ITCURVES
INTEGRATED MANAGEMENT SOLUTIONS

INVOICING & BILLING

TAXICAB ACCOUNTS BILLING

PARATRANSIT POST-PAID INVOICES

BATCH INVOICING

POSTING OF RECEIPTS & PAYMENTS

INTRODUCTION

The Invoicing and Billing module is designed to manage post-paid accounts for Taxicab, Paratransit and Limousine enterprises. Post-paid services are generally established with a funding source account. Post-paid accounts, while a little more complicated, are great for business growth. These Business-to-Business (B2B) accounts often lead to exclusive business with transportation service providers

Post-paid accounts sometimes compensate for billing and administrative overhead, and sometimes higher rates can be negotiated. IT Curves has designed its billing system to deal with the complexity of B2B billing issues.
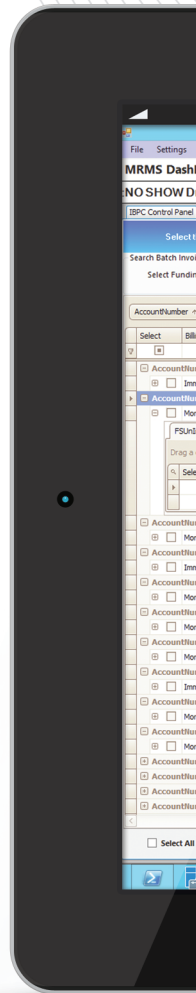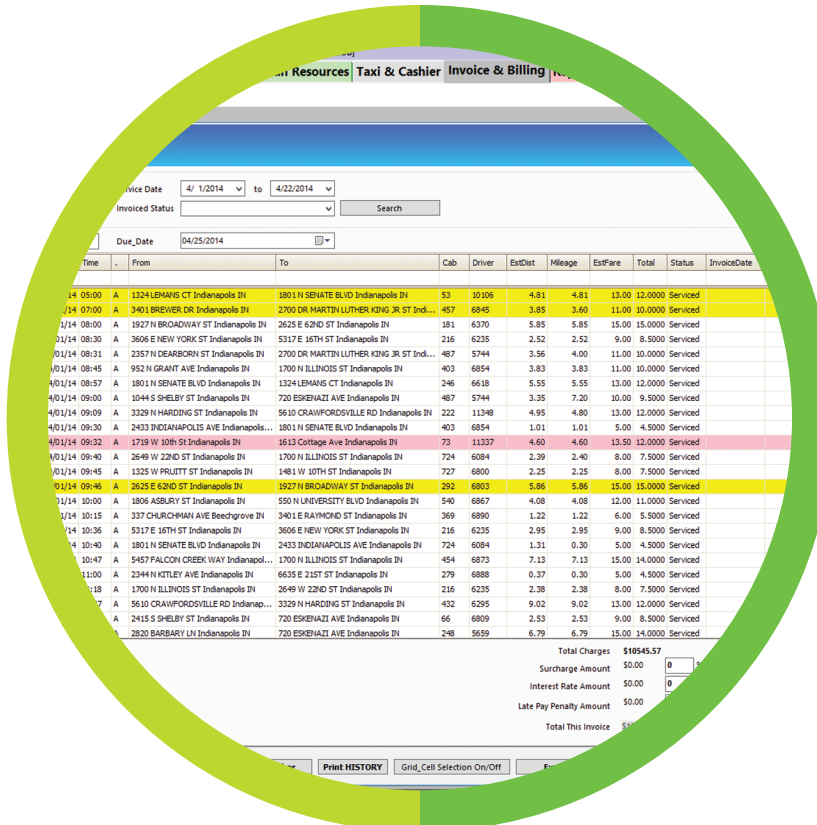
FUNDING SOURCE ACCOUNT SETUP

An important part of post-trip billing is setting up rates and billing terms that meet the contractual terms for each account.

- Set up specific account billing information, including name, address, contact and terms
- Set up custom fixed pickup rates and cost-per-distance rates specific to each account
- Rates may be set up by cost per fraction of an hour
- A fixed cancellation fee may be set up based on the account contract
- System allows limiting the tip amounts to contractual terms per account

CUSTOMER AND CASE WORKER SETUP

Some government accounts restrict post-paid accounts according to specific rules. The system is equipped to handle these rules and reduce the service provider's risks of short payments.

- Each customer is linked with one or more funding source account
- The Medicaid ID of each customer is kept in customer records
- The customer record may contain remarks with additional rules that need to be followed for each customer
- Accounts may be restricted to a subset of drivers for service, based on driver training and other qualifications
- Customers may be associated with a case worker for authorization of service or for extending the service period
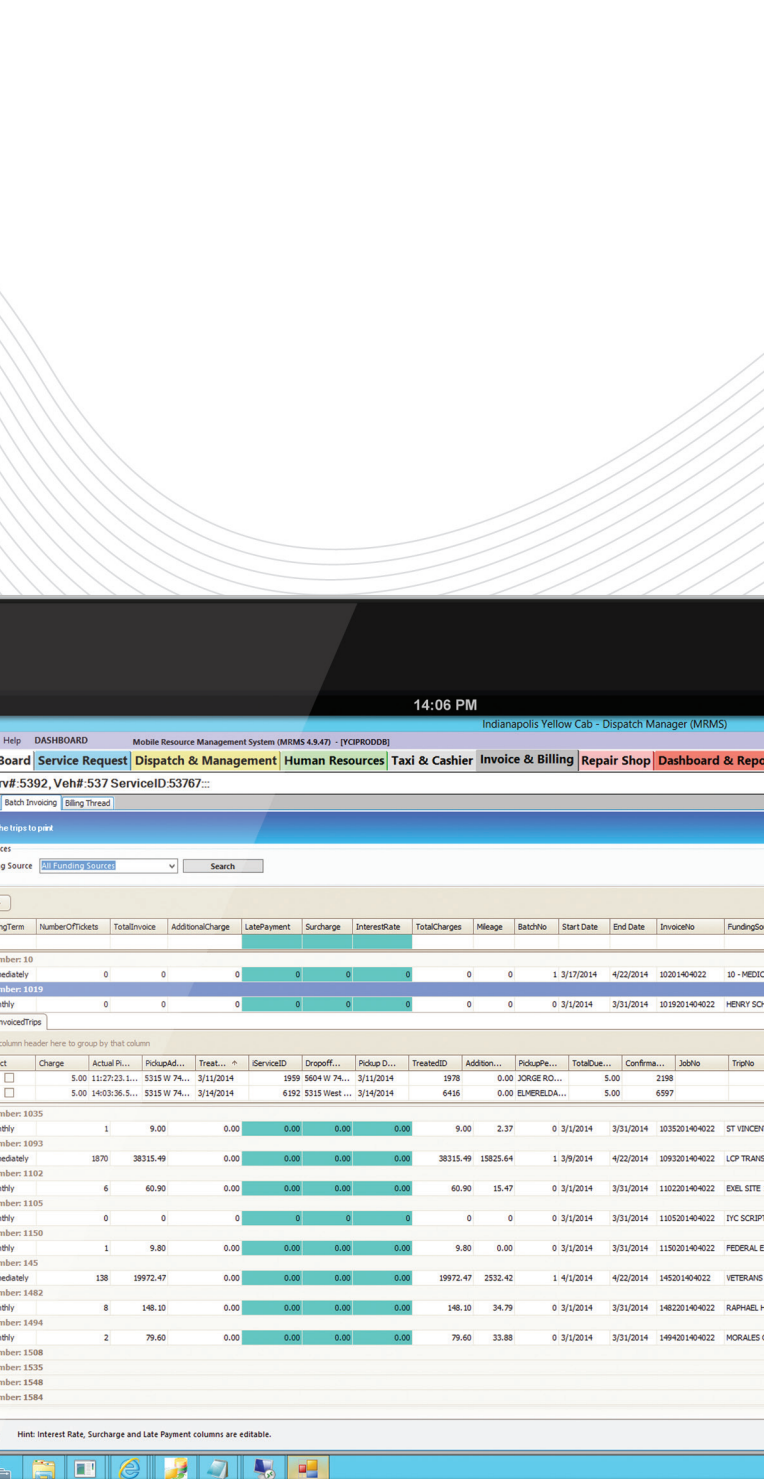
PROCESSING CENTER: PREPARING TRIP RECORDS FOR INVOICING

- Billing records are sent to the processing center to review for compliance with terms
- The records may be viewed and edited before being approved and sent to the billing center
- Trips that are added late or have no record can be added while in the processing center

BILLING CENTER: CREATING INVOICES

- Records that are approved for billing may be filtered by funding source account and invoiced
- Invoice formats allow for addition of administrative fees before they are sent to print
- The user may export the billing records to Excel for additional reformatting
- The advanced Batch Invoicing feature enables invoicing multiple funding sources at once
- Multiple invoice templates are available to meet each account's contractual requirements

CASHIER RECONCILIATION

- The cashier may reconcile every credit card and voucher receipt with driver trip records during settlement.
- The system can itemize driver trips by payment source.
- Drivers receive a receipt detailing all credits and debits, previous balance, balance forward, and more.

POSTING RECEIPTS

- Payment receipts are associated with an account
- Post receipts of check or credit card payments against existing invoices
- Payments can be applied to multiple invoices
- Overpayments can be applied to future invoices
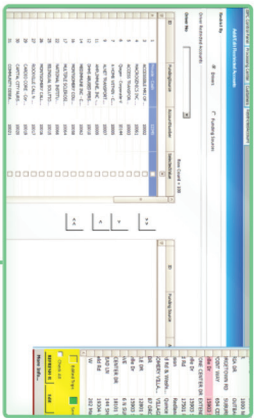
RE-INVOICING, AND OTHER FEATURES

- The invoices that are not paid or are overdue may be re-invoiced
- Track account receivables with the aging report
- Underpaid or overpaid invoices can be adjusted

Setup
· Funding Sources
· Rate & Trip cost per funding Source
· Customer Files
· Case Worker

IT Curves Field Engineer
· System Setup
· Parameter Setting

Customer Case Worker Setup
APPROVAL PER MARKET SEGM

Rates & Fair per Funding Source

Funding Source Setup
FUNDING SOURCE SETUP

Rates & Fares by Finding Source

Restrict driver for certain funding source

Prepare Trip Records Send To Billing Center
SEND TO BILLING
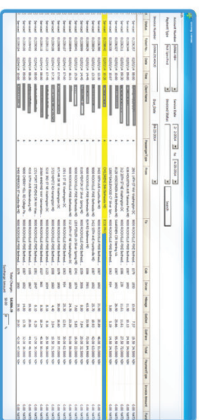
Re-Invoice

Prepare and Print Invoices Create Batch Invoicing
CREATE BATCH INVOICING

Post Payments/Receipts Against Invoices
AGAINST INVOICES

Accounting