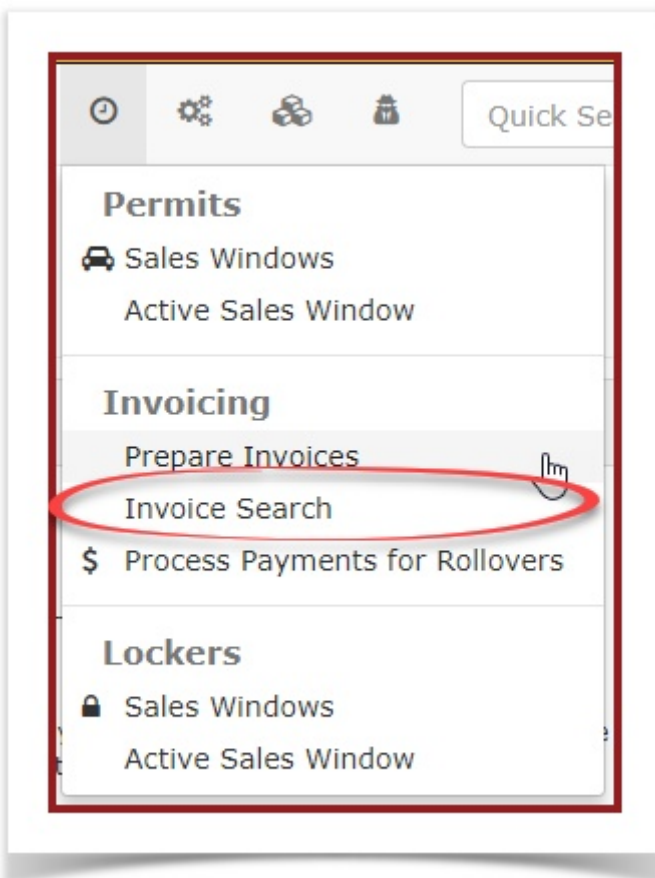


Invoiced Permits Report - Billing Summary by Date by Lot

Permit Invoicing

Searching for an Invoice

1. Click **Allocations > Invoice Search**.



2. The '**Search for Invoices**' screen displays. You can search for a specific invoice or for an invoice issued during a range of dates. You can also eliminate canceled or paid invoices from the search parameters.
In this case we are searching for a date range.

Billed on

May 01, 2018

Up to and including

May 24, 2018

Cancelled Status

☒ Both Cancelled and Valid
 ☐ Exclude
 ☐ Only Show

Paid Status

☒ Both Paid and Unpaid
 ☐ Only Unpaid
 ☐ Only Paid

Invoice Number

Search

Export

4 records found.

Lot Lilac - Daily Reserved									
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status
	Voula Costa	1021	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid
197102	Jones Windows	1019	May 24 2018	Jun 23 2018	2	\$500.00	\$65.00	\$565.00	Unpaid
2574141	OPS-COM Corp	1020	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid

Lot Teal - Complimentary									
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status
78541	Brady Cameron	1018	May 24 2018	Jun 23 2018	1	\$0.00	\$0.00	\$0.00	Unpaid

3. Click on an **invoice number** to see a copy of the invoice that will be sent to the client.

Note: If you wish to print this you can right click and print it out of your browser. You can also print to a PDF if required.

92 Bridge Street
Carleton Place, Ontario



Invoice

Bill To: James Rockwood
2964 Jerome Avenue
PO #00012345
Ottawa, ON
M4C 1B5

Invoice No.: 1057
Date: 08/16/2018
Due Date: 09/15/2018

Name	Permit	Sale Window	Quantity	Rate	Amount
James Rockwood	BLW-18	Seasonal 2018-2 Summer	1	\$100.00	\$100.00

Subtotal	\$100.00
Taxes	\$0.00
Total	\$100.00

This is a test of the text block at the bottom of the page:

PO-12345

Balance Due \$100.00

4. You can also export this report to Excel. This will show you the revenue for a selected date range by Lot.

Billing Starting Date	May 1, 2018							
Billing End Date	May 24, 2018							
LOT	Lilac - Daily Reserved							
Account Number	Account Name	Invoice	Billing Date	Permits	Parking	Tax	Total	Status
	Voula Costa	1021	May 24, 2018		1	\$250.00	\$32.50	\$282.50 Cancelled
197102	Jones Windows	1019	May 24, 2018		2	\$500.00	\$65.00	\$565.00 Unpaid
2574141	OPS-COM Corp	1020	May 24, 2018		1	\$250.00	\$32.50	\$282.50 Unpaid
				Total Billing	\$750.00	\$97.50	\$847.50	
				Cancelled Billing	\$250.00	\$32.50	\$282.50	
LOT	Teal - Complimentary							
Account Number	Account Name	Invoice	Billing Date	Permits	Parking	Tax	Total	Status
78541	Brady Cameron	1018	May 24, 2018		1	\$0.00	\$0.00	\$0.00 Unpaid
				Total Billing	\$0.00	\$0.00	\$0.00	

Re-Sending an Invoice

When do we use this?

It is also possible to **re-send** an invoice if the client requests a second copy sent.

If for example the client mistakenly deleted the email, the admin has the ability to search up the original invoice and send it again.

In our sample here we are looking for an invoice for **Voula Costa**.

1. To do so there are two different methods. You can find the invoice in the **user's profile under History** or you can search for the invoice through the **Search Invoice** utility.
2. Firstly let's search the user in question: In this case using the last name **Costa**.

User Search

Username / Last Name / Email

Costa

First name or initial

Student Number
OR Employee Number

Phone

Plate

Department

Tax Exemption Code

User Type(s)

Athletics Member

Complimentary

Daily Reserved

Demo

Exchange Student



Full Time Staff

Full Time Student

Part Time Staff


Control + Click to select / deselect multiple types.


Search

Username	FULL NAME	ADDRESS	CITY	Stu./Emp. No.	User Type	User Directory
  Vcosta	costa, Voula	159 Penny Lane	Stittsville		Daily Reserved	OPSCOM

Click on a header to change sort order.

Click on a username to edit profile, register permit or locker, and to view history.

Click  to view system history.

Click  to send user a mail message.

3. Click on the **username** to access the user's profile.

Username	FULL NAME	ADDRESS	CITY	Stu./Emp. No.	User Type	User Directory
  Vcosta	costa, Voula	159 Penny Lane	Stittsville		Daily Reserved	OPSCOM

4. Once in the user's profile hover over **History** and click on **All Records** to access the list of this user's transactions.

The screenshot shows a user profile page for 'Costa, Voula (VCosta)'. The top navigation bar includes links for Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. The 'History' dropdown menu is open, showing options: All Records (circled in red), Locker Records, Parking, Enforcement, Adjustment Records, Address Records, and Mail Records. The left sidebar contains 'Basic Profile Information' with fields like User Directory, User Type, Username, Name, Email Address, and Auto Login Address. The right sidebar shows 'Vehicles' with a table of vehicle details and a 'User Notes' section with a note from May 18, 2018.

5. Locate and click on the **invoice number** that you wish to resend.

The screenshot shows the 'User History' page with a 'View Complete History' link and '14 records'. The 'Locker Records' section states 'No locker records found.' The 'Invoice Records' section contains a table with the following data:

Billing Date	Due Date	Invoice No.	Items	Amount	Pay Date
Feb. 21, 2019	Mar. 23, 2019	1018	1	\$282.50	Awaiting Payment

The 'Invoice No.' 1018 is circled in red. Below the 'Invoice Records' section is the 'Parking Permit Records' section, which includes a 'Monthly 1805 May' summary for the period 'Apr 15, 2018 - May 31, 2018'. This section contains a table with columns: Submit Date, Barcode #, Permit #, Amount, and Pay Date. The table shows three entries: two for 'Lilac L103' and one for 'Lilac L104', all with a status of 'Released back to system by refund process' and a 'Processed' date of May 18, 2018.

6. Once in the invoice preview you will notice the **Re-Send Email** button. Click on this button to re-send the invoice.

92 Bridge Street
Carleton Place, Ontario



Invoice

Bill To: Voula Costa
159 Penny Lane
Stittsville, ON
K9L2W4

Invoice No.: 1018
Date: 02/21/2019
Due Date: 03/23/2019

Name	Permit	Sale Window	Quantity	Rate	Amount
Voula Costa	Lilac: L104	Past - April Monthly	1	\$250.00	\$250.00

This is a test of the text block at the bottom of the page:

Subtotal	\$250.00
Taxes	\$32.50
Total	\$282.50

Balance Due \$282.50

Unpaid

Re-send Email

Cancel

Invoice Notes?

Add Note

7. The invoice will be re-sent. In the sample below there is an original invoice send as well as a re-send. Notice the email title for the re-send has a prefix added indicating this is a **Re-sent** invoice.

Re-sent: Invoice is ready: Voula Costa

To: <vcosta@surprise.ca>

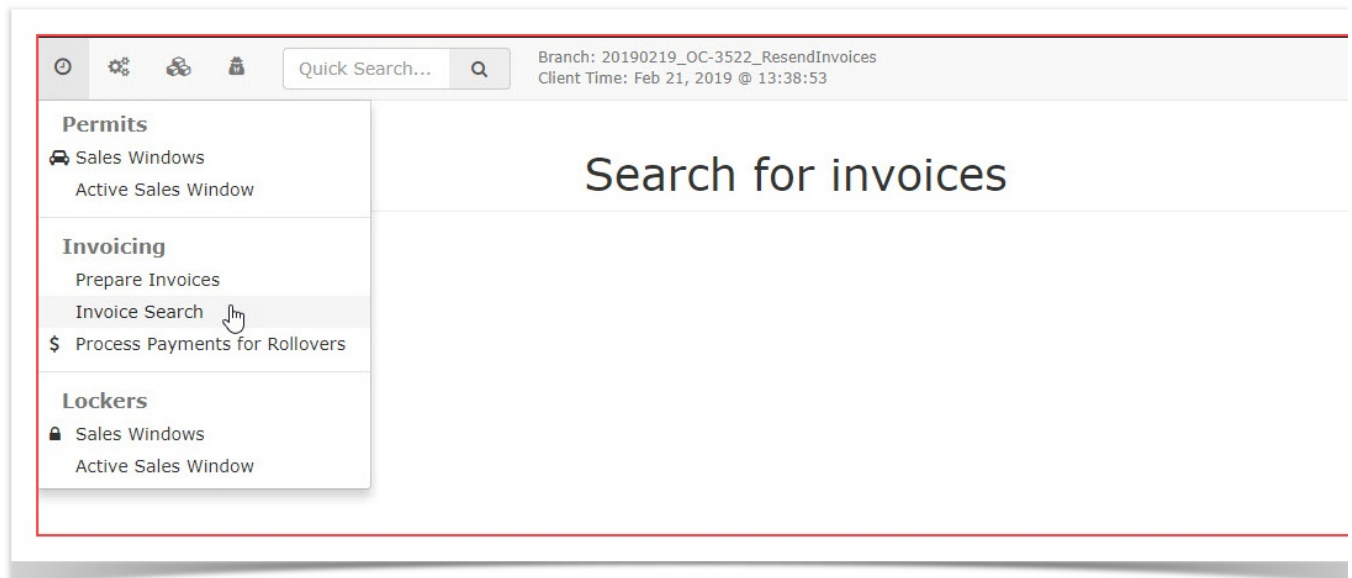
12 minutes ago

Invoice is ready: Voula Costa

To: <vcosta@surprise.ca>

35 minutes ago

8. As mentioned above you can also find the invoice you wish to resend using the **Invoice Search tool**. To do so access the tool under the **Permits** menu. Hover over **Permits** and click on **Invoice Search** in the drop down menu.



9. In the search criteria window enter the **Invoice Number** in question and click search. In this case **Invoice Number 1018**.

Billed on

Up to and including

Cancelled Status

Cancelled and Valid ▼

Paid Status

Paid and Unpaid ▼

Invoice Number

First / Last Name

Company

Search

Export

10. From the resulting search result click on the **Invoice Number** to access the **Invoice Preview Window**.

Search for invoices									
1 records found.									
Lot Lilac - Daily Reserved									
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status
	Voula Costa	1018	Feb 21 2019	Mar 23 2019	1	\$250.00	\$32.50	\$282.50	Unpaid
Total: \$282.50									

11. The process after this point is identical to **step 6 and 7 above**.

12. The Re-Sent Invoice will look identical the original invoice format:


Re-sent: Invoice is ready: Voula Costa

2019-02-21 12:22
(2 hours ago)
Size: 3.8 KB

From: Root User <root@localhost>
To: <vcosta@surprise.ca>
[More info](#)

This invoice has been re-sent.

-



TOMAHAWK UNIVERSITY
Home of the OPS-COM demo
Tomahawk University Parking

Bill To:

Voula Costa
159 Penny Lane
Stittsville, ON
K9L2W4

Invoice No.: 1018
Date: 02/21/2019
Due Date: 03/23/2019

Name	Permit	Sale Window	Quantity	Rate	Amount
Voula Costa	Lilac: L104	Past - April Monthly	1	\$250.00	\$250.00
Subtotal					\$250.00
Taxes					\$32.50
Total					\$282.50
Balance Due					\$282.50

92 Bridge Street
Carleton Place, Ontario

Invoice

Printing From Emailed PDF

1. It is important to note that in order to print this PDF document you should follow these next steps
2. You must first navigate to the email of the invoice in the client email where you will find an attachments link circled below

Invoice is ready: Voula Costa

2019-03-19 15:45

(13 minutes ago)

Size: 720 KB

[Attachments \(1\)](#)

From: <support@parkadmin.com>

To: <justin@tomahawk.ca>

[More info](#)

HTML

HTML Source

Text

Raw

Analysis

Check HTML



92 Bridge Street
Carleton Place, Ontario



Invoice

Bill To:

Voula Costa
159 Penny Lane
Stittsville, ON
K9L2W4

Invoice No.:

1021

Date:

03/19/2019

Due Date:

04/18/2019



- After opening the attached PDF file you will be brought to the file opened in the web browser.

Invoice1021.pdf

1 / 1



92 Bridge Street
Carleton Place, Ontario



Invoice

Bill To:

Voula Costa
159 Penny Lane
Stittsville, ON
K9L2W4

Invoice No.:

1021

Date:

03/19/2019

Due Date:

04/18/2019

Name	Item	Item Details	Quantity	Rate	Amount	Tax
Voula Costa	Permit	L104 Window: Past - April Monthly Lilac Lot:	1	\$250.00	\$250.00	Tax

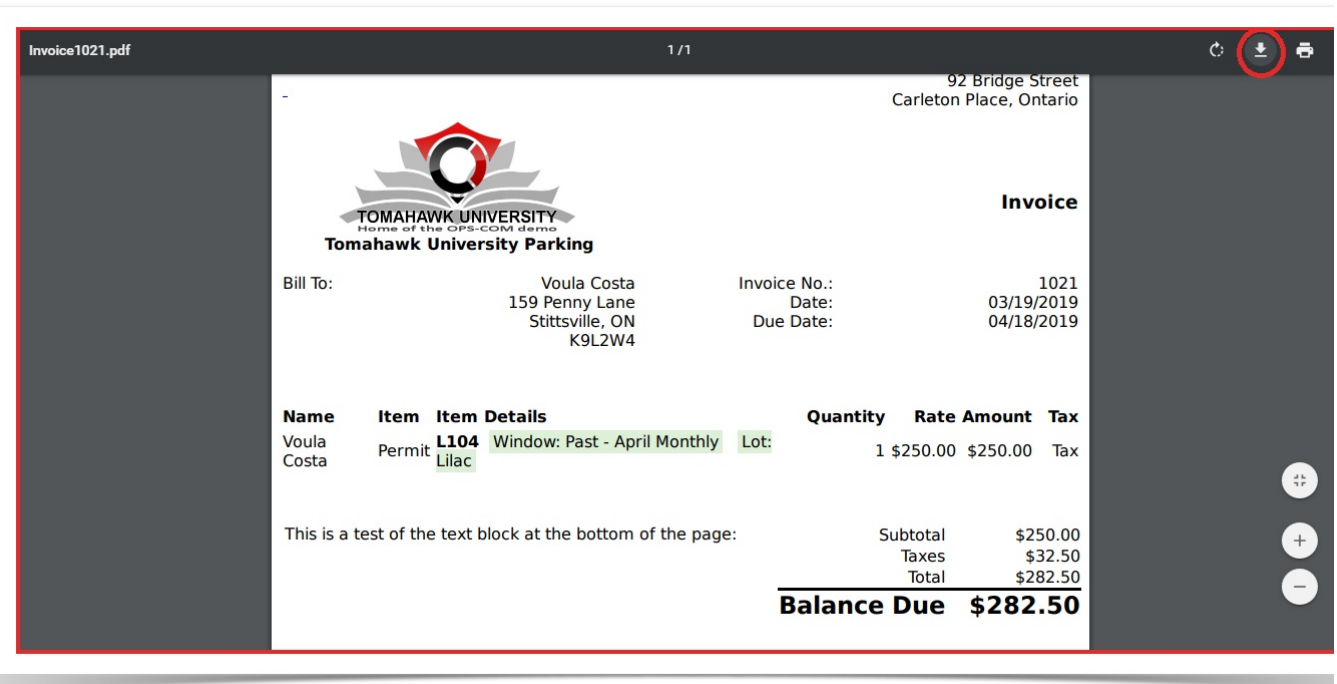
This is a test of the text block at the bottom of the page:

Subtotal \$250.00
Taxes \$32.50
Total \$282.50

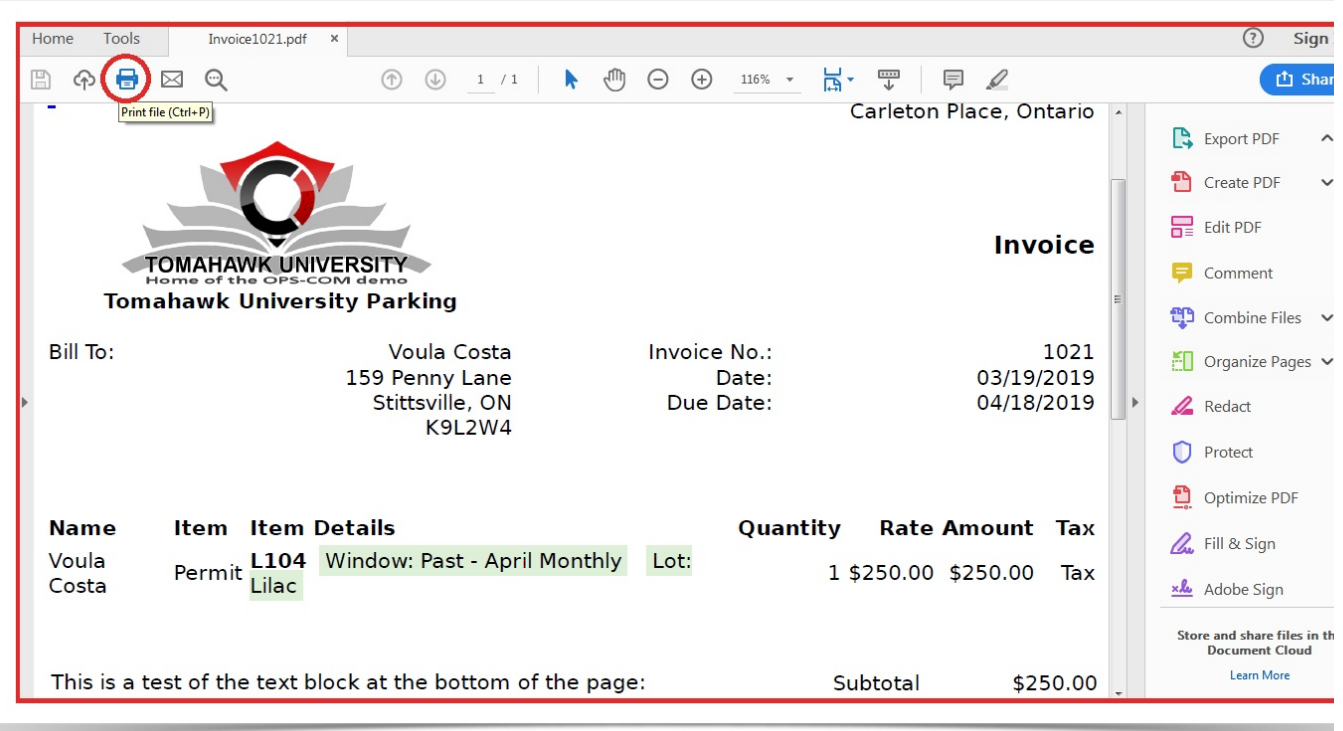
Balance Due \$282.50



- If you print from here you will receive a cut off version of this PDF. In order to prevent this you should download the file by pressing this button:



5. Save it to your preferred location and open it with the PDF reader of your choosing



6. From here you just print the invoice like you would a normal document ensuring that the print scale is set to 100%

Print

Printer: Microsoft XPS Document Writer
Properties
Advanced
Help

Copies: 1
☐ Print in grayscale (black and white)
☐ Save ink/toner

Pages to Print

- ☒ All
- ☐ Current page
- ☐ Pages 1

More Options

Page Sizing & Handling

Size
Poster
Multiple
Booklet

- ☐ Fit
- ☐ Actual size
- ☒ Shrink oversized pages
- ☐ Custom Scale 100%

☐ Choose paper source by PDF page size

Orientation:

- ☒ Auto portrait/landscape
- ☐ Portrait
- ☐ Landscape

Comments & Forms
Document and Markups
Summarize Comments

Scale: 100%
8.5 x 11 Inches

Page 1 of 1
Print
Cancel

Revision #2

Created 7 May 2024 08:13:59

Updated 11 September 2024 13:40:49