

Value Pass Recharge Billing System (VPRBS) For ScanNet® Software Manual



Created by:



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Value Pass Recharge Billing System (VPRBS)


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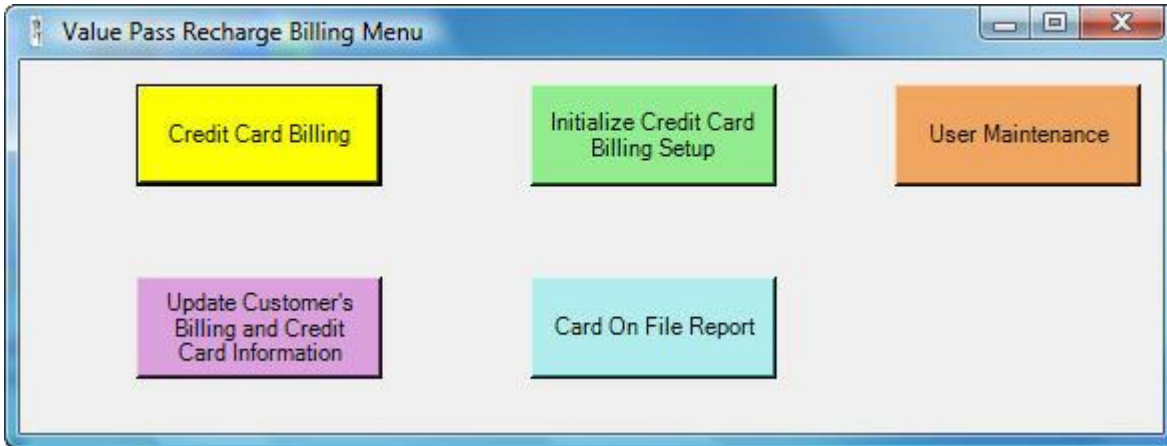
Value Pass Recharge Billing System (VPRBS)

Value Pass Recharge Billing Menu Toolbar

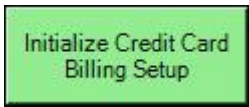
To use the VPRBS Software, first you must open the Value Pass Recharge Billing Menu Toolbar by finding the

shortcut  and double clicking on it:

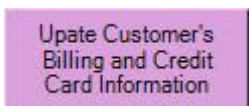
When opening the program the toolbar looks like the following:



Credit Card Billing Program



Initialize Credit Card Billing Setup Program



Update Customer's Billing and Credit Card Information



Card On File Report



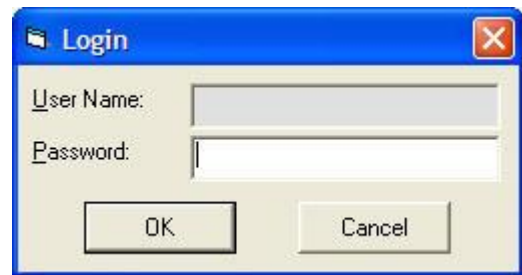
User Maintenance

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Security

Whenever you try to access any of the key programs from the menu, you will be presented with a login screen.

When the program is initially installed, there is a default password of 'amcdot'. Use this to add new users.



Prerequisites

The system requires that the ScanNet Central Credit Card option from Federal APD has been purchased and is installed. Install, configure and run as a service on your system any software required by the credit card processor. It is also necessary that all customer accounts that are to be billed for their Value Pass credentials be added in the Customer Maintenance section of the ScanNet Access Control section. The operator can then modify these accounts in the Update Customer's Billing and Credit Card Information form of this application to identify when they will be billed. This program will also allow the operator to update card information such as card number, card type, and expiration date.

The program allows the user to schedule the application as an unattended operation. In order to make the application run unattended the user needs to append any character or group of characters on the command line that runs the application. The program name is "AMCBILLINGPROJECT.EXE", the user would append something like "AUTO" to the command line which would tell the application that it is to be run in an unattended mode. If the user runs the application in an unattended mode the application will load, perform the billing application for all applicable customers, print the report and close appropriately. Any errors during processing will be documented in a log file ("MMDDYYYY.log") in the application directory. "MMDDYYYY" represents the date the application was run. The command line would appear as follows for an unattended operation: "AMCBILLINGPROJECT.EXE AUTO"

User Maintenance

User ID: Password: Please Note: If the user information is updated a new password must be entered.

Full Name: Administrator

User ID	Option	Full Name
Alex	ADMIN	Alex Espinoza
Corey		Corey Jefferson
Default	DEFAULT	Default User
Doug	ADMIN	Doug Bowerman
Felyn		Felyn Bangilan
IVAN	ADMIN	IVAN TORRES
Kenneth	ADMIN	Kenneth Woods
Leticia		Leticia zarate
Lindsey		Lindsey Bradshaw

1 of 19 | + X Save



User maintenance is used to setup various valid users for the EBIS system. Click the add button to add a new user. You will enter the user id that will be used logging into the application, the full name of the user and the password they will use. The password is case sensitive and must be different from any of the other passwords already set up.

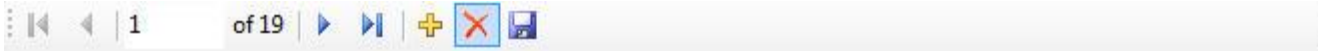
If you check the Administrator checkbox, then this user will be able to add or change users.



Click the SAVE button to save your changes.

To change information or a password on an existing user, select a user from the grid or use the navigation keys to position on the appropriate user. That user information will then be displayed in the text boxes on the top of the form. Change the information and then click Update.

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If you want to 'Delete' a user, double-click on a user in the grid on the form. That user information will then be displayed in the text boxes on the top of the form. Then click the Delete button to remove that user.

When you are done with user maintenance, click the X or close button.

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Billing

To Bill your customers you first need to click on the Credit Card Billing button on the main toolbar.

After you log in, this will open the Process Credit Cards for Value Pass Recharge form:

The screenshot shows a web application window titled "Billing Program" with a sub-header "Process Credit Cards For Value Pass Recharge". The form contains the following elements:

- Bill Date:** A dropdown menu showing "02/24/2010".
- Last Date Processed:** A text input field containing "02/23/2010".
- Description:** An empty text input field.
- Customer:** A dropdown menu.
- Beginning Invoice Number:** A text input field containing "3".
- RESET:** An orange button.
- Log Out:** A yellow button.
- Create Billing Records:** A red button.
- Print Billing Summary:** A purple button.
- Exit Form:** A cyan button.


At the bottom right, it says "User 'Default' Logged In". At the bottom left, it says "Rel 02/24/2010 Authenticated". There is also a small icon of a person in a uniform on the right side of the form.

Create Billing Records

1. You need to choose a bill date. This is the date that will appear as the billing date. You can choose any date that you would like as long as it is between the 1st and the 28th of the month. This will allow the customers to be selected whether they are daily, weekly, monthly or annual billing. A daily customer will be billed no matter what bill date is entered. All weekly billing will be based upon the day of the week. In other words, if the customer is to be billed each Wednesday then the program will bill those customers where the bill date is a Wednesday. Monthly customers will be billed for the corresponding day of the month. Annual customers will be billed where the day and month match.
2. Once you have selected the bill date you can either select a particular customer from the drop down box or leave blank to select all applicable customers to bill. A description can also be entered to further document the billing run.
3. Once you have chosen your Bill Date and Customer, click the Create Billing Records button. This will create the billing records and when complete will display a billing summary report. A window will appear informing the operator that it has completed.

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Printing Billing Summary:

1. To optionally print a billing summary the user should select the same bill date that you chose when creating the billing. The application will also prompt for a batch number.
2. Next click the Print Billing Summary button. This will open a window showing the Credit Card approved and denied transactions.
3. From this window click the print icon  at the top to print the report.
4. See attached sample of the report.

When you are done invoicing, simply click

Exit Form

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Update Customer's Billing and Credit Card Information

The Update Customer's Billing and Credit Card Information program is used to update key information that allows you to properly bill Value Pass customers for parking.

To use Update Customer's Billing and Credit Card Information click on the button on the main toolbar. It will open the form and ask for a password.

Enter your password here to be able to use the form. The password is used for reporting, to know who took in what money. After you enter your password the following form will be available. The user name associated with the login will be saved with all transactions.

A small dialog box titled "Login" with a close button (X) in the top right corner. It contains two text input fields: "User Name:" and "Password:". Below the fields are two buttons: "OK" and "Cancel".

The main application window titled "Update Customer Billing and Credit Card Information". It features several input fields and a data table.

Input fields include:

- Cust ID: 1111112691
- Name: UPG-Students
- Addr1: 6431 Fannin
- Addr2: (empty)
- City: (empty)
- State: (empty)
- Zip: 77401
- Card Type: V (with dropdown menu: Enter J For JCB, Enter A For AMEX, Enter V For VISA, Enter M For MC, Enter D For DCVR, Enter I For DCLB)
- Card Nbr: XXXXXXXXXXXX6781
- Card Exp Date: 08/31/2011
- Card Option: Y
- Print Card On File Report (button)
- Bill Frequency: 1 (with dropdown menu: Enter 1 For Daily, Enter 2 For Weekly, Enter 3 For Monthly, Enter 4 For Annual)
- Rebill Day: Daily (with dropdown menu: Enter 1 For Daily, Enter 2 For Weekly, Enter 3 For Monthly, Enter 4 For Annual)
- Instructions: If Daily Leave Blank, If Weekly Enter Day of Week i.e. Friday, If Monthly Enter Day of Month i.e. 01, If Annual then Enter MM/DD ie. 06/30

Cust ID	Name	CC Address	City	ST	CC Zip	Card Type	Card Nbr	Card Exp Date	Bill Freq	ReBill Day	On
1111113889	UPG-MHHS Eye Center		Houston	TX		V	XXXXXXXXXXXX6781	08/31/2009			Y
1111112691	UPG-Students				77401	V	XXXXXXXXXXXX6781	08/31/2011	1	Daily	Y
1111113255	UPG-UT Imaging Scheduling		Bellaire	TX		V	XXXXXXXXXXXX6781	08/31/2009			Y
1111112951	UPG-UT Physicians		Houston	Tx		V	XXXXXXXXXXXX6781	08/31/2009			Y
1111112751	UPG-Wage Works					V	XXXXXXXXXXXX6781	08/31/2011	1	Daily	Y
0010096796	Upta,Swati					V	XXXXXXXXXXXX6781	08/31/2009			Y
0010097044	Uptmore, David					V	XXXXXXXXXXXX6781	08/31/2009			Y
1111111475	UPTON, SHARA					V	XXXXXXXXXXXX6781	08/31/2009			Y
1111111476	UPTON, TRACY					V	XXXXXXXXXXXX6781	08/31/2009			Y

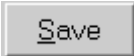
At the bottom of the window, there are navigation buttons and a status bar showing "5791 of 7280".

You can look up by:

Customer Name: This is the name of account or customer responsible for paying for the charges.


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Once a customer has been selected the remaining fields on the form will populate with that customer information.

1. Look up the customer.
2. Select the appropriate information to update with regards to the customer's billing information. The user must enter a credit card type, credit card number, and expiration date. The expiration date must be a future date.
3. The user then must select whether the customer is to be billed daily, weekly, monthly, or annually for the Value Pass Credential balance that has been accumulated.
4. If the customer is to be billed daily then no re-bill day is necessary. The program will automatically place daily in that field. If the customer is to be billed weekly then the operator must specify the day of the week this particular customer is to be billed. The operator would enter Sunday, Monday, Tuesday, Wednesday, Thursday, Friday or Saturday. If the customer is to be billed monthly then the operator needs to specify the day i.e. 25. The day must be between 1 and 28. If the customer is billed annually then the operator needs to specify the month and day separated by a slash. I.e. 10/25. In this example, the customer would be charged if the bill date was October 25th.
5. Now you can choose to save the information making it effective, by clicking .

Printing a Summary Billing Report:

The 'Summary Billing Report' gives you a report of all payments that were recorded. It shows which cashier took the money, who paid, and when they paid. It also totals how much was approved and declined for the credit cards processed. This report will run automatically after each billing run and the operator can run it at any time by selecting the Print Billing Summary report from the Value Pass Recharge Billing Form. If selected on the form then the program will prompt for a batch number to print.

You can then choose to print the report by clicking the print icon  on top of the report preview window.

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Initialize Credit Card Billing Setup Program

The screenshot shows a Windows-style window titled "Setup Form". It contains the following fields and controls:

- Ord Scan: 999 (spin box)
- Ord dev: 1 (spin box)
- Device Name: RH Fannin Entry 1 (text box)
- Machine Name: GADMPARKING2 (text box)
- Comm Port: 1 (spin box)
- Port Controller: 1 (spin box)
- Dev Number: 1 (spin box)
- Hardware Type: 1026 (spin box)
- Lost Conn: 10/05/2008 (calendar picker)

A button labeled "Create Device For Credit Card Processing" is located to the right of the form fields. The status bar at the bottom shows "1 of 115" and "Ver 02/12/10".

The Value Pass Recharge Credit Card Billing application requires that the user initialize the system for billing credit cards. To do this simply open this form from the main toolbar menu and click the create device for Credit Card processing button. That is all it takes. After doing that the application is ready to process credit cards.

Card on File Report

Report Viewer Form

Main Report

Card On File Report
Printed On: 02/24/2010

Name	CustID	CardNbr	Card Exp Date	Bill Freq	Rebill Day	Dollar Balance	Value Charge
Last Name	First Name	Credential	Facility	Validity	Pass Method		
ENCYSIVE	0000000026	XXXXXXXXXXXX6781	08/31/2009				
VANDERSLICE	PETER	0000000000000602237	0000000000	ISSU		0.00	1
WOODSIDE	DARREN	0000000000001994854	0000000000	ISSU		0.00	1
BOSHERNITZAN	NATALIA	0000000000001995513	0000000000	ISSU		0.00	1
BURQUIST	CARL	00000000000014365117	0000000000	ISSU		0.00	1
SLOT	FABIEN	00000000000014365118	0000000000	ISSU		0.00	1
SAVAGE	MICHAEL	00000000000014368056	0000000000	ISSU		0.00	1
BIEDIGER	RONALD	00000000000014369487	0000000000	ISSU		0.00	1
ANTOON	JESSE	00000000000017566463	0000000000	ISSU		0.00	1
RAY	AMY	00000000000017569689	0000000000	ISSU		0.00	1
LAWRENCE	MIKE	00000000000017790318	0000000000	ISSU		0.00	1
MABRY	PAM	00000000000017918435	0000000000	ISSU		0.00	1

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: Page Width

This application allows you to generate a card on file report. This report can be generated at any time by clicking on the Card On File Report from the main toolbar menu or also by clicking the Card on File button in the Update Customer's Billing and Credit Card Information form.

Reports

This is an application to allow you to run Credit Card related reports without needing to run ScanNet directly on your PC. Some of these reports existed in previous versions of the AR software, and some are new. Each report is described below.

Card On File Report – This will show credit card information for all customers who are participating in the Value Pass Recharge Credit Card Billing process.

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Summary Billing Report – This will show all approved and declined credit card charges for a particular batch number.

Sample Reports

Summary Billing Report

The screenshot shows a software window titled "Report Viewer Form" with a toolbar and a sidebar. The sidebar contains a tree view with "UPG-Wage Works" selected. The main report area displays the following information:

Billing Summary Report
Printed On: 02/24/2010 Batch Number: 4590
Approved

Name	Cust ID	Card Type	Bill Freq	Re-Bill Date
UPG-Wage Works	1111112751	V	Daily	Daily

Amount: 1.00 Response: AP

Credential ID	Name	Approved Amt
00000000000000060268	Name: Pipitone, Tracy	0.25
00000000000000060849	Name: White, Annie	0.60
00000000000000060896	Name: Jolley, Avie	0.15

UPG-Wage Works 1.00

Grand Total: 1.00

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Card On File Report

Report Viewer Form

Main Report

Card On File Report

Printed On: 02/24/2010

Name	CustID	CardNbr	Card Exp Date	Bill Freq	Rebill Day	Dollar Balance	Value Pass	Charge Method
Last Name	First Name	Credential	Facility	Validity				
ENCYSIVE	0000000026	XXXXXXXXXXXX6781	08/31/2009					
VANDERSLICE	PETER	00000000000000602237	0000000000	ISSU		0.00	1	
WOODSIDE	DARREN	000000000000001994854	0000000000	ISSU		0.00	1	
BOSHERNITZAN	NATALIA	000000000000001995513	0000000000	ISSU		0.00	1	
BURQUIST	CARL	0000000000000014365117	0000000000	ISSU		0.00	1	
SLOT	FABIEN	0000000000000014365118	0000000000	ISSU		0.00	1	
SAVAGE	MICHAEL	0000000000000014368056	0000000000	ISSU		0.00	1	
BIEDIGER	RONALD	0000000000000014369487	0000000000	ISSU		0.00	1	
ANTOON	JESSE	0000000000000017566453	0000000000	ISSU		0.00	1	
RAY	AMY	0000000000000017569689	0000000000	ISSU		0.00	1	
LAWRENCE	MIKE	0000000000000017790318	0000000000	ISSU		0.00	1	
MABRY	PAM	0000000000000017918435	0000000000	ISSU		0.00	1	

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