

# Welcome to TOPAZ Technologies



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TOPAZ offers software solutions for compliance management for institutional ethics committees such as Institutional Animal Care and Use Committees (IACUCs), Institutional Review Boards (IRBs), and the Institutional BioSafety Committees (IBCs).

TOPAZ develops and organizes its products into suites of software products , represented as Elements of the complete TOPAZ solution. Currently available products include:

Animal Protocols

BioSafety Protocols

Human Protocols

Conflict Disclosures

Cost Accounting

Animal Orders

Animal Census

Animal Billing

Staff Training

Veterinary Management

Reporter

All products share a data storage system and present a consistent graphical interface to ensure cross-application collaboration.

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**TOPAZ Elements 3.3**  
**Animal Billing User Guide**



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## Resources and Support

### *Resources*

For more information about TOPAZ Technologies applications refer to our built-in online help or contact Client Services at 512.249.8080.

### *Support*

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# Animal Billing – Introduction

The TOPAZ Elements Animal Billing application is designed to assist with and automate the process of billing for items such as animal per diem, purchases, and provided services. This application enables billing administrators to keep track of charges and use that data to create and submit bills for charges incurred by the PI during a study effort.

Animal Billing enables the following activities:

- **Enter and Update Transactions** - Animal Billing enables the creation of transactions and makes them available for editing afterward. This powerful TOPAZ Elements feature also provides flexible account management so transactions can be transferred from one account to another.
- **Create and Send Bills** - After transactions are properly recorded, create bills that can be submitted for payment.
- **Select and Generate Reports** - Generate reports of transactions and bills.

# Animal Billing – UI Overview

To access the application, click the **Animal Billing** link on the TOPAZ Technologies home screen. The application is also available from any other TOPAZ Elements page by first clicking on the application name (e.g. Animal Protocols) located on the far left at the top of the page. The application will display a drop-down menu with a link to each application. Click the **Animal Billing** menu item. The application presents the Main application page, containing three icons: **Transactions**, **Billing**, and **Reports**. Placing the cursor over an icon displays available options for that feature.

## Transactions

The Transactions feature enables the creation and management of transactions. This activity comprises four options:

- **Create & Edit Transaction Templates** - Create templates that can be used in turn to create repeating transactions.
- **Create Manual Transactions** - Create new manual transactions, including animal purchases, per diem charges, and service charges. This option can also be used to make journal corrections.
- **Edit Manual Transactions** - Edit existing transactions. After creating transactions you can modify them as needed using this option.
- **Transfer Accounts** - Transfer of transactions to different accounts at will. When you create a transaction, you also assign it to an account, from which it is paid. If for any reason the transaction cannot be paid out of that account, it can be transferred to another account for payment. This also changes the account on animal purchases scheduled for future dates as well as for animals and cages that are in the facility and generating per diem charges.

## Billing

Transactions are used to track expenses incurred by the PI. Billing is the TOPAZ Elements mechanism for submitting one or more transactions for payment. The Billing feature contains one option: **Create Bills**, which enables the aggregation of transactions to create a bill so that it can be submitted for payment.

The billing process essentially gathers together all the transactions for a specified time period and groups them based on Staff Account. The types of transactions include:

- **Animal Purchases** - these are generated by the receipt (or weaning) of animals using a receipt form that includes the Costs field. Only receipts that are in the Reconciled Status will be included in bills.
- **Per diems** - these are calculated based on the number of care days generated from Census data in the system. Per diem rates are defined in the Shared List Settings / Cage Types list in Administration. Note that you can specify per diem rates for cages and/or for individual animals.
- **Manual transactions** - as described above.

## Reports

The Animal Billing application supports report generation for tracking transactions and bills.

- **Transaction Report** - Track all transaction activity. You can filter the list of all transactions to display only a collection of transactions, such as transactions on a specific date or for a specific account. You can also group transactions in a similar fashion. You can, for example, group all transactions by account. A search feature also enables specific transaction searches such as transaction ID.
- **Billing Reporting Grid** - Track all billing activity. You can filter the list of all bills to display only a collection of bills, such as bills for a specific date or for a specific account. You can also group bills in a similar fashion. You can, for example, group all bills by account. A search feature also enables specific bill searches such as invoice number. TOPAZ Elements enables the conversion of a bill report to commonly supported formats including Excel and PDF.

# Animal Billing – Transactions

Transactions are the components that make up a bill, and appear as line items on bills.

Users can create billing transactions for a specific billing period, preview bills prior to notifying staff, and review and set billing statuses. The Billing Administrator can then finalize the bills by setting their status to Invoiced.

## Transaction Types

**Manual Transactions** - These transactions are manually entered to charge for costs that are not captured by other types of transactions. There are four subtypes of manual transactions users can create:

- **Purchase** - These transactions are transactions in which something must be purchased to support animals in a study.
- **Manual Per Diem** - These transactions are for the cost to house and support animals over the course of the study.
- **Journal Correction** - These transactions enable the correction of prior billing errors.
- **Service** - These transactions are for serviced needed to support animals during a study.

**Automatic Transactions** - These are transactions that take place based on actions taken outside of the normal billing process:

- **Automatic Purchase Transactions** - These transactions are associated with data taken from a reconciled receipt or weaning. It is important to know that the receipt or weaning must be in a reconciled status to produce an automatic purchase transaction.
- **Automatic Per Diem Transactions** - These transactions are associated with census data pertaining to per diem costs of cages (specifically cage types) and, if applicable, the number of animals per cage.

Refer to the TOPAZ Elements Animal Orders User Guide for details about automatic transactions.

**Note:** Staff members and authorized users who have a single associated staff account will automatically have animal purchases and per diem charges billed to that account. Users with more than one account can choose which account is to be billed for a given charge by specifying the "bill to" and/or "per diem" staff accounts when ordering or receiving animals.

**Important:** After a manual transaction is completed it goes into a Not Billed status and can be viewed and edited in Edit Manual Transactions.

## Creating Manual Transactions - Overview

Manual transactions require specific and detailed information which is related to an associated protocol, a department, and a staff account.

The Create Manual Transactions screen has two panels: The Transaction Administration Panel on the left, and the Transaction Panel on the right. The administration panel is for recording information such as Transaction Type and department ownership. The Transaction Panel is for recording details about each line item in the transaction. The type of information in these details varies depending on which Transaction Type is chosen in the administration panel.

## Accessing Manual Transactions

In the Animal Billing screen, place the cursor over the Transactions icon and select **Create Manual Transactions**. This opens the Create Manual Transactions screen.

## What You See

The Create Manual Transactions screen contains the following elements:

- **Toolbar** - The Create Manual Transactions toolbar is located at the top of the page and contains the following buttons:
  - **Save** - Save manual transactions you create.
  - **New** - Create a new transaction.
  - **Template** - Enables the selection of a previously created transaction template to create standard transactions.
- **Administrative Panel** - This panel is located on the left and is used to record administrative information about the transaction you create. It contains the following attributes, that you must set to complete the transaction:
  - **Transaction Type** - This field contains drop-down list of the four transaction types described in the previous section *Transaction Types*.
  - **Transaction ID** - This field contains a unique ID for each transaction assigned by the system. It is read only.
  - **Transaction Date** - This field allows you to enter a date for the transaction.
  - **Associated Protocol** - Each transaction must be associated with an existing protocol. Next to the field is a blue **Plus** button that presents all existing protocols from which you can select exactly one.
  - **Department** - Each transaction must be associated with a department so that you can then be assigned an account owned by that department. Next to the field is a blue **Plus** button that presents all existing departments from which you can select exactly one.
  - **Bill Transaction?** - In rare cases a transaction must be recorded for audit purposes, but is not a billable item. In such cases you have the option of excluding transactions from the bill creation process. Options are **Yes** (bill transaction) and **No** (do not bill transaction).
  - **Billing Comments** - This field provides the option of including details about the transaction and its creation.
- **Transaction Panel**
  - **Staff Account** - This field contains the account ID you assign by clicking on the field.

- **Expense Class** - This field contains a further refined description of the type of expense. For example, if the Expense Type is a purchase, it might be an animal purchase or some other type of purchase. This field captures that data when you assign it by clicking on the field.
- **Location** - This field contains the location of the cage in the facility. Select it from the pop-up list when you create the transaction.
- For Purchase transactions, the following fields are also present:
  - **Item Name** - This field contains a user friendly identifier you enter when you create the transaction.
  - **Unit Cost** - This field contains the cost per item for this transaction.
  - **Count** - This field contains the total number of items such as the number of animals purchased for this transaction.
  - **Cost** - This field contains the product of the Unit Cost and Count fields and is automatically calculated by the system.
- For Manual Per Diem transactions, the following fields are also present:
  - **Cage Type** - This field contains the type of cage that is used to house one or more animals. Select it from the pop-up list when you create the transaction.
  - **Rate** - This field contains the per diem rate for the selected cage type, which defaults to the cage type per diem rate.
  - **Care Days** - This field contains the number of days the animal was housed. Enter this number when you create the transaction.
  - **Cost** - This field contains the product of the Rate and Care Days fields and is automatically calculated by the system.
- For Journal Correction Transactions, the following field is also present:
  - **Monetary Amount** - The corrective difference between the actual billed amount and the correct billing amount.
- For Service transactions, the following fields are also present:
  - **Location** - This field contains the location of the cage in the facility. Select it from the pop-up list when you create the transaction. Not all locations are available for all cages. When you select an available location the **OK** button becomes active. Unavailable locations will not activate the OK button, and therefore cannot be selected.
  - **Service** - This field contains the service that was rendered in a pop-up menu.
  - **Unit Cost** - This field is automatically populated with a set cost, based on the Service you selected. This field may be edited.
  - **Count** - This field contains the total number of services that were performed, such as the number of animals that were given an injection. Enter this number when you create the transaction.
  - **Unit** - This field is automatically populated with a set unit, based on the Service you selected. This field may be edited.
  - **Cost** - This field contains the product of the Unit Cost and Count fields plus any additional cost entered in the Unit field. It is automatically calculated by the system.
- **Subtotal** - This field contains the sum of all line items in the Transaction Panel and is automatically calculated by the system.

- **Tax** - The applicable tax rate for these transactions. The default value is set by the administrator, but can be altered if necessary.
- **Surcharge** - This is an optional field that contains a surcharge you enter you create the template or transaction.
- **Total** - This field contains the sum of the Subtotal and Surcharge fields and is automatically assigned by the system.
- 

## Creating Manual Transaction

To create a manual transaction, perform the following procedure:

1. Access the Create Manual Transaction feature. A Transaction ID will be displayed automatically.
2. Click the Transaction Type arrow and select one of the four options from the drop-down menu.
3. Review the Transaction Date field, which is populated with the current date by default. If the required date for the transaction is a future date, click the calendar icon and choose the correct date. If the date is within a period that has already been invoiced, you will be notified by an alert pop-up message. If so, choose a date outside the invoice period. Once final invoices are created, that billing period is locked.
4. Click the blue **Plus** button next to Associated Protocol and select a protocol from the Select Protocol grid that appears. If the protocol is associated with a department that department will appear in the Department field by default.
5. Review the Department field. If it is not displayed by default, click the blue Plus button next to Department and select a department from the Select Department dialog box that appears.
6. Review the Bill Transaction field. If the transaction is to be billed click **Yes**. If not click **No**.
7. Enter any billing comments in the Billing Comment section.
8. Click the ellipsis cue at the right end of the Staff Account field and select an available account from the list that appears.
9. Click the ellipsis cue at the right end of the Expense Class field and select an available class from the list that appears.
10. Complete remaining fields for the transaction type selected.
11. Enter appropriate information for all remaining fields that are not automatically populated.
12. Add additional transaction line items by clicking the green **Plus** button on the right end of the line item you just created. This action displays a duplicate line item. Replace the existing information with new information using steps 8 through 11. Individual line items can be deleted using the red **Minus** button on the right end of the item.
13. Click **Save** when the transaction is complete. Depending on administration settings you may be asked to provide an e-signature.

**Note:** Some transactions may require users to answer additional questions, which will appear below the Billing Comment field. For example, a Funding Source question might be present. These questions are transaction custom lists that are added to shared list settings and activated in animal billing settings, both located in administration.

## Editing and Deleting Manual Transactions

After creating a transaction you can edit or delete it until it has been invoiced. After it is invoiced, it can no longer be edited or deleted, and a Journal Correction must be created to the error. To access the Edit Manual Transactions feature, on the main Animal Billing Page place your cursor over the Transactions icon and select the Create & Edit Transaction Templates.

### What You See

- **Toolbar** - The Edit Manual Transactions toolbar is located at the top of the page and contains the following buttons:
  - **Group By** - Group transactions by Staff Accounts Only or Protocols and Staff Accounts.
  - **To Excel** - Produce a report in Excel format.
  - **To PDF** - Produce a report in PDF format.
  - **Delete** - Delete selected transactions.
  - **Quick Finder** - Find a specific transaction or a group of transactions with some common attribute such as a department name.
  - **Filter** - Filter transactions by some criteria such as Not *department*.
- **Transaction Grid Columns:**
  - Transaction Date
  - Transaction ID
  - Transaction Type
  - Status
  - Staff Account
  - Protocol
  - Amount
  - Comments
- **Transaction Grid**

### Editing Manual Transactions

Use the following procedure to edit a manual transaction:

1. Access the Edit Transactions feature. The application displays the Edit Manual Transactions grid populated with all existing transactions.
2. Click the edit button (pencil) located at the right end of the line item. The application displays the Transaction Details dialog box.
3. Edit the transaction as necessary.
4. Click **Save**.

### Deleting a Transaction

Use the following procedure to delete the transaction.

1. Click the checkboxes associated with the transactions you want to delete.
2. Click the delete button.

## Journal Correction Transactions

Journal Correction Transactions enable the correction of billing errors that cannot be edited, usually because a bill has already been invoiced. In this case the account can be debited or credited during the following billing period through a journal correction transaction.

When you set the Transaction Type to Journal Correction, Animal Billing replaces the Transaction Panel with a Journal Transaction Panel; the Administration Panel remains unchanged.

The Journal Transaction Panel contains the following fields.

- Staff Account
- Expense Class
- Monetary Amount
- Description

To create a Journal Correction Transaction, perform steps 1 through 7 of the procedure in the previous section: *Creating Manual Transactions* and then perform the following procedure:

1. Click the down arrow on Staff Account and select the appropriate account.
2. Click the down arrow on Expense Class and select the appropriate class.
3. Enter the monetary value in the Monetary Amount field.
4. Enter a description in the Description field.
5. Click **Save**.

# Animal Billing – Transaction Templates

Manual transactions are sometimes repeated when re-ordering animals over time. An order might not be placed on a regular basis and therefore cannot be entered as an automatic transaction. However, the transaction might typically be similar when it does occur. The Transaction Template feature enables the creation of manual transactions quickly and with minimal effort.

## Creating Transaction Templates – Overview

Like the Create Manual Transaction feature, the Create Manual Templates screen has two panels: The Header Panel on the left, and the Transaction Panel on the right. The administration panel is for recording information the transactions that will be created using the template such as Transaction Type and department ownership.

The Transaction Panel enables the creation of line items for future transactions. These line items provide the fields for recording details about each line item in the transaction. The type of information in these details varies depending on which Transaction Type you choose in the administration panel.

## Accessing Transaction Templates

Place your cursor over the Transactions icon and select **Create & Edit Transactions Templates**. This opens the Create & Edit Transactions screen.

## What You See

The Create & Edit Transaction Templates screen, which contains the following elements:

- **Toolbar** - The Create Manual Transactions Templates toolbar is located at the top of the page and contains the following buttons:
  - **Save** - Save Templates you create.
  - **New** - Create a new Template.
  - **Open** - Open an existing template for editing.
  - **Delete** - Delete an open template.
- **Separator**
  - **Template Name** - Name the template.
  - **Last Updated** - Displays the last date the template was modified and saved. Displays "Not Saved: if the Template is new and has not yet been saved.
- **Administrative Panel** - This panel is located on the left and is used to describe the transaction. record administrative information about the transaction you create. It contains the following attributes, that you must set to complete the template:
  - **Transaction Type** - This field contains drop-down list for selecting two transaction types:
    - Purchase
    - Service

- **Associated Protocols** - Using the **Add** button, select all the protocols that apply to transactions for this template.
- **Department** - Using the **Add** button, select the department to which these transactions are to be charged.
- **Bill Transaction** - Check Yes or No to flag whether transactions are billable or not.
- **Comments** - Add notes about or instructions for these transactions.
- **Custom List Item** - Add Custom List items appropriate for these transactions. Display of this field is determined by the system administrator.
- **Transaction Panel**
  - **Add Line Items** - Add Items to the transaction.
  - **Staff Account** - Enter an account number for these transactions.
  - **Expense Class** - Enter a further refined description of the type of expense. For example, if the Expense Type is a purchase, it might be an animal purchase or some other type of purchase. This field captures that data when you assign it by clicking on the field.
  - For Purchase transactions, the following fields are also present:
    - **Location** - This field contains the location of the cage in the facility. Select it from the pop-up list when you create the transaction. Not all locations are available for all cages. When you select an available location the **OK** button becomes active. Unavailable locations will not activate the **OK** button, and therefore cannot be selected.
    - **Item Name** - This field contains a user friendly identifier you enter when you create the transaction.
    - **Unit Cost** - This field contains the cost per item for this transaction.
    - **Count** - This field contains the total number of items such as the number of animals purchased for this transaction.
    - **Cost** - This field contains the product of the Unit Cost and Count fields and is automatically calculated by the system.
  - For Service transactions, the following fields are also present:
    - **Location** - This field contains the location of the cage in the facility. Select it from the pop-up list when you create the transaction. Not all locations are available for all cages. When you select an available location the **OK** button becomes active. Unavailable locations will not activate the **OK** button, and therefore cannot be selected.
    - **Service** - This field contains the service that was rendered in a pop-up menu.
    - **Unit Cost** - This field is automatically populated with a set cost, based on the Service you selected. This field may be edited.
    - **Count** - This field contains the total number of services that were performed, such as the number of animals that were given an injection. Enter this number when you create the transaction.
    - **Unit** - This field is automatically populated with a set unit, based on the Service you selected. This field may be edited.
    - **Cost** - This field contains the product of the Unit Cost and Count fields plus any additional cost entered in the Unit field. It is automatically calculated by the system.
  - **Subtotal** - This field will contain the sum of all line items in the Transaction Panel and is automatically calculated by the system.

- **Tax** - The applicable tax rate for these transactions. The default value is set by the administrator, but can be altered if necessary.
- **Surcharge** - This is an optional field that contains a surcharge you enter when creating the transaction.
- **Total** - This field contains the sum of the Subtotal and Surcharge fields and is automatically assigned by the system.

## Creating Transaction Templates

Use the following procedure to create a transaction template:

1. Access the Create & Edit Transaction Templates feature.
2. Enter a name in the **Template** field.
3. Click the **Transaction Type** down arrow and select either the Purchase or Service option in the administrative panel.
4. Click the blue **Plus** button next to Associated Protocols. The application displays the Select Protocols Grid.
5. Select one or more protocols. If the protocols are associated with a single department, the Department field is populated with that department.
6. Click the blue **Plus** button next to the Department field if it is not populated with the appropriate department. The application displays the Departments dialog box.
7. Select a department and click **OK**.
8. Review the Bill Transactions field. If the transaction is to be billed click **Yes**. If not click **No**.
9. Enter comments in the Comments field.
10. Select custom list items from the Custom List fields, if present.
11. Click the **Add Line Items** button in the transaction panel. The application displays the Create/Edit Line Items dialog box.
12. Enter the appropriate information in the dialog. You now have three options:
  - a. Click **Done** to add the item.
  - b. Click **New** to add another item. You now have the added option of clicking the left arrow to return to the previous item for editing.
  - c. Click **Cancel** to cancel the action.
13. Repeat step 11 until the transaction is complete.
14. Click **Save**.

## Editing and Deleting Transaction Templates

Use the following procedure to edit a transaction template:

1. Access the Create & Edit Transaction Templates feature.
2. Click the **Open** button in the toolbar. The application presents the Select Template grid.
3. Select the template you want to edit. The application displays the template in its current form.

4. Edit any of the fields in the administrative panel with the exception of the Transaction Type, which cannot be changed.
5. Edit any of the fields in the transaction panel. Line items can either be edited or deleted as needed using the edit (pencil) or delete (red minus) buttons at the beginning of each item. Cost details can also be edited.
6. Click **Save** when changes are complete.

Click the **Delete** button in the toolbar to delete an open template.

## Creating Transactions from Templates

When you select a template, the transaction is created using the defaults from the template. You have a choice to modify the values that come from the template, such as adding or removing line items or changing the associated protocol, before creating the transaction.

If the template is associated with only one protocol, the transaction defaults to that protocol, but if there is more than one protocol the popup shows *all* protocols associated with the template.

Finally, if selected master list values in the template (such as those from SA, EC, or BS master list) are inactive when you attempt to save the transaction, the system prevents you from doing so. This attribute is also true for custom list values.

Use the following procedure to create a transaction from a template:

1. From the **Transactions** icon select the Create Manual Transaction option.
2. Click the **Templates** button in the toolbar. The application displays the Select Template grid.
3. Select the template you want to use. The application displays the selected template and assigns a Transaction ID to this instance.
4. Complete the transaction information.
5. Click **Save**.

**Note:** The Staff Account field now supports a Copy Down shortcut feature. If all the line items fields below a specific item are charged to the same account, right click the field and select the **Copy Down** option from the drop-down menu. The application populates all subsequent Staff Account fields with that account.

# Animal Billing – Transfer Accounts

The Transfer Account feature allows you to redirect transactions to a different account when the originally designated account lacks sufficient funds to pay for all of the transactions involved. Transfer Accounts will move all non-invoiced transactions after the specified Transfer Date to a new account.

To access Transfer Accounts, place the cursor over the Transactions icon on the Animal Billing main screen and click the Transfer Accounts option. This opens the Transfer Accounts screen.

## What You See

The Transfer Accounts screen contains the following elements:

### Toolbar Buttons

- **Perform Transfer** - Moves transactions from the Transfer FROM account to the Transfer TO account effective on the date entered in the Transfer Date field.
- **Reset** - Removes all data and resets the Transfer Date field to the default date.

### Transfer Panel

- **Transfer Date** - Sets the date the transfer is to take place. This field initially defaults to the current date.
- **Transfer FROM** - Specifies the origination account.
- **Transfer TO** - Specifies the destination account.
- **Transfer Reason** - Describes the reason for the transfer.
- **Select Staff for Account Transfer** - Specifies the appropriate staff associated with the account. This feature allows you to select individuals from an Available Staff grid on the left and move them to an Assigned Staff for Account Transfer grid on the right.

## How the Transfer Process Works

When an account transfer is performed, the system will find the following:

- All manual transactions that are dated after the transfer date and are not in an invoiced status.
- All reconciled animal receipts and weanings that are dated after the transfer date and are not in an invoiced status.
- All Completed or Draft animal order receipts.
- All Animal Order Deliveries which have a delivery date after the Transfer Date.
- All cages with an IN, Out, or NEW status that are associated with the Transfer FROM staff account.
- All per diem transactions that are dated after the transfer date and are not in an invoiced status.

All of these data points are then adjusted to be associated with the Transfer TO Staff Account, and provides a summary report in a pop-up message.

## Performing Account Transfers

To complete an account transfer, perform the following procedure :

1. Enter a date in the Transfer Date field or click the calendar icon to select a date from a pop-up calendar. The field defaults to the current date. No action is necessary if the transfer date is the current is acceptable.
2. Click the blue **Plus** button next to the Transfer FROM field and select an account from the pop-up dialog box that appears; this account is the origination account. To change the account, click the blue **Plus** button again and choose another account.
3. Click the blue **Plus** button next to the Transfer TO field and select an account that will serve as the destination for the transfer. To change the account, click the blue **Plus** button again and choose another account. Staff names associated with the account are automatically displayed in the Select Staff for Account Transfer area, in the Available Staff grid on the left.
4. Enter a reason for the transfer in the Transfer Reason field.
5. Click the staff names in the left panel to move them to the Assigned Staff for Account Transfer panel on the right. You can also move all names simultaneously by clicking the **Add All** button at the top of the panel. Clicking a name in the right column will automatically move it back to the left panel. You can also move all names in the right panel back to the left by clicking the **Remove All** button at the top of the right panel.
6. Click the **Perform Transfer** button in the toolbar to complete the transfer. You will receive a summary report in a pop-up notification that includes the transfer date, the FROM and TO staff accounts, and a count of the number of transactions by category that were affected by the transfer.
7. Click the **Reset** button in the toolbar to clear the entire field.

# Animal Billing – Create Bills

Creating Bills provides for the creation of invoices for billing transactions referenced during a specific billing period. A bill becomes an invoice when it has been reviewed and approved by the responsible PI. Because TOPAZ Elements is an integrated suite of applications, an actual bill is not necessary and is not created until an invoice is generated for all transactions created during a specified billing period.

To access the Create Bills screen, place the cursor over the Billing icon on the Animal Billing main screen and click the Create Bills option. This opens the Create Bills screen, which contains a toolbar and several fields.

## What You See

The Create Bills feature contains the following elements:

- **New Billing Period** - Create a new billing period, the first step in creating a bill.
- **Preview Bills** - Displays all transactions in a Not Billed status.
- **Bill for Review** - Make the Bill available to the PI for review before invoicing.
- **Create Invoices** - Create the invoice to bill the account.
- **Notify Staff** - Notify the PI that the bill is ready for review before invoicing.
- **Billing period FROM and TO fields** - Set the billing period.
- **Account Grid** - View all accounts and the amount not billed to date.

Transactions are collapsed by default and can be expanded individually, by clicking the plus button to the left of each transaction, or as a group by clicking the Expand All button in the toolbar.

When you first access this feature, only the New Billing Period and the **Expand All** and **Collapse All** buttons are active in the toolbar.

## The Billing Process

To create an invoice, perform the following procedure:

1. Click the **New Billing Period** button in the toolbar. Animal Billing displays a pop-up message informing you that the date range can be edited if necessary.
2. Click **OK**. The **Preview Bills** button becomes active.
3. Edit the billing period if necessary.
4. Click the **Preview Bills** button in the toolbar to display a grid of accounts containing transactions that are in a Not Billed status. You now have the opportunity to review scheduled transactions before they are released for PI review.
5. Click an account to see details on non-invoiced transaction for that account. The application displays a pop grid with details about the transaction.

6. Click the **Bill for Review** button in the toolbar when the administrative review is complete. This changes transaction statuses to Billed for Review and makes the transactions available for PI review from their Dashboards.
7. Click the **Notify Staff** button in the toolbar to send an e-mail notification to the PI.
8. Edit transactions if feedback indicates a need for change.
9. Click the **Create Invoices** button in the toolbar to finalize the billing transactions for the period.

**Note:** This procedure can be modified to support your specific workflow. You can, for example, skip the e-mail notice step.

**Important:**

All transactions that are itemized for each Staff Account during the Billing Period are automatically invoiced when the Create Invoices icon is clicked. Invoiced transactions cannot be edited, deleted, or recreated. At this point, users can generate a report based on the Transaction Status of all invoiced transactions.

TOPAZ allows for zero-cost transaction line items. In the case of transactions that contain only zero-cost line items, surcharges and taxes are distributed evenly across all items. In the case of Transactions that contain cost and zero-cost line items surcharges and taxes are distributed evenly across all cost line items. In the case of transactions in which surcharges and taxes cannot be distributed evenly, the remainder is applied to the last item in the transaction.

### Editing Transactions During the Billing Process

During the billing process it is sometimes necessary to edit transactions. The process for editing or correcting billing transactions depends on the transaction type:

- Manual Transaction can be edited using the Animal Billing Edit Transactions feature.
- Animal Purchase Transactions can be edited using the Animal Orders Receipt or Weaning features. This typically involves editing values on the Purchase Costs field on the receipt. For more information see the Animal Orders User Guide.
- Incorrect per diems may be caused by a variety of data inaccuracies, such as incorrect cage statuses, incorrect cage locations or types, or incorrect dates associated with cage creation or transfers. These items can be corrected using the Animal Census Edit/Transfer Cages feature.

# Animal Billing – Reports

To access the Animal Billing Reports feature, place the cursor over the Reports icon on the Animal Billing main screen. This action displays two options: Transaction Report and Billing Reporting Grid.

## Transaction Report

The Transaction Report option opens a grid listing available transactions. To generate a transaction report, perform the following procedure:

1. Click the checkbox next to each transaction you want to include in the report. This action causes the **Generate Report** button in the toolbar to become active.
2. Customize the grid to remove unneeded columns and to resize column widths for the report.
3. Click the **Generate Report** button. Animal Billing generates a PDF file containing a summary of the selected transactions.

This report organizes transaction summaries by Staff Account. Information displayed varies depending on the transaction type.

## Billing Reporting Grid

The Billing Reporting Grid option opens a grid listing transactions that have been billed. The toolbar for this option contains **To PDF**, **To Excel**, and **Export** buttons. As the label implies, the **To PDF** and **To Excel** buttons generate files of their respective formats. The **Export** button creates a CSV file. To generate a billing report, perform the following procedure:

1. Place a check mark in the check box next to each transaction you want to include in the report.
2. Customize the grid to remove unneeded columns and to resize column widths for the report.
3. Click either the button to generate a report in the required format.

This report organizes transaction summaries by Staff Account.

# Animal Billing – Administration

Animal Billing administration settings are typically used by an authorized system administrator during the implementation phase for an application.

Once added, settings can be inactivated but not removed.

Depending on system settings some actions may trigger an Audit Trail dialog box. If they do, enter a Reason for Change and click **Save**.

## Toolbar

Elements Administration offers management features to assist with day-to-day administrative duties. The features are located in the toolbar on the Administration home page:

- **Save** - Use this button to save any changes to administrative features such as Lists and Email Events. Before performing changes, the **Save** button is disabled. When you perform a change, the system illuminates the **Save** button indicating it is now enabled. Click **Save** to save your changes.
- **Reports** - Use this button to print any of the following reports:
  - Audit Trail Reports
  - Custom Lists
  - Email Events
  - E-Signature Report
  - Invalid E-Signature Attempts
  - Invalid Logins Report
  - Master Lists

## Animal Billing List Settings

Animal Billing List Settings determine which automated recording options are available to users. Some list settings are pre-determined by the system. Others (custom settings) are user-determined and can be created to meet local needs. These settings can be made Active or Inactive, as needed., allowing for great flexibility in controlling animal billing actions.

Authorized personnel can access Animal Billing List Settings by clicking the Administration Icon in the Places group on the TOPAZ Elements main screen or by clicking the Administration option in the Product Selector for any screen and then clicking the Animal Billing List Settings option in the Administration Settings screen that opens.

## What You See

Choosing the **Animal Billing - List Settings** option displays the Animal Billing List Settings panel, below the Administration Settings panel. This panel contains a collection of list settings. Click the setting to open a third panel below the Animal Billing List Settings panel, containing a list of billable services.

Select a billing service. The system displays the following items:

- **Billing Service label** - This label displays the **system** name of the service.
- **Active** - Click this box to activate the service.
- **Name** - Enter a **local** service name.
- **Code** - Enter a billing code (optional)
- **Description** - Enter a description of the service.
- **Unit Cost** - Enter the billable unit cost of the service.
- **Unit** - The units the service requires, such as Each or Hour.

Additional billable services can be added to the system list using the green + button that appears at the top right of the settings and options panels. The system adds a new blank service. Complete the fields (Name etc.) to add the service.

### Adding a Billable Service

Additional billable services can be added to the system list. Use the following procedure.

1. Click the green + button that appears at the top right of the settings and options panel. The system adds a new blank service panel.
2. Complete all fields to add the service.
3. Click the Activate check box to activate the service.
4. Click **Save**. The name of the service in the Billable Service panel changes to the name entered in the Name field.

## User-Determined Animal Billing List Settings

User-determined list settings allow you to customize the application to meet local needs.

### Creating User-Determined Animal Billing List Settings

You can create one or more user-determined animal billing list settings by performing the following actions:

1. In the Animal Billing List Settings panel, click the Green **Plus** (New) button. This adds a New List item to the settings panel and opens a third, New List panel. The application also displays a properties panel for the new setting.
2. The properties panel for the new setting contains two checkboxes (Available In Filters and Available in Email Variables) and a Name field. Place a check mark in one or both checkboxes to activate those options and enter a Name for the new item. The name must be unique (not previously used).
3. Click **Save**.

### Adding Settings Options for User-Determined Animal Billing List Settings

You can add one or more user-determined list settings by performing the following actions:

1. Click any item in the Animal Billing List Settings panel.
2. Click the green **Plus** (New) button for the selected setting. This action adds a **New Item** to the panel and opens a New Item properties panel.
3. The New Item properties panel contains an Active checkbox, a Name field, and a Description field.

4. Enter a new name in the Name field. The name must be unique.
5. Enter details in the Description box to help users understand the nature of the item.
6. Click **Save**.

## Editing Settings and Setting Options

Settings and their options can be renamed and can be made active or inactive as needed. When changes are complete, click the **Save** button in the toolbar.

## Animal Billing Settings

The following settings apply to Animal Billing.

### Accessing Animal Billing Settings

In Administration Settings, click Animal Billing Settings. This opens an Animal Billing Setting dialog box below. This dialog box contains a Record Audit Trails checkbox, a Default Tax Rate % field, and a Transactions Custom Lists field.

### Record Audit Trails

Place a check mark in the Record Audit Trails checkbox to have the application track changes (edits to manual transactions) and require users to state a reason for the change.

### Default Tax Rate

Enter a number in the field. This determines the default tax rate that will be applied to animal purchase and manual billing transactions. The amount of tax can be changed for each transaction individually.

### Billing Integration Export Path

Animal Billing enables the creation of a CSV file containing billing transactions for integration with other applications. Enter the path to the required file destination in this field.

### Transaction Custom Lists

Items listed in this selection grid reflect user-defined settings created in either Animal Billing List Settings or in Shared List Settings. Each transaction custom list has a Required and Show by Default checkbox.

Transaction Custom Lists settings that have a check mark in the show by default checkbox will appear as a drop-down list on the Create Manual Transactions screen. This allows users to create flexible custom manual transactions that meet local needs.

Checking the Required checkbox means an item must be completed before a manual transaction can be saved.

## EMAIL EVENTS - ANIMAL BILLING

The Email Events - Animal Billing feature allows authorized personnel to determine whether e-mail messages will be generated for given circumstances and to customize the content contained in those messages.

Authorized personnel can access animal billing email events by clicking the Administration Icon in the Places group on the TOPAZ Elements main screen or by clicking the Administration option in the Product Selector for any screen and then clicking the Email Events - Animal Billing option in the Administration Settings screen that opens.

### What You See

Choosing the **Email Events - Animal Billing** option displays the Email Events - Animal Billing panel, below the Administration Settings panel. This panel contains two event types: Manual Transactions and Bills. Click the event type to open a third panel below the Email Events - Animal Billing panel displaying available email events for the selected event type. Click the event you want to set. This action opens a properties panel for that event on the right.

### Email Event Types

Animal billing email event types and their associated events are pre-determined by the system. However, event properties can be edited. Event types include:

- Manual Transactions
- Bills

#### E-Mail Events - Manual Transactions

- Manual Transaction Created

#### E-Mail Events - Bills

- Bill Is Ready For Review
- Invoice Created

### Email Event Properties

The properties panel for email events, regardless of type, are very similar. The only change is in the variables, which may differ depending on the email type chosen.

#### Email Content Tab

The Email Content tab contains the following elements:

- **Active** - A checkbox used to make the event either active or inactive.
- **Allow Editing Subject and Message** - A checkbox used to permit editing an email prior to sending it. Selecting this checkbox makes the View Email Before Sending checkbox inactive.

- **View Email Before Sending** - A checkbox that lets senders view the message prior to sending it. This checkbox is inactive if the Allow Editing Subject and Message checkbox is selected.
- **Allow Editing of Recipients** - A checkbox that lets senders modify the list of recipients prior to sending a message.
- **Attach PDF: Browse for PDF Template** - A checkbox that automatically attaches a PDF template to the email. The checkbox remains inactive until a template is chosen.
- **Name** - A non-editable field that displays the name of the event chosen.
- **Subject** - A text box used to enter a subject for the e-mail message.
- **Message** - A text box used to compose the e-mail message. A message must be prepared for each event that will be used.
- **Email Variables** - A list of fields used to insert custom information into a message.

## Email Recipients Tab

The Email Recipients tab contains the following elements:

- **Staff Recipients** - A field used to add one or more staff names who are to receive messages for the event.
- **Role-Based Recipients** - A field used to add one or more message recipients based on their role.

It is possible to choose both individual staff and role recipients for a message.

## Creating An Email Message

The process for creating an email message is as follows:

1. Choose the Email Events - Animal Billing setting and select an event type and event. This action displays the properties panel for the event in the lower part of the screen.
2. Edit the Name field if you want to change it.
3. Enter text and variables in the Subject and Message fields as needed. Variables can be inserted at the point of the cursor when you click one of the available variables in the list to the right of the message field. Variables can be used as many times as needed.
4. Click the Email Recipients tab and use the green **Plus** buttons to add staff and role-based recipients of the message.
5. Click **Save**.

## E-SIGNATURES - ANIMAL BILLING

The E-Signatures - Animal Billing feature allows authorized personnel to determine whether an e-signature will be required in order to complete an action for specific system-determined events.

Authorized personnel can access animal billing e-signature settings by clicking the Administration Icon in the Places group on the TOPAZ Elements main screen or by clicking the Administration option in the Product Selector for any screen and then clicking the E-Signatures - Animal Billing option in the Administration Settings screen that opens.

## What You See

Choosing the E-Signatures - Animal Billing option opens an E-Signatures - Animal Billing panel, below the Administration Settings panel. This panel contains a list of system-determined events that can be chosen to trigger an e-signature requirement. Clicking an event in that panel opens a properties panel for that event on the right.

### Animal Orders E-Signature Events

The system provides the following events, which will trigger the need for an e-signature if the properties for that event are set to Active:

- Bills Generated For Review
- Invoices Created
- Manual Transaction Saved

### The Animal Billing E-Signature Properties Panel

This panel contains the following items:

- **Active** - A checkbox used to require an e-signature for the event if checked. This checkbox is selected by default.
- **Item Name** - A non-editable field that displays the name of the event selected in the upper right panel.
- **Display Name** - A text field used to enter an alternative name to be displayed in the e-signature dialog box when it appears.
- **Description** - A text field used to enter comments that will appear in the e-signature dialog box when it appears.

### Activating Animal Billing E-Signature Events

To activate an e-signature for an event, perform the following steps:

1. Select an event in the E-Signatures - Animal Billing panel.
2. Enter an alternative name in the Display Name field.
3. Enter comments in the Description field, if needed.
4. Click **Save**.

## SHARED LIST SETTINGS

Shared list settings are list settings that are shared among two or more application modules. The following sections describe how to access and manage shared list settings that apply to Animal Billing.

## Accessing Shared List Settings

In Administration Settings, click Shared List Settings. This opens a Shared List Settings panel on the right displaying both pre-determined and user-determined shared settings options.

## Understanding Shared List Settings for Animal Billing

Clicking one of the items listed in the Shared List Settings panel opens a third panel, on the right, displaying various options associated with that shared list setting. Checking one of those options in turn displays a properties panel, below. What appears in the properties panel depends on the item chosen. For user-determined items that will typically include an Active check box, a Name field, and a Description field.

## Pre-determined Shared List Settings Associated With Animal Billing

- Account
- Cage Type
- Expense Class
- Staff Account

### Account

When expenses are incurred they must be associated with a *Staff Account*. A Staff Account, is a fiscal account that incurs charges associated with a staff member. Before a Staff Account can be created, however, an account must be created so that it can be associated with staff members who incur charges. The Account shared list setting enables the creation and management of these accounts.

### Creating Accounts

Use the following procedure to create an Account:

1. Click Shared List Settings in the Shared List Settings panel. This action opens the Account panel populated with existing accounts if any exist.
2. Click the Green Plus (New) button in the in the Account panel. This action opens the properties panel for the new item.
3. Enter a name in the Name field.
4. Enter a grant reference number in the Reference Number field, if one exists.
5. Enter a description in the Description field.
6. Click **Save**.

### Editing Accounts

You can edit Accounts by selecting them in the Account panel, making required changes in the associated properties panel, and clicking **Save**.

### Cage Type

Cage Types are user-determined and include the establishment of per diem rates.

## Creating cage types:

Use the following procedure to create a cage type:

1. In Shared List Settings choose Cage Type.
2. Click the green **Plus** (New) button to add a cage type. The application displays the properties panel for the new cage type to the right, containing two tabs: Description and Per Diem Rates.
3. Complete the Cage Type Description:
  - a. Place a check mark in the Active checkbox on the Description tab to make the item available to users.
  - b. Type a name in the Name field. This will become the name that appears in the Cage Type panel when the item is saved.
  - c. Type appropriate details in the Description field.
  - d. Type a number in the Animals Per Cage field.
  - e. Select one or more animals in the Species field.
  - f. Click **Save**.
4. Complete the Per Diem Rates:
  - a. Click the Per Diem Rates tab.
  - b. Click the Ellipsis button (...) in the Location field. The system opens a Select Location dialog.
  - c. Choose a location.
  - d. Click **OK**.
  - e. Click the Ellipse button (...) in the Cost Type field. The system displays a cost Type dialog.
  - f. Choose a cost type. The system assigns that cost type.
  - g. Type in an amount in the Per Diem Rate and the Animal Per Diem Rate fields.
  - h. Click the green **Plus** button to add additional items. Click the red Minus button to remove items.
  - i. Click **Save**. The new entry appears in the Cage Type panel.

**Note:** Per Diem Rate specifies the daily per diem charge for each cage of that cage type in that location. Animal Per Diem Rate specifies the rate to be charged **per animal** within a cage of that type in that location. These rates can be used separately or can be combined to generate a charge based in part on a per cage rate and in part on a per animal rate. When bills are generated these two components of the total per diem charge are presented as separate transactions.

## Department

Department Shared List Settings are user-determined and appear as a hierarchical list in the right panel when Department is selected in the Shared List Settings panel. Departments and Sub-Departments are added to the list by clicking the green **Plus** button and completing details in the properties panel that appears at the bottom of the screen.

### Department and Sub-Department Properties

The following fields and buttons are present in the Department properties panel:

- **Name** - A text field used to name the department/sub-department.
- **Type** - A non-editable field displaying the department level in the hierarchy.
- **Code** - A text field used to enter a custom code for the department/sub-department displayed.

- **Active** - A checkbox used to determine whether the department/sub-department is active or not.
- **Description** - A text field used to describe the department/sub-department.
- **Administration** - A field that allow you to add one or more staff as names administrators using a green **Plus** button. Names can be removed from the list by clicking their associate red **Minus** (Remove) button.

### Adding Departments and Sub-departments

To add a department

1. Click Department in the Shared List Settings panel to display the Department panel.
2. Click the green Plus button on the Department to open the properties panel containing the new department.
3. Edit the Name field as needed and confirm the Type is appropriate.
4. Enter a code, if needed.
5. Enter a description, if needed.
6. Add one or more names to the Administration field, if needed, by clicking its green **Plus** button and choosing names from the Select Staff grid that appears. Names can be removed by clicking their red **Minus** button.
7. Click **Save**. The new department will appear in the hierarchy panel.

To add a sub-department, click a department and begin the procedure at step 2.

### Editing Departments and Sub-departments

Individual Departments and Sub-departments can be edited by selecting them in the Department list, making needed changes in the associated properties screen, and clicking the **Save** button in the toolbar.

### Expense Class

Expense classes provide a way for users to group transactions. They can be used when filtering or reporting transactions.

As classes are added, the Expense Class dialog box for each class includes the following fields:

- An Active checkbox, which can be used to make the account available to users.
- A Name field, which can be used to identify the class.
- A Description field, which can be used to provide details about the class.

### Creating an Expense Class

To create expense classes, using the following procedure:

1. Click the **Expense Class** option in Shared List Settings to open the Expense Class panel, containing all established expense classes.
2. Click the green **Plus** (New) button to add an expense class to open the properties panel.
3. Click the **Active** checkbox to make the class available to users.
4. Enter a name and description for the class.
5. Click **Save**.

### Editing an Expense Class

Use the following procedure to edit and expense class:

1. In Shared List Settings, click the Expense Class option to open the Expense Class panel, listing all established expense classes.
2. Choose a class to be edited.
3. Make required changes in the properties panel.
4. Click **Save** in the toolbar.

## Staff Account Settings

All billing transactions in the system are associated with a staff account. When bills are created they are created for each staff account. Thus, to use the Animal Billing module, Staff accounts must be created. This is achieved by first creation of the account, followed by association of one or more staff members to that account.

The Staff Accounts properties panel is where users create the information needed to link a billing transaction to a specific account associated with a staff member. This panel contains the list of all Staff Accounts in the system. Individual Staff Accounts can be deleted by clicking the red minus (Delete) button associated with that account.

To add an account, click the **Add Staff Accounts** button.

## Creating a Staff Account and Staff Associations

Use the following procedure to create a staff account:

1. Click Staff Account Settings in the Administrative Settings panel. This action opens the Staff Account Settings properties panel.
2. Click the **Add Staff Accounts** button on the Staff Account panel to display the properties panel for the new account. This action displays the Add Staff Accounts Grid.
3. Select one or more Staff members from the Staff panel.
4. Select one or more Accounts from the Account panel.
5. Click **Create Staff Accounts**. The system displays all the accounts that will be created based on your selections.

**Note:** The System creates a new Staff Account for each staff member and each account you select.

6. Click **OK** to create the Staff Accounts or **Cancel** to cancel the operation.