal Late Letter Two | Notice of Failure to Renew Food Vending Machine Location License 2 |
| | | ▼ Pool | |
| | | Permit Renewal | Pool Application for License Renewal |
| | | Permit Renewal Cover Letter | Pool/Spa license renewal application cover letter |
| | | Permit Renewal Late Letter One | Notice of Failure to Renew Pool/Spa License 1 |
| | | Permit Renewal Late Letter Three | Notice of Failure to Renew Pool/Spa License 3 |
| | | Permit Renewal Late Letter Two | Notice of Failure to Renew Pool/Spa License 2 |
| | | ▼ RV Park/Camp | |
| | | Permit Renewal | RV Park/Camp Application for License Renewal |
| | | Permit Renewal Cover Letter | License renewal application cover letter |
| | | Permit Renewal Late Letter One | Notice of Failure to Renew RV Park/Camp License 1 |
| | | Permit Renewal Late Letter Three | Notice of Failure to Renew RV Park/Camp License 3 |
| | | Permit Renewal Late Letter Two | Notice of Failure to Renew RV Park/Camp License 2 |

Permit Renewal Applications for each of the State modules (Food, Campgrounds, Pools) have been set up at the State Level and are available in the Live databases in an un-editable format.

To review the documents, go to Administration/Configuration/Print Forms/Print Forms. Open the twisties in the view, double click to open, and review.

If for some reason you feel that this does not meet the requirements, please contact HealthSpace support who will refresh the form to be sure you have the right one.

If you choose to use Cover letters to send with Renewal applications, open the Permit Renewal document for each module and check the value of the field "Use Cover letter".

If it is set to "No" use the button at the top of the form Toggle Cover letter. You will get a message indicating that when you close the form, it will set the new value.

The cover letters are editable and you may create up to four for each module. Sample Cover letters have been provided for you. It is important to review the documents before using them to be sure they capture the data you are looking for. In some cases they may have information you do not want to use, so be sure to review and correct any information on these forms.

The titles of these letters is important. A change to the title will mean that the system cannot find the cover letter to go with the Permit Renewal document and the renewals will not generate.

Conclusion

Billing settings have now been completed and billing functions are ready to begin.

Other documentation you may wish to refer to:

Billing Manual Complete information on the billing fields, the set up of new facilities and renewal features.

Preparation for the Initial Renewal Application Run. Steps to ensure that the first billing run fields have been set up correctly for an initial application run.

Renewal Application Process: For those LHD's who have done billing in their systems for one year or more. A review of the application process in preparation for the automated renewal run

Billing test. Create a copy of your database and test the billing to look for any data entry errors that need to be corrected before billing should be done in a live environment.



Information technology for today's Environmental Health Professional