How Gallipolis City Schools uses Autobooks to automate student fees and preschool billing.

Fee collection has always been a frustrating process for Gallipolis City Schools. When the southern Ohio school system started looking for ways to make their organization more efficient, it quickly rose to the list of tasks that needed immediate attention.

District Treasurer Beth Lewis sought out help from her community bank. Ohio Valley Bank told her about Autobooks, a simplified invoicing and payment solution, which the organization could use to create invoices on the fly and collect payments by ACH (electronic check) or credit/debit card. Plus, Autobooks features automatic bookkeeping, saving precious time and resources.

> **"Autobooks greatly reduces the time and effort it takes to collect these fees."**

Lewis set to work, first automating the collection of student semester fees through Autobooks. A professional looking invoice was created in minutes with just a few clicks.

"Prior to Autobooks, each student would bring their money to their homeroom teacher. The teacher collected all money for his/her class, then sent to the principal's office. The office would collect all classrooms' money, issue receipts, and then send to the central office for deposit. It was a lengthy process with many involved and a potential for error. It also took valuable time away from our educators," explained Lewis.

Autobooks not only helped Gallipolis City Schools automate the process but made it easier for parents to pay, which was key to timely collection according to Lewis.

Parents receiving the email invoice can click a link within the email to pay instantly with a card or account number. Those receiving a printed invoice can pay online or mail in a check.
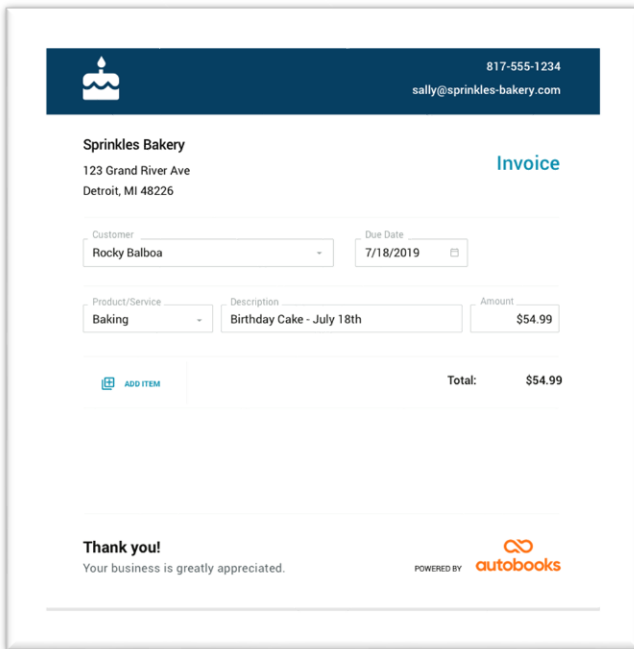
"A student fee that used to take at least four people and several weeks to handle and process, now takes little to no manual effort and is received in the same day in many cases," Lewis said. "Autobooks greatly reduces the time and effort it takes to collect these fees."

However, the biggest change came when the school system started leveraging Autobooks's simplified invoicing and payment collection for their monthly preschool tuition. Before using the service, invoices were created one at a time and mailed each month.

Now, the invoices are automatic, set up once as a recurring invoice to automatically deliver each month. Autobooks tracks when payment is received and automatically issues reminders when it isn't. When payment is made, funds are automatically deposited in the school's account at the bank.

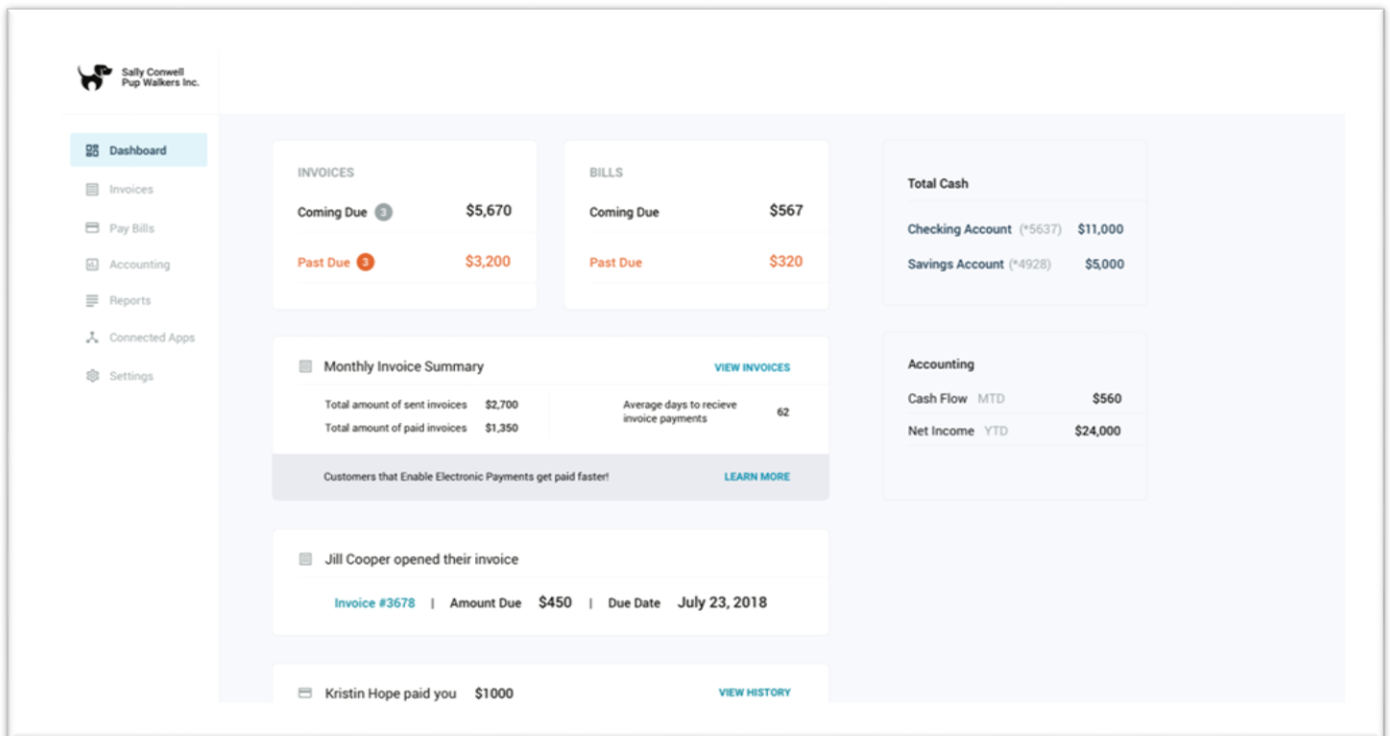*Create professional, consistent invoices with just a few clicks.*

The status of each payment is tracked on the Autobooks online dashboard for easy retrieval, securely nestled within the school's online banking. You can see who has opened the invoice, who is paid, due, and past due. More detailed reports such as a General Ledger and Balance Sheet are also available.

"The Autobooks dashboard displays a total of how much is outstanding and how much has been paid. At a glance, I know at all times exactly where we stand," said Lewis.

Schedule demo: www.ovbc.com/autobooks
Tony Staley. Ohio Valley Bank, 740-578-3427

A look at the Autobooks dashboard.