



# Board Billing Guide

## Board Billing

### Contents

Overview.....	1
Booking Security Profiles.....	2
Auto-Billing Settings.....	5
Setting Up Auto-Booking .....	8
Billing Information in New Bookings.....	13
Billing Information in Pre-existing Bookings .....	15
Board Billing Report .....	16

### Overview

This guide explains the process of board billing in iSOMS, along with a few things you might need to take into consideration when filling out the entries in the booking. Felons (and any other state inmates) are marked for board billing when the inmate can be housed in a county jail.

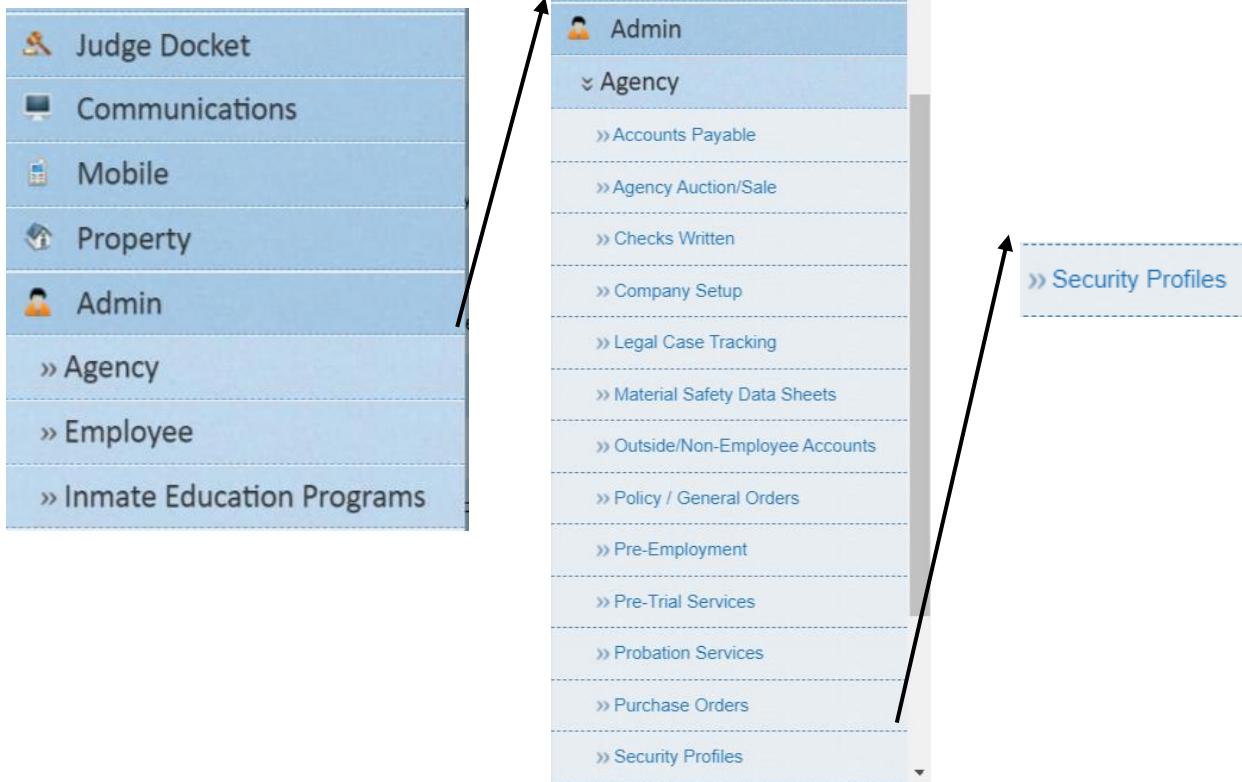
We will review how to add security profiles to make sure a user can edit and view the proper settings. We also will cover adding new auto-board billing so iSOMS will input the billing charges automatically when you add a new booking.



## Board Billing Guide

### Booking Security Profiles

On the Home page, Choose **Admin** → **Agency** → **Security Profiles**



This will open the **Security Profiles Search** screen. You can click **Lookup** to see all the profiles.

The "Security Profiles: Search" screen has the following interface:

- A "Profile Name" input field.
- Three checkboxes:  Super User,  Show All Agencies, and  Show Archived.
- Two buttons at the bottom: "LOOKUP" (gray) and "CLEAR FILTER" (light blue).
- Two buttons on the right: "LOOKUP" (gray) and "CLEAR FILTER" (light blue).

A black arrow points from the "Show Archived" checkbox to the "CLEAR FILTER" button on the right.



## Board Billing Guide

To add a new profile, click **New Profile** in the upper right corner of the search screen.



The name of the security profile is not critical. We will use **Booking Officers** here just for reference, but just ensure that you assign that profile to the correct users later.

Name	Booking Officer
Description	BOOKING OFFICER GENERAL

After you choose or add a new security profile, you will view the profile on the next screen.

Security Profiles: View Record

LOOKUP

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Name BOOKING	<input type="checkbox"/> Agency Super User			
Description BOOKING OFFICER GENERAL				
<b>Profile Permissions</b>				
<input type="checkbox"/> Hide Print To Email <input type="checkbox"/> Hide Continuing Education <input type="checkbox"/> Hide Reminders <input type="checkbox"/> Hide Uniform <input type="checkbox"/> Hide Contract Info <input type="checkbox"/> Hide Search Menu  <input type="checkbox"/> Employee Notifications Super User <input type="checkbox"/> Hide Email <input type="checkbox"/> Hide Text  <input type="checkbox"/> View Internal Affairs <input type="checkbox"/> View Undercover Name List	<input type="checkbox"/> Hide Bio <input type="checkbox"/> Hide Weapon <input type="checkbox"/> Hide Payroll <input type="checkbox"/> Hide Supervisor <input type="checkbox"/> Hide Medical <input type="checkbox"/> Hide Rank <input type="checkbox"/> Hide Phone List <input type="checkbox"/> Hide Compliance <input type="checkbox"/> Hide HR <input type="checkbox"/> Hide Topics Menu <input type="checkbox"/> Hide Assigned Items	<input type="checkbox"/> Booking Records <input type="checkbox"/> Notifications Super User <input type="checkbox"/> Hide Inmate Medical <input type="checkbox"/> All Changes After Release  <input type="checkbox"/> Incident / K9-Incident Reports <input type="checkbox"/> Public Version Only <input type="checkbox"/> Assign Reports <input type="checkbox"/> Approve Reports <input type="checkbox"/> Clear Reports  <input type="checkbox"/> Jail Incidents <input type="checkbox"/> Assign Reports <input type="checkbox"/> Approve Reports <input type="checkbox"/> Clear Reports	<input checked="" type="checkbox"/> Exclude From Employee Notifications <input type="checkbox"/> Exclude From General Orders <input type="checkbox"/> Exclude From Personal Information <input type="checkbox"/> Exclude From Employee Messages <input type="checkbox"/> Exclude From Group Email <input type="checkbox"/> Hide Department Forms <input type="checkbox"/> Allow Shift Note Protected Departments <input type="checkbox"/> Allow Inmate Classification <input type="checkbox"/> Allow Inmate Sentence Edit <input type="checkbox"/> Allow PassOn Major Change	<input type="checkbox"/> PassOn Administrator <input type="checkbox"/> PassOn Supervisor <input type="checkbox"/> Jail Investigations <input type="checkbox"/> Payroll Supervisor <input type="checkbox"/> Select PassOn Major <input type="checkbox"/> Show Department Policy <input type="checkbox"/> Exclude Email Text All Users <input type="checkbox"/> Email Send To Internet Only <input type="checkbox"/> Email Can Only Send Internal <input type="checkbox"/> Purchase Order Administrator <input type="checkbox"/> Receipts General Only

Click on the **Module Permissions** tab,  
and then scroll down to the **Booking**  
module.

Module Permissions



## Board Billing Guide

Module	Module
Arrest (legacy winsoms)	
BOLO	
<b>Booking</b>	<b>Booking</b>
Booking Import	<input type="checkbox"/> Super User
Booking Meals	<input checked="" type="checkbox"/> Can View
Booking Medical (booking) Attachments	<input checked="" type="checkbox"/> Can Add
<b>Booking Medical Attachments</b>	<input checked="" type="checkbox"/> Can Edit
Booking Medical Chart Notes	<input type="checkbox"/> Can Delete
Booking Meds (Notes, Images, Attachments)	<input type="checkbox"/> Hide File Links
Booking Notifications	<input type="checkbox"/> Hide Images
Booking Sentence	<input type="checkbox"/> Hide Notes
Building Maintenance	<input type="checkbox"/> Hide Print To Email
Building Parts	<input type="checkbox"/> Hide Export To Xls
Building WorkOrder	<input type="checkbox"/> Hide Export To Csv
Business Contacts	<input type="checkbox"/> Hide Export To Db
CAD Alerts	<input type="checkbox"/> Hide Export To Zip
CAD Burn Permits	<input type="checkbox"/> Hide Module Scans/Attachments
CAD Department Email	<input type="checkbox"/> Exclude From Push Notifications
	<input type="checkbox"/> Hide Appointments
	<input type="checkbox"/> Hide Visitation
	<input type="checkbox"/> Hide Billing
	<input type="checkbox"/> Hide CheckLists
	<input type="checkbox"/> Hide Classification
	<input type="checkbox"/> Hide Commissary
	<input type="checkbox"/> Hide Housing
	<input type="checkbox"/> Hide Incidents
	<input type="checkbox"/> Hide Incompatibles
	<input type="checkbox"/> Hide Meals
	<input type="checkbox"/> Hide Mail Log
	<input type="checkbox"/> Hide Medical
	<input type="checkbox"/> Hide Tracking/Movements
	<input type="checkbox"/> Hide Release Contacts
	<input type="checkbox"/> Hide Sentence
	<input type="checkbox"/> Hide Victims
	<input type="checkbox"/> Hide Visitation

**IMPORTANT:** Notice Booking *Can View*, *Can Add*, and *Can Edit* should be checked at minimum. This allows this security profile to get into the booking module, add new records, etc. Without this, they cannot add or look up the inmate in the records.

For users you **DO** want to see Board Billing, make sure that the **Hide Billing** checkbox is *not* checked. If this checkbox is not checked, then users with this profile can see board billing.

For users you **DO NOT** want to see Board Billing, have the **Hide Billing** checked to *prevent* users with this profile from seeing board billing.

For example:

**CAN** see board billing

- Hide Appointments
- Hide Visitation
- Hide Billing
- Hide CheckLists
- Hide Classification
- Hide Commissary

**CANNOT** see board billing

- Hide Appointments
- Hide Visitation
- Hide Billing
- Hide CheckLists
- Hide Classification
- Hide Commissary

- Super User
- Can View
- Can Add
- Can Edit
- Can Delete

- Hide Billing

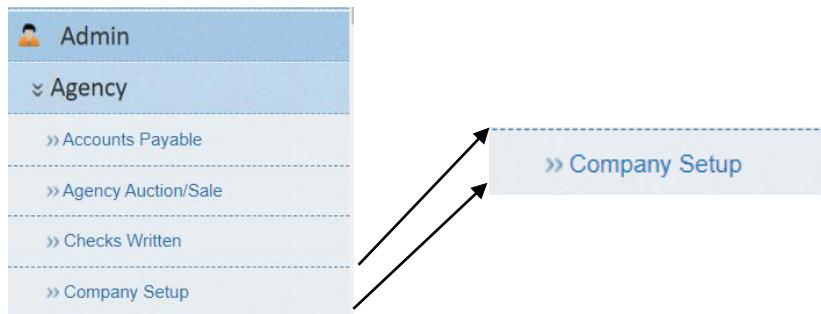


## Board Billing Guide

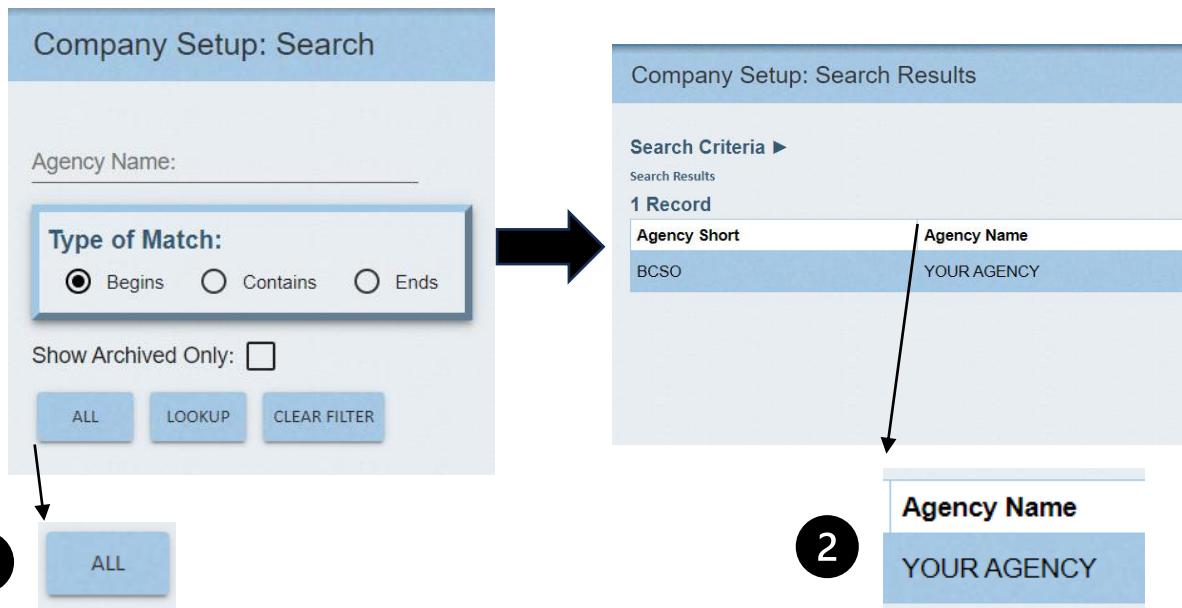
### Auto-Billing Settings

In this section, we will take a look at the settings available for auto-billing. Note that this section does not explain how to set up auto-billing itself, as that is described in the next section on page 8. This section only pertains to settings for the control and use of auto-billing. One of the settings in this section is useful for setting up auto-billing to your state's department of corrections. For this, keep reading or see NEW-BOOKING-DEFAULT-DEPARTMENT on page 7.

To edit the auto-billing settings, choose **Admin → Agency → Company Setup**



On the Company Setup Search screen, select **ALL** and then double click your agency's name on the table.





## Board Billing Guide

Select the **Settings** tabs on the next screen of Company Setup.

Company Setup: View Record

LOOKUP AUDITS BACK TO SEARCH RESULTS TOPICS ADD REPORTS MAINTAIN FILE

Agency Name: YOUR AGENCY Agency Short: BCSO Agency #: 3 ORI#: TN0000000  Contributor  Block Login

House #: 1905 Street: HIGH PARK CIR Apt/Lot #:

Address 2:  City: MARYVILLE State: TN ZipCode: 37803 County: BLOUNT

Phone #: (865)-380-4600 Email: MYAGENCYEMAIL@EMAIL.COM Website: WWW.MYAGENCY.ORG

Department: BLOUNT COUNTY SHERIFF'S OFFICE SSA Facility ID: TN9876 SSA Reporter ID: 1234 IBRS/FIPS County Id:

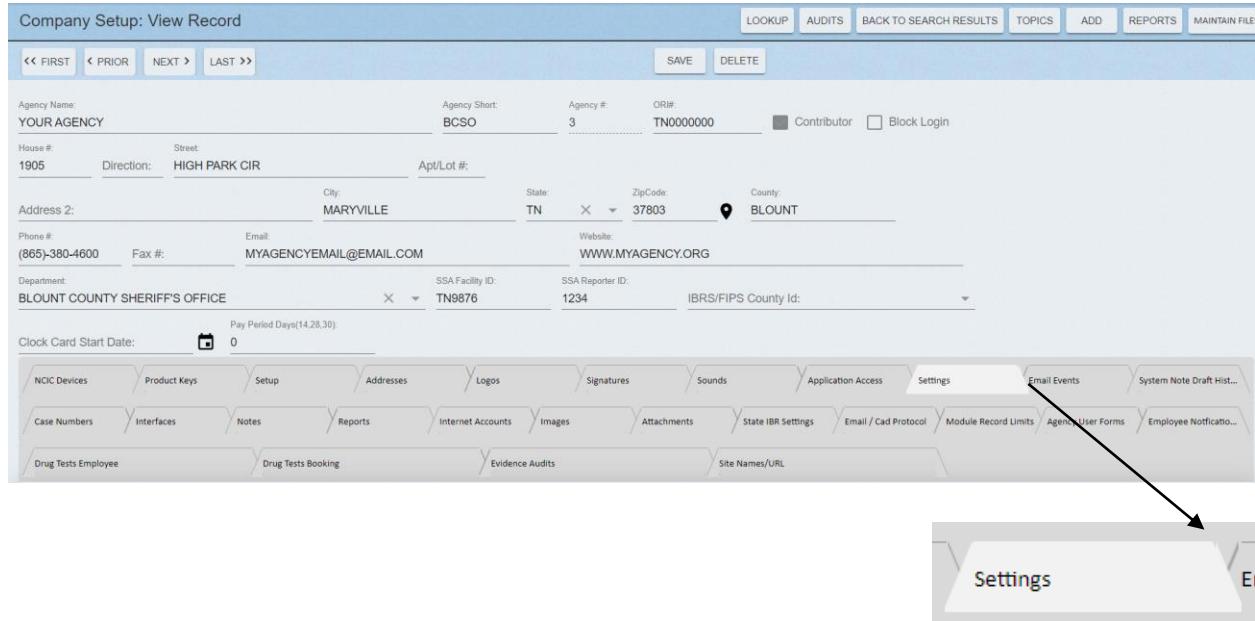
Clock Card Start Date:  Pay Period Days(14,28,30)

NCIC Devices Product Keys Setup Addresses Logos Signatures Sounds Application Access Settings Email Events System Note Draft Hist...

Case Numbers Interfaces Notes Reports Internet Accounts Images Attachments State IBR Settings Email / Cad Protocol Module Record Limits Agent / User Forms Employee Notificatio...

Drug Tests Employee Drug Tests Booking Evidence Audits Site Names/URL

**Settings**



Scroll down the page and click on the **Program** drop-down menu. Use the drop-down menu and choose **Booking** to get to the booking settings.

Program

Accident

2 Settings

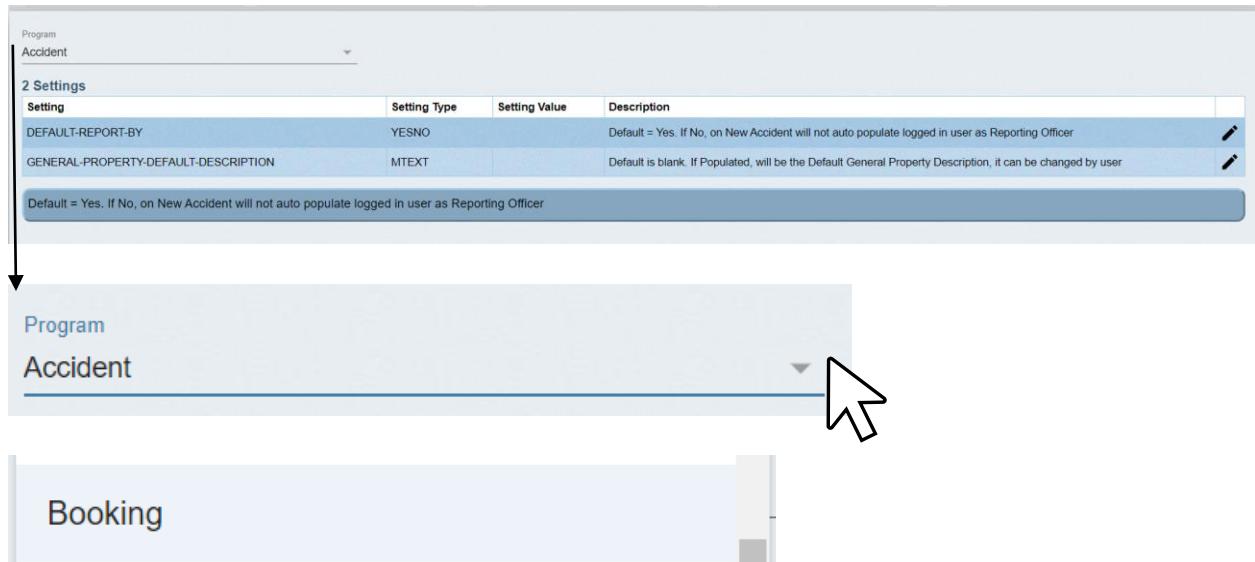
Setting	Setting Type	Setting Value	Description
DEFAULT-REPORT-BY	YESNO		Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer
GENERAL-PROPERTY-DEFAULT-DESCRIPTION	MTEXT		Default is blank. If Populated, will be the Default General Property Description, it can be changed by user

Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer

Program

Accident

Booking





## Board Billing Guide

Then scroll through the settings to find the setting you need. They are not all grouped together because settings are listed alphabetically.

### Available Settings:

#### AUTO-CREATE-FIRST-BOARD-BILL-RECORD

AUTO-CREATE-FIRST-BOARD-BILL-RECORD	YESNO
-------------------------------------	-------

**Default:** YES

**Function:** When this is set to **YES**, iSOMS creates a boarding bill record for the Agency Responsible for any active booking as you view them. If you want to turn off the auto-billing feature completely, set this to **NO**.

#### NEW-BOOKING-DEFAULT-DEPARTMENT

NEW-BOOKING-DEFAULT-DEPARTMENT	YESNO
--------------------------------	-------

**Default:** YES

**Function:** When this is set to **YES**, iSOMS adds your agency as the **Agency Responsible** for the inmate automatically. You can set this to **NO** if you want to bill another agency, such as your state department of corrections. This setting is only evaluated when **AUTO-CREATE-FIRST-BOARD-BILL-RECORD** is disabled.

#### AUTO-COMPLETE-OPEN-BOARD-BILL

AUTO-COMPLETE-OPEN-BOARD-BILL	YESNO
-------------------------------	-------

**Default:** YES

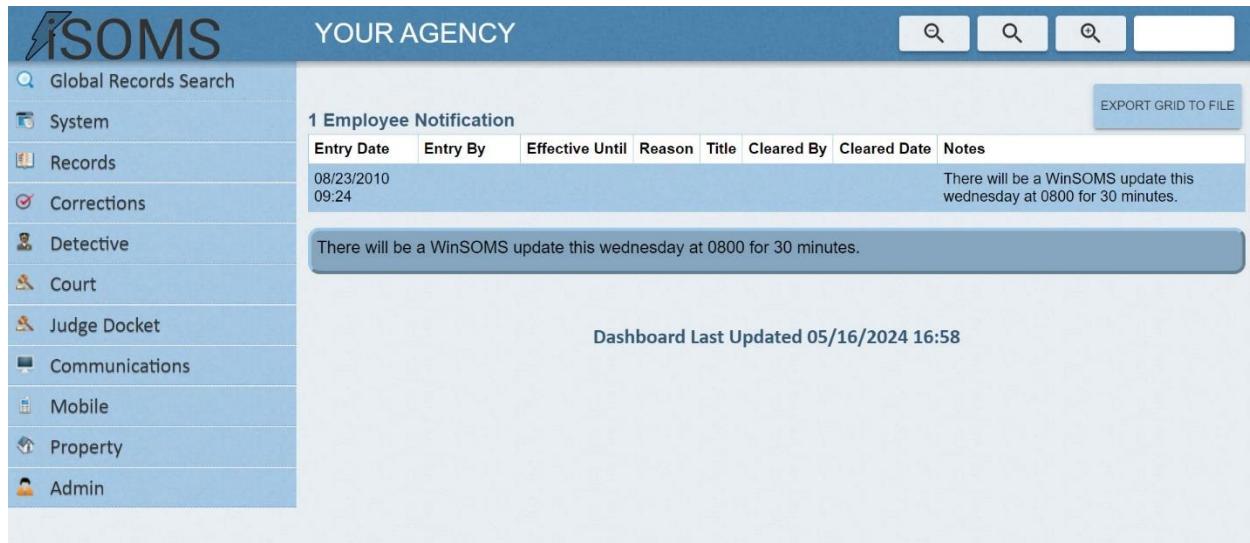
**Function:** When this is set to **YES**, then when you create a new board bill and any open board bills exist on that inmate's booking record, they will be completed with Today as the End Date for billing. In other words, this setting automatically ends old Board Billings when you create new billings.



## Board Billing Guide

### Setting Up Auto-Billing

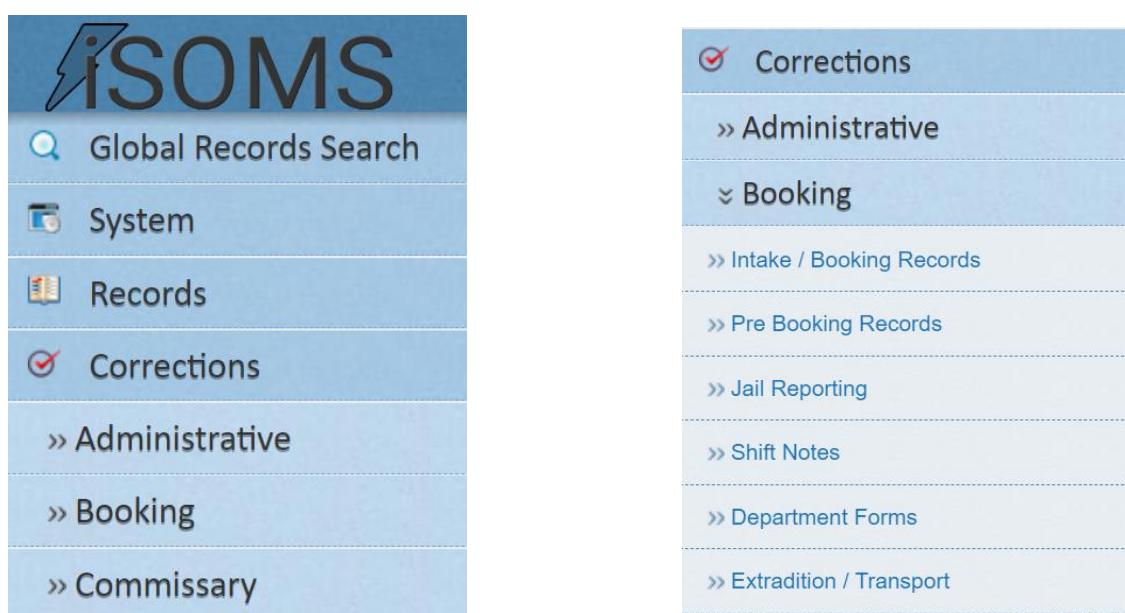
Begin on the iSOMS home screen.



The screenshot shows the iSOMS home screen with a blue header 'YOUR AGENCY'. On the left is a sidebar with icons for Global Records Search, System, Records, Corrections (which is checked), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin. The main content area shows a table titled '1 Employee Notification' with columns: Entry Date, Entry By, Effective Until, Reason, Title, Cleared By, Cleared Date, and Notes. The table shows data for 08/23/2010, 09:24, and a note: 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' Below the table is a message: 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' A timestamp 'Dashboard Last Updated 05/16/2024 16:58' is at the bottom. The footer includes a copyright notice: 'Copyright© 2016-2024 M & M Micro Systems, Inc. Version 2.48.0.0 (2.48.0.0)'.

Navigate to:

**Corrections → Booking → Intake/Booking Records**



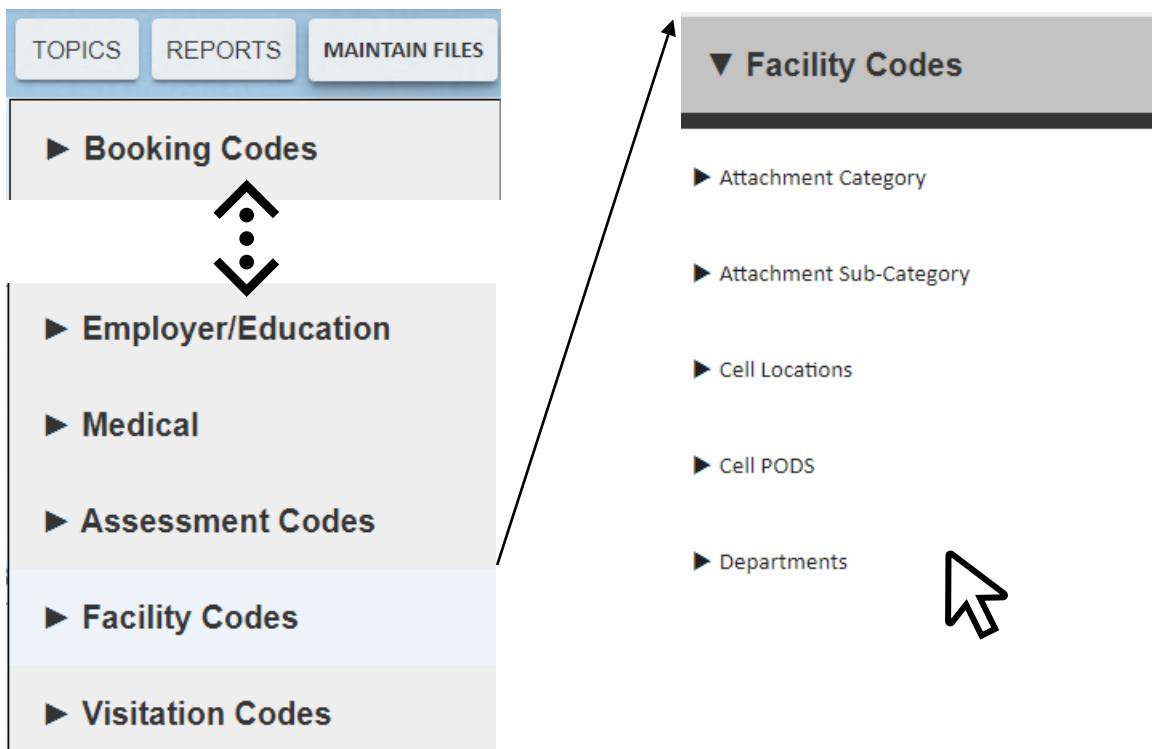
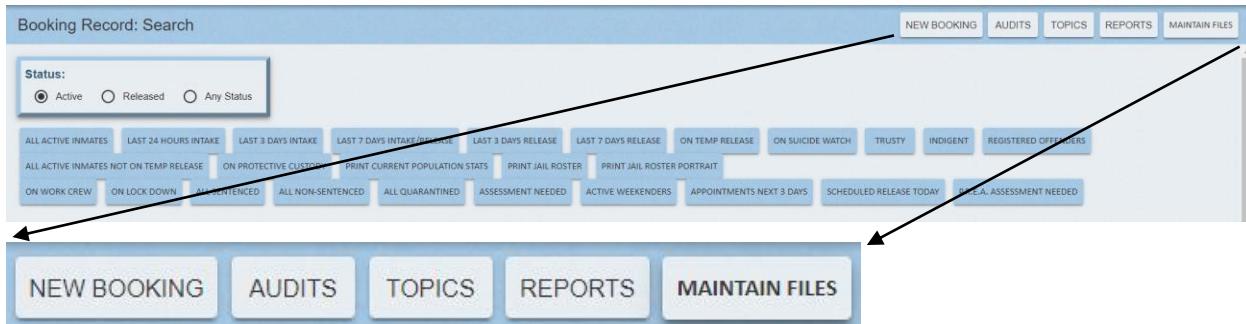
The screenshot shows a navigation tree on the right side of the iSOMS interface. The tree starts with 'Corrections' (checked), which branches into 'Administrative' (with 'Booking' as a child), 'Booking' (with 'Intake / Booking Records' as a child), 'Pre Booking Records', 'Jail Reporting', 'Shift Notes', 'Department Forms', and 'Extradition / Transport'. On the left, the sidebar shows the same navigation structure: Global Records Search, System, Records, Corrections (checked), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin.



## Board Billing Guide

In the booking module in iSOMS, click on the following.

**Maintain Files → Facility Codes → Departments**



**NOTE:** On some monitors, it may be necessary to zoom out to see the **Departments** button.



## Board Billing Guide

Click on **ALL** on the Maintain Department Search Screen:

A screenshot of a software interface titled "Maintain Department: Search". The interface includes a "Description:" input field, a "Type of Match:" dropdown with options "Begins", "Contains" (which is selected), and "Ends", and a checkbox for "Show Archived Only". At the bottom are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER". An arrow points from the text above to the "ALL" button.

We are looking for the department that is responsible for the board billing. This is typically the department of corrections for the state that your agency is in. For this example, we will use the *Tennessee Department of Corrections*. Find your state DOC or the responsible agency in the list and double-click it:

Agency Letters	Department Name
SPD	SPD
STATI	STATI
TDLOC	TDOC LOCAL JAIL SENTENCE
TWRA	TENN WILDLIFE RESORCES AG
TBI	TENNESSEE BUREAU OF INVES
TDOC	TENNESSEE DEPARTMENT OF C
THP	TENNESSEE HIGHWAY PATROL
TVA	TN VALLEY AUTHORITY POLIC
TPD	TOWNSEND POLICE DEPARTMEN
TRANS	TRANSCOR AMERICA



## Board Billing Guide

This will open the Department Record for your DOC. We are going to use the first tab, which will be automatically selected, **Billing**. Now you will fill out the fields in the billing tab section. They are listed below.

Maintain Department: View Record

LOOKUP NEW DEPARTMENT AUDITS BACK TO SEARCH RESULTS REPORTS MAINTAIN FILES EXIT

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Department Letters: TDOC	Department Name: TENNESSEE DEPARTMENT OF C	ORI Number:	Sorting Rank: 0	Department Type:	Department Color:				
Common/Business Name:	House #:	Direction:	Street:	Apt/Lot #:	City:				
Latitude:	Longitude:	<input type="button" value=""/>							
Phone #:	Fax#:	Email:	Department Website:						
<input type="checkbox"/> Include On IBR Submissions		<input type="checkbox"/> Exclude From Website		<input type="checkbox"/> Exclude From Reports					
Billing	CAD/Dispatch	CAD Alert Level	Notes	Contacts	Internet Accounts	Images	Attachments	State Agency Details	Special Email Events
<b>Billing</b>									

### Billing Fields

Billing	CAD/Dispatch	CAD Alert Level	Notes	Contacts	Internet Accounts	Images	Attachments	State Agency Details
<input type="checkbox"/> Exclude From Boarding Bill								
Adult Male Rate: 35.00	Adult Female Rate: 35.00	Juvenile Rate: 0	Daily Charge: 35.00	Half Day Rate: 0	No Charge Intake Date: <input checked="" type="checkbox"/>			
Bill Contact Name: _____ Email: _____					No Charge Release Date: <input checked="" type="checkbox"/>			
Billing Address Label: _____								

### Exclude From Boarding Bill

Use this checkbox if you want to exclude this department from Boarding Bills. Obviously since you are setting up board billing for the department you chose, you want to make sure this box is **not** checked!

Exclude From Boarding Bill

Fields continued on the next page.



## Board Billing Guide

### Male / Female / Juvenile / Daily Rates

Input the Male / Female / Juvenile rates as set by your state or agency you need for the appropriate categories: male, female, and juvenile inmates. If you do not have a juvenile rate, that is not always required. You should also input the daily charge, which is often identical to the male and female rates. Half day rate is typically not used, but you may fill it in if necessary.

Adult Male Rate:	35.00	Adult Female Rate:	35.00
Juvenile Rate:	0	Daily Charge:	35.00

### No Charge Intake Date / Release Date

These checkboxes control if the intake and release date should be billed. Your state or the responsible agency will have guidelines, but typically most state correction departments want both of these checkboxes checked. When these boxes are checked, the intake and release date will **NOT** be billed.

No Charge Intake Date:

No Charge Release Date:

### Bill Contact / Name / Email

These fields are for the name, email, and address label for a billing. They are filled out if you are going to make an invoice for the billing. This is not common but these fields are available if you need that option.

Bill Contact Name:	Email:
Billing Address Label:	



**IMPORTANT:** Remember to save your changes by clicking **Save** near the top of the screen, or you may lose all your hard work!

**SAVE**



## Board Billing Guide

### Billing Information in New Bookings

In this section, we will cover how billing information works in booking with the automatic billing feature of iSOMS, specifically for a new booking. For more information on how to make a new booking entry in general, see *Corrections Manual*, "Creating a New Booking Record."

Navigate to your booking records:

**Corrections → Booking → Intake/Booking Records**

The screenshot shows the iSOMS navigation menu. On the left is a vertical sidebar with icons and labels: Global Records Search (magnifying glass), System (computer monitor), Records (book), Corrections (checkmark), Administrative (sub-menu), Booking (sub-menu), and Commissary (sub-menu). To the right is a vertical list of menu items under 'Corrections': 'Booking' is expanded, showing 'Intake / Booking Records', 'Pre Booking Records', 'Jail Reporting', 'Shift Notes', 'Department Forms', and 'Extradition / Transport'.

Make a new booking. Once you have your booking open, go to the **Arrest/Bond** tab.

Here you want to edit the **Arresting Agency/Department Responsible** field to the same one you edited in *Maintain Files* (pg. 10) so that the billing will apply automatically. For our example in this manual, we chose *Tennessee Department of Corrections*, so we put that in this field.

The screenshot shows the 'Arrest/Bond' tab with a text input field. The placeholder text is 'Arresting Agency/Department Responsible:' and the value 'TENNESSEE DEPARTMENT OF C' is entered into the field.

Make sure you click **Save** after filling this out. When you save this booking after adding the Department Responsible, iSOMS will automatically generate the Board Bill from the entry you provided earlier.



## Board Billing Guide

If you go to the Billing tab, you can now view your Board Bill to ensure that it worked properly:

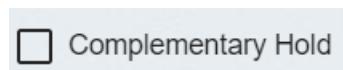
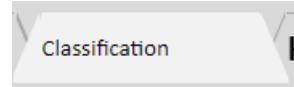


In our example, this Board Bill was automatically generated as soon as we saved the booking record. If you need to edit a booking record manually (perhaps a certain inmate has a different rate), double click on the billing and edit the appropriate fields. However, hopefully the information you added earlier in *Maintain Files* will do it automatically!

The screenshot shows a software interface for managing board bills. At the top, there is a table with two columns: 'Department' and 'Daily Rate'. The first row shows 'TENNESSEE DEPARTMENT OF C' with a 'Daily Rate' of '35.00'. A cursor is positioned over this row. To the right of the table is a large black arrow pointing right, followed by a callout box containing the text: 'To edit, double-click, fill out the fields, and save.' Below the table, there is a detailed configuration panel. It includes fields for 'Bill Start Date' (05/20/2024), 'Time' (15:07:51), 'Bill End Date' (empty), 'Time' (0), 'Override Bill Days' (0), 'Daily Rate' (35.00), 'Half Day Rate' (0), and checkboxes for 'Force half day rate', 'Exclude Start Date' (checked), 'Exclude End Date' (checked), and 'Exclude This Record From Billing'.

### Complementary Holds

Sometimes an inmate should be held without a board billing even though they normally would have one. In this case, navigate to the **Classification** tab and check the **Complementary Hold** checkbox to have the inmate excluded from auto billing. You may need to delete any auto billings after checking this box. If you do not do this, the system will create a new billing every time you save.





## Board Billing Guide

### Billing Information in Pre-existing Bookings

This section covers billing information in booking records that already exist. If you need more information on the process in general, see the preceding section, “Billing Information in New Bookings”.

You will begin by looking up a current booking (see *Corrections Manual*, “Booking Search Screen”, for info on looking up bookings). In order for this to work, you need to change the department responsible for the inmate. This change will automatically add a new billing. Once you have found your pre-existing booking, go to the **Arrest/Bond** tab.



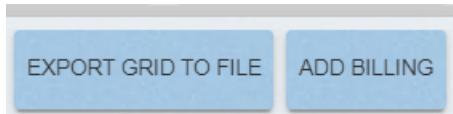
Like for a new booking, you want to edit the **Arresting Agency/Department Responsible** field to the same one you edited in *Maintain Files* (pg. 10) so that the billing will apply automatically. For our example in this manual, we chose *Tennessee Department of Corrections*, so we put that in this field. Your agency was likely here before, but you should change it at this point to get an accurate board billing.

Arresting Agency/Department Responsible:
TENNESSEE DEPARTMENT OF C

Now you should navigate to the **Billing** tab.



Click **Add Billing** in the upper right corner.



This will open a box with fields to enter. Change the **department** to the appropriate one (in this example, Tennessee DOC) and then edit the **Billing Start** date to the appropriate day and time. Then click **Save**.

**Make sure to save the booking itself as well.**

You do not have to edit anything else here: iSOMS will automatically add the appropriate billing rate if you do a report. (Although the rate will stay at zero *here*, iSOMS will use the automatic rates when making the reports.)

Department:  
TENNESSEE DEPARTMENT OF C

Bill Start Date: 11/03/2022 Time: 16:18:45



## Board Billing Guide

### Board Billing Report

To view and create a report for board billing, you need to navigate to **Jail Reporting**.

Navigate to:

**Corrections → Booking → Jail Reporting**

The image shows the iSOMS software interface. On the left is a vertical navigation menu with the following items:

- Global Records Search
- System
- Records
- Corrections** (selected, indicated by a checked checkbox icon)
- » Administrative
- » Booking
- » Commissary

On the right, under the 'Corrections' menu, the following sub-menu is displayed:

- » Corrections
- » Administrative
- » Booking
- » Intake / Booking Records
- » Pre Booking Records
- » Jail Reporting
- » Shift Notes
- » Department Forms
- » Extradition / Transport

The image shows the 'Jail Reporting' sub-menu. At the top, there is a header bar with the text 'Jail Reporting: ..' and a 'LOOKUP' button. Below the header is a horizontal navigation bar with the following items:

- Shift Reports
- Daily Reports
- Monthly Reports
- Analysis Reports
- Medical Reports
- State Reports
- Custom Reports

Below the horizontal bar is a grid of report categories:

JAIL ROSTER	CELL WORKSHEETS	CELL/BUNK LIST	SHIFT NOTES REPORT
INMATES ON LOCKDOWN REPORT	INMATE HOLDS REPORT		

All the headings in the blue bar will take you to different report categories and then the reports available for that category will show in the grid below.

In our case, we want to find **Monthly Reports**:

The image shows the 'Monthly Reports' sub-menu. At the top, there is a horizontal navigation bar with the following items:

- Shift Reports
- Daily Reports
- Monthly Reports
- Analysis Reports
- Medical Reports
- State Reports
- Custom Reports

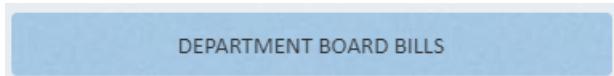
Below the horizontal bar is a grid of report categories:

Daily Reports	<b>Monthly Reports</b>	Analysis Reports
---------------	------------------------	------------------



## Board Billing Guide

Find the **Department Board Bills** button:



This report will show the board bills over particular billing dates. It will list the inmate's name, booking number, billing rate, and the total billed over the particular billing dates. The fields are explained below.

Jail Reporting: Department Board Bills

Report Style  
Board Bills

Billed Dates From:  Billed Dates Through:

Department:

Inmate:

Use Maintain Files Departments For Rates

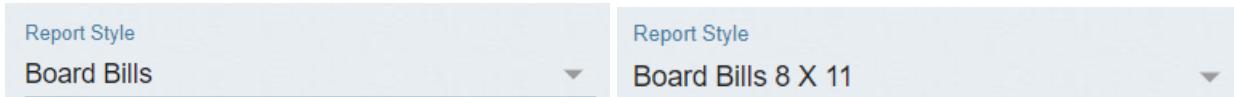
Include All Charges  Build Missing Boarding Records  Evaluate Temp Releases  Include Temp Release Notes

Invoice #:  Invoice Date:   Include Invoice Info  Include Remit To Address

**Report Format:**

PDF  Excel  XML  SQL

**Report Style** in this report only changes the paper rotation, but it is available if you need it.



Typically you will do a report on the month, so change the **Billed Dates From** and **Billed Dates Through** to match the month.

Billed Dates From:  Billed Dates Through:



## Board Billing Guide

**(continued on the following page)**

For **Department**, you will want to make sure that you chose the same agency we chose in *Maintain Files* on page 10 (as an example, Tennessee Department of Corrections).

Department: **TENNESSEE DEPARTMENT OF C** X ▾

Unless you need a billing report on a single individual, you do not need to fill out the **Inmate** field.

Inmate:



Make sure you check the **Use Maintain Files Departments for Rates** checkbox to use the automatic rates as explained in this guide.

Use Maintain Files Departments For Rates

You are not required to fill these checkboxes in, but they can include all charges, build missing records, or include temp releases and their notes. Only use these if you need them.

Include All Charges  Build Missing Boarding Records  Evaluate Temp Releases  Include Temp Release Notes

You can use the following fields to create an invoice-like report. They are not standard practice but available if you want to create an invoice from the Board Bill.

Invoice #:

Invoice Date:



Include Invoice Info

Include Remit To Address

Click **View** to view the report or **Download** to download it.

<b>TENNESSEE DEPARTMENT OF CORRECTIONS</b>								
Inmate Name	Age	Race	Sex	Booking Number	Billed From	Billed Thru	Days	Amount
O'SHELL, SHANNON KIMBERLY	59	W	F	20240500009	06/01/2024	06/30/2024	30	1050.00
ABBOTT, DARREN LYNN	0	W	M	2020090001	06/01/2024	06/30/2024	30	1050.00
ADAMS, ANDREA JOY	59	W	F	20240300010	06/01/2024	06/30/2024	30	1050.00
ALSUP, SHERMOND ARMEZ	34	B	M	2006006028	06/01/2024	06/30/2024	30	1050.00



## Board Billing Guide

### For More Information...

We hope this guide has been helpful to you and your agency. If you have any more questions, call us at 888-644-5786.

*First Revision, June 2024*

*All material appearing in this guide ("content") is protected by copyright under U.S. Copyright laws and is the property of M&M Micro Systems Inc. or the party credited as the provider of the content. You are allowed to copy, distribute, and display this work for use with the iSOMS platform and for training concerning the usage and operation of the iSOMS platform. You may not publish, modify, create derivative works, transmit, or in any way exploit any such content, nor sell or offer it for sale, or use such content to construct any kind of database. You may not alter or remove any copyright or other notice from copies of the content in M&M Micro Systems Inc.'s guide. Copying or storing any content except as provided above is expressly prohibited without prior written permission of M&M Micro Systems Inc. or the copyright holder identified in the individual content's copyright notice.*