

Chapter 6

Entering Payments and Other Money Activities

After you have billed your customers for field trips that you performed you will later need to enter payments. Each district will have its own unique way of *paying* for a field trip. Some districts may simply send a report confirming the transferring of funds from the school's budget to the transportation department's budget. Other districts may have given the transportation department the entire district field trip budget for the year in advance and *payment* may be a formal expensing of a field trip's cost. Still other districts may in fact actually have each school write a check to the transportation department to pay for the field trip. There are as many methods for *paying* for field trips as there are districts.

However your district designates that a payment has been made for a field trip entering that payment into T.O.M. is a quick and straightforward process. A key element in the processing of payments is that you must setup a Money Transaction Type for a payment transaction (See the Setup Manual for more information about setting up Money Transaction Types).

A Money Transaction Type is a code that you define when setting up T.O.M. that describes a certain type of field trip money activity (Bill, Payment, Adjustment, Discount etc.). You may setup an unlimited number of these money transaction types. Any money transaction that you enter for a field trip must be assigned a valid Money Transaction Type that you have predefined.

T.O.M. comes initially with several common Money Transaction Types. You may choose to use these pre-loaded Money Transaction Types or setup new Money Transaction Types.

Because you can setup up as many Money Transaction Types as you desire you may use Money Transactions to record other types of financial activities concerning the field trip besides payments. You could use these Money Activity Transactions to enter an adjustment to the amount that the customer owes for a field trip. Or you may enter some type of a discount that you may offer to the customer. There really is no limit to the number of different types of financial activities you can log against a field trip.

In this chapter you will learn:

- Entering A Payment For A Field Trip
- Entering Other Money Activities For A Field Trip
- Deleting a Money Activity



Entering a Payment for a Field Trip

When you receive what you consider to be payment for a field trip from the customer you must record the payment into T.O.M. to ensure that your management reports are correct. All that T.O.M. requires to enter a payment is a Payment Money Transaction Type, the payment amount and the payment date. T.O.M. will also allow you to enter a check number of the payment but it is not required.

The following is a detailed discussion on the process of entering customer payments to field trips:

1. Retrieve the field trip that requires you to enter the payment by using the Field Trip Search / Selection screen.
2. Click the **Bills and Pymts** button (Figure 6-1).

T.O.M. - Transportation Operations Manager

Field Trip

Field Trip Request #: 1681

Assigned Billed 2/23/00

General Instructions Assignment Billing Other

Field Trip #: 9548

Request Date: 9/20/1999 Drop / Return: ☐

Customer: 41 ARROWHEAD ELEM

Contact: J. Folkart

Destination: 192 FLEISCHER MUSEUM

Out of Town: ☐ 17207 N. PERIMETER DR. PIMA N. OF FRANK LLOYD WRIGHT

Split Fund: 8

Dates / Times Passengers / Miles / Purpose

of Adults: 10

of Students: 60

of Handicap: 0

Estimated Time: 4.50 Calc

Estimated Miles: 35.00

Purpose: View art in a museum

OK Save Addit. Trip Dates Auto Assign Drivers Trip Driver Info Print Trip Ticket Print Est. Bills and Pymts Print Bill Cancel Trip Trip Bids Exit

Click the Bills and Pymts button to enter payments you receive for a field trip and other transactions such as adjustments to the balance.

Figure 6-1. The Bills and Pymnts Button on the Detailed Field Trip Screen

This will cause the Bills and Payments screen (Figure 6-2) to display.

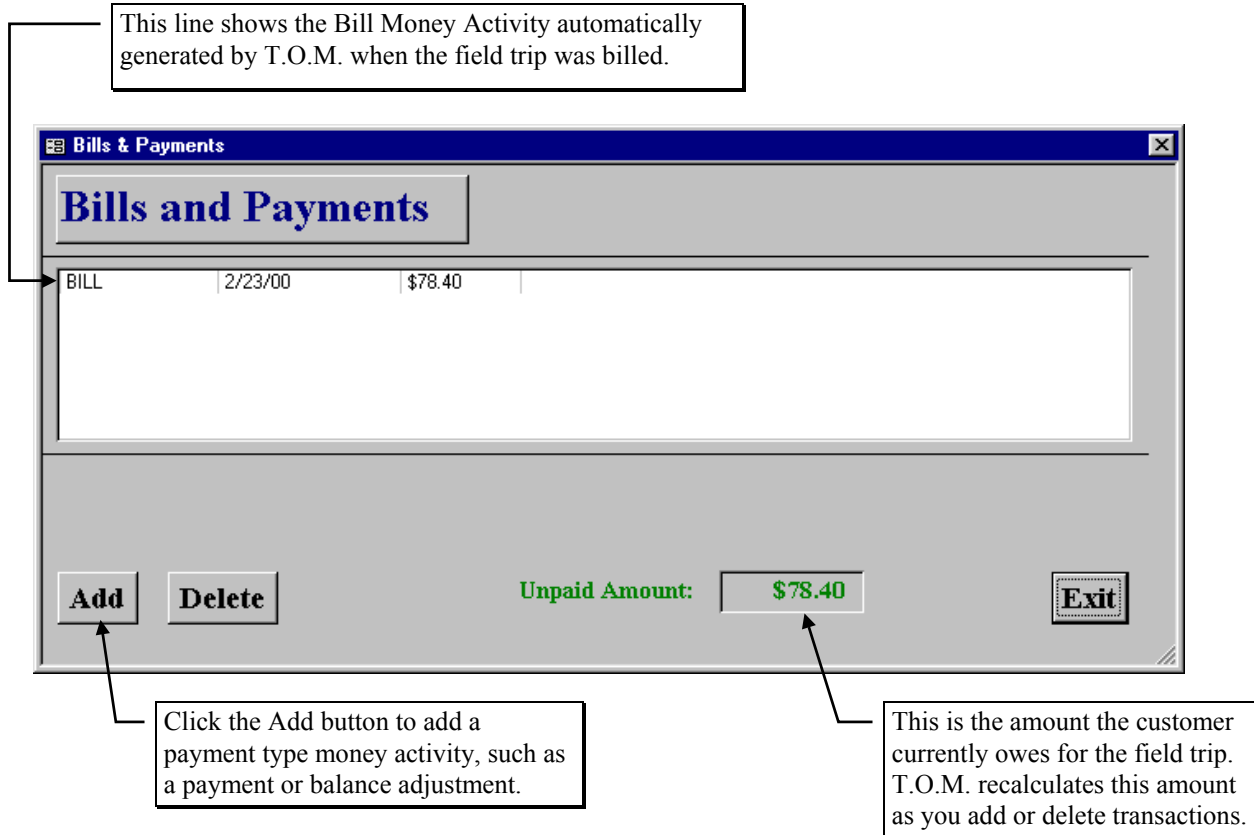


Figure 6-2. Bills and Payments Screen

- Click the Add button to add a new Money Activity Record to the field trip. The Add Trip Money Record screen (Figure 6-3) is displayed.

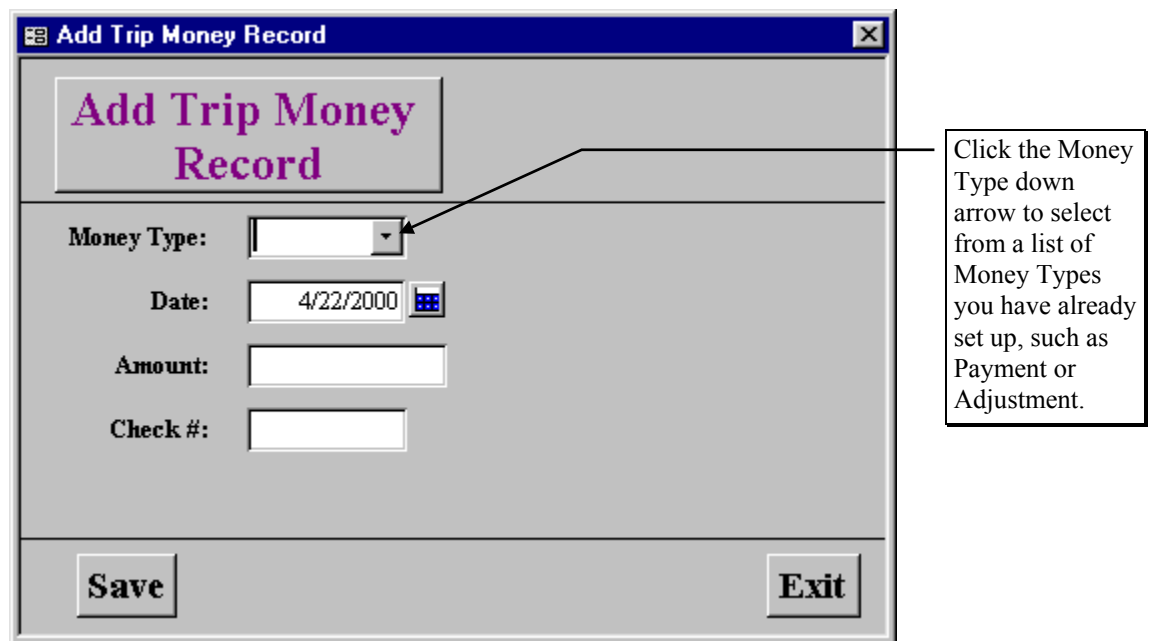


Figure 6-3. Add Trip Money Record Screen



4. Select the Money Transaction Type that you have designated for a payment type activity. Next enter the date and the amount of the payment (T.O.M. assumes that the session date on the computer is the date the payment was made, you may change this date). If you wish to record a check number for the payment T.O.M. gives you a place to enter that number as well.

The screenshot shows a dialog box titled "Add Trip Money Record". Inside, there is a section titled "Add Trip Money Record" in purple text. Below this, there are four input fields: "Money Type:" with a dropdown menu showing "PAY", "Date:" with a text box showing "4/22/2000" and a calendar icon, "Amount:" with a text box showing "(\$78.40)", and "Check #:" with a text box showing "25234". At the bottom, there are two buttons: "Save" and "Exit".

Annotations:

- An arrow points from the "PAY" dropdown to a box: "Payment Money Type that you setup when setting up T.O.M."
- An arrow points from the "(\$78.40)" text box to a box: "Must be entered in as a negative amount if it is for a payment activity."
- An arrow points from the "Save" button to a box: "When you have completed entering the payment information click the Save button."

Figure 6-4. A Payment Type Money Activity Before It Is Saved

Figure 6-4 shows an example of a completed payment type money activity. Notice the payment amount is entered as a negative. This is critical. **WHEN ENTERING THE PAYMENT AMOUNT YOU MUST ENTER IT AS A NEGATIVE NUMBER.** You can enter it as "-78.40" or "(78.40)". It will always be displayed with parentheses. If you do not do this T.O.M. will add the payment amount to the unpaid balance rather than subtract it.

5. When you have completed entering the payment information click the Save button. T.O.M. records the Money Activity and automatically recalculates the unpaid balance. The Bills and Payments screen is again displayed showing the new payment (Figure 6-5).

If you do not wish to save the payment, click the Exit button to return to the Bills and Payments screen.

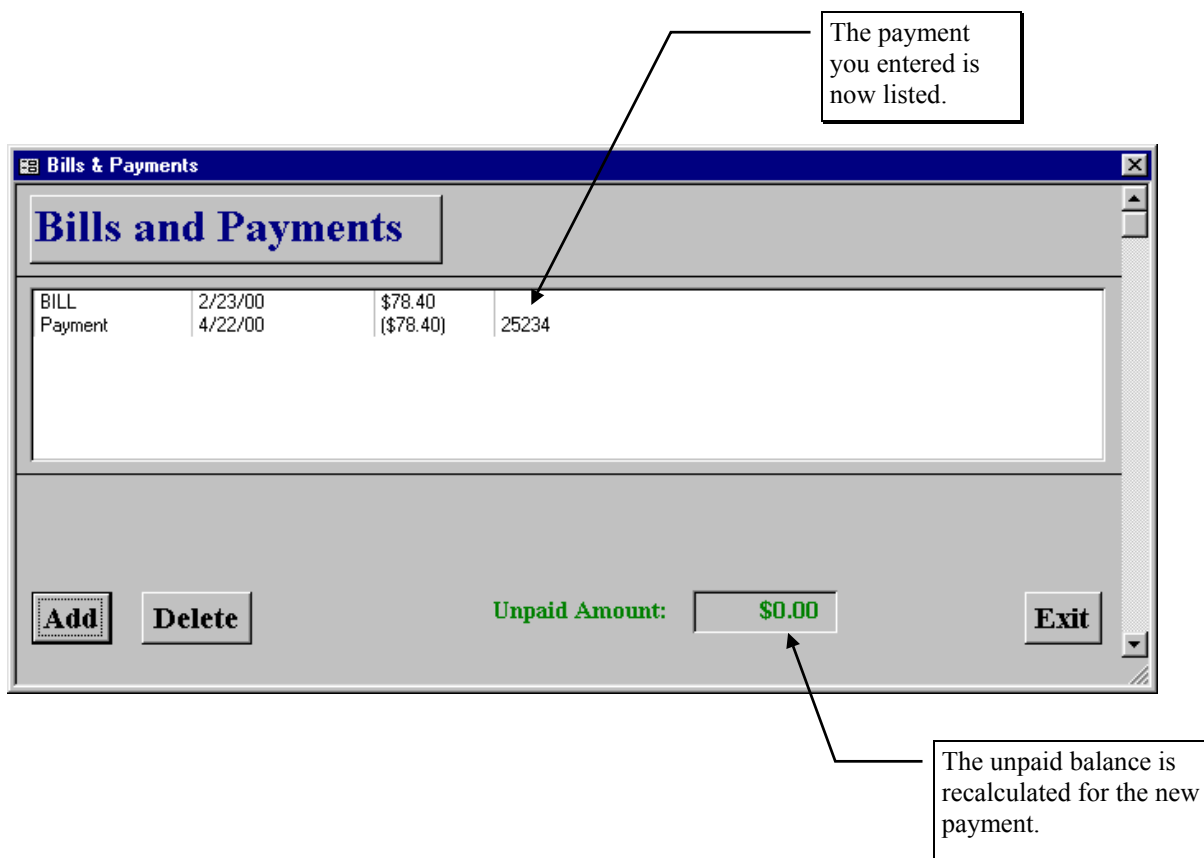


Figure 6-5. Bills and Payments Screen AFTER the Payment was Added

6. You can add another payment, if you wish, by repeating steps 1 through 3. To finish this process click the Exit button and T.O.M. will return you to the Detailed Field Trip screen (Figure 6-1).

Entering Other Money Type Activities for a Field Trip

Occasionally you will need to adjust the amount of money that the customer owes for a field trip. For whatever reason you may need to increase or decrease the unpaid balance of the field trip. You will also want an accurate audit trail of the changes that you have made to the unpaid balance.

Changes to the unpaid balance of a field trip are made with T.O.M. through Money Activity Records. These records record the date of the change and the dollar amount of the change. Also recorded in these records is a Money Transaction Type that describes the nature of the change. You define these Money Transaction Types when you first set up T.O.M. for everyday use. (For more information see *Chapter 3 – Entering Lookup Lists of the T.O.M. Getting Started Manual.*) You may set up as many of these Money Transaction Types as you need.

Entering a Money Activity Record is very similar to entering a payment against a field trip as described in the previous section of this chapter. Instead of selecting a payment Money Transaction Type, however, you would select the Money Transaction Type that best describes the Money Activity transaction that you are entering.



The following is a detailed discussion of the steps that you take when entering other types of Money Activities. This example describes how to use the Adjustment Money Type to decrease the unpaid balance.

1. Retrieve the field trip for which you need to make an adjustment on the unpaid balance using the Field Trip Search / Selection screen.
2. Click the **Bills and Pymts** button (Figure 6-6).

T.O.M. - Transportation Operations Manager

Field Trip

Field Trip Request #: 1681

Assigned Billed 2/23/00

General Instructions Assignment Billing Other

Field Trip #: 9548

Request Date: 9/20/1999 Drop / Return: ☐

Customer: 41 ARROWHEAD ELEM

Contact: J. Folkart

Destination: 192 FLEISCHER MUSEUM

Out of Town: ☐ 17207 N. PERIMETER DR.

Split Fund: 8

of Adults: 10

of Students: 60

of Handicap: 0

Estimated Time: 4.50

Estimated Miles: 35.00

Purpose: View art in a museum

Calc

OK Save Addit. Trip Dates Auto Assign. Drivers Trip Driver Info Print Trip Ticket Print Est. Bills and Pymts Print Bill Cancel Trip Trip Bids Exit

Click the Bills and Pymts button to enter payments you receive for a field trip and other transactions such as adjustments to the balance.

Figure 6-6. The Bills and Pymts Button on the Detailed Field Trip Screen

This will cause the Bills and Payments screen (Figure 6-7) to display.

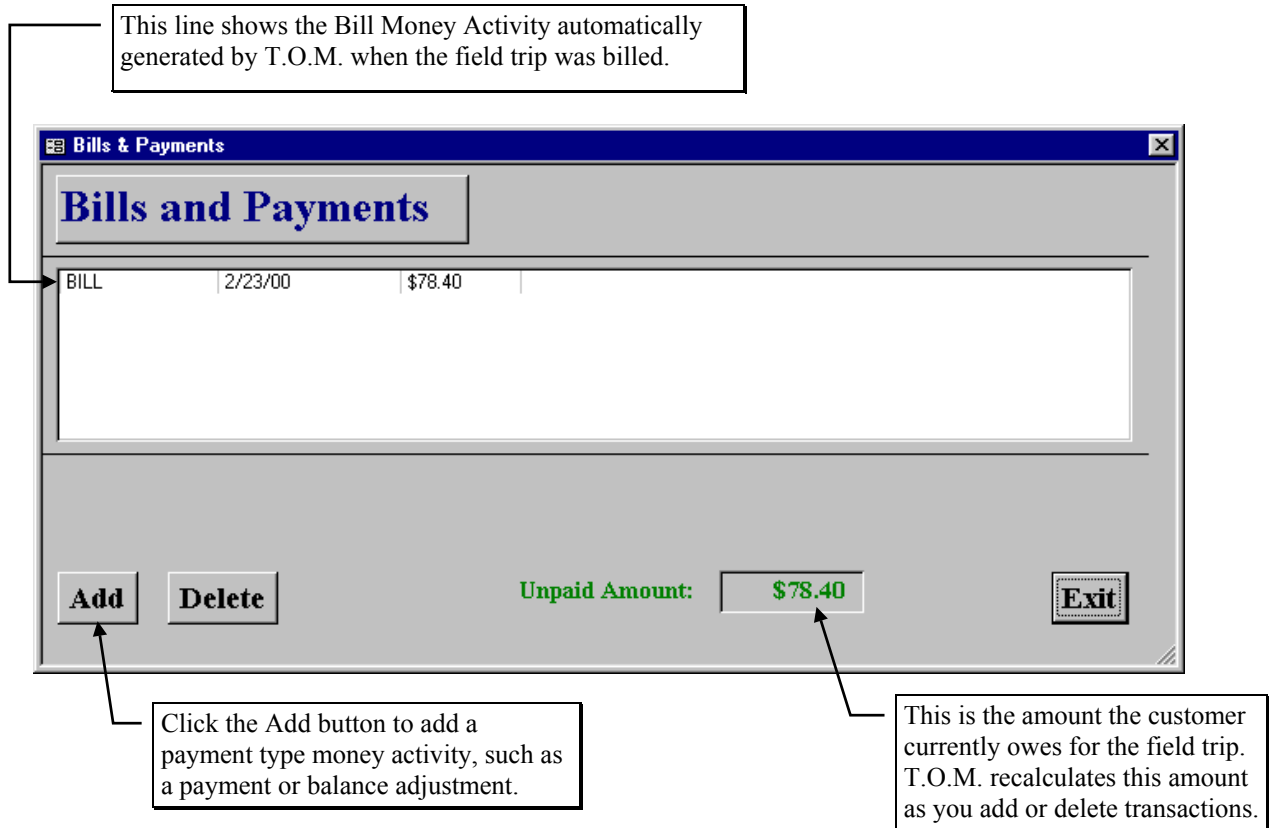


Figure 6-7. Bills and Payments Screen

- Click the Add button to add a new Money Activity Record to the field trip. The Add Trip Money Record screen (Figure 6-8) will display.

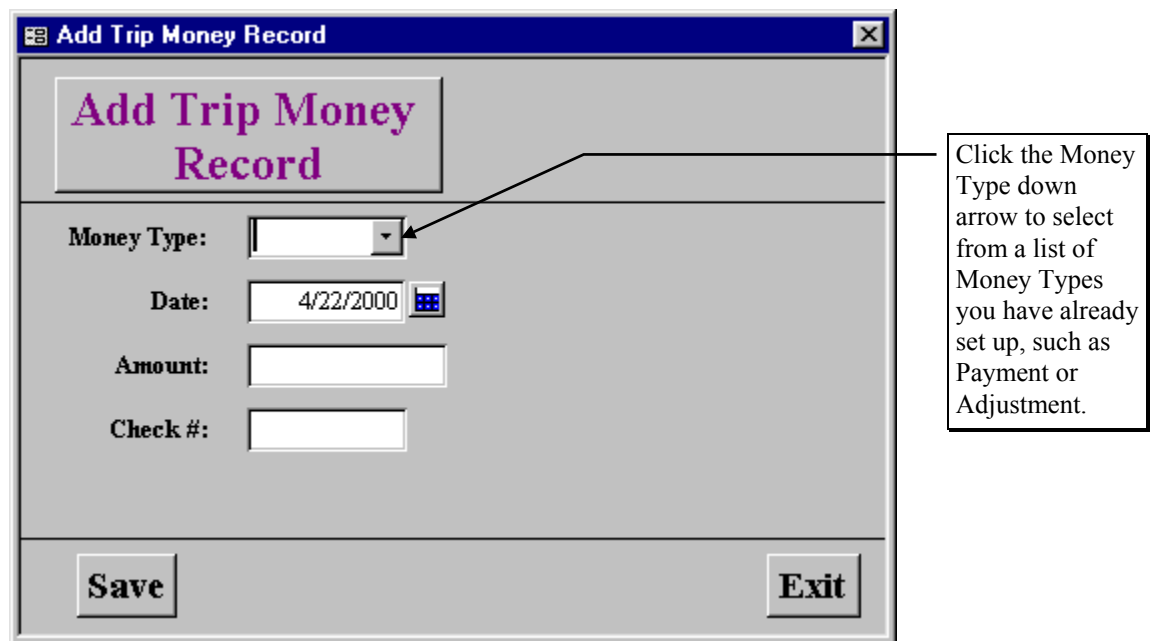


Figure 6-8. Add Trip Money Record Screen



4. Select the Money Transaction Type that you have setup that best describes this transaction. Next enter the date and the amount of the Money Activity (T.O.M. assumes that the session date on the computer is the date the of the Money Activity).

Figure 6-9. An Adjustment Type Money Activity Before it is Saved

Figure 6-9 shows an example of a completed adjustment type money activity. Notice the adjustment amount is entered as a negative. This is critical. WHEN ENTERING THE MONEY ACTIVITY AMOUNT YOU MUST ENTER IT AS A NEGATIVE NUMBER IF YOU ARE DECREASING THE UNPAID AMOUNT OR AS A POSITIVE NUMBER IF YOU ARE INCREASING THE UNPAID AMOUNT. You can enter it as “-50” or “(50.00)”. It will always be displayed with parentheses. If you do not do this T.O.M. will add the adjustment amount to the unpaid balance rather than subtract it.

5. When you have completed entering the payment information click the Save button. T.O.M. records the Money Activity and automatically recalculates the unpaid balance. The Bills and Payments screen is again displayed showing the new adjustment (Figure 6-10).

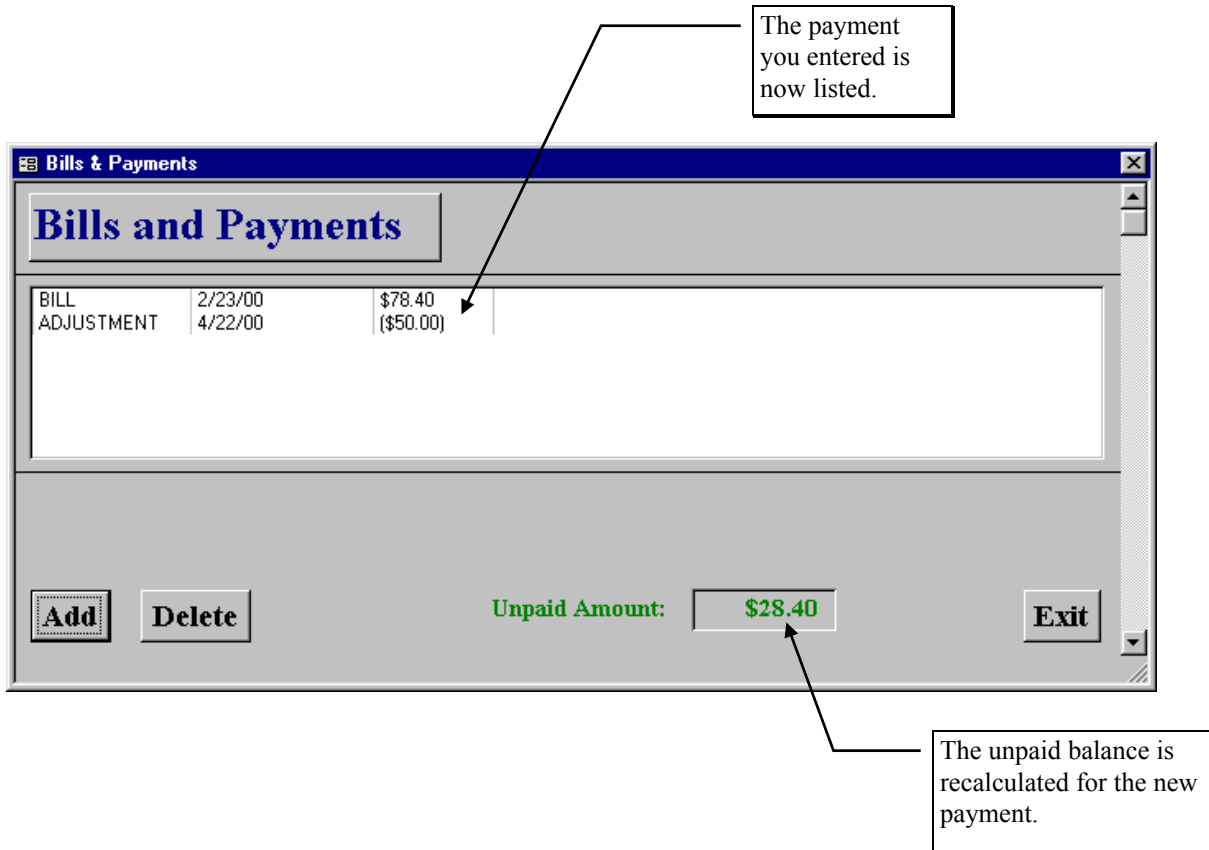


Figure 6-10. Bills and Payments Screen AFTER the Adjustment was Added

6. You can add another payment, if you wish, by repeating steps 1 through 3. To finish this process click the Exit button and T.O.M. will return you to the Detailed Field Trip screen (Figure 6-6).

Deleting a Money Activity

Occasionally, you will make a mistake when entering a money activity and you will need to correct the activity. Proper accounting standards do not recommend that someone just changes a money transaction. Instead it is recommended that you delete the money activity completely and reenter that money activity. The following is a detailed discussion of the steps you take to delete a money activity record from a field trip:

1. Retrieve the field trip that requires you to delete the money activity by using the Field Trip Search / Selection screen.
2. Click the Bills and Pymts button (Figure 6-11).



T.O.M. - Transportation Operations Manager

Field Trip Field Trip Request #: 1681 Assigned Billed 2/23/00

General	Instructions	Assignment	Billing	Other
Field Trip #: 9548		Dates / Times Passengers / Miles / Purpose		
Request Date: 9/20/1999 <input type="button" value="Calendar"/> Drop / Return: <input type="checkbox"/>		# of Adults : 10		
Customer: 41 ARROWHEAD ELEM		# of Students: 60		
Contact: J. Folkart		# of Handicap: 0		
Destination: 192 FLEISCHER MUSEUM		Estimated Time: 4.50 <input type="button" value="Calc"/>		
Out of Town: <input type="checkbox"/> 17207 N. PERIMETER DR.		Estimated Miles: 35.00		
Split Fund: 8		Purpose : View art in a museum		

OK	Save	Addit. Trip Dates	Auto Assign Drivers	Trip Driver Info	Print Trip Ticket	Print Est.	Bills and Pymts	Print Bill	Cancel Trip	Trip Bids	Exit
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Click the Bills and Pymts button to delete an existing payment from field trip.

Figure 6-11. The Bills and Pymnts Button on the Detailed Field Trip Screen

This will cause the Bills and Payments screen (Figure 6-12) to display.

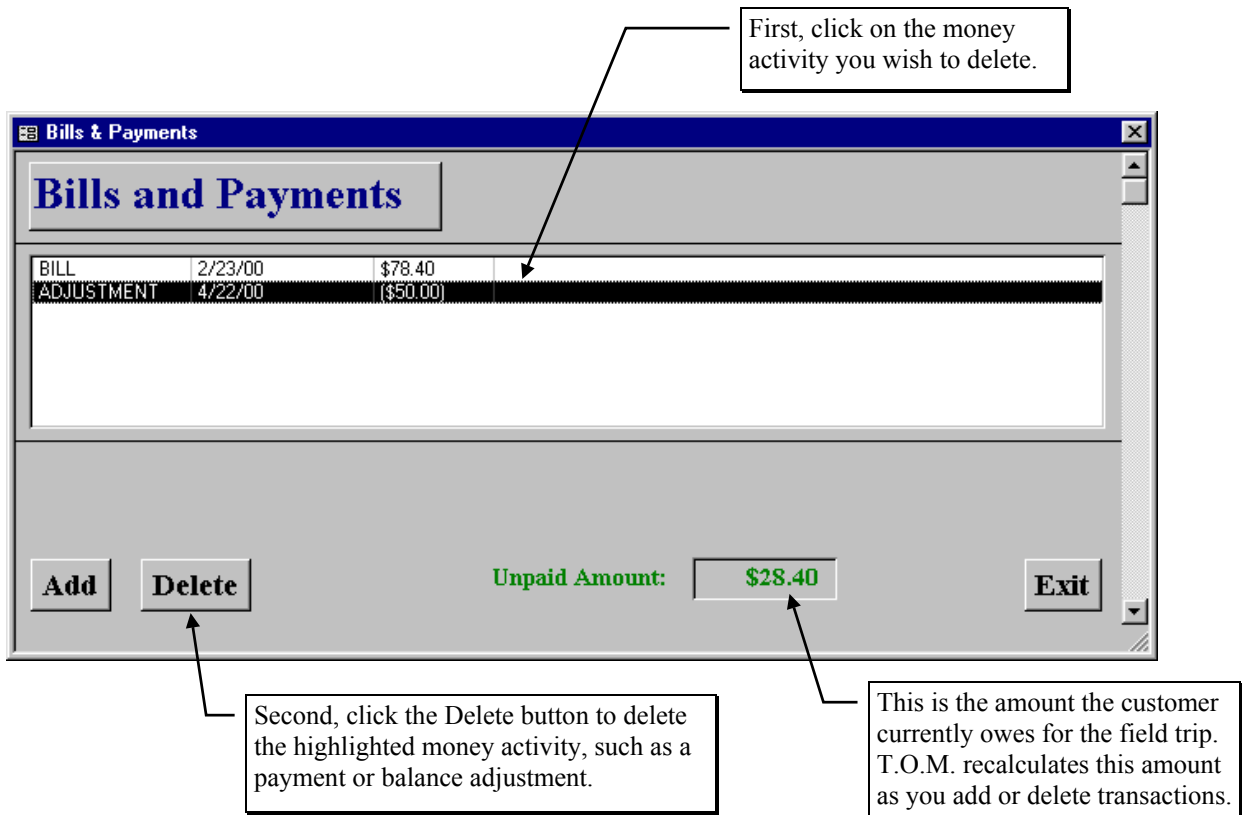


Figure 6-12. Bills and Payments Screen

3. Point to the row that displays the money activity record that you wish to delete and then click on it with your mouse.
4. Click the Delete button telling T.O.M. that you wish to delete the specified money activity record.
5. T.O.M. displays a message box asking you to confirm that you really wish to delete the selected money activity record (Figure 6-13). You then click the O.K. button and T.O.M. removes the money activity record from your database.

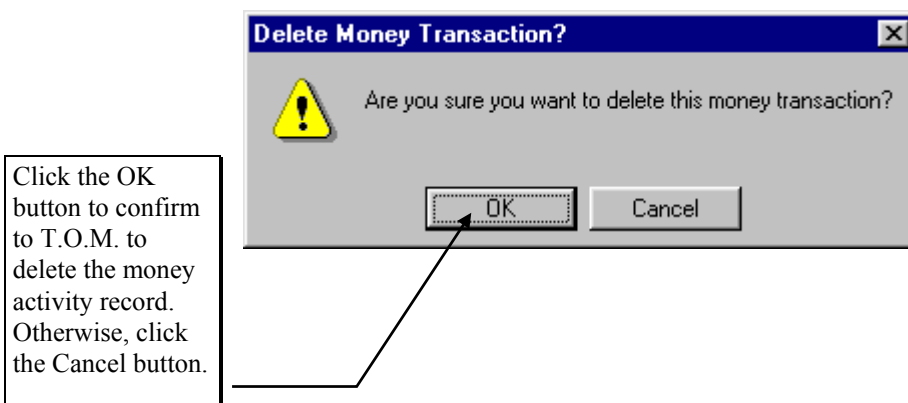


Figure 6-13. The Delete Money Transaction Confirmation Screen



6. T.O.M. returns you to the Bills and Payments screen that now has the deleted money activity record removed from the screen and the unpaid balance recalculated (Figure 6-14). You then click the Exit button to return to the Detailed Field Trip screen (Figure 6-11).

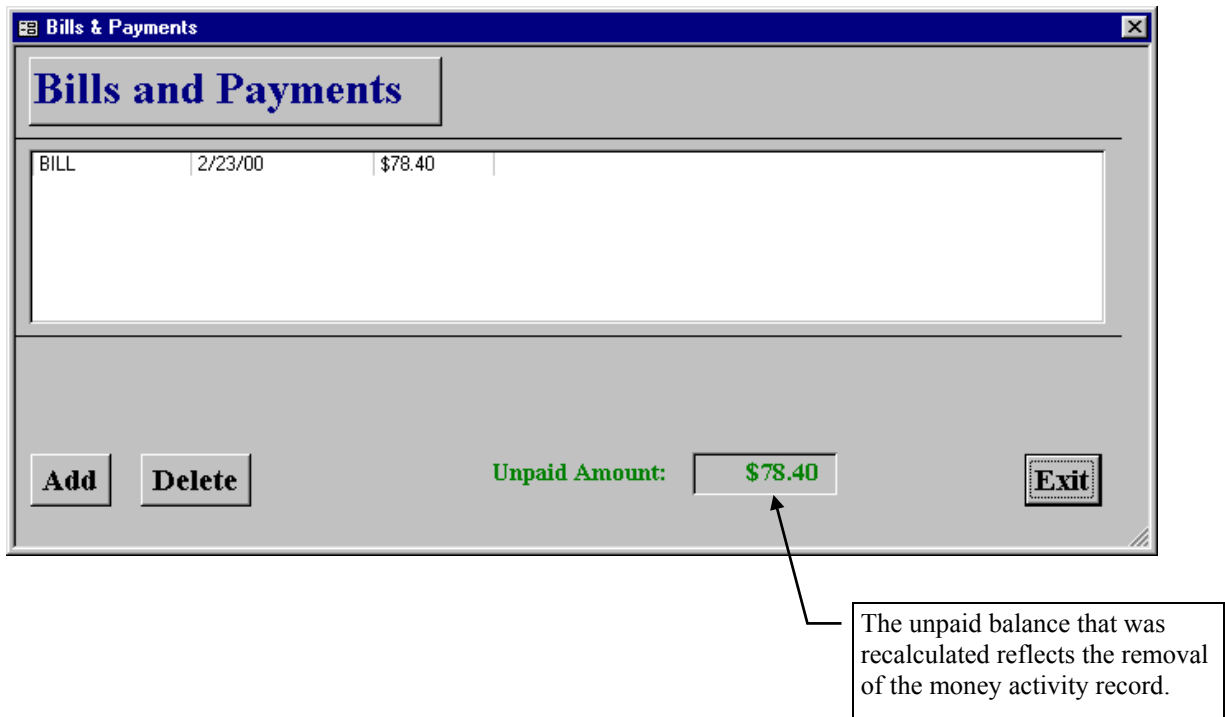


Figure 6-14. Bills and Payments Screen AFTER the Money Activity Record Has Been Deleted



Entering Payments or Other Money Activities for Trips with Charges Split to Multiple Customers

T.O.M. efficiently handles payments and other money activities for field trips with split charges to multiple customers. When you receive what you consider to be payment for a field trip from the customer you must record the payment into T.O.M. and credit it to the right customer to ensure that your management reports are correct. All that T.O.M. requires to enter a payment is a Payment Money Transaction Type, the payment amount, the payment date and the customer. T.O.M. will also allow you to enter a check number of the payment but it is not required.

The following is a detailed discussion on the process of entering a customer payment for a split trip:

1. Retrieve the field trip for which you need to make an adjustment on the unpaid balance using the Field Trip Search / Selection screen.
2. Click the **Bills and Pymts** button (Figure 6-15).

Figure 6-15. The Bills and Pymts Button on the Detailed Field Trip Screen

This will cause the Bills and Payments screen (Figure 6-16) to display.



This line shows the Bill Money Activity automatically generated by T.O.M. when the field trip was billed.

Bills and Payments

BILL	DATE	AMOUNT	CUSTOMER
BILL	2/21/00	\$57.00	ECHO MOUNTAIN ELEM.
BILL	2/21/00	\$57.00	FOOTHILLS ELEM.

Customer Balance:

CUSTOMER	AMOUNT
ECHO MOUNTAIN ELEM.	\$57.00
FOOTHILLS ELEM.	\$57.00

Add **Delete** **Unpaid Amount:** **\$114.00** **Exit**

Click the Add button to add a payment type money activity, such as a payment or balance adjustment.

In a split trip, the unpaid balance for each customer charged with the field trip is displayed here. T.O.M. recalculates these amounts as you add or delete transactions.

This is the total unpaid amount for the entire field trip. T.O.M. recalculates this amount as you add or delete transactions.

Figure 6-16. Bills and Payments Screen for a Multiple Customer Split Trip Charge

- Click the Add button to add a new Money Activity Record to the field trip. The Add Trip Money Record screen (Figure 6-17) is displayed.
- Select the Money Transaction Type that you have designated for a payment type activity. Next enter the date and the amount of the payment (T.O.M. assumes that the session date on the computer is the date the payment was made, you may change this date). If you wish to record a check number for the payment T.O.M. gives you a place to enter that number as well. Click on the drop-down arrow in the Customer field to choose the customer making this payment.



The screenshot shows a dialog box titled "Add Trip Money Record". It contains the following fields and controls:

- Money Type:** A dropdown menu showing "PAY". An arrow points to this field with a callout box stating: "Payment Money Type that you set up when setting up T.O.M."
- Date:** A text field showing "2/21/2000" with a calendar icon to its right.
- Amount:** A text field showing "(\$57.00)". An arrow points to this field with a callout box stating: "Must be entered in as a negative amount if it is for a payment activity."
- Check #:** A text field showing "8544".
- Customer:** A dropdown menu showing "56" and a text field showing "ECHO MOUNTAIN ELEM.". An arrow points to the dropdown arrow in the "56" field with a callout box stating: "Click on the drop-down arrow in the Customer field to choose the customer making this payment."
- Buttons:** "Save" and "Exit" buttons at the bottom.

Figure 6-17. A Payment Type Money Activity Before It Is Saved

Figure 6-17 shows an example of a completed payment type money activity. Notice the payment amount is entered as a negative. This is critical. WHEN ENTERING THE PAYMENT AMOUNT YOU MUST ENTER IT AS A NEGATIVE NUMBER. You can enter it as "-57.00" or "(57.00)". It will always be displayed with parentheses. If you do not do this T.O.M. will add the payment amount to the unpaid balance rather than subtract it.



- When you have completed entering the payment information click the Save button. T.O.M. records the Money Activity and automatically recalculates the unpaid balance. The Bills and Payments screen is again displayed showing the new payment (Figure 6-18).

If you do not wish to save the payment, click the Exit button to return to the Bills and Payments screen.

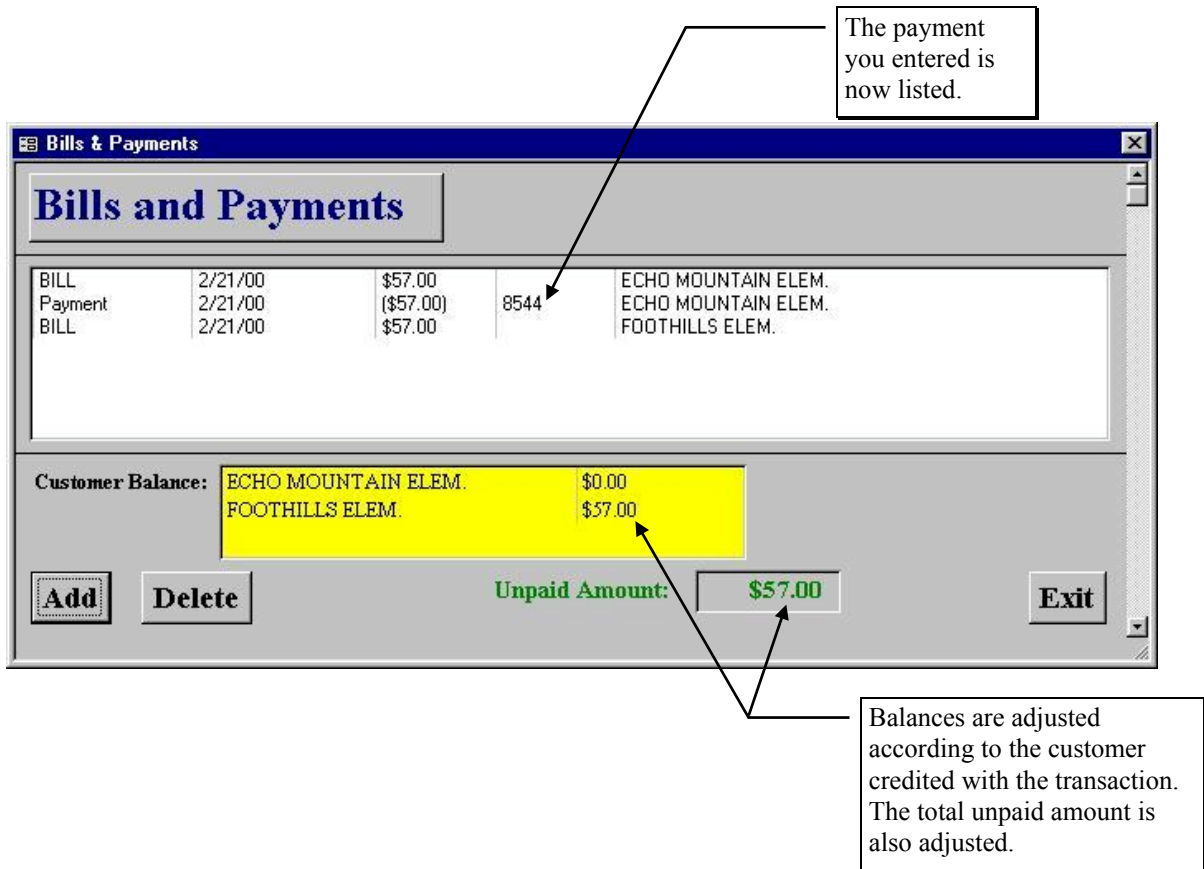


Figure 6-18. Bills and Payments Screen AFTER the Adjustment was Added

- You can add another payment, if you wish, by repeating steps 1 through 3. To finish this process click the Exit button and T.O.M. will return you to the Detailed Field Trip screen (Figure 6-15).