

Billing Module

Gimmel Physical

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Version History

Version	Approved By	Effective Date	Product Version	Description of Change
1	Terry Butler	03/01/2022	3.11	Created for Gimmel Version 3.11
2	Marta Farensbach	12/1/2022	3.12	Minor updates for Gimmel Physical 3.12

Configure Billing

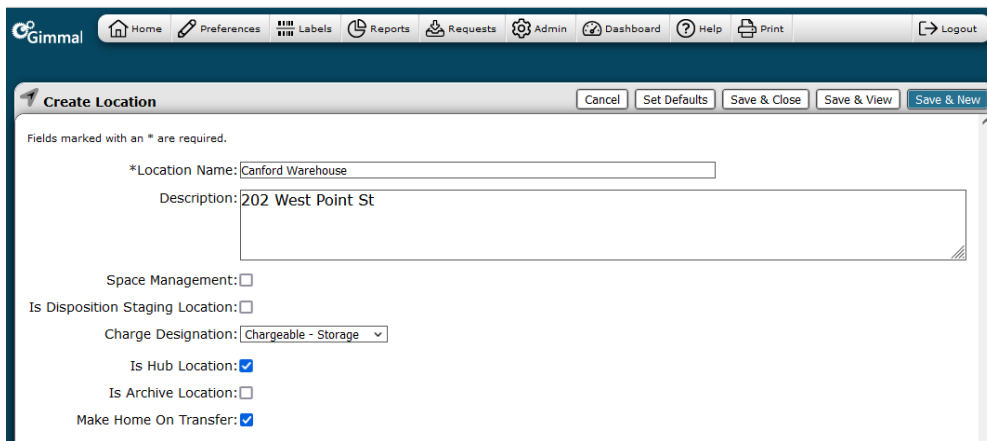
Storage Costs

To configure billing for storage cost, information needs to be entered on several different tabs in Infolinx.

1. **Locations** – The “Hub Location” checkbox must be selected for any Location where costs will accrue for Box storage. Additionally, the “Charge Designation” list will need to be set to a value of “Chargeable – Storage.” When these properties are set, a Box transferred to one of these Locations or to a Shelf in one of these Locations will have its “Accession” field set to true and its “Accession Date” field updated to the current date. An item is only accessioned once.
2. **Shelves** – The “Current Location” of Shelf records needs to be one of the Locations where the “Hub Location” checkbox has been selected and the “Charge Designation” list value has been set to “Chargeable – Storage.” When these properties are set, a Box transferred to one of these Shelves will have its “Accession” field set to true and its “Accession Date” field updated to the current date. An item is only accessioned once.
3. **Boxes** – If the “Current Location” of a Box is either a Shelf or a Location as designated above for any time during the billing period, storage costs will accrue. Additionally, setting the “Box Size” for Box records will allow for different amounts to be charged based on the size of the Box.

Create Locations

1. Click on the Locations tab.
2. Click on the Create action button.
3. Enter metadata for the Location, being sure to check the “Is Hub Location” checkbox and select “Chargeable – Storage” from the “Charge Designation” list.
4. Click Save & Close.

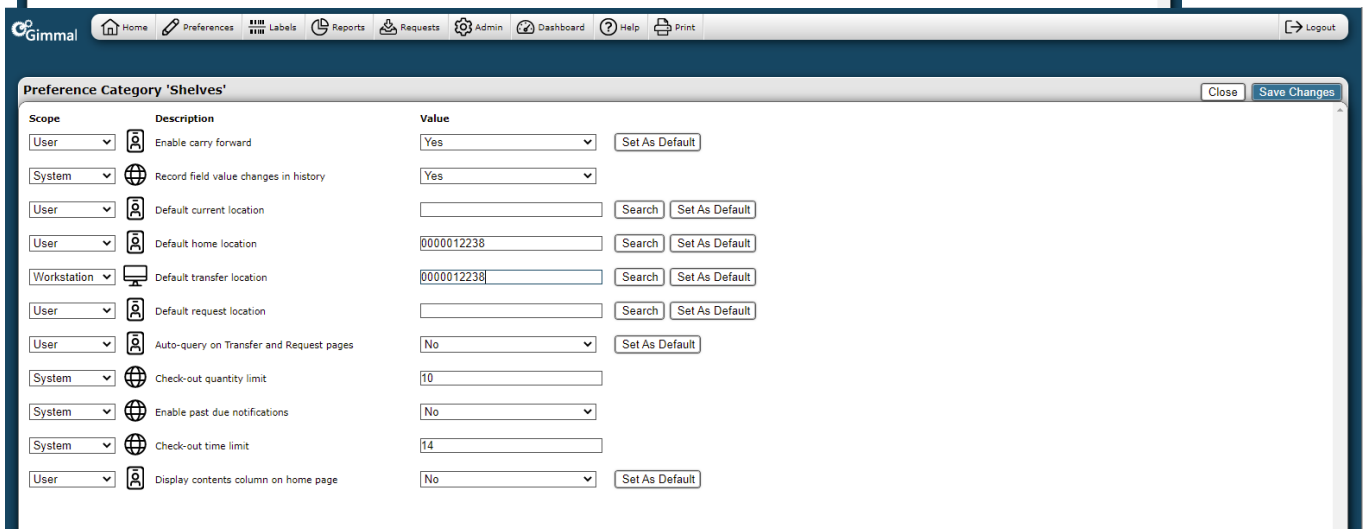
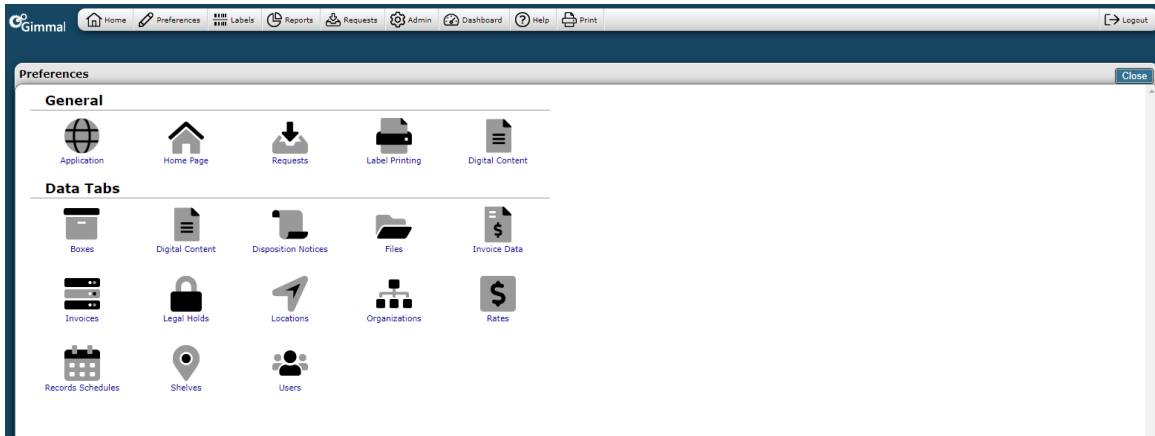


The screenshot shows the 'Create Location' form in the Gimmel application. The form is titled 'Create Location' and has a navigation bar at the top with buttons for 'Cancel', 'Set Defaults', 'Save & Close', 'Save & View', and 'Save & New'. Below the navigation bar, there is a note: 'Fields marked with an * are required.' The form contains the following fields and options:

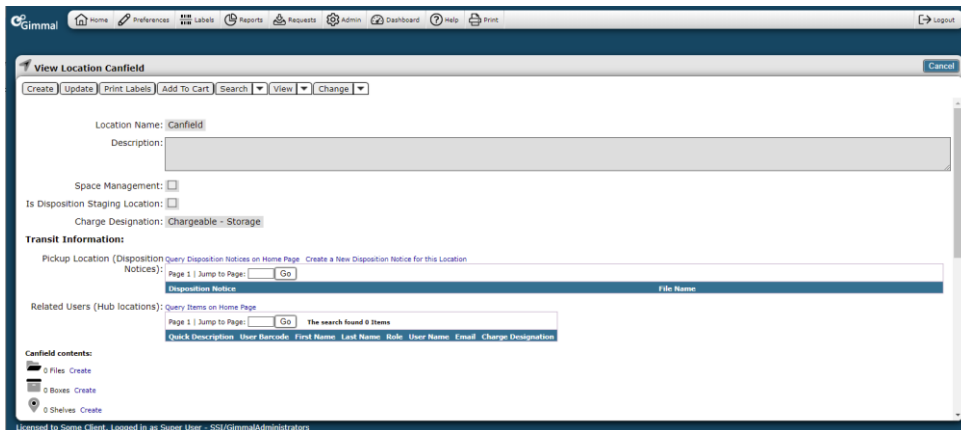
- *Location Name: Canford Warehouse
- Description: 202 West Point St
- Space Management:
- Is Disposition Staging Location:
- Charge Designation: Chargeable - Storage (dropdown menu)
- Is Hub Location:
- Is Archive Location:
- Make Home On Transfer:

Create Shelves

1. Import Shelf data (see importing data documentation).
2. Create Shelf data from the Shelves tab.
 - a. Verify Preference settings in the Shelves category on the Preferences page. The “Default current location” and the “Default home location” should be set to the barcode of a Hub Location that has been designated as a “Chargeable – Storage” Location.



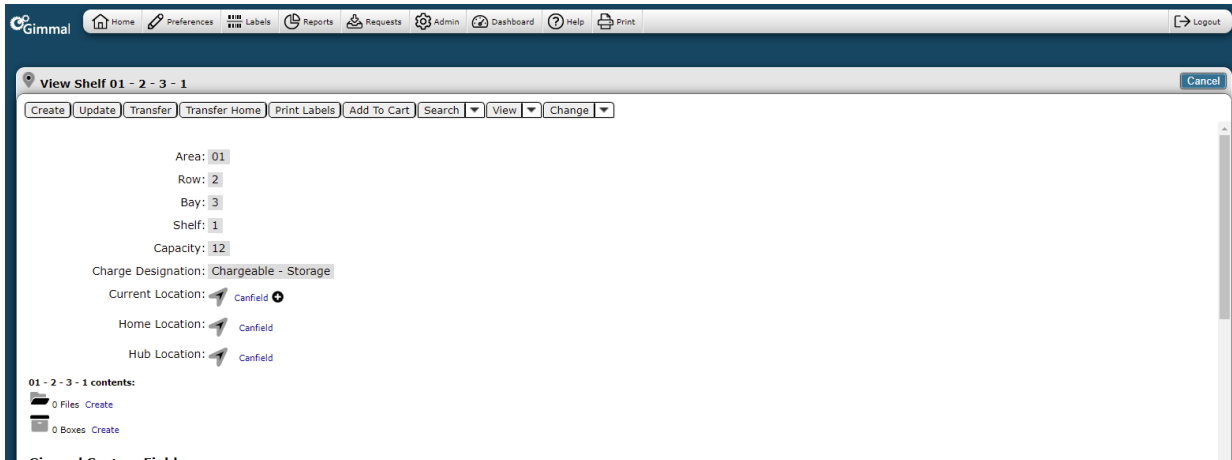
- b. Click on the Shelves tab.
 - c. Click on the Create action button.
 - d. Enter metadata for the Shelf record, being sure to select “Chargeable Storage” from the “Charge Designation” list.
 - e. Save the Shelf record.
 - f. Verify the Shelf record was created in the specified Location.
3. Create Shelf data from the View Location page.
 - a. Go to the View page for the Location where the Shelves will be placed.
 - b. Click on the Create link next to the Shelf icon near the bottom of the page.



- c. Enter metadata for the Shelf record, being sure to select “Chargeable Storage” from the “Charge Designation” list.
- d. Save the Shelf record.

Create Boxes

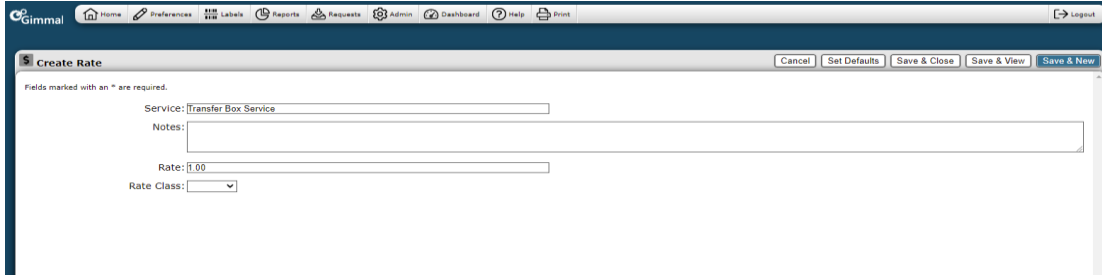
1. Import Box data (see importing data documentation).
2. Create Box data from the Shelf view page.
 - a. Go to the View page for the Shelf where the Boxes will be placed.
 - b. Click on the Create link next to the Box icon near the bottom of the page.



- c. Enter metadata for the Box record, being sure to select a “Box Size” value.
- d. Save the Box record.

Create Rates

1. Click on the Rates tab and click the Create action button.
2. Enter data for the available fields.
3. Click on any of the available Save action buttons to save the Rate.



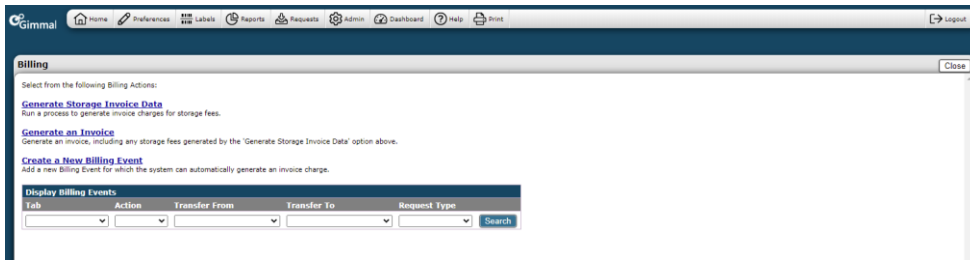
The screenshot shows the 'Create Rate' form in the Gimmel application. The form has a title bar with 'Gimmel' and a 'Logout' button. Below the title bar are navigation buttons: 'Cancel', 'Set Defaults', 'Save & Close', 'Save & View', and 'Save & New'. The main content area contains the following fields:

- Service:** A text input field containing 'Transfer Box Service'.
- Notes:** A large text area for entering notes.
- Rate:** A text input field containing '1.00'.
- Rate Class:** A dropdown menu.

At the top of the form, it says 'Fields marked with an * are required.' There are no asterisks visible on the fields in this screenshot.

View the Billing Management Page

1. Click "Admin" in the top navigation menu.
2. Under the Configuration section, click "Billing Management."
3. To view existing Billing Events, click on the Search button.

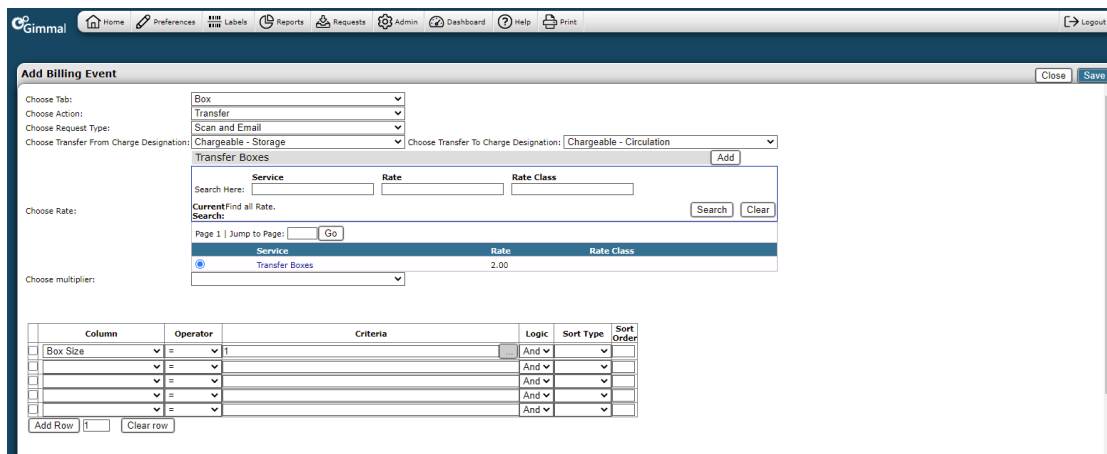


The screenshot shows the 'Billing' management page in the Gimmel application. The page has a title bar with 'Gimmel' and a 'Logout' button. Below the title bar are navigation buttons: 'Home', 'Preferences', 'Labels', 'Reports', 'Requests', 'Admin', 'Dashboard', 'Help', and 'Print'. The main content area contains the following sections:

- Billing** (Section Header)
- Select from the following Billing Actions:**
 - Generate Storage Invoice Data:** Run a process to generate invoice charges for storage fees.
 - Generate an Invoice:** Generate an invoice, including any storage fees generated by the 'Generate Storage Invoice Data' option above.
 - Create a New Billing Event:** Add a new Billing Event for which the system can automatically generate an invoice charge.
- Display Billing Events:** A table with the following columns: Tab, Action, Transfer From, Transfer To, Request Type, and a Search button.

Create Billing Events

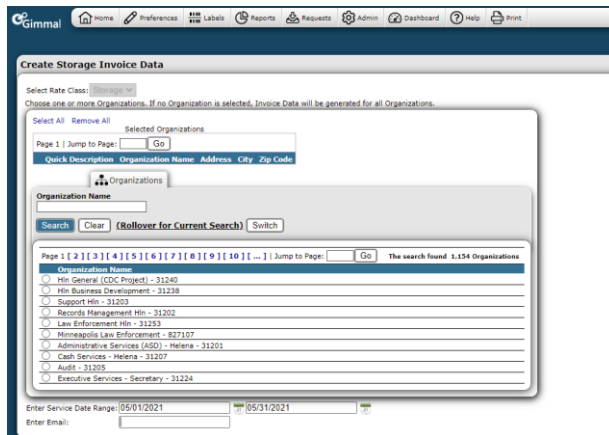
4. Click on the “Create a New Billing Event” link.
5. Select the tab.
6. Select the action.
 - a. Accession – This occurs when an item is transferred to a hub location for the first time.
 - b. Create – This occurs when an item is created.
 - c. Delete – This occurs when an item is deleted.
 - d. Delivery- This occurs when items are transferred from a hub location with a portable scanner.
 - e. Storage – This is used to charge for the storage of items.
 - f. Transfer – This occurs when items are transferred between records with specified “Charge Designations”.
 - i. Request Type can also be a cost factor when setting up Transfer rates.
 - ii. “Transfer From” and “Transfer To” Charge Designations will also need to be set.
 - g. Update – This occurs when items are updated.
7. Choose a Rate from the list or click on the Add button to add a new Rate for this action.
8. Select a multiplier (optional). Any fields that are defined as integer fields will be displayed in this list.
9. Add logic to filter which items will receive this charge (optional).
10. Click the Save button.
11. When any of the configured actions occur in the application, records will be created on the Invoice Data tab.



The screenshot shows the 'Add Billing Event' form in the Gimmel application. The form includes several dropdown menus for configuration: 'Choose Tab' (set to 'Box'), 'Choose Action' (set to 'Transfer'), 'Choose Request Type' (set to 'Scan and Email'), 'Choose Transfer From Charge Designation' (set to 'Chargeable - Storage'), and 'Choose Transfer To Charge Designation' (set to 'Chargeable - Circulation'). There is an 'Add' button next to the 'Transfer Boxes' section. Below this, there is a search area for rates with 'Search Here' and 'Current Find all Rate' fields, and a 'Search' button. A table below the search area shows the results of the search, with columns for 'Service', 'Rate', and 'Rate Class'. The table contains one row: 'Transfer Boxes' with a rate of 2.00. Below the table is a 'Choose multiplier:' dropdown. At the bottom of the form is a logic builder table with columns for 'Column', 'Operator', 'Criteria', 'Logic', 'Sort Type', and 'Sort Order'. The logic builder table has one row with 'Box Size' in the Column, '=' in the Operator, '1' in the Criteria, 'And' in the Logic, and 'Sort Order' in the Sort Type. There are 'Add Row' and 'Clear row' buttons at the bottom of the logic builder.

Generating Storage Invoice Data

1. After creating a Billing Event with an action of Storage, click on the “Generate Storage Invoice Data” link.
2. Select Organization records or generate storage invoice data for all Organizations.
3. Enter values for “Service Date Range”. [Note: Infolinx will automatically display “Service Date Range” for the month prior to today’s calendar date. The date fields can be overwritten.] Enter “Email Address” (to be notified when the process is complete).
4. Click Create.
5. Items that have been stored at any of the configured storage Locations will have records created for them on the Invoice Data tab.



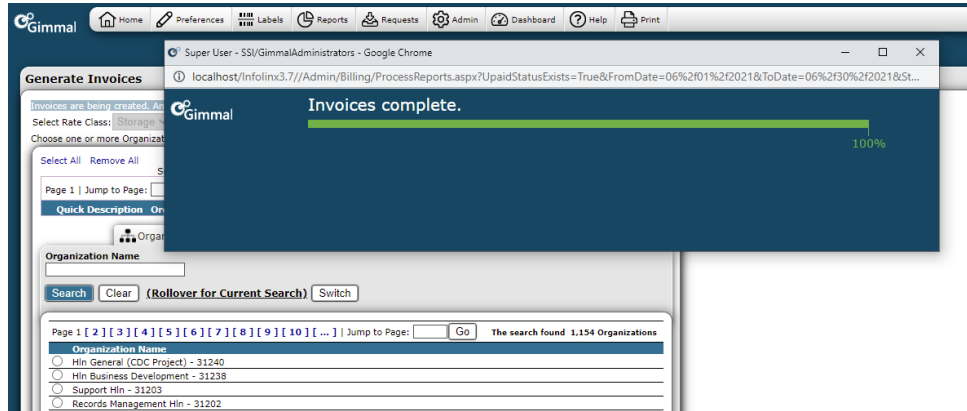
The screenshot shows the 'Create Storage Invoice Data' interface. At the top, there is a navigation bar with icons for Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, Help, and Print. Below this, the main heading is 'Create Storage Invoice Data'. A dropdown menu for 'Select Rate Class' is set to 'Storage'. A note states: 'Choose one or more Organizations. If no Organization is selected, Invoice Data will be generated for all Organizations.' There are 'Select All' and 'Remove All' buttons. A 'Selected Organizations' section is empty. Below that is a 'Page 1 | Jump to Page: [] Go' field. A table header shows columns: 'Quick Description', 'Organization Name', 'Address', 'City', and 'Zip Code'. An 'Organizations' tab is active, showing an 'Organization Name' search field with 'Search', 'Clear', and 'Rollover for Current Search' buttons. Below the search is a pagination bar: 'Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... | Jump to Page: [] Go' and 'The search found 1,154 Organizations'. A list of organizations is displayed with radio buttons for selection:

- Min General (CDC Project) - 31240
- Min Business Development - 31238
- Support Min - 31203
- Records Management Min - 31202
- Law Enforcement Min - 31243
- Minnesota Law Enforcement - 327107
- Administrative Services (ASD) - Helena - 31201
- Cash Services - Helena - 31207
- Audit - 31205
- Executive Services - Secretary - 31224

At the bottom, there are two date input fields for 'Enter Service Date Range' with values '05/01/2021' and '05/31/2021', and an 'Enter Email:' field.

Generating Invoices

1. Click on the “Generate an Invoice” link.
2. Select Organization records or do not select in order to generate invoices for all Organizations.
3. Enter a “Service Date Range.” [Note: Infolinx will automatically display “Service Date Range” for the month prior to today’s calendar date. The date fields can be overwritten.]
4. Click the Create button.
5. Records will be created on the Invoice Data tab. Invoices will also be generated and displayed on the Invoices tab.



Gimmel Invoice #:102

Invoice Date : 6/22/2021

Accounting

Period: 06/01/2021 - 06/30/2021			
Service	Quantity	Rate	Totals
Transfer Boxes	1	\$2.00	\$2.00
Amount due for this Invoice			\$2.00

Notes: