Creating a Receipt

Slide One
Let's Create a Receipt in the Insurance Billing System.

Slide Two
Creating a receipt consists of four steps -

- Step 1: On the Receipt Entry screen 642, indicate which person and invoice this payment is for;
- Step 2: Use N to begin a new receipt;
- Step 3: Make changes as needed to information presented;
- Step 4: Use "A" and press Enter to add the new receipt.

Let's view these steps in more detail:

Slide Three
Step 1 is to indicate which person and invoice this payment is for.

- To do this, enter a UIN and an Invoice Number on the Receipt Entry screen 642.
- If the UIN is not known, you can look it up using the F1 Help key.
- Likewise, after the UIN is entered, you can find the invoice number by using the F1 help key again.
- Then press enter.

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- After pressing Enter, the total of previous receipt activity for this invoice is shown.
- In this example, $100 was previously entered for medical coverage; there is $100 shown in the total and $100 in the medical amount.
- When we enter our new receipt, we know some portion of the invoice has already been paid.

Slide Five
Step 2, use N to begin a new receipt:

- The N goes in the function area of the screen.
- … then press Enter

Slide Six

- Filled in from the invoice is the total still due; here we're shown $12.04 is still due.
- … also filled in are amounts still due for each type of coverage; for this invoice, $12.04 is due for medical coverage, and no other amounts are due.
- Today's date is filled in to be used as the date of the receipt; this cannot be changed.

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Now, step 3, make any changes you need:

- A check number is required. If payment was not by check, enter an appropriate word in place of the check number:
  - You might enter the word "Cash", or
  - Use MO for money order, then record the number in the comment area
  - Or, if paying by credit card, "CC" or "Card" could be used
- Then enter the total of the payment being receipted, if what is shown is not the payment total.
- On the lines below Check Number and Total, update the amounts for each type of coverage, if needed.

- Include a useful comment. For this receipt, I'm entering: "Late pay rec'd" along with the date the payment was received, and my initials. If payment was by money order, this is the area where you could enter the number.

Slide Eight
After making all your changes, Step 4 is to use "A" to add the new receipt and press Enter.

- The A goes in the function area of the screen.
- After pressing Enter, be sure the message showing is appropriate. In this case, the message is "Receipt has been added".

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Again, creating a receipt is four steps -

- Step 1: On the Receipt Entry screen 642, indicate which person and invoice this payment is for;
- Step 2: Use N to begin a new receipt;
- Step 3: Make changes as needed to the information presented;
- Step 4: Use "A" and press Enter to add the new receipt into the system.

If you have questions or comments about this process, please email BCSSupport@tamus.edu .

Thank you!

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