

# Contents

- Overview: Weights and Measures Revenue Module ..... 2
- Weights and Measures Dashboard ..... 4
- Invoices..... 6
- Multiple Business/Locations Ledger ..... 9
- Batch Creation of Annual Device Registration Invoices..... 11
- Configure Device Fees ..... 12

# Table of Figures

- Figure 1: Overview W&M Menu ..... 2
- Figure 2: Fee Configuration..... 3
- Figure 3: W&M Revenue Dashboard ..... 4
- Figure 5: W&M Revenue Search for Transactions..... 4
- Figure 4: W&M Revenue Actions..... 5
- Figure 7: Invoice Overview..... 6
- Figure 8: Invoice 1 of 3..... 7
- Figure 9: Invoice 2 of 3..... 8
- Figure 10: Invoice 3 of 3 Item Type..... 9
- Figure 11: Multiple Businesses ..... 10

## Overview: Weights and Measures Revenue Module

The Weights and Measures revenue module includes the following features:

- Batch Invoice generator, including Trial Run capability.
- Device type fees configuration screen - used to set up device registration and reinspection invoicing parameters.
- Batch Payments processor.
- Business Location Ledger which shows all transaction history for a location.
- Miscellaneous Invoices.
- One-off Payments.
- Account Adjustments.
- Reporting Customizations
- Data export Customizations.

To orient you to the newest features, open your CalCATS test environment. If you need a password reset, we totally understand and are here to help. Just email us at CalCATS... Once in CalCATS, click the *Weights & Measures* dropdown listing. You can see the new *W&M Revenue* and *Batch Invoice* options in Figure 1. We will go into details for each of those options later in this document.

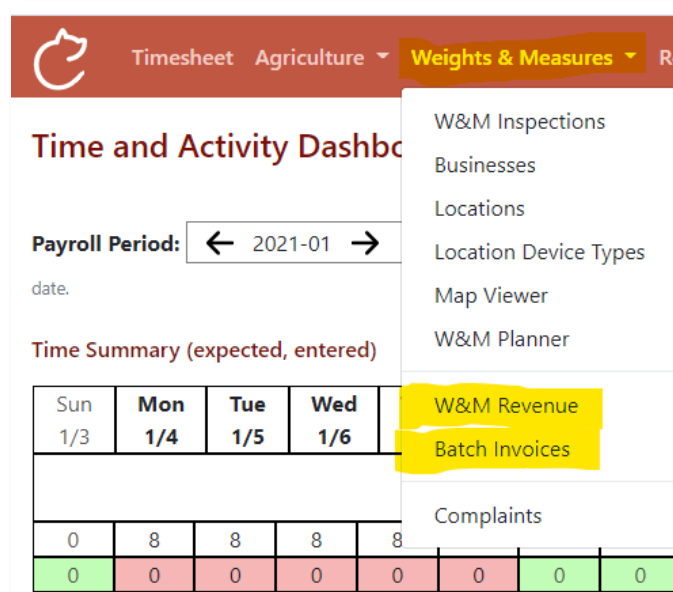


Figure 1: Overview W&M Menu

Configuration options for the CalCATS W&M Revenue Module are available from the main configuration page, accessible from the Admin drop down menu. From the figure below, you can see the Device Type Fee assignment option.

The image shows a web application interface with a dark red header bar. On the left is a logo of a cat's head. The header contains navigation links: Dashboard, Timesheet, Activities, Reports, Admin, Help, and TEST. The 'Admin' link is circled in blue. A dropdown menu is open under 'Admin', listing: User Admin, Role Admin, Contracts, Timesheet Review, Configuration (highlighted in yellow), and Subscription. Below the header, a list of blue links includes: Species, Special Survey Types, Trap Types, Nursery Enforcement Action Activities, Nursery Enforcement Action Types, Nursery Support Activity Types, Industrial Hemp Types, and Vegetation and Environmental Management Categories. A section titled 'Weights & Measures Configuration' is displayed, with sub-links for Device Types and Device Type Fees (highlighted in yellow).

Figure 2: Fee Configuration

## Weights and Measures Dashboard

Choose W&M Revenue from the Weights & Measures menu option:

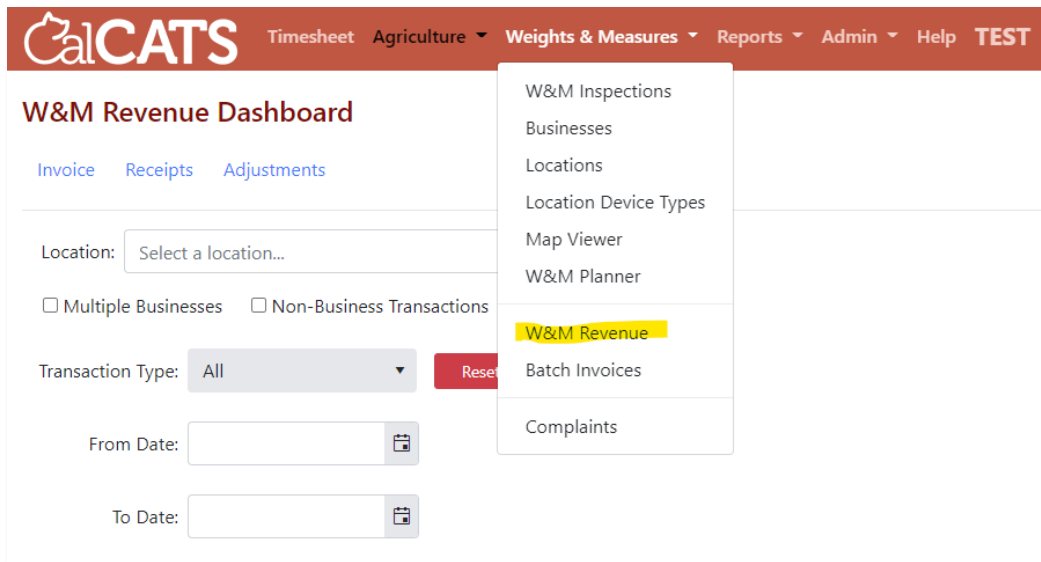


Figure 3: W&M Revenue Dashboard

From this Dashboard, you can search for matching transactions by business, transaction type, date, or some combination of all of these. Hint, you can use the first three characters/letters and then search all locations:

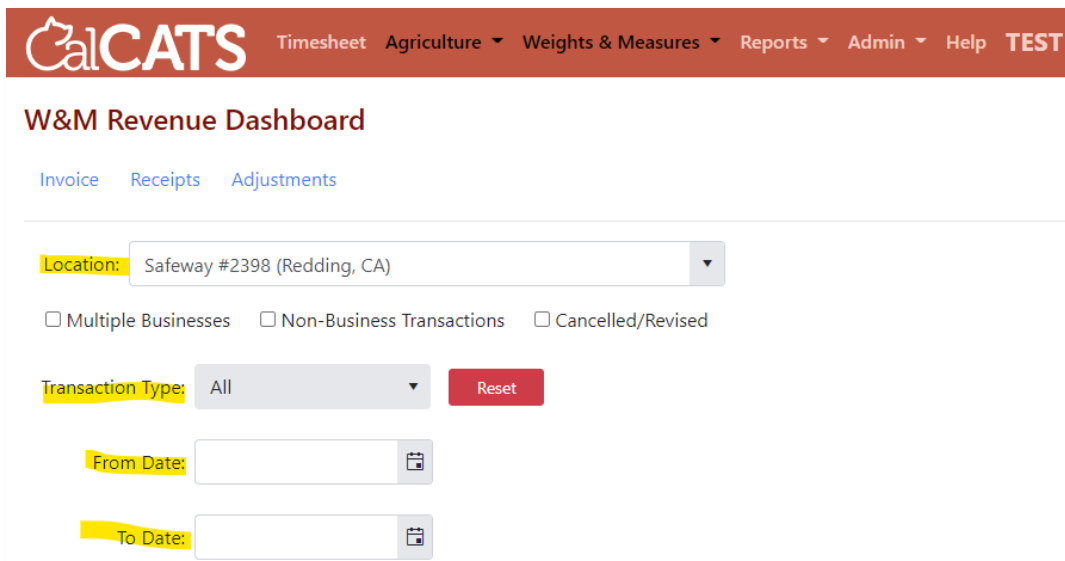


Figure 4: W&M Revenue Search for Transactions

Create new transactions using the buttons at the top of the revenue dashboard.

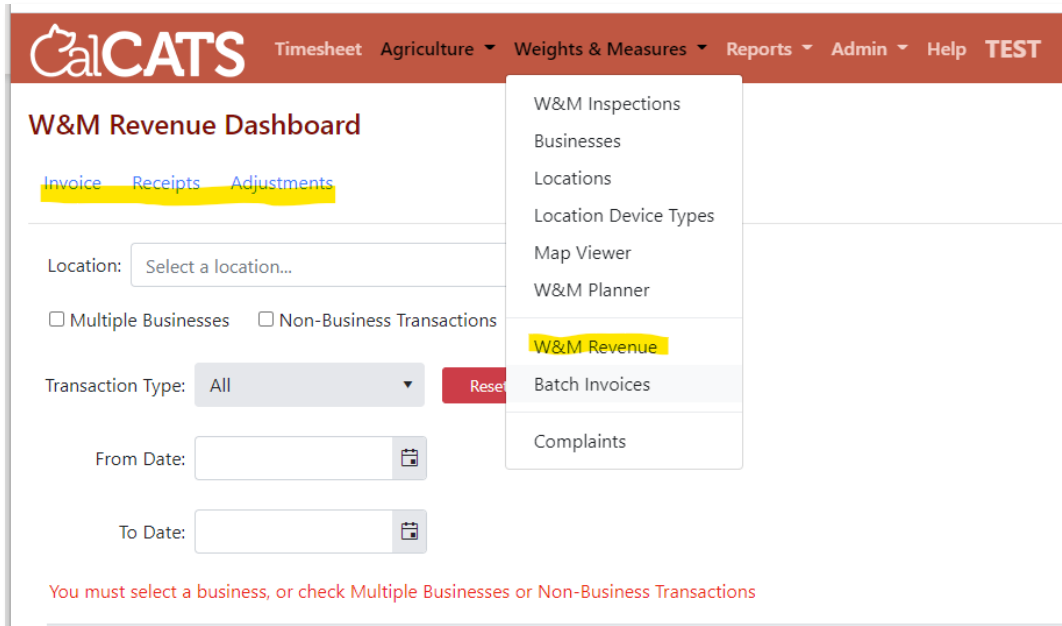
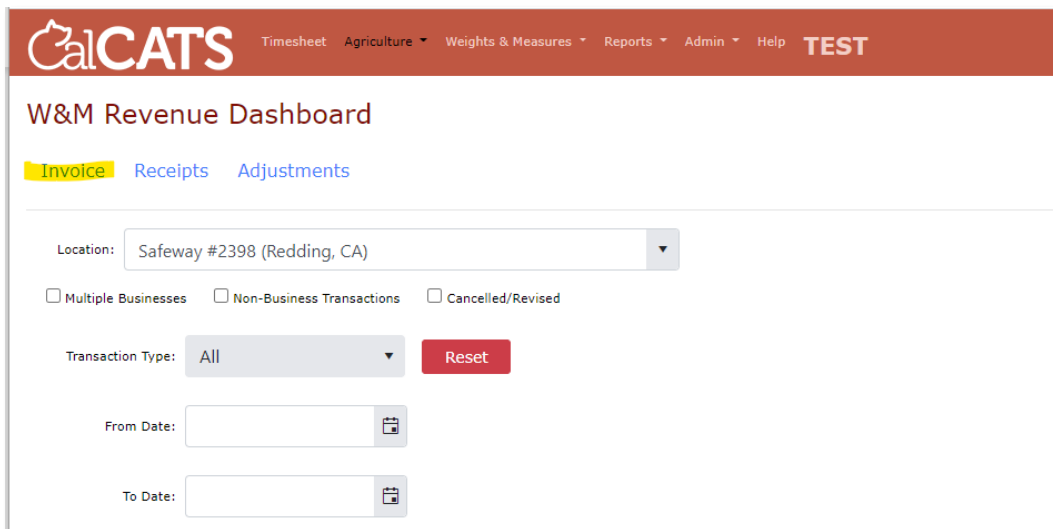


Figure 5: W&M Revenue Actions

## Invoices

To start a new Invoice, navigate to the W&M Revenue Dashboard and select Invoice. You must select a business, check Multiple Businesses or Non-Business Transactions. You must first choose a location (hint, you can use the first three characters/letters and then search all locations):



The screenshot displays the 'W&M Revenue Dashboard' interface. At the top, there is a navigation bar with the 'CalCATS' logo and several menu items: 'Timesheet', 'Agriculture', 'Weights & Measures', 'Reports', 'Admin', and 'Help'. A 'TEST' label is visible in the top right corner. Below the navigation bar, the dashboard title 'W&M Revenue Dashboard' is shown. Underneath, there are three tabs: 'Invoice' (highlighted in yellow), 'Receipts', and 'Adjustments'. The main form area contains a 'Location' dropdown menu with 'Safeway #2398 (Redding, CA)' selected. Below this, there are three checkboxes: 'Multiple Businesses', 'Non-Business Transactions', and 'Cancelled/Revised'. The 'Transaction Type' is set to 'All' in a dropdown menu, with a red 'Reset' button next to it. At the bottom, there are two date input fields labeled 'From Date' and 'To Date', each with a calendar icon.

Figure 6: Invoice Overview

Fill in the information needed on the Invoice popup:

**Invoice**

Invoice Date: 12/30/2020 Invoice date.

Calendar Year: 2021 calendar year.

Due Date: 01/29/2021 Invoice due date.

Invoice Number: The invoice number is system generated.

Revision Number: 0 The revision number is system generated.

Status: Invoice status.

**Location**

Name: Safeway #2398 (Redding, CA) Name of the location

WMS Id: Legacy ID.

Contact Name: Contact name for the location.

Address 1: 2275 Pine St The physical address of the location.

Figure 7: Invoice 1 of 3

**CalCATS**

W&M Revenue Da

Invoice Receipts Ad

Location: Safeway #23

Multiple Businesses

Transaction Type: All

From Date:

To Date:

Found 2 matching transa

12/30/2020 10:35

Invoice #: 99-2021-11

From: Safeway Inc., H

12/30/2020 10:29

Inv #: 99-2021-11

Safeway Inc., Houston

MISC INVOICE (Devi

CalCATS © 2020 CaliCo Solu

### Invoice To

Location  Business  Other

Company:

Company name for the invoice recipient.

Contact:

Contact name for the invoice recipient.

Address 1:

The physical address of the invoice recipient.

Address 2:

The physical address of the invoice recipient.

City:  State:  Zip:

The physical address of the invoice recipient.      The physical address of the invoice recipient.      The physical address of the invoice recipient.

Phone:

The main phone # for the invoice recipient.

Email:

Email for the invoice recipient.

Description:

Description of the invoice.

### Details

Add Invoice Item

Type	Count	Unit Cost	Extended Cost	
There are no invoice items defined yet.				

Figure 8: Invoice 2 of 3

At the bottom of the Invoice popup, you will find a Details section. There you can 'Add invoice item' which will bring up the following screen:



The screenshot shows a web form titled "Invoice Item". At the top left, the title "Invoice Item" is highlighted in yellow. Below the title, the label "Type:" is followed by a red error message "Item type is required". A dropdown menu is open, showing a list of options: "Choose one...", "Device Registration", "Device Late Fee", "Device Registration", "Device Late Fee", "Price Verification", and "Price Verification Late Fee". The first "Choose one..." option is highlighted in blue. Below the dropdown, there is a text input field labeled "Item unit cost". Underneath that is another text input field labeled "Extended Cost:". Below the "Extended Cost:" field is a third text input field labeled "Item extended cost". At the bottom right of the form, there are two buttons: a green "Save" button and a red "Cancel" button.

Figure 9: Invoice 3 of 3 Item Type

## Multiple Business/Locations Ledger

CalCATS keeps a ledger of transactions for each location in the system/county. This enables you to keep track of all locations for a business and how much they owe your county – tracking payments from each location. It also provides a way to bulk generate annual device registration invoices. Once an invoice is issued to a location, it will show up in the CalCATS system as a negative balance. You will be able to configure the Item Types dropdown box, the Items shown are just a starting point.

When showing multiple businesses, you must specify a transaction type and/or date range:

The screenshot shows the W&M Revenue Dashboard with the following elements:

- Navigation Bar:** Dashboard, Timesheet, Activities, Reports, Admin, Help, TEST, Supervisor01
- Section Header:** W&M Revenue Dashboard
- Sub-headers:** Invoice, Receipts, Adjustments
- Location:** Select a location...
- Filters:**
  - Multiple Businesses
  - Non-Business Transactions
  - Cancelled/Revised
- Transaction Type:** All (dropdown menu open showing: All, Invoice, Payment, Adjustment, BalanceForward, Reversal)
- From Date:** (empty)
- To Date:** (empty)
- Reset:** Button

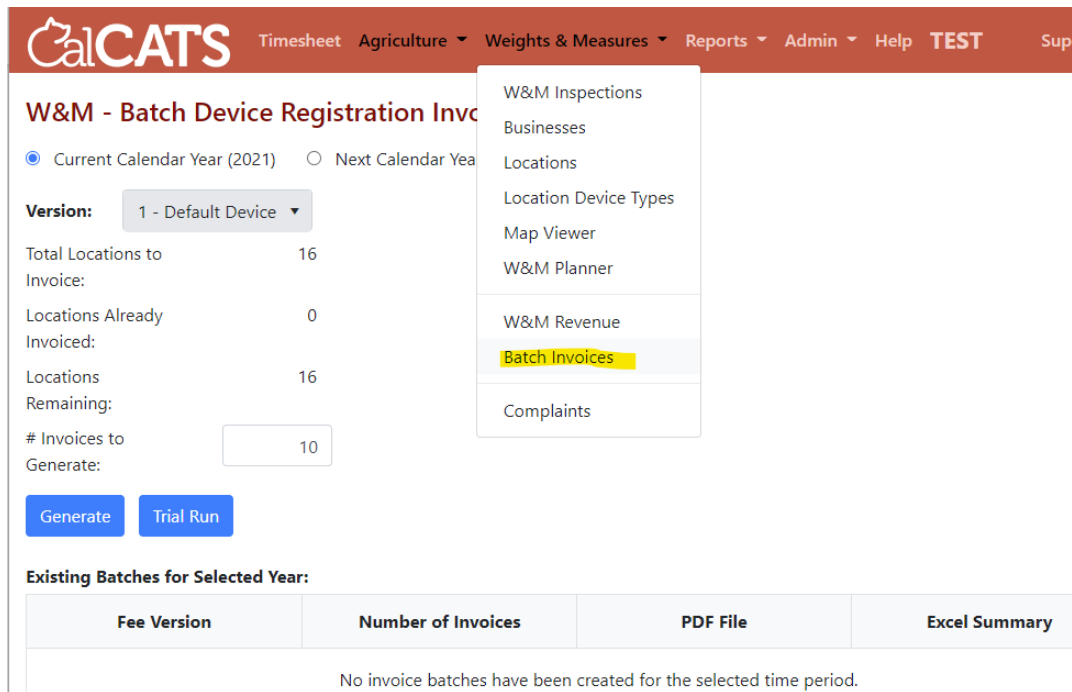
When showing multiple businesses, you must specify a transaction type and/or date range

12/30/2020 10:35	Payment	\$1.00
Invoice #: 99-2021-11 , due 01/29/2021, \$2.00 From: Safeway Inc., Houston TX		
12/30/2020 10:29	Invoice	(\$2.00)
Inv #: 99-2021-11      Inv Date: 12/30/2020      Due Date: 01/29/2021 Safeway Inc., Houston TX MISC INVOICE (Device Registration) - CURRENT		

Figure 10: Multiple Businesses

## Batch Creation of Annual Device Registration Invoices

Device registration invoices can be created one at a time via the revenue ledger screen. However, it is more common to create the annual invoices in batches using the Batch Invoices screen:



**W&M - Batch Device Registration Invoice**

Current Calendar Year (2021)  Next Calendar Year

**Version:** 1 - Default Device

Total Locations to Invoice:	16
Locations Already Invoiced:	0
Locations Remaining:	16
# Invoices to Generate:	<input type="text" value="10"/>

[Generate](#) [Trial Run](#)

**Existing Batches for Selected Year:**

Fee Version	Number of Invoices	PDF File	Excel Summary
No invoice batches have been created for the selected time period.			

First, select the year (calendar or fiscal depending on your county setup) for which you are creating invoices. The system will calculate the following:

- Total Locations to Invoice – this is the total number of locations that are active and have active devices in the Weighing Devices, Measuring Devices, or Price Verification categories.
- Locations Already Invoiced – this is the number of eligible locations for which invoices have already been generated for the selected year.
- Locations Remaining – this is the number of locations that still need invoices.
- # Invoices to Generate – enter the size of the batch of invoices you want to generate. Creating the invoices can take a little time, so you can adjust the number of invoices per batch to suit your preferences.

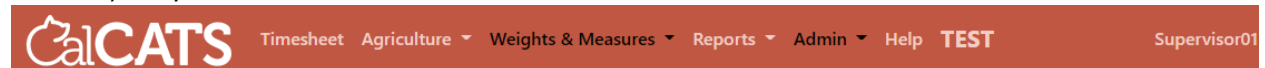
You can also select the device type fees version that you want to use to create the invoices (see discussion on fee versions above).

Click the Continue button, and the page will refresh and add your new invoice batch to the list below. The list of invoice batches includes a link to download the invoices in a single PDF document, ready for printing and delivery.

Invoice batches also include an Excel file with summary and details of invoices in batch, downloadable from the batches grid. You are also able to do a "trial run" which generates and delivers the Excel file, without saving any transactions.

## Configure Device Fees

Device registration invoices are generated for a location that has Weighting Devices, Measuring Devices, and/or Price Verification devices.



### Manage Device Type Fees for CaliCo County

Version: 1 - Default Device Fees [manage versions](#) [copy fees from another version](#) Choose one...

Subpro...	Device ...	Active?	Is PV?	Reinsp. ...	Reinsp. ...	Registr...	Fee Per ...	Reg. Fe...	Locatio...	Loc. Fee...
Measurin...	CNG Met...	Yes	No	\$100.00		\$20.00	1		\$100.00	
Measurin...	Electric S...	Yes	No	\$70.00		\$3.00	1		\$100.00	
Measurin...	Electric S...	Yes	No	\$70.00		\$20.00	1			
Measurin...	EVSE	Yes	No	\$100.00		\$20.00	1		\$100.00	
Measurin...	Fabric/Wi...	Yes	No	\$70.00		\$20.00	1	A	\$100.00	
Measurin...	Grease & ...	Yes	No	\$70.00		\$20.00	1		\$100.00	
Measurin...	Hydroge...	Yes	No	\$70.00		\$20.00	1		\$100.00	
Measurin...	LNG Meter	Yes	No	\$70.00		\$185.00	1		\$100.00	
Measurin...	LPG Meter	Yes	No	\$70.00		\$185.00	1		\$100.00	
Measurin...	LPG Vehicle	Yes	No	\$70.00		\$185.00	1		\$100.00	true

The fees charged are configured for each device type using the Device Type Fees link on the Configuration page. The device registration fees are configured with seven options:

1. Registration Fee – this is the base registration fee for the device type.
2. Fee Per N Devices – this parameter dictates how many devices the base fee covers. In most cases, the Fee Per N Devices is set to 1, meaning the fee is charged for each device in use at the location. If you set the Fee Per N Devices to 10, the fee will be charged for each ten devices (pro-rated, so 25 devices would be charged at 2.5 times the base fee). You can set the Fee Per N Devices to zero to dictate that the fee is charged only once regardless of the number of devices.
3. Reg. Fee Cap Group – in some cases, a total registration fee cap is applied to a group of devices. A common example are scales, where the total registration fee for all types of scales is capped at \$1000. You can assign the same Reg. Fee Cap Group (any alpha-numeric code) to a set of devices to group them together for applying the fee cap. Leave the Reg. Fee Cap Group blank if the fees for the device type are not capped.

4. Location Fee – this is the location fee charged once per location (except for vehicle-mounted devices, see below) to cover the cost of mobilizing testing equipment to the location.
5. Loc. Fee Per Vehicle? – if this value is true, the location fee is charged for each vehicle at the location (for this specific device type) rather than once per location. This applies for vehicle-mounted devices such as LPG meters on trucks.

In addition to these seven parameters, the Device Type Fees management screen shows two options for reinspection fees – the hourly rate for reinspections and the mileage rate for reinspections. Reinspection invoices are not created automatically – the inspector performing the inspection can flag the inspection as eligible for invoicing, then the revenue staff can create and deliver the invoice. The invoice will default to the hourly rate and mileage rate for the device type, but those rates can be overridden when the invoice is created.

#### Device Type Fee Versions

On the Device Type Fees management screen you can select or create new versions of the device type fees setup for your county. Typically, device type fees change infrequently and you may need to generate partial-year invoices using the current fee schedule while you are creating invoices for the next annual period. Each fee version has an effective date that specifies when it will be used – the system automatically defaults the fee version selector based on the year you are creating invoices for. You can switch the fee version based on your county policies for mid-year invoicing.

In addition to “effective” fee versions, you can create versions that have no effective date, which are considered “Trial Run” versions. This allows you to evaluate revenue changes for potential fee schedule changes in advance of finalizing changes to county ordinances.