



HUMAN RESOURCES

HR-490 BILLING AND INVOICING

This document describes how to use the AUC Human Resources module to bill and collect for detail assignments. The system uses payroll timesheet entry to capture time worked by the employee and to invoice it to designated customers. Maintain a customer file, print, and email invoices, collect payments, make adjustments, and print customer statements from this module. There are several options that determine how the detail amounts are billed, whether and how vehicle costs are automatically billed, and whether and how to add overhead charges.

The billing and collection processes are designed to be fully integrated with the AUC financial system but use of the general ledger is optional. Choose whether to post to accounts receivable, whether to post payments to revenue, or not post financial transactions at all.

Although the process is designed around the practice of police details, it can be used for any situation where a third party is billed for work performed by a municipal employee.

Contents

1	SETUP	3
1.1	Pay Codes	3
1.2	Detail Billing Type	5
1.3	Detail Billing Categories	6
1.3.1	Categories	6
1.3.2	General Ledger Integration	8
1.3.3	Accounting Rules	8
1.3.4	Calculations	9
1.3.5	Transaction Codes	9
2	CUSTOMER UPDATE	10
2.1	Add New	10
2.2	Customer Information	10
3	CUSTOMER QUERY	12
3.1	All Invoices Tab	13
3.2	By Invoice# Tab	13
3.3	By Detail/Ticket# Tab	14
3.4	Transaction History Tab	15
4	TIMESHEET ENTRY	15
5	GENERATE INVOICES	16
5.1	Reset Invoice Files	16
5.2	Create Invoice File	17
5.2.1	Calculation Using Additional Charges	18
5.2.2	Calculation Without Additional Charges	19
5.3	Edit Invoices	20
5.3.1	Adding a Category to an Invoice	21
5.4	Edit List	22
5.5	Invoice Register	22
5.6	Print Invoices	24
5.6.1	Invoice Header and Footer Information	25
5.7	Reprint Invoices	26
5.8	Post Invoices	26
5.8.1	Billing Posting Reports	27



5.8.2 General Ledger Posting Report28

5.8.3 Customer File Update.....29

5.9 Move a Line from One Customer Invoice to Another29

6 CREDIT BALANCE PROCESSING.....31

6.1 Restart Process31

6.2 Batch Entry32

6.2.1 Add New Batch32

6.2.2 Maintaining the Batch Screen32

6.3 Create Credit Balance Transfer Transaction34

6.4 Payment Transfer Entry35

6.5 Adjustment Edit List36

6.6 Submit Adjustment Batches37

6.7 Post Adjustments38

7 ENTER PAYMENTS.....41

7.1.1 Add New Batch41

7.1.2 Maintaining the Batch Screen42

7.2 Detail Payment Screen43

7.2.1 Bill Payment Tab43

7.2.2 Detail Payment Tab44

7.3 Receipt Edit List46

7.4 Submit Batch47

7.5 Restore Batch49

7.6 Post Batches49

7.7 Correct Customer Numbers After Posting.....51

8 PRINT CUSTOMER STATEMENTS53

9 AGING REPORT54

10 ADJUSTMENTS56

10.1 Batch Entry56

10.1.1 Add New Batch56

10.1.2 Maintaining the Batch Screen57

10.2 Adjustment Entry.....57

10.2.1 Add Charges59

10.3 Payment Transfer60

10.4 Refund Entry.....61

10.5 Adjustment Edit List63

10.6 Submit Adjustment Batch.....64

10.7 Post Adjustments66



1 SETUP

These instructions assume that the user knows how to set up the calculation and base bucket elements of a pay code.

1.1 Pay Codes

The pay codes established for detail billing require some specific additional data. Multiple pay codes can be set up, each with different parameters. From the menu, select:

Human Resources ▶ Tables ▶ Pay Codes ▶ Detail Billing Tab

Pay Code Table

Pay Code:

Timesheet Entry

Turn on Pay Code for Billing? Yes No

The Customer# will now be REQUIRED on Timesheet Entry

Billing/Vendor Charges

Apply Additional Charges? Yes No

Billing Charge Type	Rate	Category		
Actual Pay of Employee	Rate	01	Charge	
Employees Hourly Rate	Amount			
Charge Type	Rate	02	Car Detail	
Employees Hourly Rate	Amount			
Amount/Time	35,0000		# of Hours: 4,00	Max Hours: 8,00
Charge Type	Rate	03	Town Fee	
<input type="radio"/> None <input type="radio"/> % of Employees Hourly Rate <input type="radio"/> Hourly Rate <input checked="" type="radio"/> Fixed Amount	15,0000			

Timesheet Entry

Turn on Pay Code for Billing? Yes No

Detail/Ticket# Required? Yes No

Billing/Vendor Charges

Apply Additional Charges? Yes No


Billing Charge Type **Rate** **Category** 01 Charge

Actual Pay of Employee
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount

This field triggers **Invoicing**. Answer **YES** to use this pay code for invoicing. Selecting **Yes** requires answering the other prompts on this page. Select **NO**, the system will assume that this is **NOT** a billing pay code, and the fields for **Billing/Vendor Charges** will be "grayed out". The invoicing process will select **ONLY** those pay codes with **YES** checked here.

There are two categories of information: how to treat the code in **Timesheet Entry**, and how to calculate the invoice. The following table describes the fields in detail.



Field	Description
TIMESHEET ENTRY	
Turn on Pay Code for Billing	<p>Answer Yes to turn on billing and require the operator to enter a customer number when using this pay code. The timesheet entry screen will issue an error message if this pay code is used and a customer number is not entered.</p> <p> IMPORTANT: this is the field that tells the system to produce invoices. Pay codes that do not have "yes" selected will not be used to invoice customers.</p>
Ticket# Required	<p>Answer Yes if the operator must enter a reference number for the detail assignment. The timesheet entry screen will issue an error message if a ticket is required but not entered.</p>
BILLING	
Apply Additional Charges	<p>The Billing Category Table allows creating additional charges associated with this pay code. Answer YES here if those charges are to be automatically applied when this pay code is used. See Section 1.3 for a discussion of setting up Billing Categories.</p> <p>Various combinations of the Billing Charge Type and the additional charges in the Billing Category can be used to add benefit and overhead charges to invoices. See Section 5.2 for examples of various billing setup options.</p>
Billing Charge Type	<p>Actual Pay: Bill the customer for the amount the employee was paid (Option: add additional charges using the Billing Category setup).</p> <p>Percentage of Hourly Rate: When billing the customer for this pay code, apply a percentage of the employee's hourly rate (which can be more or less). When choosing this option, enter the percentage as a number with up to four decimal places.</p> <p>Hourly Rate: Specify a fixed hourly rate to bill the customer, regardless of what the employee is paid.</p> <p>Fixed Amount: Specify a flat amount to bill the customer for this pay code, regardless of what the employee is paid.</p>
Vehicle Charge Type	<p>This field indicates whether and how to bill the customer for vehicle expenses associated with the work, in addition to the employee time and in addition to any additional charges in the Billing Category. The options are:</p> <p>None: No charges will be added.</p> <p>Percentage of Hourly Rate: When this button is selected, the system will prompt for the percentage. Enter the percentage as a number up to four decimal places. The customer will be billed this percentage of the employee's hourly rate for the number of hours the employee worked.</p> <p>Hourly Rate: Enter the amount to be billed to the customer per hour for vehicle charges. Regardless of the employee's hourly rate, the customer will be billed at this rate for the number of hours the employee worked. In the example above, the customer will be billed 10% of the employee's rate per hour for vehicle charges.</p> <p>Fixed Amount: Enter the flat amount to be billed, regardless of the number of hours and the amount the employee was paid.</p> <p>Fixed Amt/Time: Enter the amount to be billed per # of Hours for Max Hours. For example, if charging \$35.00 for every 4 hours up to a maximum of \$70.00, enter:</p>



Field	Description
	<p> <input type="radio"/> Fixed Amount <input checked="" type="radio"/> Fixed Amt/Time </p> <p> <input type="text" value="35,0000"/> <input type="text" value="4,00"/> # of Hours <input type="text" value="8,00"/> Max Hours </p> <p>If the employee worked 10 hours, the charge for the vehicle would be \$70.00.</p>
Other Charge Type	<p>This field indicates whether and how to bill the customer for other expenses associated with the work, in addition to the employee time and in addition to any additional charges in the Billing Category. The options are:</p> <p>None: No charges will be added.</p> <p>Percentage of Hourly Rate: When this button is selected, the system will prompt for the percentage. Enter the percentage as a number up to four decimal places. The customer will be billed this percentage of the employee's hourly rate for the number of hours the employee worked.</p> <p>Hourly Rate: Enter the amount to be billed to the customer per hour for vehicle charges. Regardless of the employee's hourly rate, the customer will be billed at this rate for the number of hours the employee worked. In the example above, the customer will be billed 10% of the employee's rate per hour for vehicle charges.</p> <p>Fixed Amount: Enter the flat amount to be billed, regardless of the number of hours and the amount the employee was paid.</p>

1.2 Detail Billing Type

Certain parameters that apply to all pay codes and categories for detail billing must be specified in the **Detail Billing Type** table. From the menu, select

Human Resources ▶ Detail Billing ▶ Detail Billing Type

The type is set by the system as **87** and cannot be changed nor can a new Detail Billing Type be added¹. This screen determines how certain aspects of bills will be handled.

Detail Billing Bill Type						
Type	Description	Due Days	IntRate	Day-Year	Min Bal	OvP
87	Detail Billing	15	.14	360,00	5,00	<input checked="" type="checkbox"/>


¹ There are many points of customization within the Detail Billing Bill Type Category



Field	Description
Due Days	Enter the number of days after the bill date that the bill will become due. This will be calculated and printed on the bill.
IntRate	Enter the interest rate to be charged on delinquent bills. Enter as a two-digit decimal: in this example .14 means 14.00%.
Day-Year	Enter the number of days in the year that will be used to calculate daily interest.
Min Bal	Enter the minimum balance of a bill on which interest will be charged. In the example above, no interest will be charged on a balance of \$5.00 or less.
OvP	Check this box if to allow overpayment of a bill. See Section 8.3.2 for a discussion of how the overpayment feature is used.

1.3 Detail Billing Categories

Billing Categories govern the accounting, calculation, and management of detail bills. Create multiple charge categories, each with different rules for interest, accounting, calculations, and posting hierarchy, as needed.

 Use various combinations of the Billing Charge Type and the additional charges in the Billing Category to add benefit and overhead charges. See Section 4.2 for calculation examples.

From the menu, select **Human Resources** ▶ **Billing and Invoicing** ▶ **Detail Billing Category**. There are three tabs, representing three screens where information is required.

1.3.1 Categories

In this section, add or remove billing categories and provide additional information on how the charges are to be handled.

Detail Billing Bill Category

Type	Description
87	Detail Billing

Detail Billing is system-assigned as type 87. It cannot be changed.

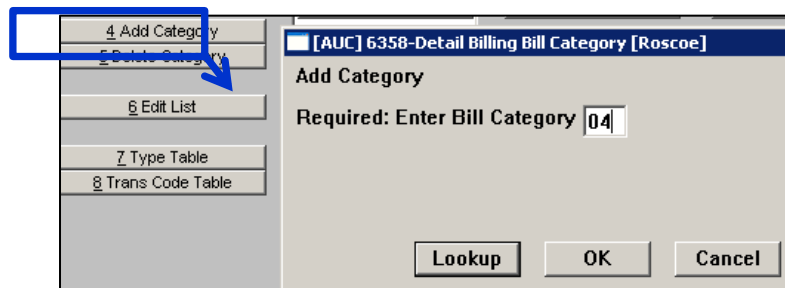
Categories 1
Accounting 2
Calculations 3

Category & Description	Assoc. Int. Category	Int?	Detail?	Post Order	Alt Pst Order
00	00	<input type="checkbox"/>	<input type="checkbox"/>		
01 Employee and Vehicle Charge	40 Interest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	3
02 Town Charge	40 Interest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	2
03 Employee Benefits	40 Interest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	1
40 Interest	00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	4

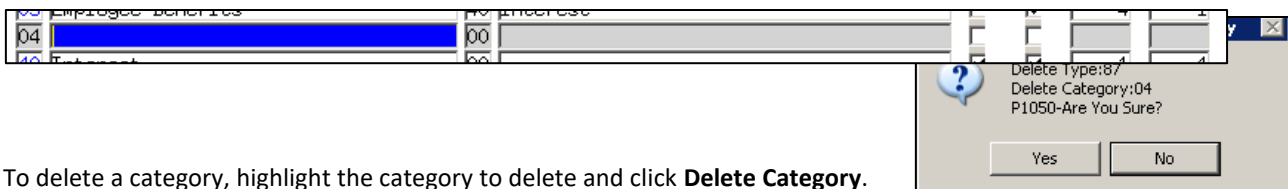


Field	Description
Description	Enter up to forty (40) characters to describe the category. Category 01 is a system-defined record and cannot be deleted. To change the description, place the cursor in the box and typing a new description. Ignore Category 00 – it is a system placeholder.
Assoc. Int. Category	If interest is to be calculated on this charge, enter the bill category that represents the interest charge. The category must also be included on this screen. In this example, categories 01, 02 and 03 will be charged interest as calculated by Category 40. Category 40, which is an interest charge, does not have an associated interest category.
Int?	Check this box if the charge category computes interest.
Detail?	Check this box if the charges are to be listed in detail on the customer's bill. If this box is not checked, the customer invoice will combine all charges into Category 01 and will print only one line on the bill.
Post Order	Enter numbers representing the order in which partial payments are to be applied for all categories. In this example, a partial payment would be applied first to interest, then to employee and vehicle charges, then to town charges, and finally to employee benefits.
Alt Pst Order	This is the alternate posting order than an operator can choose to apply when payment is received.

To add a new category, click on Add Category to be prompted for a category number.



The record will be added; enter the additional information, including a description.



To delete a category, highlight the category to delete and click **Delete Category**. The system will present a prompt to confirm the action.

There must be at least one category. **Category 01** is system-defined as a required category and cannot be deleted.





1.3.2 General Ledger Integration

Integrating the detail billing with the AUC General Ledger accounting system for billing and / or collection is optional. If not posting the general ledger, run the Detail Billing system as an independent module. If integrated with the financial system, tell the system how to handle both billing and payments in **Human Resources ▶ Module Control, Sequence #7001 and 7002**.

7001	Detail Billing - Post Charges to GL (Y/N)?	N
7002	Detail Billing - Post Payments (Y/N)?	Y

- **Sequence 7001** tells the system whether to post **charges** to deferred revenue and accounts receivable when posting bills. If sequence 7001 is set to **Y**, [specify the receivables and deferred revenue accounts](#) in the next step.
- **Sequence 7002** tells the system whether to post **payments** to cash and revenue (which would also post to deferred revenue and accounts receivable that option was selected). If sequence 7002 is set to **Y**, [specify cash and revenue accounts](#) in the next step.

1.3.3 Accounting Rules

If either of the **Module Control** parameters is set to “Y”, define the accounting rules for each category.

Field	Description
Adjustment Allowed	Click the appropriate radio button to allow or prohibit adjustments to either the charge or the payment for this category. This choice will be enforced on the Adjustment Entry screen. See Section 10 for a discussion of adjustments.
Cash	If Module Control 7001 is set to “Y”, enter the cash account that will be debited on collection of this category.
Revenue	If Module Control 7002 is set to “Y”, enter the revenue account that will be credited on collection of this category.
Deferred Revenue	If Module Control 7002 is set to “Y”, enter the deferred revenue account that will be credited when bills are posted.
Accounts Receivable	If Module Control 7002 is set to “Y”, enter the accounts receivable account that will be debited when bills are posted.



1.3.4 Calculations

Define how the charge is to be calculated for each charge category. The items defined here work in conjunction with the parameters specified in the [Pay Code](#).

Categories 1		Accounting 2		Calculations 3	
Category & Description	Calculation				Dollars/Percentage
01 Employee and Vehicle Charge	<input checked="" type="radio"/> None	<input type="radio"/> \$ Fixed	<input type="radio"/> \$/hour	<input type="radio"/> %	
02 Town Charge	<input type="radio"/> None	<input checked="" type="radio"/> \$ Fixed	<input type="radio"/> \$/hour	<input type="radio"/> %	10.00 \$
03 Employee Benefits	<input type="radio"/> None	<input type="radio"/> \$ Fixed	<input type="radio"/> \$/hour	<input checked="" type="radio"/> %	20.00 %
40 Interest	<input checked="" type="radio"/> None	<input type="radio"/> \$ Fixed	<input type="radio"/> \$/hour	<input type="radio"/> %	

Calculation	Description
None	No additional computations will be performed. For Category 01 , which is the base charge, this means that billing charges will be computed according to the rules in the Pay Code Table (See Section 1.1). For an interest category, NONE indicates that interest will be charged according to the rules in the Detail Billing Type (see Section 1.2). For other categories, NONE indicates that the charges will not be computed at the time of billing. Interest, for example, will be computed on delinquent accounts or can be added manually.
\$Fixed	A flat charge - the amount entered in the Dollars/Percentage column - will be added to each bill. In the example above, each bill will be charged an additional \$10.00, regardless of the amount of any other charges.
\$/hour	An additional dollar amount per hour worked by the employee will be added to each bill.
%	A percentage of the total charges will be added to each bill. In the example above, 20% of the total charges will be billed to cover employee benefits.
Dollars/Percentage	If \$Fixed or \$/hour or % is checked, enter the dollar amount or the percentage in this column.

1.3.5 Transaction Codes

The Detail Billing system uses codes for the various transactions that can occur. This table defines whether adjustments can be made for these types of transactions, and whether they will be allowed on the payment entry screen.



This table should only be used in coordination with the ADMINS installer.

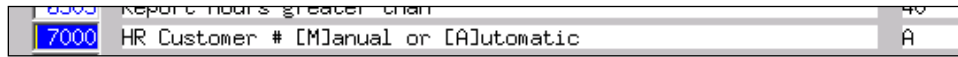
Code	Description	__Adjustment Allowed this Code__				PayEnt?
		<input type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input type="checkbox"/>
ADJ	ADJUSTMENT	<input type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input checked="" type="radio"/> Both	<input type="checkbox"/>
CORR	CORRECTION	<input type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input checked="" type="radio"/> Both	<input checked="" type="checkbox"/>
CRC	COUNTER RECEIPT	<input checked="" type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input checked="" type="checkbox"/>
REF	Refund	<input checked="" type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input type="checkbox"/>
TRF	Transfer From	<input checked="" type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input type="checkbox"/>
TRT	Transfer To	<input checked="" type="radio"/> None	<input type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input type="checkbox"/>
WOFF	WRITE OFF	<input type="radio"/> None	<input checked="" type="radio"/> Charge	<input type="radio"/> Pay	<input type="radio"/> Both	<input type="checkbox"/>



2 CUSTOMER UPDATE

The Detail Billing system uses a customer file to maintain billing and payment information. A customer must be on file to record billing information in **Timesheet Entry**. The customer numbers can be assigned by the system [A]utomatically or customer numbers can be [M]anually assigned. Set the option in:

Human Resources ▶ Module Maintenance ▶ #7000

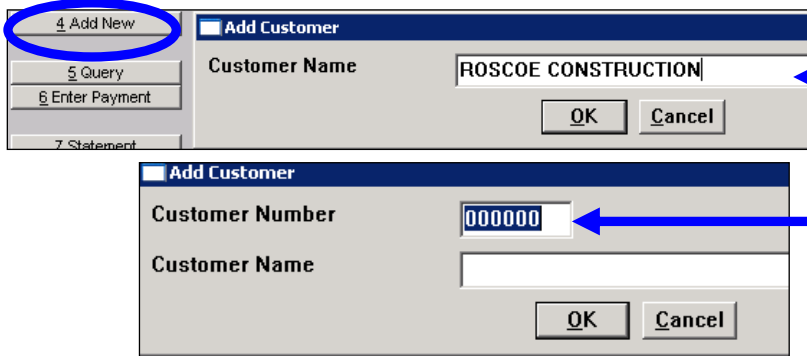


2.1 Add New

To add a new customer, select

Human Resources ▶ Detail Billing ▶ Customer Update.

Click on **[4 Add New]**.



If module control #7000 is set to Automatic customer numbering, enter the customer name in the prompt.

If module control #7000 is set to Automatic customer numbering, supply a number and a name.

2.2 Customer Information

To enter data on a new customer, or to make changes to an existing one, select the **Update Customer** tab on the **Customer Update** screen.



Customer Update

Customer # **000001** Customer Name **ALLSTOM POWER AMERICAN NATION** Second Name **ATT: ROBERT HILL**

Address Information Address 1: 155 MAPLE STREET Address 2: Address 3: City State Zip: BELLINGHAM MA 02019-0000 Country:	Contact Information Contact: ROBERT HILL Phone 1: (000) 000-0000 Type <input type="checkbox"/> Phone 2: (000) 000-0000 Type <input type="checkbox"/> Refund Information Vendor: 000000 00
---	--

E-Mail Information
 E-Mail Address:
 E-Mail Bill? Yes No

User Defined 30 Characters
 Local Business:
 Business Type:
 No. Employees:

User Defined # Field
 Standard Rate: 000000
 Weekend Rate: 000000
 Holiday Rate: 000000

These tabs display billing history. See the section on **Customer Query**.

	Charges	Adjustments	Payments	Refunds	Balance
TOTAL OPEN	13,45	-1,45	272,08	260,08	260,08

Field	Description
Customer Name	Enter up to thirty (30) characters for the name of the customer. This is a required field.
Second Name	Enter up to thirty (30) characters for additional name for the customer. Both name and second name will print on the bill. This field is optional.
Address	There are three lines of address where you can enter up to fifty (50) alphanumeric characters. The first line of address is a required field.
City	You can enter up to 30 characters for the name of the city. This is a required field.
State	There is space for two characters for the state abbreviation. This is a required field.
Zip	Enter the zip code or use LOOKUP to display and select from a list of valid cities. Entering the zip code will automatically populate the City and State fields. Zip code is a required field.
Country	Optionally enter up to forty (40) characters for the country. This field is not necessary if the address is in the United States.
Contact	Enter up to fifty (50) characters for the name of the individual to contact in the company.
Phones	There are two fields for telephone numbers. You can optionally classify these numbers by type. Use LOOKUP to display and select from a list of valid types.

Zip Code Table		
City	State	Zip
BOSTON	MA	02100-0000
BOSTON	MA	02101-0000
BOSTON	MA	02102-0000
BOSTON	MA	02103-0000

Contact Types	
Type	Description
B	Business
C	Cell
F	Fax
H	Home
P	Pager



Field	Description																
Refund Vendor	<p>If this customer is also a vendor, has a record in the Vendor file, and you want to process refunds via the AUC Accounts Payable system, then enter that vendor number here. You can also use LOOKUP to display and select from a list of vendors using various indices. The refund process will create a report that will aid you in the creation of refund payment vouchers.</p> <div style="border: 1px solid black; padding: 5px;"> <p>1: By Name and Address 2: By Sort Name 3: By Overall Name 4: By 2nd Name and Address 5: By Classification 6: By Address (line 1) 7: By Address (line 2) 8: By Date Entered</p> </div>																
Email Information	Enter a valid email address for this customer.																
Email Bill?	Click the appropriate radio button indicating whether you want to send bills to this customer via email. If you click YES , bills will be sent to the email address above instead of printed.																
User-defined Fields	<p>There are six user-defined fields – three that accept up to thirty (30) alphanumeric characters and three that accept up to six (6) numbers. You can define the labels in System Profile, Human Resources tab (you must have Administrator privileges to do this).</p> <div style="border: 1px solid black; padding: 5px;"> <table> <tr> <td>Detail Billing User Defined 30 Characters</td> <td>Label Description</td> </tr> <tr> <td>Detail Billing #1</td> <td>Local Business</td> </tr> <tr> <td>Detail Billing #2</td> <td>Business Type</td> </tr> <tr> <td>Detail Billing #3</td> <td>No. Employees</td> </tr> <tr> <td>Detail Billing 6 digits</td> <td>Label Description</td> </tr> <tr> <td>Detail Billing #4</td> <td>Standard Rate</td> </tr> <tr> <td>Detail Billing #5</td> <td>Weekend Rate</td> </tr> <tr> <td>Detail Billing #6</td> <td>Holiday Rate</td> </tr> </table> </div>	Detail Billing User Defined 30 Characters	Label Description	Detail Billing #1	Local Business	Detail Billing #2	Business Type	Detail Billing #3	No. Employees	Detail Billing 6 digits	Label Description	Detail Billing #4	Standard Rate	Detail Billing #5	Weekend Rate	Detail Billing #6	Holiday Rate
Detail Billing User Defined 30 Characters	Label Description																
Detail Billing #1	Local Business																
Detail Billing #2	Business Type																
Detail Billing #3	No. Employees																
Detail Billing 6 digits	Label Description																
Detail Billing #4	Standard Rate																
Detail Billing #5	Weekend Rate																
Detail Billing #6	Holiday Rate																

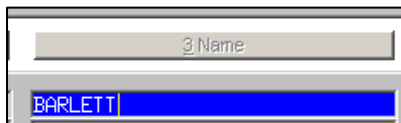
3 CUSTOMER QUERY

To search the customer file and view billing and payment information, from the menu select **Human Resources ► Billing and Invoicing ► Customer Query**. A summary screen will list customers in customer number order.

Customer Query						
						<input type="radio"/> Active Only <input checked="" type="radio"/> All Customers
1 View	2 Cust #	3 Name	4 Second Name	5 City	Balance Due	# Invoices
	000001	ALLSTOM POWER AMERICAN NATION	ATT: ROBERT HILL	BELLINGHAM	260.08	50
	000002	COMCAST	ATN: OPERATIONS	MARLBORO	452.00	40
	000003	ROBERT BADZMIEROWSKI		BELLINGHAM		
	000004	DAN BARCLAY INC		MARTON		

If you know the customer number, you can enter it in that column. To search for a customer by name, second name, or city, click the appropriate column button. That will sort the column by the chosen field, and you can enter a search value. You can also filter this screen by displaying Active Only customers or All Customers.

For example, to search by primary name, click on the NAME button. Then type in all or part of the name you are looking for.



Type right over the name – it won't change it in the file.
Be sure to use **UPPERCASE**



Customer Query						
						<input type="radio"/> Active Only <input checked="" type="radio"/> All Customers
1 View	2 Cust #	3 Name	4 Second Name	5 City	Balance Due	# Invoices
	000092	BARTLETT CONSOLIDATED		PLYMOUTH	1666.00	12
	000284	BAY STATE CONSTRUCTION		MIDDLEBORO		4

To see the customer record, click on **View**. You will see a screen with five tabs. See **Section 2** for instructions on how to use the **Customer Update** tab.

3.1 All Invoices Tab

This screen lists all invoices for the customer, with grand totals at the bottom. You can view individual bills in PDF format by highlighting the bill number and clicking on the **View** button.

Invoice Summary - All									
Customer # 000002		Customer Name COMCAST		Second Name ATN: OPERATIONS					
Address Information Address 1 247 R. MAPLE STREET Address 2 Address 3 City State Zip MARLBORO, MA 01752-0000 Country				Contact Information Contact Phone 1 (000) 000-0000 Type Phone 2 (000) 000-0000 Type Refund Information Vendor 000000 00					
<input type="button" value="0 All Invoices"/> <input checked="" type="button" value="1 By Invoice#"/> <input type="button" value="2 By Detail/Ticket#"/> <input type="button" value="Transaction History"/> <input type="button" value="3 Update Customer"/>									
View	Email	By Invoice#	Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
			00022717	23-May-2014	280.00				280.00
			00022637	18-Nov-2013	172.00				172.00
			00000215	05-Aug-2009	266.88	-2.88	264.00		
			00000200	01-Oct-2008	433.80	-25.68	408.12		
			00000196	18-Jun-2008	144.60	-8.56	136.04		
			00000181	03-Oct-2007	144.60	-8.56	136.04		
			00000180	26-Sep-2007	144.60	-8.56	136.04		
			00000177	22-Aug-2007	144.60	-8.56	136.04		
			00000170	04-Jul-2007	289.21	-17.13	272.08		
			00000167	16-May-2007	578.42	-34.26	544.16		
			00000166	02-May-2007	632.66	-38.22	594.44		
			00000164	18-Apr-2007	289.21	-17.13	272.08		
			00000147	20-Sep-2006	136.76	-.72	136.04		
			00000146	13-Sep-2006	410.29	-2.17	408.12		
			00000143	19-Jul-2006	683.82	-3.62	680.20		
			00000142	24-May-2006	273.52	-1.44	272.08		
			00000138	01-Feb-2006	136.76	-.72	136.04		
TOTAL OPEN					8380.86	-207.46	7721.40		452.00

3.2 By Invoice# Tab

Click on the **By Invoice#** tab to view all lines for the invoice selected. Click on **Details** to display a breakdown of Billing Categories for the highlighted bill.



Detail by Invoice#

Goto...
Actions

Customer # 000002 Customer Name COMCAST Second Name ATN: OPERATIONS

Address Information	Contact Information
Address 1 247 R. MAPLE STREET	Contact
Address 2	Phone 1 (000) 000-0000 Type
Address 3	Phone 2 (000) 000-0000 Type
City State Zip MARLBORO, MA 01752-0000	Refund Information
Country	Vendor 000000 00

0 All Invoices 1 By Invoice# 2 By Detail/Ticket# Transaction History 3 Update Customer

Invoice #	Line	Detail/Ticket#	Employee	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
0022717	1	2366	000307 SAVOIE	23-May-2014	280,00				280,00



Details

Line	Emp#	Name	Location	WorkDate	Bill Category	Hours	Charges	Payments	Adjustments	Refunds	Balance	Tof
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	Charge	4,00	172,00				172,00	
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	Car Detail	4,00	35,00				35,00	
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	Town Fee	4,00	15,00				15,00	
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	Meals	4,00	8,00				8,00	
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	misc		50,00				50,00	
1	000307	SAVOIE	444 hartford ave	11-Sep-2013	interest							
Total						16,00	280,00				280,00	

OK Find Search Cancel Help Eof

3.3 By Detail/Ticket# Tab

This tab provides the same information, sorted by Detail/Ticket Number.

Invoice Detail by Detail/Ticket# - All

Goto...
Actions

Customer # 000002 Customer Name COMCAST Second Name ATN: OPERATIONS

Address Information	Contact Information
Address 1 247 R. MAPLE STREET	Contact
Address 2	Phone 1 (000) 000-0000 Type
Address 3	Phone 2 (000) 000-0000 Type
City State Zip MARLBORO, MA 01752-0000	Refund Information
Country	Vendor 000000 00

0 All Invoices 1 By Invoice# 2 By Detail/Ticket# Transaction History 3 Update Customer

Detail/Ticket #	Invoice #	Line	Employee	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
2366	00022637	1	000307 SAVOIE	18-Nov-2013	172,00				172,00
2366	00022717	1	000307 SAVOIE	23-May-2014	280,00				280,00



3.4 Transaction History Tab

This tab provides transaction history information on the invoice.

Invoice Transactions

Customer # 000002 Customer Name COMCAST Vendor Name ATN: OPERATIONS

Address Information
Address 1 247 R, MAPLE STREET
Address 2
Address 3
City State Zip
Country

Contact Information
Contact
Phone 1 (000) 000-0000 Type
Phone 2 (000) 000-0000 Type
Refund Information
Vendor 000000 00

0 All Invoices 1 By Invoice# 2 By Detail/Ticket# Transaction History 3 Update Customer

Invoice#	Line	Date	Det/Tick#	Description	Charge	Adjustment	Refund	Payment	Display - Tran Code Desc.
00022717	1	23-May-2014	2366	Charge	172.00				
00022717	1	23-May-2014	2366	Car Detail	35.00				
00022717	1	23-May-2014	2366	Town Fee	15.00				
00022717	1	23-May-2014	2366	Meals	8.00				
00022717	1	23-May-2014	2366	misc	50.00				
00022717	1	23-May-2014	2366	interest					

4 TIMESHEET ENTRY

The following discussion assumes that you are familiar with the timesheet entry process, and will focus on using pay codes that have been set up for **Billing and Invoicing**.

Billing and Invoicing uses the payroll system to gather information for customer invoicing. You enter timesheet information to pay the employee, and use the Billing and Invoicing system to calculate the charges and invoice the customer. You use Detail Billing pay codes in the same manner as any other pay code. You can either replace an existing code on the timesheet or add a line to it.

March, 2012

Today: 3/14/2012

ASKSCR
Number of Lines? [1]
OK Cancel

This prompt will read "Required" or "Optional" depending on the setting in the Pay Code screen.

Timesheet Entry
Customer Required? Yes No
Ticket# Required? Yes No

[AUC] 6200-Timesheet Entry [Kathyc]

Customer Details
Enter Customer# 000002 COMCAST
Location Address Elm Street
Optional: Start Time: (24hr Time) 0800
Optional: Finish Time: (24hr Time) 1800
Required: Enter Ticket# 9846
Optional: Enter Note Down Lines

If you enter start and finish times, the hours will be calculated automatically. If you leave these fields blank, you must enter the hours.



Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Sep Chk	Account	Customer	Reason
31-May-2014	Sat	REG	8.00		15,2600		610.40	<input type="checkbox"/>	1000-210-0000-002-00-00-51171		
31-May-2014	Sat	SUDE	8.00		1,2200		9.76	<input type="checkbox"/>	1000-210-0000-002-00-00-51501		
01-Jun-2014	Sun	DTP	10.00		15,2600		152.60	<input checked="" type="checkbox"/>	8010-000-0000-000-00-00-51540	Customer	

Account Number

Percent of Hourly Rate

Separate Check? Yes No

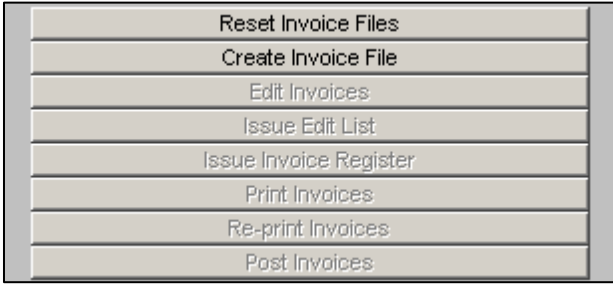
- Pay Code Calculation setup determines how the employee is paid, the accounting and separate check.
- The Detail Billing setup in the Pay Code will determine how much the customer is billed.

If you need to correct the location, detail/ticket#, start/finish times or note, you can click on the **CUSTOMER** button to bring up the **Customer Details** screen again.

5 GENERATE INVOICES

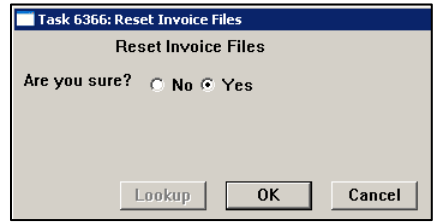
After you have posted the labor distribution for a payroll, you can create invoices for customers. You do not have to generate bills after every payroll run; you can accumulate them over several payrolls and send invoices on, for example, a monthly basis.

To begin the bill generation process, from the menu select **Human Resources** ► **Billing and Invoicing** ► **Generate Invoices**. The steps menu will appear to guide you through the process.



5.1 Reset Invoice Files

To begin, click **Reset Invoice Files**. You will be asked to confirm the action.

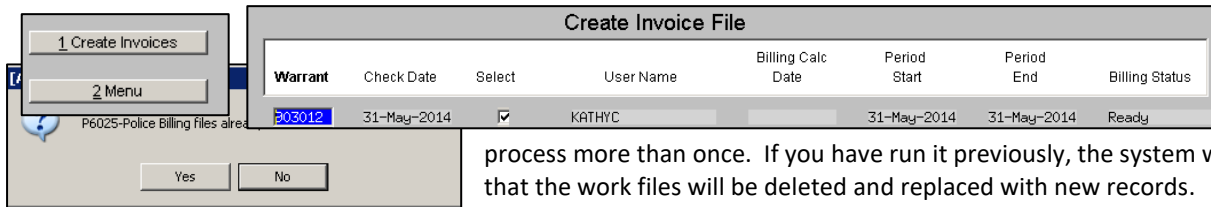


The invoice generation process creates temporary work files. No "live" files are affected until you perform the last step **Post Invoices**. The Reset process clears all temporary work files.



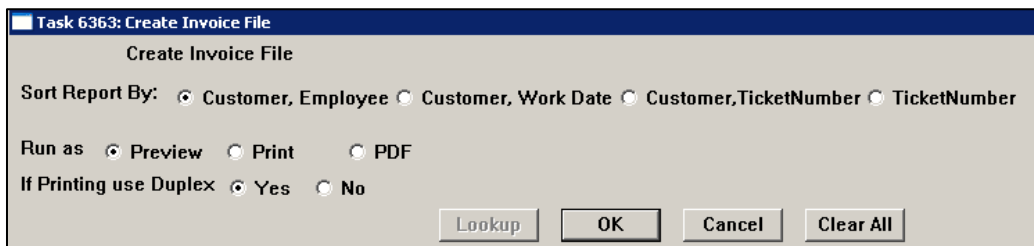
5.2 Create Invoice File

When you choose this option, the system will list all payroll warrants that have been posted and not yet billed. You can process multiple warrants at the same time. Select the warrants you want to process by checking the **Select** box, then click **Create Invoices**.



You can run this process more than once. If you have run it previously, the system will warn you that the work files will be deleted and replaced with new records.

The invoicing process will gather all pay records from the selected warrants that use pay codes designated, and put them in a temporary work file. It will produce a report of the records selected, and give you various sorting and output format options:



A pay code is only used for Detail Billing if a customer number is required.

The calculation edit report looks like this:



6364-HRDECALC.REP Printed 30-May-2014 at 14:43:46 by KATHYC Page 1
Town of ADMINS
Calculation Edit Report

Customer	Warrant	Work Date	Employee	Detail/Ticket #	StartTime	EndTime	Pay Code	Hours	Paid
000002 COMCAST	903012	01-Jun-2014	070423 GIROUARD, MARIE	9846	08:00:00	18:00:00	DTP	10.00	152.60
ATN: OPERATIONS 247 R. MAPLE STREET MARLBORO, MA 01752-0000 Emailed to: kathyc@admins.com									
Category	Charge	Adjustment	Balance						
01 Charge	152.60		152.60						
02 Car Detail	70.00		70.00						
03 Town Fee	15.00		15.00						
04 Meals	20.00		20.00						
05 misc	50.00		50.00						
	307.60		307.60						
000002 COMCAST	Items:	1	307.60						
			Total Customers:	1			307.60		
			Printed Bills:						
			E-mailed Bills:	1				307.60	

Selection Legend:
Sorted by Customer, Employee

5.2.1 Calculation Using Additional Charges

In this example, the table setup instructed the system to calculate the customer charge as follows:

Pay Code Table

- *Billing--Actual Pay of Employee
- *Vehicle--Fixed Amt/Time
- *Other--Fixed Amount

Billing Category Table: Additional Charges

- *Meals--Add 2.00 per hour
- *Misc--Add \$50.00

Billing/Vendor Charges
Apply Additional Charges? Yes No

Billing Charge Type Rate Category 01 Charge
 Actual Pay of Employee
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount

Vehicle Charge Type Rate Category 02 Car Detail
 None
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amt/Time
 Rate: 35.0000 # of Hours: 4.00 Max. Hours: 8.00

Other Charge Type Rate Category 03 Town Fee
 None
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount
 Rate: 15.0000

Category & Description	Calculation	Dollars/Percentage
00	<input checked="" type="radio"/> None <input type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	
01 Charge	<input checked="" type="radio"/> None <input type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	
02 Car Detail	<input checked="" type="radio"/> None <input type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	
03 Town Fee	<input checked="" type="radio"/> None <input type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	
04 Meals	<input type="radio"/> None <input type="radio"/> \$ Fixed <input checked="" type="radio"/> \$/hour <input type="radio"/> %	2.00 \$
05 misc	<input type="radio"/> None <input checked="" type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	50.00 \$
40 Interest	<input checked="" type="radio"/> None <input type="radio"/> \$ Fixed <input type="radio"/> \$/hour <input type="radio"/> %	

Resulting in this calculation

Category/Description	Calculation Description	Calculated Amt
01-Charge	The amount paid to the employee	152.60
02-Car Detail	Add \$35.00/4 hours for vehicle charges not to exceed 8 hours (or \$70.00)	70.00
03-Town Fee	Flat amount	15.00
04-Meals	\$2.00 per hour	20.00
05-Misc	Flat amount	50.00
04-Meals	Employee Benefits 20% of amount paid to employee	25.42
	Total billed	307.60



```

=====
Warrant Work Date  Employee                Detail/Ticket #  StartTime EndTime Pay Code  Hours    Paid
=====
903012  01-Jun-2014  070423 CIROUARD, MARIE                9846                08:00:00 18:00:00 DTP        10.00    152.60

                                     =====
                                     Category                Charge  Adjustment  Balance
                                     =====
01 Charge                152.60                152.60
02 Car Detail            70.00                 70.00
03 Town Fee              15.00                 15.00
04 Meals                  20.00                 20.00
05 misc                   50.00                 50.00
                                     -----
                                     307.60                307.60
                                     -----

000002  COMCAST                Items:    1                307.60                307.60
=====

```

5.2.2 Calculation Without Additional Charges

The second example illustrates a calculation that does not apply the additional charges in the **Billing Category** Table. Here, the Pay Code table instructed the system to calculate 125% of the employee's hourly rate, and add 10% to it for vehicle charges.

Pay Code Table

Billing/Vendor Charges
Apply Additional Charges? Yes No

Billing Charge 16-Mar-2012 Fri DTP NO 4.00

Actual Pay
 Percentage of Hourly Rate
 Hourly Rate
 Fixed Amount

Vehicle Charge Type **Rate**

None
 Percentage of Hourly Rate
 Hourly Rate
 Fixed Amount

Calculation

125% of the amount paid to the employee (171.84 X 125%)	214.80
Vehicle charge (42.9591 X .10 X 4)	17.18
Total billed	231.98

Timesheet Entry

```

=====
Ticket #      StartTime EndTime Pay Code  Hours    Paid
=====
L J          B60        07:00:00 11:00:00 DTP NO     4.00    171.84

                                     =====
                                     Category                Charge  Adjustment  Balance
                                     =====
01 Employee and Vehicle Charge  231.98                231.98
                                     -----
                                     231.98                231.98
                                     -----

Items:    1                231.98                231.98
=====

```



5.3 Edit Invoices

The Billing Category Accounting Rules must permit adjustments. See Section 1.3.3.

This option provides the opportunity to adjust the automatically generated invoices prior to posting them. The screen will list the invoices in progress. The list will initially be sorted in customer number order. Select the one to adjust by entering the customer number. Alternatively, click on one of the column header buttons; the list will be sorted in that order; enter a full or partial value for name, second name, or city to search for invoice to be edited.

Click **View Detail** to see all information on this invoice. The screen will list all items to be billed on this invoice. Highlight the line to adjust and click the **Adjust** button.

Click the **Edit Invoice** button to return to the summary screen and see the adjustment amount and the new invoice balance.

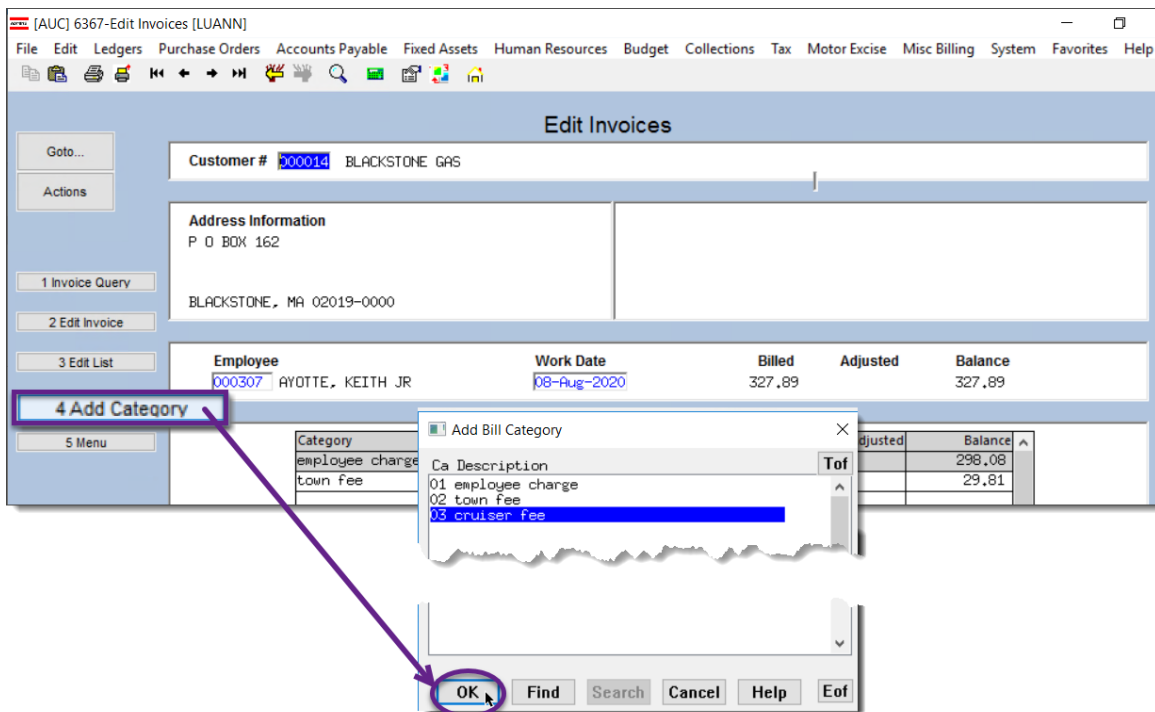


				Hours	Billed	Adjusted	Invoice Amt
				4,00	231,98	-26,98	205,00

Employee	Ticket Number	Work Date	Hours	Billed	Adjusted	Invoice Amt
Adjust 000295 CORRIVEAU, MICHAEL J	B60	16-Mar-2012	4,00	231,98	-26,98	205,00

5.3.1 Adding a Category to an Invoice

There is a button **[4 Add Category]** on the screen. Use this button to add a category to the edit screen. Select from the available categories presented on the lookup and click on **[OK]**.



The added item will appear in the category list and may be edited and adjusted in the same manner as the entries created via the timesheets.

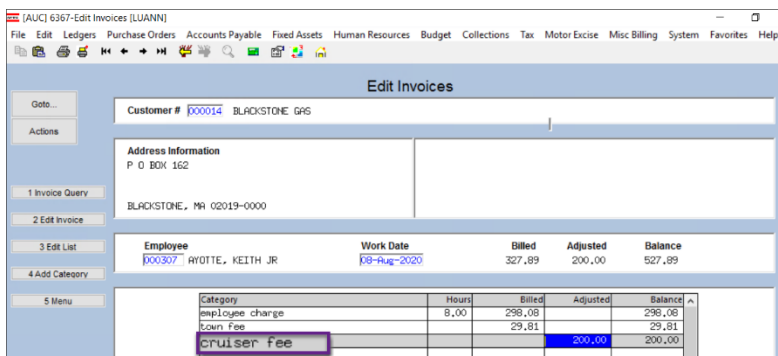


Figure 1 The added cruiser fee is shown in the category table



5.4 Edit List

To print a report of in-progress invoices, click the **Issue Edit List** button on the steps menu. Select the sort and output options for the report.

Task 6365: Issue Edit List

Calculation Edit Report

Sort Report By: Customer, Employee Customer, Work Date Customer, TicketNumber TicketNumber

Run as Preview Print PDF

If Printing use Duplex Yes No

The report reflects the amount the employee was paid, and the amount the customer is to be invoiced.

Calculation Edit Report										
Customer	Warrant	Work Date	Employee	Ticket #	StartTime	EndTime	Pay Code	Hours	Paid	
000418 NATIONAL GRID-HOPEDALE 245 SOUTH MAIN STREET HOPEDALE, MA 01747-0000	902103	16-Mar-2012	000092 GOSSELIN, LINN M	A50	16:00:00	21:00:00	DTP	5.00	127.10	
				Category			Charge	Adjustment	Balance	
				01 Employee and Vehicle Charge			177.10		177.10	
				02 Town Charge			10.00		10.00	
				03 Employee Benefits			25.42		25.42	
							212.52		212.52	
				Items:	1			212.52	212.52	
000418 NATIONAL GRID-HOPEDALE										
000423 ROSCOE CONSTRUCTION DBA DITCHDIGGERS 14 MAIN STREET BUILDING 6 SUITE A BOSTON, MA 02101-0000 Emailed to: roscoe@roscoesandlin.com	902103	16-Mar-2012	000295 CORRIVEAU, MICHAEL J	B60	07:00:00	11:00:00	DTP NO	4.00	171.84	
				Category			Charge	Adjustment	Balance	
				01 Employee and Vehicle Charge			231.98	-31.98	200.00	
				40 Interest				5.00	5.00	
							231.98	-26.98	205.00	
				Items:	1			231.98	-26.98	205.00
000423 ROSCOE CONSTRUCTION										

5.5 Invoice Register

This will print the invoice register; retain it with permanent billing records. Print in detail or summary.



Task 6374: Issue Invoice Register

Issue Invoice Register

Print Report as: Detail Cust#/Employee Detail Cust#/Ticket# Summary

Optional: Bill date

Run as Preview Print PDF

Lookup OK Cancel Clear All

Example of detail report:

Invoice Register Detail by Customer/Employee

Bill Date: 16-Mar-2012
Due Date: 31-Mar-2012

Bill #	Customer	Line	Employee	Ticket Number	Work Date	Pay Code	Hours	Location	Employee Payment	Billing
00022620	000418 NATIONAL GRID-HOPEDALE 245 SOUTH MAIN STREET HOPEDALE, MA 01747-0000	1	000092 GOSSELIN, LYNN M	A50	16-Mar-2012	DTP	5.00	Willow Street & Cedar Street	127.10	212.52
	000419 NATIONAL GRID-HOPEDALE							Ticket Total		212.52
00022621	000423 ROSCOE CONSTRUCTION DBA DITCHDIGGERS 14 MAIN STREET BUILDING 6 SUITE A BOSTON, MA 02101-0000 Bill e-mailed to: roscoe@roscoesandlin.com	1	000295 CORRIVEAU, MICHAEL J	B60	16-Mar-2012	DTP NO	4.00	Clifford Street	171.84	205.00
	000423 ROSCOE CONSTRUCTION							Ticket Total		205.00
								Grand Total		417.52

Example of summary report:

Invoice Register Summary

Bill Date: 16-Mar-2012
Due Date: 31-Mar-2012

Bill Number	Customer	Billing
00022620	000418 NATIONAL GRID-HOPEDALE 245 SOUTH MAIN STREET HOPEDALE, MA 01747-0000	212.52
00022621	000423 ROSCOE CONSTRUCTION DBA DITCHDIGGERS 14 MAIN STREET BUILDING 6 SUITE A BOSTON, MA 02101-0000 Bill e-mailed to: roscoe@roscoesandlin.com	205.00
	Grand Total	417.52

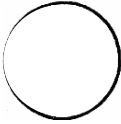


5.6 Print Invoices

This process will print the invoices to be sent to the customer. Invoices for customers flagged to receive invoices by email will not printed as they will be sent automatically by email during the posting procedure.



The invoice format is standard and can only be changed by custom programming at an additional charge. Invoice numbers are system-assigned sequential numbers.



Town of Anytown USA
1035 Cambridge Street
Cambridge, MA 02141
Ph (555) 555-5515
Fx (555) 555-1555

INVOICE

Invoice Number: 00022743
Invoice Date: 5/30/2014
Due Date: 6/3/2014

Customer #: 000009

Acme Construction
1 Acme Road
Cambridge, MA 02141

----- Fold Along this Line -----

Ln#	Work Date	Employee	Location	Detail/Ticket #	Description			
1	8/20/2013	TAGLIAFERR	traffic markings		Charge			
					Meals			
					misc			
2		LEMON			Charge		344.00	344.00
					Meals	8.00	2.00	16.00
					misc		50.00	50.00
3	8/18/2013	GENTILE			Charge		172.00	172.00
					Meals	4.00	2.00	8.00
					misc		50.00	50.00
4					Charge		258.00	258.00
					Meals	4.00	2.00	8.00
					misc		50.00	50.00

TOTALS

Current Billing Due 6/3/2014 1,366.00
Outstanding Balance 32,977.33
New Interest Due 288.48
Total Balance Due 34,631.81

Town Rate = 10% of officers rate per hour
Make all checks payable to Bellingham Police Department
PLEASE RETURN YELLOW COPY WITH YOUR PAYMENT
Total due in 30 days

THANK YOU FOR YOUR BUSINESS



If customers have opted to receive the invoices by email (see **Section 2.2**), the invoice will be sent to the customer as a PDF file attachment. A copy will also be sent to the user who runs this process. In the example below, the customer (**TO**) and the entry user (**CC**) are the same.

Customer file

E-Mail Information	
E-Mail Address	kathyc@admins.com
E-Mail Bill?	<input checked="" type="radio"/> Yes <input type="radio"/> No
User Defined 30 Characters	

Example of customer email client

Invoice -- Invoice # 00022780
 kathyc@admins.com
 Sent: Mon 6/16/2014 12:10 PM
 To: Kathy Coughlin
 Cc: Kathy Coughlin

Message | hrpb_00022780.pdf (138 KB)

Please find attached a copy of Invoice 00022780

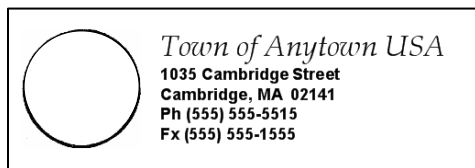
Thank you

**** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System ****

5.6.1 Invoice Header and Footer Information

The invoice header and footer information is controlled by using **Human Resources ▶ Module Maintenance ▶ HR Module Control Detail Billing**. Seq# 6060 – 6064 are used in the header and Seq# 6075 is the seal that will be used. Seq# 6070 – 6074 are used for the footer.

HR Module Control Detail Billing		
Seq#	Description	Answer
6060	HR Invoice Header Line 1 - Centered	Town of Anytown USA Edit
6061	HR Invoice Header Line 2 - Centered	1035 Cambridge Street
6062	HR Invoice Header Line 3 - Centered	Cambridge, MA 02141
6063	HR Invoice Header Line 4 - Centered	Ph (555) 555-5515
6064	HR Invoice Header Line 5 - Centered	Fx (555) 555-1555
6065	HR Invoice Header Line 6 - Left Aligned	
6066	HR Invoice Header Line 7 - Left Aligned	
6067	HR Invoice Header Line 8 - Left Aligned	
6068	HR Invoice Header Line 9 - Left Aligned	
6069	HR Invoice Header Line 10 - Left Aligned	
6070	HR Invoice Footer Line #1 - Left Aligned	Town Rate = 10% of officers rate per hour
6071	HR Invoice Footer Line #2 - Left Aligned	Make all checks payable to Bellingham Police Depart
6072	HR Invoice Footer Line #3 - Left Aligned	PLEASE RETURN YELLOW COPY WITH YOUR PAYMENT
6073	HR Invoice Footer Line #4 - Left Aligned	Total due in 30 days
6074	HR Invoice Footer Line #5 - Centered	THANK YOU FOR YOUR BUSINESS
6075	HR Invoice Seal	d:\auc_development\ad\home\auc\FORMS\SITEPIX\BLG_SE



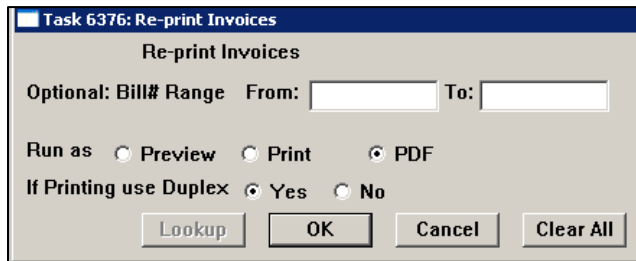


Town Rate = 10% of officers rate per hour
 Make all checks payable to Bellingham Police Department
 PLEASE RETURN YELLOW COPY WITH YOUR PAYMENT
 Total due in 30 days

THANK YOU FOR YOUR BUSINESS

5.7 Reprint Invoices

If an invoice did not print properly, reprint all or selected invoices. If a bill number range is not specified, then all invoices will be printed except those being emailed.



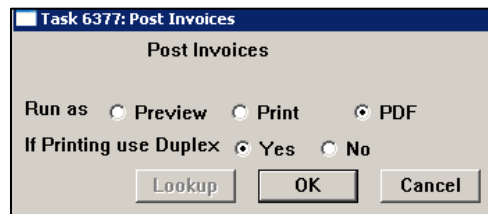
Invoices intended for email cannot be reprinted from here. Email invoices are produced and emailed during the Post Invoices step.



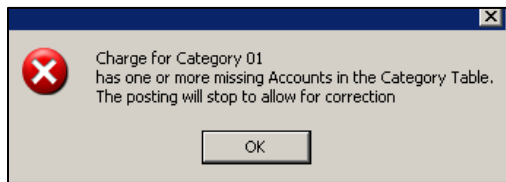
After posting the invoices, individual bills may be reprinted from the Customer screen. Emailed invoices may be viewed and printed, or sent via email again.

5.8 Post Invoices

The final step in the process posts the invoices to the customer history, attaches a copy of the invoice to the customer file, emails selected invoices, and creates general ledger transactions if set to do so in Module Control (see **Section 1.3.2**). The process will print posting reports in the selected format.



If postin invoices to the general ledger, ensure that all the accounting information in the Bill Category Table is accurate. The system will check this table during the posting process and will not complete the posting if there are errors.



When this error is displayed, go to the **Billing Category Table** and supply the missing information. See **Section 1.3.3**.



5.8.1 Billing Posting Reports

Detail Billing Summary Report

Detail Billing Posting Summary Report	
Category	Amount
01 Employee and Vehicle Charge	377.10
02 Town Charge	10.00
03 Employee Benefits	25.42
40 Interest	5.00
Billing Total	417.52

Detail Billing Posting Report

Detail Billing Posting Report									
Customer	Warrant	Work Date	Employee	Ticket #	StartTime	EndTime	Hours	Paid	
000418 NATIONAL GRID-HOPEDALE 245 SOUTH MAIN STREET HOPEDALE, MA 01747-0000	902103	16-Mar-2012	000092 GOSSELIN, LYNN M	A50	16:00:00	21:00:00	5.00	127.10	
									Category
									Charge
									Adjustment
									Balance
									01 Employee and Vehicle Charge
									177.10
									02 Town charge
									10.00
									03 Employee Benefits
									25.42
									212.52
									212.52
	000418 NATIONAL GRID-HOPEDALE		Items:	1					212.52
									212.52
000423 ROSCOE CONSTRUCTION DBA DITCHDIGGERS 14 MAIN STREET BUILDING 6 SUITE A BOSTON, MA 02101-0000	902103	16-Mar-2012	000295 CORRIVEAU, MICHAEL J	B60	07:00:00	11:00:00	4.00	171.84	
									Category
									Charge
									Adjustment
									Balance
									01 Employee and Vehicle Charge
									231.98
									40 Interest
									5.00
									231.98
									-26.98
									205.00
	000423 ROSCOE CONSTRUCTION		Items:	1					231.98
									-26.98
									205.00
									Total Customers: 2
									444.50
									-26.98
									417.52



5.8.2 General Ledger Posting Report

FY	User	Batch	Date	Refer#	Code	Account / Notes	Description	Budget/BegBal	Debit	Credit	Encumbrance	Budget Adj

Acct# : 1000-000-0000-000-00-00-12400												
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-12400	DETAIL BILLING RECEI		177.10			
2012	POLBIL		16-Mar-2012	22621	HR10	1000-000-0000-000-00-00-12400	DETAIL BILLING RECEI		5.00			
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-12400	DETAIL BILLING RECEI		10.00			
2012	POLBIL		16-Mar-2012	22621	HR10	1000-000-0000-000-00-00-12400	DETAIL BILLING RECEI		200.00			
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-12400	DETAIL BILLING RECEI		25.42			
BALANCE SHEET										417.52		
*** Total *** Acct# 1000-000-0000-000-00-00-12400										417.52		

Acct# : 1000-000-0000-000-00-00-26745												
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-26745	DEFERRED REV - DETAI		177.10			
2012	POLBIL		16-Mar-2012	22621	HR10	1000-000-0000-000-00-00-26745	DEFERRED REV - DETAI		200.00			
BALANCE SHEET										377.10		
*** Total *** Acct# 1000-000-0000-000-00-00-26745										377.10		

Acct# : 1000-000-0000-000-00-00-26750												
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-26750	DEFERRED REV -DETAIL			10.00		
BALANCE SHEET										10.00		
*** Total *** Acct# 1000-000-0000-000-00-00-26750										10.00		

Acct# : 1000-000-0000-000-00-00-26760												
2012	POLBIL		16-Mar-2012	22620	HR10	1000-000-0000-000-00-00-26760	DEFERRED REV - DETAI			25.42		
BALANCE SHEET										25.42		
*** Total *** Acct# 1000-000-0000-000-00-00-26760										25.42		

Acct# : 1000-000-0000-000-00-00-26770												
2012	POLBIL		16-Mar-2012	22621	HR10	1000-000-0000-000-00-00-26770	DEFERRED REV - DETAI			5.00		
BALANCE SHEET										5.00		

Category 01

Category 02

Category 03

Category 40

The posting accounts are defined in the **Billing Category Accounting Setup**. See Section 1.3.3.

Category Description 01 Employee and Vehicle Charge **Adjustment Allowed this Category**
 None Charge Payment Both

Cash Revenue
 Account Number: 8010-000-0000-000-00-00-10400 GL Account Description: CASH, POLICE EXTRA WORK DETAIL
 Account Number: 8010-000-0000-000-00-00-42150 GL Account Description: POLICE-OUTSIDE DETAIL FEE

Deferred Revenue
 Account Number: 1000-000-0000-000-00-00-26745 GL Account Description: DEFERRED REV - DETAIL BILLING EMPL

Accounts Receivable
 Account Number: 1000-000-0000-000-00-00-12400 GL Account Description: DETAIL BILLING RECEIVABLE

Category Description 02 Town Charge **Adjustment Allowed this Category**
 None Charge Payment Both

Cash Revenue
 Account Number: 8010-000-0000-000-00-00-10400 GL Account Description: CASH, POLICE EXTRA WORK DETAIL
 Account Number: 8010-000-0000-000-00-00-42150 GL Account Description: POLICE-OUTSIDE DETAIL FEE

Deferred Revenue
 Account Number: 1000-000-0000-000-00-00-26750 GL Account Description: DEFERRED REV -DETAIL BILLING TOWN

Category Description 03 Employee Benefits **Adjustment Allowed this Category**
 None Charge Payment Both

Category Description 40 Interest **Adjustment Allowed this Category**
 None Charge Payment Both

Cash Revenue
 Account Number: 8010-000-0000-000-00-00-10400 GL Account Description: CASH, POLICE EXTRA WORK DETAIL
 Account Number: 8010-000-0000-000-00-00-42150 GL Account Description: POLICE-OUTSIDE DETAIL FEE

Deferred Revenue
 Account Number: 1000-000-0000-000-00-00-26770 GL Account Description: DEFERRED REV - DETAIL BILLING INTE

Accounts Receivable
 Account Number: 1000-000-0000-000-00-00-12400 GL Account Description: DETAIL BILLING RECEIVABLE

Refund Liability
 Account Number: 8010-000-0000-000-00-00-51540 GL Account Description: EXTRA DUTY PAY



5.8.3 Customer File Update

The posting process adds the bills to the customer file and attaches an image of the bill in PDF format. You can highlight the bill you want and click **VIEW** to view and print the bill or click **EMAIL** to email the bill.

Invoice Summary - All

Customer # **000009** Customer Name TOWN OF BELLINGHAM DPW Second Name DPW

Address Information Address 1 26 BLACKSTONE STREET Address 2 Address 3 City State Zip BELLINGHAM, MA 02019-0000 Country		Contact Information Contact DONALD DIMARTINO Phone 1 (508) 966-5816 Type Phone 2 (000) 000-0000 Type Refund Information Vendor 000000 00	
---	--	---	--

	Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
<input type="button" value="View"/> <input type="button" value="Email"/>	00022793	16-Jun-2014	2346,00				2346,00
	00022780	16-Jun-2014	1841,50				1841,50
	00022753	31-May-2014	495,00				495,00
	00022743	30-May-2014	1366,00				1366,00
	00022718	23-May-2014	3380,00				3380,00
	00022682	25-May-2014	7747,25				7747,25
	00022659	14-Apr-2014	3376,50				3376,50

5.9 Move a Line from One Customer Invoice to Another

Sometimes an error is made during billing, but not detected until after posting the bills. This is a process to correct the customer number on a per invoice line basis.



This cannot be run from the Detail Billing detail screens. The screens are shown here to illustrate moving the line from one customer's invoice to another.

To begin, from the menu, select:

Human Resources ► Billing and Invoicing ► Correct Invoice Line – Customer Number

Human Resources

- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck >
- Billing and Invoicing >
 - Customer Query
 - Customer Update
 - Generate Invoices
 - Credit Balance Processing
 - Correct Invoice - Customer Number
 - Correct Invoice Line - Customer Number

In this example, Line #1 from the existing customer #762 invoice #6986 will be moved to customer #641.



Detail by Invoice#

Customer # 000762 Customer Name EVERSOURCE GAS Second Name

Address Information
Address 1 ATTN: CARMEN HERNANDEZ U129527
Address 2 P.O. BOX 30130
Address 3
City State Zip COLLEGE STATION, TX 77842-0000
Country

Contact Information
Contact
Phone 1 (000) 000-0000 Type
Phone 2 (000) 000-0000 Type
Refund Information
Vendor 000000 00

0 All Invoices 1 By Invoice# 2 By Detail/Ticket# Transaction History 3 Update Customer

Invoice#	Line	Detail/Ticket#	Emp#	Employee Name	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006986	1	12613	070647	MACDONALD	04-Jun-2021	501,60				501,60
00006986	2	12614	070848	BARRY	04-Jun-2021	501,60				501,60
00006986	3	12615	070848	BARRY	04-Jun-2021	250,80				250,80

Figure 2 As shown above, line 1 is for Ticket # 12613 for \$501.60

Task 6000: Correct Invoice Line - Customer Number

Correct Invoice Line - Customer Number

Required: Enter Invoice# 6986

Required: Enter Line Number: 1

Required: Enter New Customer# 641 EXPRESS DANCE & ACROBATICS

Lookup OK Cancel Clear All

The process removes line 1, leaving lines 2 and 3:

[AUC] 6352- Detail by Invoice# [luann]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Detail by Invoice#

Customer # 000762 Customer Name EVERSOURCE GAS Second Name

Address Information
Address 1 ATTN: CARMEN HERNANDEZ U129527
Address 2 P.O. BOX 30130
Address 3
City State Zip COLLEGE STATION, TX 77842-0000
Country

Contact Information
Contact
Phone 1 (000) 000-0000 Type
Phone 2 (000) 000-0000 Type
Refund Information
Vendor 000000 00

0 All Invoices 1 By Invoice# 2 By Detail/Ticket# Transaction History 3 Update Customer

Invoice#	Line	Detail/Ticket#	Emp#	Employee Name	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006986	2	12614	070848	BARRY	04-Jun-2021	501,60				501,60
00006986	3	12615	070848	BARRY	04-Jun-2021	250,80				250,80
										TOTAL OPEN
										752,40
										752,40

The next invoice number in the system will be assigned to the customer to whom the line is being moved; the Detail Ticket, Employee # and Name, Invoice Date, and charges will all be applied to the new customer's invoice:

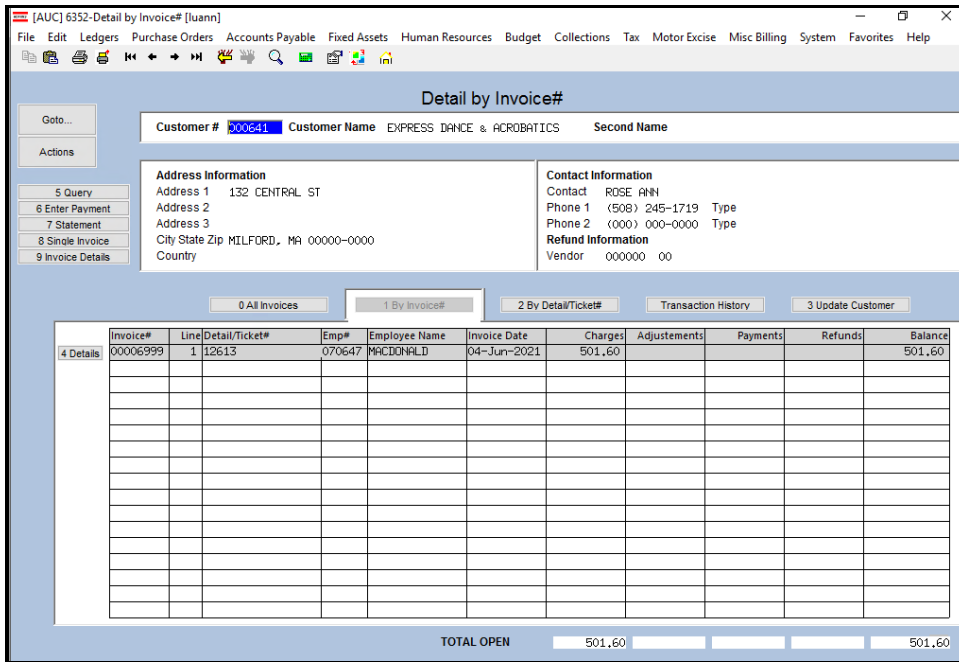


Figure 3 The corrected invoice after moving the line

6 CREDIT BALANCE PROCESSING

Credit balance processing provides an automated way to apply a customer’s credit balance from one charge on a bill to a debit balance on another bill or another charge on the same bill. It automatically generates **Payment Transfer** transactions, just as if you entered them manually (see **Section 10.4**). See that section for further details instructions on managing payment transfers. The difference is that this process only works with a single customer; when you manually enter payment transfers, you can transfer a payment from one customer’s bill to that of another customer.

From the menu, select **Human Resources** ► **Detail Billing** ► **Credit Balance Processing**. The steps menu will appear to guide you through the process.

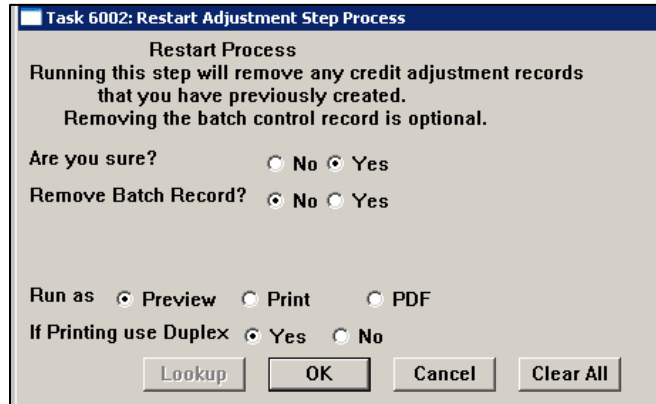
Restart Process
Batch Entry
Create Credit Balance Transfer Transactions
Payment Transfer Entry
Adjustment Edit List
Submit Adjustment Batch
Post Adjustments

6.1 Restart Process

To begin, click on **Restart Process**. The credit balance process creates temporary work files, and no live files are updated until you perform the last step, **Post Adjustments**. The reset process clears the work files and prepares you for a new batch. You will be asked to confirm the action.



You also have the option of deleting the batch you created for this process. You may want to do this if you want to abandon the process altogether. If you just want to start over because you made errors in subsequent steps, you can leave the batch record and re-use it.

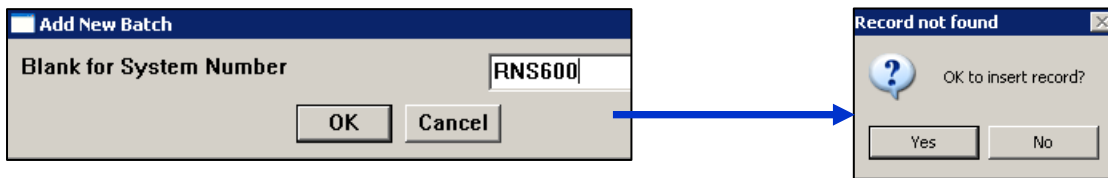


6.2 Batch Entry

In order to collect payments, you must create a batch. Select this option from the steps menu and the Batch Entry screen will appear for you to modify an existing batch or create a new one.

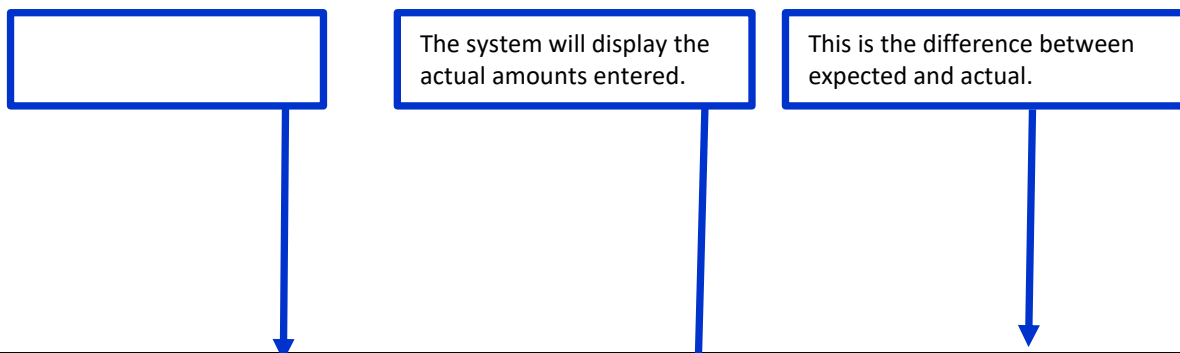
6.2.1 Add New Batch

To create a new batch, click Add New. The system will prompt you for a batch number. You can either enter a batch number of your choice, using up to ten (10) alphanumeric characters or leave the field blank to have the system assign the next sequential number. You will be asked to confirm that you want to add the record.



6.2.2 Maintaining the Batch Screen

The batch screen contains important dates as well as information used to ensure that the batch is balanced before posting. The batch screen is the same as the Adjustment Batch screen described in **Section 10.2.2**, and operates the same way as the payment batch screen (see **Section 7.2.2**).





Current Batch

Batch	<input type="text" value="RNS600"/>	Batch Type	<input type="button" value="Edit Note"/>
Pay-Trx Date	<input type="text" value="02-Apr-2012"/>	<input type="radio"/> Receipt	This is a notepad where you can enter unlimited text.
Deposit Date	<input type="text"/>	<input checked="" type="radio"/> Adjustment	
Revenue Date	<input type="text" value="02-Apr-2012"/>		
Posted Date	<input type="text"/>		

	Expected Amounts	Entered Amounts	Balance
To or Payment	344,65	To or Payment	344,65
From or Charge	-344,65	From or Charge	-344,65
Refund		Refund	
Total Expected		Total Entered	

Trans#	Bill Number	Line	Empl. Name	Transaction	Charge	Payment	Refund	
1055	00021989	3	ROLLS	Transfer To				<input type="button" value="Edit"/>
1054	00020150	1	RANIERI	Transfer To				<input type="button" value="Edit"/>
1053	00019177	1	PETERSON	Transfer To				<input type="button" value="Edit"/>
1052	00014483	95	MCLAUGHLIN	Transfer To				<input type="button" value="Edit"/>
1051	00014482	2	LEMON	Transfer To				<input type="button" value="Edit"/>
1050	00014472	2	SCHREFFLER	Transfer To				<input type="button" value="Edit"/>
1049	00014466	38	HARRIS	Transfer To				<input type="button" value="Edit"/>
1048	00014463	10	KUTCHER	Transfer To				<input type="button" value="Edit"/>
1047	00014136	26	CATALDO	Transfer To				<input type="button" value="Edit"/>
1046	00012106	1	LAMARRE	Transfer To				<input type="button" value="Edit"/>



6.3 Create Credit Balance Transfer Transaction

When you select this option, the system will search for bills that have a credit balance, and create a transfer transaction that applies the credit balance to another bill for the same customer that has a debit balance. The process will produce a report, which you can print in text or PDF format, for your review.

Task 6003: Create Credit Balance Transfer Transactions

Create Credit Balance Transfer Transactions

Run as Preview Print PDF

If Printing use Duplex Yes No

In the first example on the report below, Bill #12106 for Customer #154 has a balance of zero. However, a partial payment had been applied to the Employee and Vehicle charges, and an adjustment had been applied to the Town Charge. This resulted in a debit balance for the first charge and a credit balance for the second charge. To clear the bill, his credit will be applied to the debit balance on the bill. The transactions are created in a work file, and you can accept, change or delete them in the next step.

Bill #	Line	Ticket#	Employee	Bill Date	Billed	Adjusted	Paid/Refunded	Balance			
4 Categories	00012106	1 #9754	000302 LAMARRE	22-Oct-2003	10,09	-69,17	136,04				
Work Detail Billing Categories											
line	Emp#	Employee Name	Location	WorkDate	Category	Hours	Charges	Paid	Adjustment	Refunded	Balance
1	000302	LAMARRE	#9754	27-Sep-2003	Employee and Ve	4,00	195,12	136,04			59,08
1	000302	LAMARRE	#9754	27-Sep-2003	Town Charge		10,09		-69,17		-59,08
Total for This Detail						4,00	205,21	136,04	-69,17		



Create Credit Balance Transfer Transactions							
		Batch: RNS600	Revenue Date: 02-Apr-2012	Pay Date: 02-Apr-2012	Trx Date: 02-Apr-2012		
Trx#	Cust#	Customer Name	Bill#	Line	Category	From	To
1046	000154	LEANN MATATOL	00012106	1	Town Charge	-59.08	
1046	000154	LEANN MATATOL	00012106	1	Employee and Vehicle Chrg		59.08
	000154	LEANN MATATOL				-59.08	59.08
1047	000174	ALL PHASES LLC	00014136	26	Town Charge	-70.92	
1047	000174	ALL PHASES LLC	00014136	26	Employee and Vehicle Chrg		70.92
	000174	ALL PHASES LLC				-70.92	70.92
1048	000178	MIDDLESEX CORPORATION	00014463	10	Town Charge	-26.90	
1048	000178	MIDDLESEX CORPORATION	00014463	10	Employee and Vehicle Chrg		26.90
1049	000178	MIDDLESEX CORPORATION	00014466	38	Town Charge	-2.52	
1049	000178	MIDDLESEX CORPORATION	00014466	38	Employee and Vehicle Chrg		2.52
1050	000178	MIDDLESEX CORPORATION	00014472	2	Town Charge	-26.90	
1050	000178	MIDDLESEX CORPORATION	00014472	2	Employee and Vehicle Chrg		26.90
1051	000178	MIDDLESEX CORPORATION	00014482	2	Town Charge	-26.90	
1051	000178	MIDDLESEX CORPORATION	00014482	2	Employee and Vehicle Chrg		26.90
1052	000178	MIDDLESEX CORPORATION	00014483	95	Town Charge	-26.90	
1052	000178	MIDDLESEX CORPORATION	00014483	95	Employee and Vehicle Chrg		26.90
	000178	MIDDLESEX CORPORATION				-110.12	110.12
1053	000228	BILL WALSH CONSTRUCTION	00019177	1	Town Charge	-13.45	
1053	000228	BILL WALSH CONSTRUCTION	00019177	1	Employee and Vehicle Chrg		13.45
	000228	BILL WALSH CONSTRUCTION				-13.45	13.45
1054	000243	FRANKLIN CHAMBER OF COMMERCE	00020150	1	Town Charge	-59.08	
1054	000243	FRANKLIN CHAMBER OF COMMERCE	00020150	1	Employee and Vehicle Chrg		59.08
	000243	FRANKLIN CHAMBER OF COMMERCE				-59.08	59.08
1055	000283	FRAMINGHAM - PAVAO	00021989	3	Town Charge	-32.00	
1055	000283	FRAMINGHAM - PAVAO	00021989	3	Employee and Vehicle Chrg		32.00
	000283	FRAMINGHAM - PAVAO				-32.00	32.00
*** Grand Total ***						-344.65	344.65
Total #Trxs: 10							
Total #Records: 20							

6.4 Payment Transfer Entry

Select this option to view, change or delete the transactions just created. This screen is identical to the **Payment Transfer Entry** screen in the **Adjustments** chapter (see **Section 10.4**). You can make any desired changes (so long as the **from** and **to** amounts are balanced) or you can remove the transaction.



Payment Transfer Entry

Username **ROSCOE** TrxNumber **1046**

From **Type** 87 **Bill#** 00012106 **Line** 1

Detail Billing LEANN MATATOL

	Net Billed	Paid	Balance	Entry	Adj.Bal
Employee and Vehicle Ch	195.12	136.04	59.08	<input type="text" value=""/>	59.08
Town Charge	10.09		-59.08	<input type="text" value="-59.08"/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
Total	205.21	136.04		-59.08	59.08

To **Type** 87 **Bill#** 00012106 **Line** 1

Detail Billing LEANN MATATOL

	Net Billed	Paid	Balance	Entry	Adj.Bal
Employee and Vehicle Ch	195.12	136.04	59.08	<input type="text" value="59.08"/>	
Town Charge	10.09		-59.08	<input type="text" value=""/>	-59.08
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
				<input type="text" value=""/>	
Total	205.21	136.04		59.08	-59.08

6.5 Adjustment Edit List

Select this option to print a report of the edited transactions. The screen will list all your batches; you select the one(s) you want to print by checking the box or using the **Select All** button. Click the Print Edit List button and choose an output format.

Adjustment Edit List

<input checked="" type="checkbox"/>	User Batch	Trx. Date	Expected	Entered	Username
<input checked="" type="checkbox"/>	RNS600	02-Apr-2012			ROSCOE

Task 6400: Adjustment Edit List

Adjustment Edit List

Run as Preview Print PDF

If Printing use Duplex Yes No



Adjustment Edit List

Trx#	Trx Date	Bill#	Customer	Category	Int Date	Charge	Payment

* Batch # : RNS600							
* Entered : \$							
* Expected: \$							

From 1046	02-Apr-2012	00012106	LEANN MATATOL	Town Charge		-59.08	
To 1046	02-Apr-2012	00012106	LEANN MATATOL	Employee and Vehicle Charge		59.08	
From 1047	02-Apr-2012	00014136	ALL PHASES LLC	Town Charge		-70.92	
To 1047	02-Apr-2012	00014136	ALL PHASES LLC	Employee and Vehicle Charge		70.92	
From 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Employee and Vehicle Charge		26.90	
From 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Town Charge		-2.52	
To 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Employee and Vehicle Charge		2.52	
From 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Employee and Vehicle Charge		26.90	
From 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Employee and Vehicle Charge		26.90	
From 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Employee and Vehicle Charge		26.90	
From 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Town Charge		-13.45	
To 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Employee and Vehicle Charge		13.45	
From 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Town Charge		-59.08	
To 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Employee and Vehicle Charge		59.08	
From 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Town Charge		-32.00	
To 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Employee and Vehicle Charge		32.00	
*** Total *** Batch RNS600							

6.6 Submit Adjustment Batches

After you have completed all entries and balanced the batch, you must submit it to a person authorized to post it. If you have administrator privileges, you can control who has access to the posting function. Even if you are authorized to post, you must still run the submit process. While this basically means submitting it to yourself, it is a step that prepares the batch for posting.

To submit, you can choose **Submit Batch** from the steps menu or from the **Batch Entry** screen. The screen will display a list of batches that are in balance and therefore ready to be submitted. You can select the one(s) you want by checking the selection box, or using the **Select All** button. Click Submit Batches; you will be asked to confirm that you want to continue.

Submit Adjustment Batch

	User Batch	Trx. Date	Expected	Entered	Username
<input checked="" type="checkbox"/>	RNS600	02-Apr-2012			ROSCOE

[AUC] 6398-Submit Adjustment Batch

? P850-OK to continue?



If you submit a batch in error, you can restore it. See **Section 7.6**.



Task 6401: Clear Adjustment Batch

Clear Adjustment Batch

Print Report as: Summary Detail

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel

The process will create a report, which you can view in detail or summary format.

Trx#	Trx Date	Bill#	Customer	Category	Int Date	Charge	Payment
***** Batch # : RNS600 ** Batch In Balance ** *							
***** * Entered : \$ Will Post *							
***** * Expected: \$ *							
From 1046	02-Apr-2012	00012106	LEANN MATATOL	Town Charge			-59.08
To 1046	02-Apr-2012	00012106	LEANN MATATOL	Employee and Vehicle Charge			59.08
From 1047	02-Apr-2012	00014136	ALL PHASES LLC	Town Charge			-70.92
To 1047	02-Apr-2012	00014136	ALL PHASES LLC	Employee and Vehicle Charge			70.92
From 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Town Charge			-26.90
To 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Town Charge			-2.52
To 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Employee and Vehicle Charge			2.52
From 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Town Charge			-26.90
To 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Town Charge			-26.90
To 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Town Charge			-26.90
To 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Town Charge			-13.45
To 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Employee and Vehicle Charge			13.45
From 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Town Charge			-59.08
To 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Employee and Vehicle Charge			59.08
From 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Town Charge			-32.00
To 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Employee and Vehicle Charge			32.00

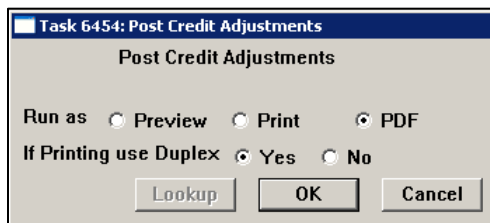
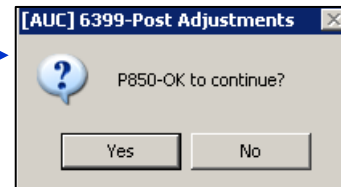
6.7 Post Adjustments

The final step in processing adjustments is posting. This process updates the billing and customer files and creates general ledger transactions as instructed by the accounting rules in the Detail Billing Category setup (See **Sections 1.3.2 and 1.3.3**).

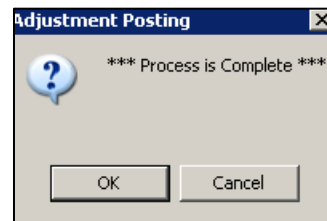
When you choose this option, a screen will display all batches ready for posting. You can select the one(s) you want by clicking on the checkbox or using the **Select All** button. You can post multiple batches at the same time. Click on **Post Batches**; you will need to verify that you want to proceed.



Post Adjustments					
<input type="button" value="Select All"/>		<input type="button" value="Deselect All"/>		<input type="button" value="Post Batches"/>	
User Batch	Trx. Date	Expected	Entered	Username	
<input checked="" type="checkbox"/>	RNS600	02-Apr-2012		ROSCOE	



The system will produce reports that you can print in the format of your choice, and will notify you when posting is complete.



There are four posting reports:

1. An error report showing accounts that were not posted because the accounting section of the **Billing Category** was not completed. The notation "No Records Selected" means there are no errors.

Accounts not posted because Billing Category Account not set						
Trx #	Trx Date	Bill #	Type	Category	Int Date	
No Records Selected						

2. A detailed adjustment posting report.



Trx#	Trx Date	Bill#	Customer	Category	Int Date	Charge	Payment
***** * Batch # : RNS600 ** Batch In Balance ** * * Entered : \$ Will Post * * Expected: \$ * *****							
From 1046	02-Apr-2012	00012106	LEANN MATATOL	Town Charge		-59.08	
To 1046	02-Apr-2012	00012106	LEANN MATATOL	Employee and Vehicle Charge			59.08
From 1047	02-Apr-2012	00014136	ALL PHASES LLC	Town Charge		-70.92	
To 1047	02-Apr-2012	00014136	ALL PHASES LLC	Employee and Vehicle Charge			70.92
From 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1048	02-Apr-2012	00014463	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Town Charge		-2.52	
To 1049	02-Apr-2012	00014466	MIDDLESEX CORPORATION	Employee and Vehicle Charge			2.52
From 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1050	02-Apr-2012	00014472	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1051	02-Apr-2012	00014482	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Town Charge		-26.90	
To 1052	02-Apr-2012	00014483	MIDDLESEX CORPORATION	Employee and Vehicle Charge			26.90
From 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Town Charge		-13.45	
To 1053	02-Apr-2012	00019177	BILL WALSH CONSTRUCTION	Employee and Vehicle Charge			13.45
From 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Town Charge		-59.08	
To 1054	02-Apr-2012	00020150	FRANKLIN CHAMBER OF COMMERCE	Employee and Vehicle Charge			59.08
From 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Town Charge		-32.00	
To 1055	02-Apr-2012	00021989	FRAMINGHAM - PAVAO	Employee and Vehicle Charge			32.00
*** Total *** Batch RNS600							

3. A summary report by Billing Category

Adjustment Posting Report - Category			
Receipt Type	Charges	Payments	Refunds
Employee and Vehicle Charg		344.65	
Town Charge		-344.65	
*** Grand Total ***			

4. The General Ledger posting report, reflecting the accounting instructions in the Billing Category table. In this case, the transactions will be posted, but the net amount is zero because all transfers were offset.

Adjustment Posting Listing - GL		
Receipt Posting Summarized by Revenue Account Number		
Receipts Posted On 04-Apr-2012		
Year	Revenue Account Number	Amount
2012	8010-000-0000-000-00-00-42150	POLICE-OUTSIDE DETAIL FEE
*** Grand Total ***		



General Ledger Transaction Screen

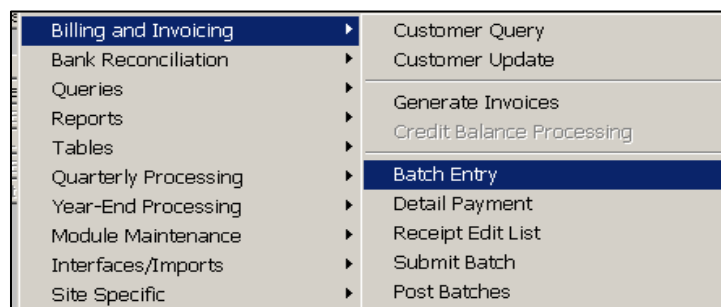
FY	Account Number	Type	Revenue	Status					
2012	8010-000-0000-000-00-42150								
	POLICE-OUTSIDE DETAIL FEE	Sub-Type	Posting	Fund Status					
Appropriation	Appropriation Adj	Encumbrance	Debits	Credits					
Trx Date	Post Date	Line	GL#	Reference#	TrxCode	User Bat#	GL Bat#	Amount	Type
02-Apr-2012		80	1	14463	HR12	RNS600	8832210	26.90	CR
02-Apr-2012		118	2	14466	HR12	RNS600	8832210	2.52	DR
02-Apr-2012		128	1	14466	HR12	RNS600	8832210	2.52	CR
02-Apr-2012		102	2	14472	HR12	RNS600	8832210	26.90	DR
02-Apr-2012		112	1	14472	HR12	RNS600	8832210	26.90	CR
02-Apr-2012		122	2	14482	HR12	RNS600	8832210	26.90	DR
02-Apr-2012		21	2	12106	HR12	RNS600	8832210	59.08	DR
02-Apr-2012		31	1	12106	HR12	RNS600	8832210	59.08	CR

The adjustments are now reflected on the Customer inquiry screen.

Work Detail Billing Categories											
Line	Emp#	Employee Name	Location	WorkDate	Category	Hours	Charges	Paid	Adjustment	Refunded	Balance
1	000302	LAMARRE	#9754	27-Sep-2003	Employee and Ve	4.00	195.12	195.12			
1	000302	LAMARRE	#9754	27-Sep-2003	Town Charge		10.09		-59.08		-69.17
Total for This Detail						4.00	205.21	136.04	-69.17		

7 ENTER PAYMENTS

To collect payments against Detail Billing invoices, from the menu select **Human Resources** ▶ **Billing and Invoicing** ▶ **Batch Entry**.



7.1.1 Add New Batch

To create a new batch, click **Add New**. The system will prompt for a batch number. Either enter a batch number using up to ten (10) alphanumeric characters or leave the field blank to have the system assign the next sequential number.



Add New Batch

Blank for System Number

7.1.2 Maintaining the Batch Screen

The batch screen contains important dates as well as information used to ensure that the batch is balanced before posting.

Batch Entry

Batch **Batch Type** Receipt Adjustment **Edit Note**
Pay-Trx Date **No text available**
Deposit Date **Revenue Date**
Posted Date

	Expected Amounts	Entered Amounts	Balance
Cash	<input type="text"/>		
Check	<input type="text"/>		
Other	<input type="text" value="344,00"/>	<input type="text" value="344,00"/>	
Total Expected	344,00	Total Entered	344,00

Trans#	Invoice Number	Line	Empl. Name	Transaction	Cash	Check	Other	
239	00022793	1	SAVOIE				344,00	<input type="button" value="Edit"/>

Field	Description
Pay-Trx Date	This will default to the current date, and you can change it if you wish. This is the date that will be stamped on the transaction, and the date that the customer will be credited with payment.



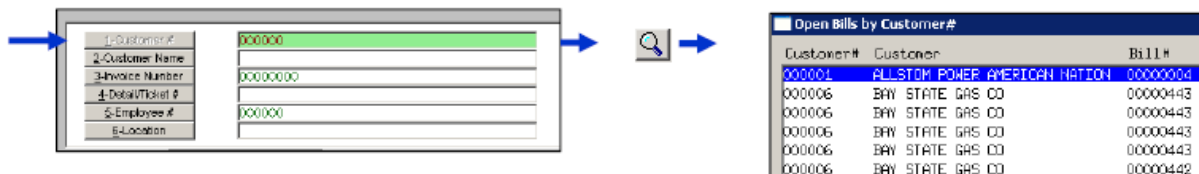
Field	Description
Deposit Date	Enter the date the funds were deposited in the bank. This could be different from the transaction date.
Revenue Date	This will default to the Pay-Trx Date and you can change it if you wish. This is the date that the general ledger will post the revenue.
Batch Type	This will automatically default to Receipt and you should not change it.
Edit Note	This is a notepad where you can enter unlimited text to annotate the batch.
Expected Amounts	To ensure that the batch is balanced, enter the amount of cash, check and other instruments that you intend to enter. The system will compute the amounts you actually enter, and will display them in the Entered Amounts column. Any discrepancies will be displayed in the Balance column. You must correct any discrepancies and the batch balance must be zero before you can post the batch.

7.2 Detail Payment Screen

The payment screen offers several options to locate the bill to be paid. Click on the button opposite the desired search field. Then enter the information or use the magnifying glass to search records.

7.2.1 Bill Payment Tab

For example, here we clicked on **Cust#** (this is the default order). The screen displays all the bills for the first customer in the file, which in this case is Customer #1. If you know the customer number you want to pay, you can enter it here. If not, you can use **LOOKUP** to search for a customer by number.



In this example, we clicked the Customer # button and entered 000009. All open bills for this customer were displayed.

Detail Payment																																																																																										
1-Customer #	000009																																																																																									
2-Customer Name	TOWN OF BELLINGHAM DPW																																																																																									
3-Invoice Number	00000000																																																																																									
4-Detail/Ticket #																																																																																										
5-Employee #	000000																																																																																									
6-Location																																																																																										
<div style="display: flex; justify-content: space-around;"> Detail Payment Invoice Detail Transactions </div> <table border="1"> <thead> <tr> <th>Sel</th> <th>Employee</th> <th>Work Date</th> <th>Invoice#</th> <th>Line Detail/Ticket#</th> <th>Net Invoiced</th> <th>Paid</th> <th>Balance</th> <th>Payment</th> <th>New Balance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SAVOIE</td> <td>17-Jul-2013</td> <td>00022793</td> <td>1 2115</td> <td>495,00</td> <td></td> <td>495,00</td> <td></td> <td>495,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PERRY</td> <td>09-Jul-2013</td> <td>00022793</td> <td>2 #2077</td> <td>495,00</td> <td></td> <td>495,00</td> <td></td> <td>495,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HOUSTON</td> <td>10-Jul-2013</td> <td>00022793</td> <td>3 2089</td> <td>495,00</td> <td></td> <td>495,00</td> <td></td> <td>495,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HOUSTON</td> <td>11-Jul-2013</td> <td>00022793</td> <td>4 2091</td> <td>495,00</td> <td></td> <td>495,00</td> <td></td> <td>495,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HOUSTON</td> <td>21-Jul-2013</td> <td>00022793</td> <td>5 2140</td> <td>366,00</td> <td></td> <td>366,00</td> <td></td> <td>366,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AYOTTE</td> <td>25-Jul-2013</td> <td>00022780</td> <td>1 2170</td> <td>410,00</td> <td></td> <td>410,00</td> <td></td> <td>410,00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TAGLIAFERRI</td> <td>24-Jul-2013</td> <td>00022780</td> <td>2 2152</td> <td>410,00</td> <td></td> <td>410,00</td> <td></td> <td>410,00</td> </tr> </tbody> </table>											Sel	Employee	Work Date	Invoice#	Line Detail/Ticket#	Net Invoiced	Paid	Balance	Payment	New Balance	<input type="checkbox"/>	SAVOIE	17-Jul-2013	00022793	1 2115	495,00		495,00		495,00	<input type="checkbox"/>	PERRY	09-Jul-2013	00022793	2 #2077	495,00		495,00		495,00	<input type="checkbox"/>	HOUSTON	10-Jul-2013	00022793	3 2089	495,00		495,00		495,00	<input type="checkbox"/>	HOUSTON	11-Jul-2013	00022793	4 2091	495,00		495,00		495,00	<input type="checkbox"/>	HOUSTON	21-Jul-2013	00022793	5 2140	366,00		366,00		366,00	<input type="checkbox"/>	AYOTTE	25-Jul-2013	00022780	1 2170	410,00		410,00		410,00	<input type="checkbox"/>	TAGLIAFERRI	24-Jul-2013	00022780	2 2152	410,00		410,00		410,00
Sel	Employee	Work Date	Invoice#	Line Detail/Ticket#	Net Invoiced	Paid	Balance	Payment	New Balance																																																																																	
<input type="checkbox"/>	SAVOIE	17-Jul-2013	00022793	1 2115	495,00		495,00		495,00																																																																																	
<input type="checkbox"/>	PERRY	09-Jul-2013	00022793	2 #2077	495,00		495,00		495,00																																																																																	
<input type="checkbox"/>	HOUSTON	10-Jul-2013	00022793	3 2089	495,00		495,00		495,00																																																																																	
<input type="checkbox"/>	HOUSTON	11-Jul-2013	00022793	4 2091	495,00		495,00		495,00																																																																																	
<input type="checkbox"/>	HOUSTON	21-Jul-2013	00022793	5 2140	366,00		366,00		366,00																																																																																	
<input type="checkbox"/>	AYOTTE	25-Jul-2013	00022780	1 2170	410,00		410,00		410,00																																																																																	
<input type="checkbox"/>	TAGLIAFERRI	24-Jul-2013	00022780	2 2152	410,00		410,00		410,00																																																																																	

Once the bill to be paid is located, click the box next to it in the **Sel** column.

Sel	Employee	Work Date	Invoice#	Line Detail/Ticket#	Net Invoiced	Paid	Balance	Payment	New Balance
<input type="checkbox"/>	SAVOIE	17-Jul-2013	00022793	1 2115	495,00		495,00		495,00



You will be taken to the Invoice Detail tab screen.

7.2.2 Detail Payment Tab

This screen will list all the charges for the bill you selected. You will enter the amount tendered in cash, check or other, and apply the payment to the various charges. The screen gives you some flexibility as to how to apply payments. Examples below will demonstrate the various options.

Cust #	000009	Tendered		Applied	
Customer Name	TOWN OF BELLINGHAM DPW	<input type="checkbox"/> Cash			
Invoice #	00022793 Line 1	<input type="checkbox"/> Check			
Detail/Ticket#	2115	<input type="checkbox"/> Other	344.00		
Employee	000307	Pay Date	17-Jun-2014		
Location	DENEALU DRIVE				

Detail Payment		Invoice Detail		Transactions		OvrPmt <input type="checkbox"/>	4 Apply	5 Alt App
----------------	--	----------------	--	--------------	--	---------------------------------	---------	-----------

Employee	Description	Net Invoiced	Paid	Balance	Sel	Payment	New Balance
000307 SAVOIE	Charge	344.00		344.00	<input type="checkbox"/>		344.00
000307 SAVOIE	Car Detail	70.00		70.00	<input type="checkbox"/>		70.00
000307 SAVOIE	Town Fee	15.00		15.00	<input type="checkbox"/>		15.00
000307 SAVOIE	Meals	16.00		16.00	<input type="checkbox"/>		16.00
000307 SAVOIE	misc	50.00		50.00	<input type="checkbox"/>		50.00
000307 SAVOIE	interest				<input type="checkbox"/>		
		495.00		495.00			495.00

- **Amount Tendered:** Enter either the amount for this particular bill, or the total amount you plan to enter for the batch. The system will fill in the **Applied** column after the payment has been distributed over the charges.

Before payment distribution		After payment distribution	
<input type="checkbox"/> Cash	Tendered 200.00	<input type="checkbox"/> Cash	Tendered 200.00
	Applied		Applied 200.00
			OvrPmt <input checked="" type="checkbox"/>

- **Overpayment.** The system allows for overpayments to be credited to a bill. The “greyed-out” check box indicates whether you have designated Detail Billing as eligible for overpayment (see **Section 1.2**). If you enter an amount greater than the balance due on this bill, you have two options:

- Designate the transaction as an overpayment on this bill by checking the **OvrPmt** Box. The balance will be applied as a credit on this bill.



Tendered		Applied
6 Cash		
7 Check		
8 Other		700.00

Pay Date: 17-Jun-2014

OvrPmt: 4 Apply 5 Alt App

Paid	Balance	Sel	Payment	New Balance
	344.00	<input checked="" type="checkbox"/>	549.00	-205.00
	70.00	<input checked="" type="checkbox"/>	70.00	
	15.00	<input checked="" type="checkbox"/>	15.00	
	16.00	<input checked="" type="checkbox"/>	16.00	
	50.00	<input checked="" type="checkbox"/>	50.00	

- Do not check the box to designate it as an overpayment; the balance will be carried over to the next bill as the amount tendered.

Tendered		Applied
6 Cash		
7 Check		
8 Other	205.00	495.00

Pay Date: 17-Jun-2014

OvrPmt: 4 Apply 5 Alt App

- Apply.** You can distribute the tendered amount over the charges in one of four ways:

- Click the **Apply** button. If the amount tendered is greater than or equal to the bill total, all charges will be paid in full. If the amount tendered is less than the bill total, the charges will be paid according to the **Post Order** in the **Detail Billing Category** setup (See **Section 1.3.1**).

Tendered	
6 Cash	200.00
7 Check	
8 Other	

4 Apply 5 Alt App

Balance	Sel	Payment	New Balance
177.10	<input checked="" type="checkbox"/>	177.10	
10.00	<input checked="" type="checkbox"/>	10.00	
25.42	<input checked="" type="checkbox"/>	12.90	12.52

- Click the **Alt App** button to apply a partial payment according to the **Alternate Post Order** in the **Detail Billing Category** setup (See **Section 1.3.1**).

Sel	Payment	New Balance
<input checked="" type="checkbox"/>	164.58	12.52
<input checked="" type="checkbox"/>	10.00	
<input checked="" type="checkbox"/>	25.42	

- Click on the check box next to the charge you want to apply payment to. The balance will be filled in automatically.

Balance	Sel	Payment	New Balance
177.10	<input checked="" type="checkbox"/>	177.10	
10.00	<input type="checkbox"/>		10.00



- Enter the amount you want to apply to each charge. The **Sel** box will be checked and the balance displayed automatically.

Balance	Sel	Payment	New Balance
177,10	<input checked="" type="checkbox"/>	150,00	27,10
10,00	<input checked="" type="checkbox"/>	10,00	
25,12	<input type="checkbox"/>	25,12	

7.3 Receipt Edit List

Choose this option to print a report of the payments you have entered. The screen will display your payment batches, and you can select some or all of them to include on the report.

Receipt Edit List

	User	Batch	Pay Date	Revenue Date	Entered	Username
<input checked="" type="checkbox"/>		14	02-Apr-2014	02-Apr-2014	100,00	KATHYC
<input checked="" type="checkbox"/>		39	17-Jun-2014	17-Jun-2014	495,00	KATHYC

You can print in detail or summary, and with a choice of formats:

Task 6385: Receipt Edit List

Receipt Edit List

Print Report as: Summary Detail

Run as: Preview Print PDF

If Printing use Duplex: Yes No

Summary Report





Printed in format: Summary
Detail Billing

Batch # : RNS100 ** Batch Totals Disagree ** Will Not Post
Entered : \$ 417.52
Expected: \$ 517.52

Trx#	Bill#	Line	Customer Name	Ticket Number	Location	Check#	Cash	Cash Back	Check	Other Amount	Paid	Pay Date	Rev Date
244	00022620	1	NATIONAL GRID-HOPEDA	A50	Willow Street & C		212.52				212.52	30-Mar-2012	30-Mar-2012
245	00022621	1	ROSCOE CONSTRUCTION	B60	Clifford Street		205.00				205.00	30-Mar-2012	30-Mar-2012
*** Total for Detail Billing ***							417.52				417.52		
*** Total for Batch RNS100 *** Will Not Post							417.52				417.52		
*** Grand Total ***													
							Count	Cash	Cash Back	Net Cash	Check	Other Amount	Paid
							3	417.52		417.52			417.52

These transactions **CAN** be posted because the batch is balanced.
See Section 5.2.2 Maintaining the Batch Screen.

Detail Report

Printed in format: Detailed
Detail Billing

Batch # : RNS100 ** Batch In Balance ** Will Post
Entered : \$ 417.52
Expected: \$ 417.52

Trx#	Bill#	Line	Ticket Number	Description	Employee	Check#	Cash	Cash Back	Check	Other Amount	Paid	Pay Date	Rev Date
244	00022620	1	A50	Employee and Vehicle C	QSSELIN		177.10				177.10	30-Mar-2012	30-Mar-2012
244	00022620	1	A50	Town Charge	QSSELIN		10.00				10.00	30-Mar-2012	30-Mar-2012
244	00022620	1	A50	Employee Benefits	QSSELIN		25.42				25.42	30-Mar-2012	30-Mar-2012
245	00022621	1	B60	Employee and Vehicle C	CORRIVEAU		200.00				200.00	30-Mar-2012	30-Mar-2012
245	00022621	1	B60	Interest	CORRIVEAU		5.00				5.00	30-Mar-2012	30-Mar-2012
*** Total for Detail Billing ***							417.52				417.52		
*** Total for Batch RNS100 *** Will Post							417.52				417.52		
*** Grand Total ***													
							Count	Cash	Cash Back	Net Cash	Check	Other Amount	Paid
							3	417.52		417.52			417.52

7.4 Submit Batch

After you have completed all entries and balanced the batch, you must submit it to a person authorized to post it. If you have administrator privileges, you can control who has access to the posting function. Even if you are authorized to post, you must still run the submit process. While this basically means submitting it to yourself, it is a step that prepares the batch for posting.

To submit, you can choose **Submit Batch** from the menu or from the **Batch Entry** screen.

- Selecting from the Batch Entry screen will submit the batch you are on.
- Selecting from the menu will display a list of batches that are in balance and therefore ready to be submitted. You can select the one(s) you want by checking the selection box, or using the **Select All** button.



Submit Batch

	User Batch	Pay Date	Revenue Date	Entered	Username
<input type="checkbox"/>	14	02-Apr-2014	02-Apr-2014	100,00	KATHYC
<input checked="" type="checkbox"/>	39	17-Jun-2014	17-Jun-2014	495,00	KATHYC

[AUC] 6386-Submit Batch

P850-OK to continue?

You will need to verify that you want to continue.

Task 6387: Submit Batches

Submit Batches

Print Report as: Summary Detail

Run as Preview Print PDF

If Printing use Duplex Yes No

The process will print a report, which you can run in summary or detail.

Summary Report

6387-HRFBRECCLR.REP Printed 18-Jun-2014 at 08:49:53 by KATHYC

Town of ADMINS
Submit Batches

Printed in format: Summary
Detail Billing

Batch # : 39 ** Batch In Balance ** Will Post
Entered : \$ 495.00
Expected: \$ 495.00

Trx#	Bill#	Line	Customer Name	Ticket Number	Location	Check#	Cash	Cash Back	Check	Other Amount	Paid	Pay Date	Rev Date				
244	00022793	1	TOWN OF BELLINGHAM D	2115	DENEALUT DRIVE		495.00			495.00	495.00	17-Jun-2014	17-Jun-2014				
*** Total for Detail Billing ***											495.00	495.00					
*** Total for Batch 39 *** Will Post											495.00	495.00					
*** Grand Total ***																	
											Count	Cash	Cash Back	Net Cash	Check	Other Amount	Paid
											1					495.00	495.00



Detailed Report

6387-HRFBRECLR.REP Printed 18-Jun-2014 at 08:51:35 by KATHYC

Town of ADMINS
Submit Batches

Printed in format: Detailed
Detail Billing

Batch # : 39 ** Batch In Balance ** Will Post
Entered : \$ 495.00
Expected: \$ 495.00

Trx#	Bill#	Line	Ticket Number	Description	Employee	Check#	Cash	Cash Back	Check	Other Amount	Paid	Pay Date	Rev Date	
244	00022793	1	2115	Charge	SAVOIE					344.00	344.00	17-Jun-2014	17-Jun-2014	
244	00022793	1	2115	Car Detail	SAVOIE					70.00	70.00	17-Jun-2014	17-Jun-2014	
244	00022793	1	2115	Town Fee	SAVOIE					15.00	15.00	17-Jun-2014	17-Jun-2014	
244	00022793	1	2115	Meals	SAVOIE					16.00	16.00	17-Jun-2014	17-Jun-2014	
244	00022793	1	2115	misc	SAVOIE					50.00	50.00	17-Jun-2014	17-Jun-2014	
*** Total for Detail Billing ***											495.00	495.00		
*** Total for Batch 39 *** Will Post											495.00	495.00		
*** Grand Total ***														

Count	Cash	Cash Back	Net Cash	Check	Other Amount	Paid
1					495.00	495.00

The Batch Entry Screen now shows that it has been submitted.

Batch Entry Submitted on 18-Jun-2014

Batch	39	Batch Type	<input type="button" value="Edit Note"/>
Pay-Trx Date	17-Jun-2014	<input checked="" type="radio"/> Receipt	No text available
Deposit Date	17-Jun-2014	<input type="radio"/> Adjustment	
Revenue Date	17-Jun-2014		
Posted Date	17-Jun-2014		

7.5 Restore Batch

If you submitted a batch in error, click the Restore Adjust Batch button on the left side of the Batch Entry Screen. This is only to restore a submitted batch, not a posted batch. You have the option of printing a report, which is identical to the Submit Batch report.

Task 6133: Restore Submitted Batch

Restore Submitted Batch

Issue Restore Batch Report Yes No

Batch Entry

Current Batch

Batch	RNS100	Batch Type	<input type="button" value="Edit Note"/>
--------------	--------	-------------------	--

The batch entry screen reverts to the label **Current Batch**.

7.6 Post Batches

The last step in processing payments is posting. This process updates the billing and customer files and creates general ledger transactions as instructed by the accounting rules in the **Detail Billing Category** setup (See **Sections 1.3.2 and 1.3.3**).

- Selecting Post Batch from the Batch Entry screen will post the currently selected batch.



- When you choose this option from the menu, a screen will display all batches ready for posting. You can select the one(s) you want by clicking on the checkbox or using the **Select All** button. You can post multiple batches at the same time.

Post Batches

Select All
Deselect All
Post Batches

User	Batch	Pay Date	Revenue Date	Entered	Username
<input type="checkbox"/>	30	08-May-2014	08-May-2014	424.00	KATHYC
<input checked="" type="checkbox"/>	39	17-Jun-2014	17-Jun-2014	495.00	KATHYC

Click on **Post Batches**; you have the option of printing the posting report in summary or detail.

Task 6392: Post Receipts

Posted Receipts

Print Report as: Summary Detail

Run as: Preview Print PDF

If Printing use Duplex: Yes No

You will be notified when the process is complete.

Payment Posting

*** Process is Complete ***

There are four posting reports:

- An error report showing accounts that were not posted because the accounting section of the Billing Category was not completed. In this example, "No Records Selected" means there are no errors.

Receipt Posting - Error Listing

Receipts not posted because Receipt Billing Category Account invalid
single error in batch will cause whole batch not to post

No Records Selected

- A detailed receipt report.

```

6392-HRREP:HRPBRECPST          Printed 18-Jun-2014 at 08:57:34 by KATHYC
                                     Town of ADMINS
                                     Post Receipts
                                     Printed in format: Detailed
                                     Detail Billing

Batch # : 39          ** Batch In Balance **          Will Post
Entered : $ 495.00
Expected: $ 495.00
=====
Tx#   Bill# Line  Ticket Number  Description      Employee   Check#    Cash   Cash Back   Check Other Amount   Paid Pay Date   Rev Date
-----
244  00022793  1  2115          Charge          SAVOIE          1          344.00          70.00          16.00          50.00          344.00          70.00          15.00          16.00          50.00          17-Jun-2014  17-Jun-2014
244  00022793  1  2115          Car Detail       SAVOIE          1          70.00          15.00          16.00          50.00          70.00          15.00          16.00          50.00          17-Jun-2014  17-Jun-2014
244  00022793  1  2115          Town Fee        SAVOIE          1          15.00          16.00          50.00          17-Jun-2014  17-Jun-2014
244  00022793  1  2115          Meals          SAVOIE          1          16.00          50.00          17-Jun-2014  17-Jun-2014
244  00022793  1  2115          misc           SAVOIE          1          50.00          17-Jun-2014  17-Jun-2014

*** Total for Detail Billing ***
                                     495.00          495.00

*** Total for Batch 39          *** Will Post
                                     495.00          495.00

*** Grand Total ***
Count  Cash   Cash Back   Net Cash   Check   Other Amount   Paid
-----
1      495.00          495.00
=====

```



3. A summary report by Billing Category

6391-HRPBRECPSBCAT.REP Printed 18-Jun-2014 at 08:57:34 by KATHYC Page 1
Town of ADMINS
Posted Receipts - Summary by Category

Receipt Type	Cash	Check	Other	Change	Paid
Charge			344.00		344.00
Car Detail			70.00		70.00
Town Fee			15.00		15.00
Meals			16.00		16.00
misc			50.00		50.00
*** Grand Total ***			495.00		495.00

4. The General Ledger posting report, reflecting the accounting instructions in the Billing Category table.

6393-HRPBRECPOSTGL.REP Printed 18-Jun-2014 at 08:57:35 by KATHYC Page 1
Town of ADMINS
Posted Receipts - Summary by GL#

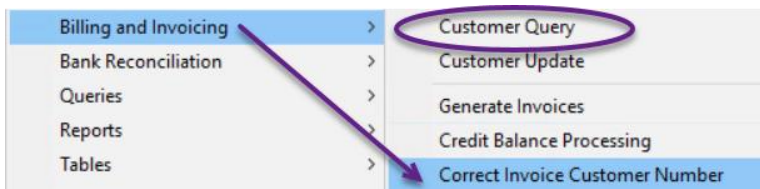
Posting#: 8843259
Batch#: 39

FY	Date	TR Code	Account#	Description	Debit	Credit
2014	17-Jun-2014		0200-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	344.00	
2014	17-Jun-2014		0200-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	15.00	
2014	17-Jun-2014		0200-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	50.00	
2014	17-Jun-2014		0200-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	70.00	
2014	17-Jun-2014		0200-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	16.00	
Total for 0200-000-0000-000-00-26750					495.00	
2014	17-Jun-2014		0200-970-0000-000-00-37205	BA-BACKHOE		16.00
2014	17-Jun-2014		0200-970-0000-000-00-37205	BA-BACKHOE		70.00
2014	17-Jun-2014		0200-970-0000-000-00-37205	BA-BACKHOE		50.00
2014	17-Jun-2014		0200-970-0000-000-00-37205	BA-BACKHOE		15.00
2014	17-Jun-2014		0200-970-0000-000-00-37205	BA-BACKHOE		344.00
Total for 0200-970-0000-000-00-37205						495.00
2014	17-Jun-2014		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	50.00	
2014	17-Jun-2014		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	344.00	
2014	17-Jun-2014		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	15.00	
2014	17-Jun-2014		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	16.00	
2014	17-Jun-2014		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	70.00	
Total for 1000-000-0000-000-00-10400					495.00	

Payments are now reflected on the Customer inquiry screen.

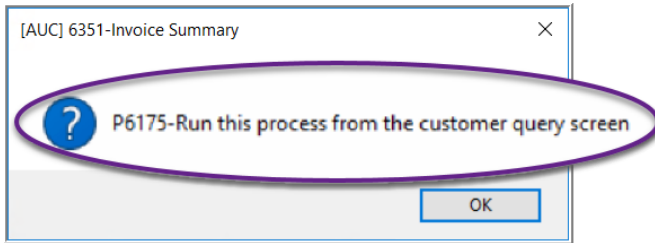
View	Email	By Invoice#	Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
			00022793	16-Jun-2014	2346.00		495.00		1851.00

7.7 Correct Customer Numbers After Posting





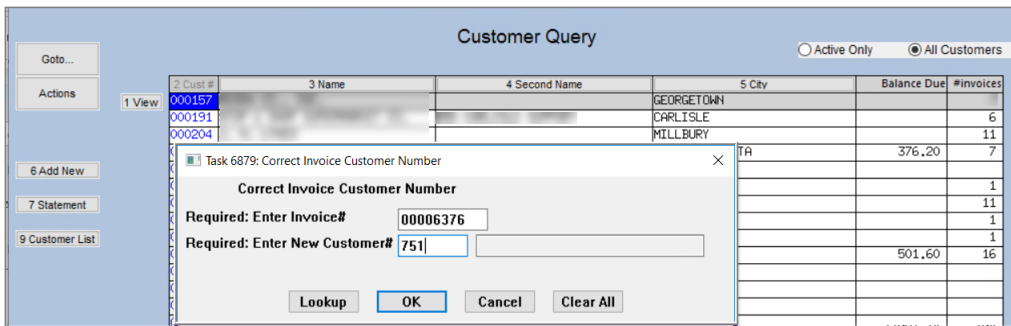
Use this process to correct customer number on invoices that are generated in the **Billing & Invoicing** process. Start on the **Customer Query** screen (the process cannot be run from the **Invoice Summary** screen – attempting to do so will yield this message):



Select:

Human Resources ▶ Billing and Invoicing ▶ Correct Invoice Customer Number

For example, customer #157 was erroneously billed for invoice #6376. The invoice belongs to customer #751. Enter the **Invoice #** and **New Customer #** in the prompt (each may be selected from a lookup):



The system will quickly move the invoice to the correct customer. To confirm results, check the invoice summary screen for each customer.

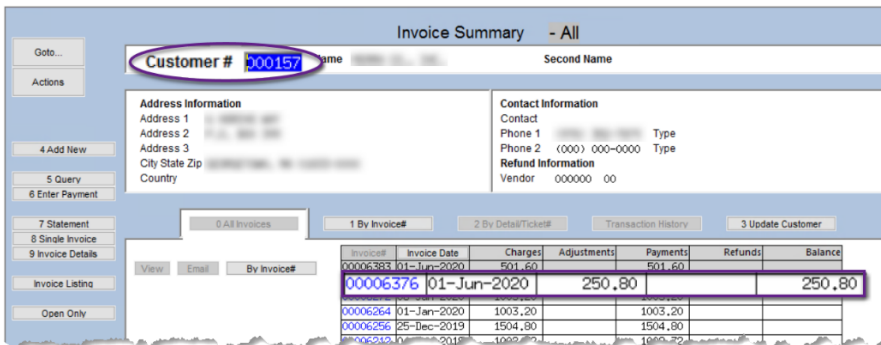


Figure 4 Before - the #157 vendor had been assigned invoice #6376 in error



Invoice Summary - All

Customer # 500157 Customer Name [REDACTED] Second Name [REDACTED]

Address Information
Address 1 [REDACTED]
Address 2 [REDACTED]
Address 3 [REDACTED]
City State Zip [REDACTED]
Country [REDACTED]

Contact Information
Contact [REDACTED]
Phone 1 [REDACTED] Type [REDACTED]
Phone 2 (000) 000-0000 Type [REDACTED]

Refund Information
Vendor 000000 00

Transaction History

Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006383	01-Jun-2020	501,60		501,60		
00006272	18-Jan-2020	1003,20		1003,20		
00006284	01-Jan-2020	1003,20		1003,20		
00006296	25-Dec-2019	1504,80		1504,80		
00006212	04-Dec-2019	1002,72		1002,72		
00006194	26-Nov-2019	501,36		501,36		
00006186	20-Nov-2019	1002,72		1002,72		
TOTAL OPEN		6519,60		6519,60		

Figure 5 After – the invoice #6376 no longer appears on the Invoice Summary screen for Customer #157

Invoice Summary - All

Customer # 300751 Customer Name [REDACTED] Second Name [REDACTED]

Address Information
Address 1 [REDACTED]
Address 2 [REDACTED]
Address 3 [REDACTED]
City State Zip [REDACTED]
Country [REDACTED]

Contact Information
Contact [REDACTED]
Phone 1 [REDACTED] Type [REDACTED]
Phone 2 (000) 000-0000 Type [REDACTED]

Refund Information
Vendor 000000 00

Transaction History

Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006669	25-Sep-2020	548,63				548,63
00006376	01-Jun-2020	250,80			250,80	
TOTAL OPEN		799,43		250,80		548,63

Figure 6 After – the invoice is shown in the Invoice Summary screen for Customer #751

8 PRINT CUSTOMER STATEMENTS

To print statements of account to be sent to customers, from the menu select **Human Resources** ▶ **Billing and Invoicing** ▶ **Print Customer Statements**. You will be given the option of printing for a specific customer or all. You can also specify an “as of” due date.

Task 6380: Print Customer Statements

Print Customer Statements

Optional Enter Customer# 422 LUMARK SOFTWARE INC

Optional: Enter As of Due Date 1-apr-2012

Selection: All Open Only Current Month + Open Current Month Only

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All



Selection:

- **ALL:** Prints all invoices, including those paid, that are due on or before the "As Of" due date.
- **OPEN ONLY:** Prints only those invoices with an outstanding balance and due on or before the "As Of" due date.
- **CURRENT MONTH + OPEN:** Prints all invoices issued during this month (paid or not) and all outstanding invoices that are due on or before the "As Of" due date.
- **CURRENT MONTH ONLY:** Prints invoices issued during this month, whether paid or not, that are due on or before the "As Of" due date.



Be careful when entering the "As Of" due date. The selection criteria could conflict and cause you to select no records for the report. For example, if you are in the month of April and you selected the current month invoices and a due date of 1 March, no records would meet those criteria and you would get this message:



Customer #422
All

```
Customer ID: 000422
Contact: luann
1st Phone: (603) 305-8632 Cell
2nd Phone: (000) 000-0000
As of due date 1-apr-2012
```

Bill Number	Line #	Bill Date	Due Date	Location Address	Empl #	Work Date	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due
00022615	1	21-Feb-2012	07-Mar-2012	Main and West Hollis Stre	001001	14-Feb-2012	4.00	882.82		882.82		
00022615	2	21-Feb-2012	07-Mar-2012	345 Main Dunstable Road	001001	14-Feb-2012	3.00	507.63		267.18		240.45 *
00022615	3	21-Feb-2012	07-Mar-2012	229 Main Street	001001	14-Feb-2012	8.00	400.00		400.00		
00022619	1	22-Feb-2012	08-Mar-2012	Address for 422	001001	28-Feb-2012	8.00	500.00		500.00		
								2,290.45		2,050.00		240.45

Open Only

Bill Number	Line #	Bill Date	Due Date	Location Address	Empl #	Work Date	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due
00022615	2	21-Feb-2012	07-Mar-2012	345 Main Dunstable Road	001001	14-Feb-2012	3.00	507.63		267.18		240.45 *
								507.63		267.18		240.45

9 AGING REPORT

You can print an aged accounts receivable report. From the menu, select **Human Resources** ► **Billing and Invoicing** ► **Print Aging Report**. You have several options for the report, as well as a choice of formats.



Task 6390: Print Aging Report

Print Aging Report

Report By: Summary by Customer Detail by Customer Detail by Age

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Lookup OK Cancel Clear All

Summary by customer: lists each customer, in name order, with the amounts outstanding less than 30 days, 31-60 days, 61-90 days, and over 90 days, the total due, and the number of bills.

Summary by Customer							
Customer	Cust#	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Bill Count
A. DIMARTINO CONSTRUCTION	000289	425.00				425.00	1
ALANA CHAUVIN	000393				1,067.52	1,067.52	1
ALLSTOM POWER AMERICAN NATION	000001				1.75	1.75	1
BAY STATE GAS CO	000006				2,746.64	2,746.64	3
BENCHMARK	000093				136.76	136.76	1
BEVILACQUA	000106				533.76	533.76	1

Detail by customer: lists each open bill for each customer, in name order, with the amounts outstanding under 30 days, 31-60 days, 61-90 days, and over 90 days, the total due, and the number of bills.

Detail Aging Report by Customer										
Customer	Cust#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Bill Count
		00022616	22-Feb-2012	08-Mar-2012	425.00				425.00	
A. DIMARTINO CONSTRUCTION	000289				425.00				425.00	1
		00022592	18-Nov-2009	02-Dec-2009				1,067.52	1,067.52	
ALANA CHAUVIN	000393							1,067.52	1,067.52	1
		00000004	21-May-2003	04-Jun-2003				1.75	1.75	
ALLSTOM POWER AMERICAN NATION	000001							1.75	1.75	1
		00000441	04-Nov-2009	18-Nov-2009				978.56	978.56	
		00000442	18-Nov-2009	02-Dec-2009				533.76	533.76	
		00000443	23-Dec-2009	06-Jan-2010				1,234.32	1,234.32	
BAY STATE GAS CO	000006							2,746.64	2,746.64	3

Detail by age: lists all open bills sorted by age then by customer number, with the total number of bills for each aging group. Bills due in less than 30 days will be listed first, then those 31-60 days overdue, then 61-90 and finally over 90 days.

Detail Aging Report by Due Date										
Customer	Cust#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Bill Count
LUMARK SOFTWARE INC	000422	00022615	21-Feb-2012	07-Mar-2012	240.45				240.45	
A. DIMARTINO CONSTRUCTION	000289	00022616	22-Feb-2012	08-Mar-2012	425.00				425.00	
ROCOE CONSTRUCTION	000423	00022619	13-Mar-2012	28-Mar-2012	156.08				156.08	
NATIONAL GRID-HOPEDALE	000418	00022620	16-Mar-2012	31-Mar-2012	212.52				212.52	
ROCOE CONSTRUCTION	000423	00022621	16-Mar-2012	31-Mar-2012	410.00				410.00	
Under 30 Days					1,444.05				1,444.05	5
ALLSTOM POWER AMERICAN NATION	000001	00000004	21-May-2003	04-Jun-2003				1.75	1.75	
BAY STATE GAS CO	000006	00000441	04-Nov-2009	18-Nov-2009				978.56	978.56	
BAY STATE GAS CO	000006	00000442	18-Nov-2009	02-Dec-2009				533.76	533.76	

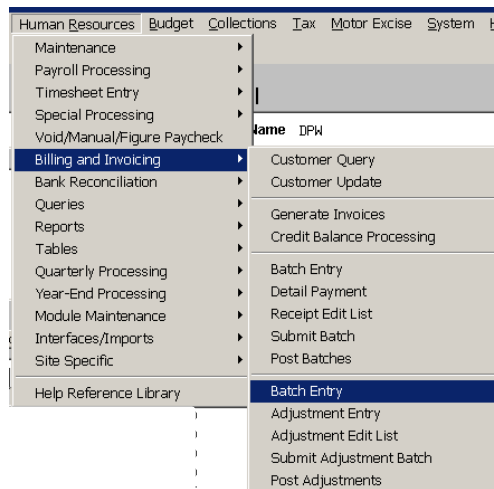


10 ADJUSTMENTS

You can make adjustments to charges and payments if permitted by the **Accounting Rules** in the **Detail Billing Category** Table (see **Section 1.3.3**). There are three types of adjustments:

- Add or reduce charges or payments
- Transfer payment from one bill to another
- Create refunds of credit balances

Adjustments are made in a batch process similar to payments. You can make all three types of adjustments in the same batch.

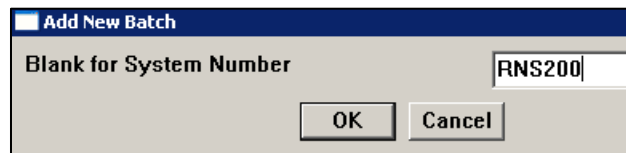


10.1 Batch Entry

In order to make adjustments, you must create a batch. Select this option from the steps menu and the Batch Entry screen will appear for you to modify an existing batch or create a new one.

10.1.1 Add New Batch

To create a new batch, click **Add New**. The system will prompt you for a batch number. You can either enter a batch number of your choice, using up to ten (10) alphanumeric characters or leave the field blank to have the system assign the next sequential number. You will be asked to confirm that you want to add the record.





10.1.2 Maintaining the Batch Screen

The batch screen contains important dates as well as information used to ensure that the batch is balanced before posting. The adjustment batch screen operates the same way as the payment batch screen (see **Section 7.2.2**).

Batch Entry

Current Batch

Batch	<input type="text" value="RNS400"/>	Batch Type	<input type="button" value="Edit Note"/>
Pay-Trx Date	<input type="text" value="31-Mar-2012"/>	<input type="radio"/> Receipt	This is a notepad that allows entry of text to annotate the refund.
Deposit Date	<input type="text"/>	<input checked="" type="radio"/> Adjustment	
Revenue Date	<input type="text" value="31-Mar-2012"/>		
Posted Date	<input type="text"/>		

	Expected Amounts		Entered Amounts	Balance
To or Payment	120.00	To or Payment	120.00	
From or Charge	-150.00	From or Charge	-150.00	
Refund	191.26	Refund	191.26	
Total Expected	161.26	Total Entered	161.26	

Trans#	Bill Number	Line	Empl. Name	Transaction	Charge	Payment	Refund	<input type="button" value="Edit"/>
252	00000004	9	ROLLS	Refund				<input type="button" value="Edit"/>
251	00022435	1	NUMMELA	Refund			191.26	<input type="button" value="Edit"/>
249	00022618	1	SALARIED	Transfer From				<input type="button" value="Edit"/>
248	00022615	2	SALARIED	Adjustment	-50.00	20.00		<input type="button" value="Edit"/>

Field	Description
Pay-Trx Date	This will default to the current date, and you can change it if you wish. This is the date that will be stamped on the transaction, and the date that the customer will be credited or debited with the adjustment.
Deposit Date	This field is maintained for consistency with the Payment Batch Entry screen, but is not used for adjustments.
Revenue Date	This will default to the Pay-Trx Date and you can change it if you wish. This is the date that the transaction will be posted to the general ledger.
Batch Type	This will automatically default to Adjustment, and you should not change it.
Edit Note	This is a notepad where you can enter unlimited text to annotate the batch.
Expected Amounts	To ensure that the batch is balanced, enter the expected amounts of payment adjustments, charge adjustments and refunds that you intend to enter. A payment transfer is both a TO (positive) and a FROM (negative). The system will compute the amounts you actually enter, and will display them in the Entered Amounts column. You must correct any discrepancies in the balance before posting the batch.
Transactions	A summary of the transactions you have accepted will display at the bottom of the screen. Click the Edit button to view or change the transaction.

10.2 Adjustment Entry

Click on menu item **Adjustment Entry** and you will be taken to the **Adjustment Entry** screen. To create a new Adjustment, click on **Add Entry** on the left side of the screen. The system will automatically supply the username and a **Transaction Number**.



You must supply a **Transaction Code**. Use **LOOKUP** to display and choose from a list of codes to which you have allowed adjustments to be made (See **Section 1.3.5**).

Add Invoice by...

5 Customer # 0000000

6 Customer Name

7 Invoice # 00000000

8 Detail/Ticket#

9 Employee #

0 Location

Open Bills by Customer#

Customer#	Customer	Invoice#	Line	Detail-Ticket#	Emp#	Employee	WorkDate	Balance	Tot
000001	ALLSTON POWER AMERICAN NATION	00000004	2	46942	000092	THE ESTATE OF	21-Jun-2003	260.08	
000002	COMCAST	00022742	1	9846	070423	GILFORD	01-Jun-2014	615.20	
000002	COMCAST	00022717	1	2366	000307	SHAWLEE	11-Sep-2013	280.00	
000002	COMCAST	00022637	1	2366	000307	SHAWLEE	11-Sep-2013	172.00	
000006	COLUMBIA GAS	00022779	1	2176	002240	FRASIERI	27-Jul-2013	667.00	
000006	COLUMBIA GAS	00022772	1	2195	000307	SHAWLEE	09-Aug-2013	495.00	
000006	COLUMBIA GAS	00022658	4	40414	000311	PERRY	23-Sep-2013	404.00	
000006	COLUMBIA GAS	00022626	1	2431	000307	SHAWLEE	26-Sep-2013	344.00	
000006	COLUMBIA GAS	00022625	2	2426	000311	PERRY	25-Sep-2013	344.00	
000006	COLUMBIA GAS	00022614	1	2417	000311	BUSSEY	23-Sep-2013	344.00	
000006	COLUMBIA GAS	00022614	2	2399	000307	SHAWLEE	20-Sep-2013	344.00	
000006	COLUMBIA GAS	00022614	3	2402	000311	PERRY	20-Sep-2013	344.00	
000006	COLUMBIA GAS	00022614	4	40414	000311	PERRY	23-Sep-2013	344.00	
000006	BAY STATE GAS CO	00000443	1	42047	000307	SHAWLEE	07-Dec-2009	166.80	
000006	BAY STATE GAS CO	00000443	2	421954	000307	PERRY	24-Nov-2009	395.04	

Transaction Codes

Code	Description	Allowed	Tot
ADJ	ADJUSTMENT	Charge of Parent	
REF	REFUND	Charge of Parent	

Adjustment Entry

Add Invoice by...

5 Customer # 000006

6 Customer Name COLUMBIA GAS

7 Invoice # 00022791

8 Detail/Ticket#

9 Employee #

0 Location

Invoice being adjusted...

Batch 40 TrxNumber 1537616

Code ADJ Date 18-Jun-2014

Customer Information

COLUMBIA GAS

995 BELMONT STREET

BROCKTON, MA 02401-0000

Add Actions Available...

2 Write Off

3 Add Category

Clear All

4 Quick List

Goto Batch

Accept

Line#	Employee #/Name	Det/Ticket#	Bill Category	Cur Int Date	Net Invoiced	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
1	000031 BUSSEY	#2085	Charge		344.00		344.00			344.00
1	000031 BUSSEY	#2085	Meals		16.00		16.00			16.00
1	000031 BUSSEY	#2085	misc		50.00		50.00			50.00
1	000031 BUSSEY	#2085	interest	21-Jun-2014						
Invoice Total					410.00		410.00			410.00

Pending Adjusts Pending Cat Adj



To make adjustments, enter the amount of the adjustment in the charge or payment column; the new balances will display in the Balance column, and new totals will display at the bottom of the screen. You can enter negative numbers. In the example below, we have:

- Increased the amount paid against the Charge category by \$100.00
- Decreased the amount charged for Meals by \$16.00.
- Decreased the amount charged for Misc by \$50.00.

Line#	Employee #/Name	Det/Ticket#	Bill Category	Cur Int Date	Net Invoiced	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
1	000031 BUSSEY	#2085	Charge		344.00		344.00		100.00	244.00
1	000031 BUSSEY	#2085	Meals		16.00		16.00	-16.00		
1	000031 BUSSEY	#2085	misc		50.00		50.00	-50.00		
1	000031 BUSSEY	#2085	interest	21-Jun-2014						

When you have completed your entries, click on the **Accept** button at the top of the screen. This saves your work. If you leave the screen without accepting the transaction, your entries will not be saved.

After acceptance, the button will change to Clear Amounts. Click it to clear all the amounts..

Line#	Employee #/Name	Det/Ticket#	Bill Category	Cur Int Date	Net Invoiced	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
1	000031 BUSSEY	#2085	Charge		344.00		344.00		100.00	244.00
1	000031 BUSSEY	#2085	Meals		16.00		16.00	-16.00		
1	000031 BUSSEY	#2085	misc		50.00		50.00	-50.00		
1	000031 BUSSEY	#2085	interest	21-Jun-2014						

10.2.1 Add Charges

You can make adjustments to existing charges on a bill, and you can also add new charges as part of an adjustment. On the Adjustment Entry screen, click **Actions** ▶ **Add Category**. A lookup window will display a list of available charges (see **Section 1.3.1**).

Add Invoice by...

Customer # 000006
Customer Name COLUMBIA GAS
Invoice # 00022791
Detail/Ticket#
Employee #
Location

Invoice being adjusted...

Batch 40 TrxNumber 1537616
Code ADJ Date 18-Jun-2014
Customer Information COLUMBIA GAS
995 BELMONT STREET
BROCKTON, MA 02401-0000

Add Actions Available...

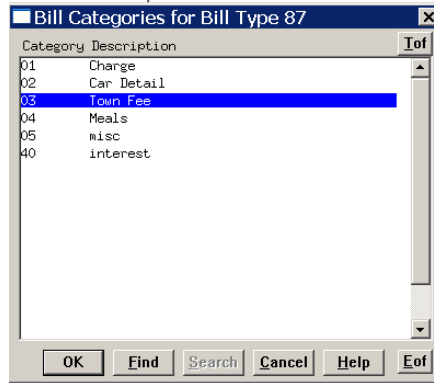
1 Write Off
2 Write Off
3 Add Category
4 Clear All
5 Quick List
6 Goto Batch

Accept

Line#	Employee #/Name	Det/Ticket#	Bill Category	Cur Int Date	Net Invoiced	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
1	000031 BUSSEY	#2085	Charge		344.00		344.00			344.00
1	000031 BUSSEY	#2085	Meals		16.00		16.00			16.00
1	000031 BUSSEY	#2085	misc		50.00		50.00			50.00
1	000031 BUSSEY	#2085	interest	21-Jun-2014						



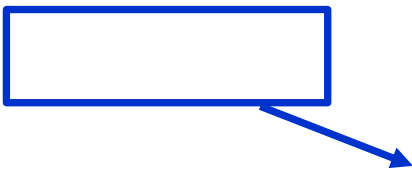
In this example, we have added a charge of \$40.00 for a Town Fee.



Line#	Employee #/Name	Det/Ticket#	Bill Category	Cur Int Date	Net Invoiced	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
000000			Town Fee					40,00		40,00
1 000031	BUSSEY	#2085	Charge		344,00		344,00			344,00
1 000031	BUSSEY	#2085	Meals		16,00		16,00			16,00
1 000031	BUSSEY	#2085	misc		50,00		50,00			50,00
1 000031	BUSSEY	#2085	interest	21-Jun-2014						

10.3 Payment Transfer

You can transfer a payment from one bill to another, for the same customer or different customers. When you click on **Payment Transfer**, you will be presented with a blank screen with a system-assigned transaction number.





Payment Transfer Entry

Username **ROSCOE** TrxNumber **249**

From Type 87 Bill# 00022618 Line 1
Detail Billing LUMARK SOFTWARE INC

	Net Billed	Paid	Balance	Entry	Adj.Bal
Employee and Vehicle Ch Interest	500,00	500,00		100,00	-100,00
Total	500,00	500,00		100,00	-100,00

To Type 87 Bill# 00022599 Line 5
Detail Billing FRAM, - LEWIS TREE SERVICE

	Net Billed	Paid	Balance	Entry	Adj.Bal
Employee and Vehicle Ch	361,36		361,36	59,53	301,83
Town Charge	40,47		40,47	40,47	
Total	401,83		401,83	100,00	301,83

Enter the bill number you want to transfer the payment **FROM**, or use **LOOKUP** to display and select from a list of bills.



If the payment allocation exceeds the balance of a charge, you will get the following message. If you answer **NO**, the entry will not be accepted. If you answer **YES**, the entry will be accepted and the adjusted balance of the bill will reflect a credit.

[AUC] 6405-Payment Transfer Entry

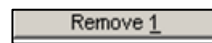
? P4006-Amount exceeds Balance! Is this OK?

Balance	Entry	Adj.Bal
361,36	59,43	301,93
40,47	50,00	-9,53

When the **FROM** amount matches the **TO** amount, the **Accept Entry** button will appear at the top of the screen. Click this button to save the transaction. If you leave the screen before accepting the entry, your entries will not be saved.



After acceptance, the **Accept Entry** button label will change to **Remove**. Click it to delete the entry.



10.4 Refund Entry

To refund a credit balance, click on **Refund Entry**. You will be taken to the entry screen where you can add new refunds or edit existing records. To add a new refund, click on **Add Entry**. The system will supply a transaction number. You must also enter the transaction code, or use **LOOKUP** to display and choose from a list of valid codes.



Enter the bill number or use **LOOKUP** to display and choose from a list of bills. The bill detail will display, showing the current balance.

This is system-assigned. You cannot change it.

Transaction Codes

Code	Description
REF	Refund

Username: ROSCOE TrxNumber: 251 Code: REF 1 Accept Entry Refund

Type: 87 Detail Billing Bill#: 00022435 Line: 1 FRAMINGHAM - U.S. PAVEMENT

	Net Billed	Paid	Balance	Refund	Adj. Balance
Employee and Vehicle Ch	172.00	172.00	-172.00		
Town Charge	19.26	206.40	-191.26	191.26	
Total	191.26	378.40	-191.26	191.26	

Billed Address Refund Address

Current Name & Address

Name: FRAMINGHAM - U.S. PAVEMENT
2nd Name:
Address Line1: 39 INDUSTRIAL PARKWAY
Address Line2:
Address Line3:
City: WOBURN
State: MA
Zip Code: 01801-0000
Country:

Refund Name & Address

Name: FRAMINGHAM - USPAVEMENT
2nd Name:
Address Line1: P.O. BOX 152
Address Line2:
Address Line3:
City: WOBURN
State: MA
Zip Code: 01801-0000
Country:
Source: Current

To send the refund to a different address, enter that address here.

When you have completed entry, click on **Accept Entry** to save it. The **Accept Entry** button label will change to **Remove**. You can click it to delete the entry.

Username: ROSCOE TrxNumber: 251 Code: REF 1 Remove Refund



10.5 Adjustment Edit List

Use this option to print a report of the adjustments you have entered and accepted. You can also run this report from the entry or batch screen.

First, you will get a list of open batches. Click the checkbox next to the batch you want to print (or use the **Select All** button for all of them) and click on **Print Edit List**.

User	Batch	Trx. Date	Expected	Entered	Username
	18	17-Apr-2014	-172,00	-172,00	KATHYC
<input checked="" type="checkbox"/>	40	18-Jun-2014	-152,00	-152,00	KATHYC

The system will give you the option of print format:

The report will highlight the batch status. If the batch is not balanced, you cannot post it. In this example, the batch is in balance and will post when we run the process.

```

6400-HRPBADJEDT.REP          Printed 18-Jun-2014 at 11:58:08 by KATHYC          Page 1
                               Town of ADMINS
                               Adjustment Edit List
=====
Trx#   Trx Date   Invoice# Customer                Category                Int Date                Charge                Payment                Refund
=====
* Batch # : 40                ** Batch In Balance **   *
* Entered : $ -152.00         Will Post                 *
* Expected: $ -152.00         *
=====
1537614 18-Jun-2014 00022742 COMCAST
                               Charge                    04-Jun-2014             -152.00
*** Total *** Batch 40
                               -152.00
=====

6400-HRPBADJEDT.REP          Printed 18-Jun-2014 at 11:58:08 by KATHYC          Page 2
                               Town of ADMINS
                               Adjustment Edit List
=====
Trx#   Trx Date   Invoice# Customer                Category                Int Date                Charge                Payment                Refund
=====
*** Grand Total ***
                               -152.00
=====

```



10.6 Submit Adjustment Batch

After you have completed all entries and balanced the batch, you must submit it to a person authorized to post it. If you have administrator privileges, you can control who can have access to the posting function. Even if you are authorized to post, you must still run the submission process. While this basically means submitting it to yourself, it is a step that prepares the batch for posting.

To submit, you can choose **Submit Batch** from the menu or from the **Batch Entry** screen.

- Selecting from the Batch Entry screen will submit the batch you are on.
- Selecting from the menu will display a list of batches that are in balance and therefore ready to be submitted. You can select the one(s) you want by checking the selection box, or using the **Select All** button.

User	Batch	Trx. Date	Expected	Entered	Username
<input type="checkbox"/>	18	17-Apr-2014	-172,00	-172,00	KATHYC
<input checked="" type="checkbox"/>	40	18-Jun-2014	-152,00	-152,00	KATHYC

Verify that it is okay to continue.

The process will print a report in either detail or summary.

This is the detail report, which indicates that the batch is in balance and will post.



Trx#	Trx Date	Invoice#	Customer	Category	Int Date	Charge	Payment	Refund
6401-HRPBADJCLR.REP Printed 18-Jun-2014 at 12:06:47 by KATHYC Town of ADMINS Clear Adjustment Batch Page 1								

* Batch # : 40 ** Batch In Balance ** *								
* Entered : \$ -152.00 Will Post *								
* Expected: \$ -152.00 *								

1537614	18-Jun-2014	00022742	COMCAST	Charge	04-Jun-2014	-152.00		
*** Total *** Batch 40						-152.00		

6401-HRPBADJCLR.REP Printed 18-Jun-2014 at 12:06:47 by KATHYC Town of ADMINS Clear Adjustment Batch Page 2								

*** Grand Total ***								
						-152.00		

This is the summary report.

Trx#	Trx Date	Invoice#	Customer	Category	Int Date	Charge	Payment	Refund
6401-HRPBADJCLR.REP Printed 18-Jun-2014 at 12:08:10 by KATHYC Town of ADMINS Clear Adjustment Batch Page 1								

* Batch # : 40 ** Batch In Balance ** *								
* Entered : \$ -152.00 Will Post *								
* Expected: \$ -152.00 *								

1537614	18-Jun-2014	00022742	COMCAST	Charge	04-Jun-2014	-152.00		
*** Total *** Batch 40						-152.00		

6401-HRPBADJCLR.REP Printed 18-Jun-2014 at 12:08:10 by KATHYC Town of ADMINS Clear Adjustment Batch Page 2								

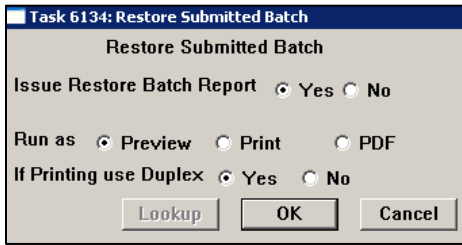
*** Grand Total ***								
						-152.00		

The Batch Entry screen will now indicate that the batch has been submitted.

Batch Entry Submitted on 18-Jun-2014

Batch	<input type="text" value="40"/>	Batch Type	<input type="button" value="Edit Note"/>
Pay-Trx Date	<input type="text" value="18-Jun-2014"/>	<input type="radio"/> Receipt	No text available
Deposit Date	<input type="text" value="18-Jun-2014"/>	<input checked="" type="radio"/> Adjustment	
Revenue Date	<input type="text" value="18-Jun-2014"/>		
Posted Date	<input type="text" value="18-Jun-2014"/>		

If you submitted it in error, click the Restore Adjust Batch button on the left side of the Batch Entry Screen. This is only to restore a **submitted** batch, not a **posted** batch.



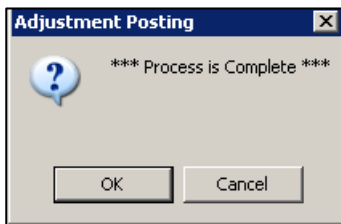
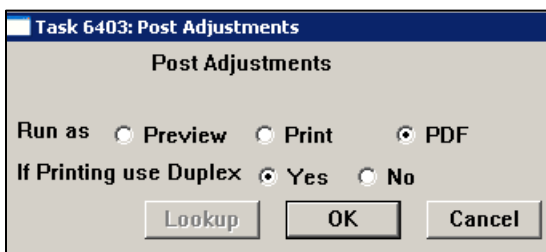
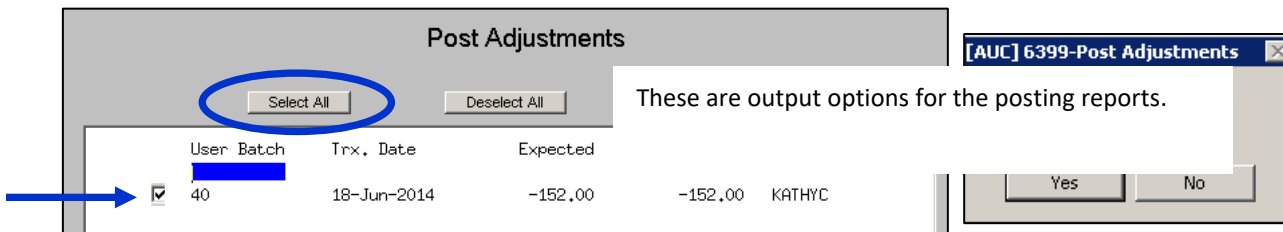
The batch restore report is an optional report, which is identical to the batch submission report.

10.7 Post Adjustments

The final step in processing adjustments is posting. This process updates the billing and customer files and creates general ledger transactions as instructed by the accounting rules in the Detail Billing Category setup (See **Sections 1.3.2 and 1.3.3**).

If you have designated customers as Accounts Payable Vendors on the Customer Update Screen, posting refunds will create payment vouchers in the Accounts Payable system (See **Section 2.2**). If not, you will need to process the refund checks manually.

Choosing this option from the Batch Entry screen will post the batch you are on. When you choose this option from the menu, a screen will display all batches ready for posting. You can select the one(s) you want by clicking on the checkbox or using the **Select All** button. You can post multiple batches at the same time. Click on **Post Batches**; you will need to verify that you want to proceed.



The system will display a message when the posting is complete.

There are five posting reports:



1. An error report showing accounts that were not posted because the accounting section of the Billing Category was not completed. In this example, "No Records Selected" means there are no errors.

Accounts not posted because Billing Category Account not set						
Trx #	Trx Date	Bill #	Type	Category	Int Date	Charge
No Records Selected						

2. The adjustment posting report:

Trx#	Trx Date	Invoice#	Customer	Category	Int Date	Charge	Payment	Refund
6403-HRREP:HRPBADJPST.REP Printed 18-Jun-2014 at 12:14:13 by KATHYC Town of ADMINS Post Adjustments Page 1								

* Batch # : 40 ** Batch In Balance ** *								
* Entered : \$ -152.00 Will Post *								
* Expected: \$ -152.00 *								

1537614	18-Jun-2014	00022742		Charge	04-Jun-2014	-152.00		
*** Total *** Batch 40						-152.00		
6403-HRREP:HRPBADJPST.REP Printed 18-Jun-2014 at 12:14:13 by KATHYC Town of ADMINS Post Adjustments Page 2								

*** Grand Total ***								
						-152.00		

3. The adjustment posting report by Billing Category:

6452-HRPBADJPSTCAT.REP Printed 18-Jun-2014 at 12:14:13 by KATHYC Town of ADMINS Adjustment Posting Report - Category Page 1			
Receipt Type	Charges	Payments	Refunds
Charge	-152.00		
*** Grand Total ***			
	-152.00		

4. The General Ledger posting report. The revenue debit posted is the net of the refund, payment and charge adjustment.



```

6453-HRPBADJPSTGL.REP          Printed 18-Jun-2014 at 12:14:13 by KATHYC          Page 1
                                Town of ADMINS
                                Adjustment Posting Listing - GL

Posting#: 8843261
Batch#: 40

=====
FY   Date      TR Code   Account#           Description           Debit    Credit
=====
2014 18-Jun-2014      0200-000-0000-000-00-26750      DEFERRED REVENUE-TAX LIENS           152.00
                                Total for 0200-000-0000-000-00-26750           152.00
=====
2014 18-Jun-2014      0200-970-0000-000-00-37205      BA-BACKHOE                           152.00
                                Total for 0200-970-0000-000-00-37205           152.00
=====
                                BALANCE SHEET           152.00      152.00
=====

                                *** GRAND TOTAL ***
                                Balance Sheet           152.00      152.00
                                Subsidiary Ledger
=====

```

- For refunds only, there is a report showing the refund address. This will assist you in creating payment vouchers, which are not created automatically.

```

                                Detail Billing Refunds
=====
Trx#   Trx Date   Bill#   Line Category           Refund
=====
1,057  02-Apr-2012  00022435  1   Employee and Vehicle Charge           172.00
                                172.00 8010-000-0000-000-00-51540
1,057  02-Apr-2012  00022435  1   Town Charge                           19.26
                                19.26 8010-000-0000-000-00-51540

Vendor: 004053 Remit: 01      Detail Billing Customer#: 000368
                                FRAMINGHAM - U.S. PAVEMENT
                                39 INDUSTRIAL PARKWAY
                                WOBURN, MA 01801-0000
                                191.26
=====

```