REVENUE – MISCELLANEOUS BILLING
ADJUSTMENTS & TRANSFERS

This document describes how to make adjustments to bills. You can adjust both charges and payments, either by changing the existing amount of a previously posted charge or payment, or by adding new ones. The adjustment process is the same regardless of the type of bill: you can post adjustments to Curbside, Toters, Miscellaneous Billing, or any other type billed through the AUC system.

You can also transfer a payment from one bill to another. The bill to which the payment is transferred can be for the same or different customers, bill types and years.
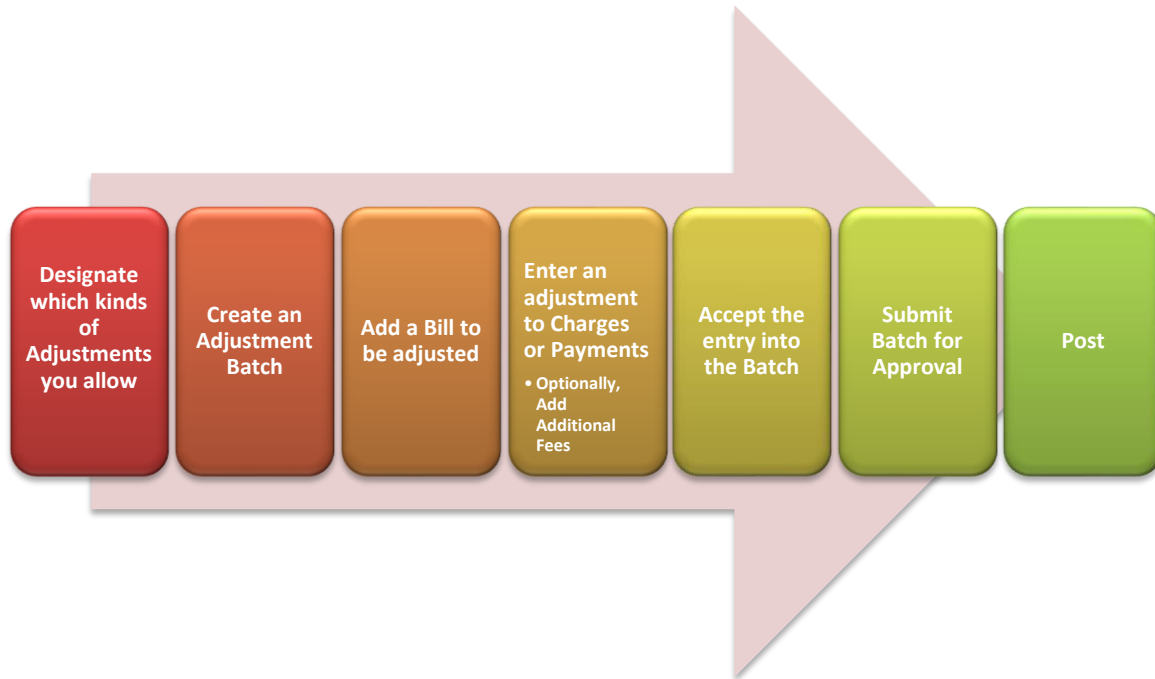
Although you can adjust any bill type, the examples in this document will use **Curbside** bills.

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1. PROCESS FLOW

2. SET UP SYSTEM

2.1. Program Type

A Program is a way to group charges related to the same activity for an invoice. To setup a new program in this table, select **Misc. Billing ▶ Tables ▶ Program Type Table** from the menu.

Bill Type 90 (Curbside) and Bill Type 91 (Toters) have been established as subscription services. Within the Bill Type, Programs CURBSIDE and TOTERS have each been established. These have been set up to receive two (2) bills per year.

Bill Type 95 Misc. Billing has been established for special invoices. For instance, your could have a Program set up as PERSONNEL which could be used to bill former or retired employees for COBRA payments.

These are sample Program Types included here for purposes of illustration. The Program Types will vary from site to site.

2.2. Service Type

From the menu, select **Misc. Billing ▶ Tables ▶ Service Type**.   When making adjustments, you must decide if you want to allow adjustments to be made to specific categories, and what type of adjustment is allowed.

You can prohibit all adjustments, allow only adjustments for charges, payments, or both. For example, you can allow adjustments to demand charges, but prohibit adjustments to tax charges. Select the **Accounting** tab and click the appropriate radio button.


Be sure to set up every year and every service. If the **Copy Year** function in the table is used, the adjustment field will also be copied, so you need not do this for future years.

2.3. Transaction Codes

Transaction codes are used to categorize the adjustments and can be used as selection criteria in General Ledger reports. Each adjustment will require a transaction code, so you must also determine what adjustments are allowed for a particular transaction code. For example, you may allow adjustments to the Service Type for **RT1 - Trash & Recycle**, but not allow adjustment to the **BILL** transaction code.

To set up transaction codes, select **Collections ▶ Tables ▶ Transaction Code**. Click the appropriate radio button to prohibit adjustment, allow adjustments only to charges or payments, or allow adjustments to both charges and payments. In the example below, both charge and pay adjustments are allowed for the code **MBAD**, but no adjustments are allowed for the code **MBBS**.
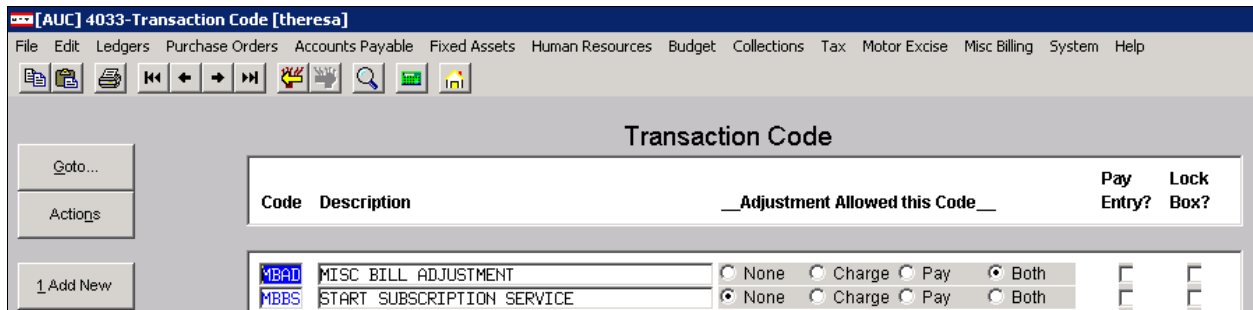
2.4. Module Maintenance

There are two critical dates in an adjustment batch: the **Transaction Date (Pay-Trx)** and the **Deposit Date**.
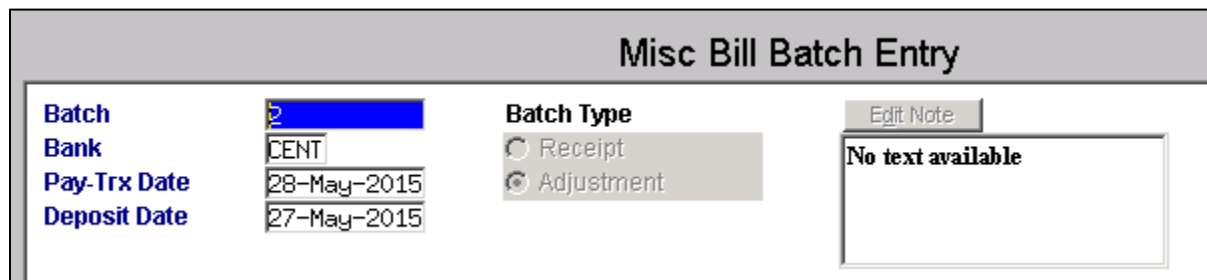
The transaction date will always be the date that is stamped on the bill history as the date the adjustment was made. While an adjustment does not actually generate a cash deposit, you can choose to use the Deposit Date as the date for posting to the general ledger if you want to hit the ledger on a date that is different from the date the bill is affected.

Bill History Transactions

Figure 1 Pay-Trx Date

To govern the posting date, select **Misc. Billing ▶ Module Control ▶ Module Control Table**. Edit **Sequence# 4031**:

- Enter **D** to use the **deposit date** as the general ledger posting date
- Enter **T** to use the **transaction date** as the general ledger posting date

```
4031  Date Used for Posting to Ledger - Transaction Date or Deposit   D
```

For example, if you want to reverse a payment and add a NSF charge as of February 15, 2015, but you want it to post to the GL as of March 1, 2015:

Module Control 4031:   D
Pay/Transaction Date: February 15, 2015
Deposit Date: March 1, 2015

3. ENTER ADJUSTMENTS

3.1. Create Adjustment Batch

Adjustments must be entered in batches. Select **Misc. Billing ▶ Collections ▶ Adjustment Batch Entry**. To create a new batch, click on **Add Batch**. You will be prompted for a batch number. Batch number assignment will depend on the setting of **Module Control** item #4011:

```
4011  Assign Batch# by Computer or Both Manual and Computer [C/B]    B
```

If the setting is:
- **C** (Computer), then the system will assign the next sequential number.
- **B** (Both), you have the option of entering an alphanumeric batch designator or leaving the field blank for a system-assigned number.

The **Transaction Date** is the date that will show on the bill history. It will default to the current date. If you have set **Module Control Sequence# 4031** to **T**, this is the date that the transaction will be posted to the General Ledger. You can override it, and it will be the same for all adjustments in this batch.

The **Deposit Date** will default to the current date. You can override it, and it will be the same for all adjustments in this batch. If you have set **Module Control Sequence# 4031** to **D**, this is the date that the transaction will be posted to the General Ledger.

Click the **Adjustment** radio button to designate this batch as an adjustment or Receipt batch.

The bank code will default first to the code established in the **User Profile**, then to the code in **Module Control Sequence# 11002**.

Enter the amounts you expect to have for payment or charge adjustments.

3.2. Add Entry

You can adjust the charges or payments for any bill type that is available on your system. You can enter adjustments for different bill types and years within the same batch.

To create a new adjustment, from the batch screen, click the **Enter Adjust** button. You will see a sub-menu of options. Click on **Adjustment Entry**; the system will display a screen that allows you to search for the bill you want, and to filter the search to specific types and years.
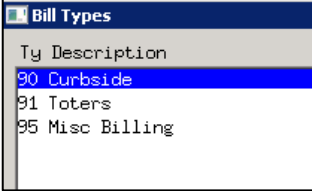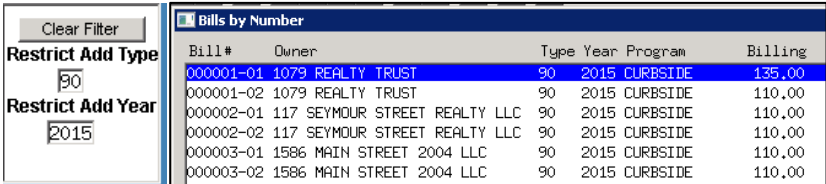
Item	Description
Restrict Add Type	When you use any of the **search criteria**, you can restrict the search to a specific type of bill, such as Curbside or Toters. Use **LOOKUP** to display and select from a list of valid bill types. **Bill Types** Ty Description 90 Curbside 91 Toters 95 Misc Billing
Restrict Add Year	In addition, you can restrict the search criteria to a specific year. You do not have to specify both a year and a bill type.
Add by Bill#	Clicking this button will trigger a **LOOKUP** window that lists all available bill numbers that meet the requirements of the **filter restrictions**. If you have not entered any **filter restrictions**, the system will list all bills of all types and years, in bill number order. **Bills by Number** Bill# Owner Type Year Program Billing 000001-01 CURBSIDE SUBSCRIBER 90 2016 CURBSIDE 105.00 000001-01 1079 REALTY TRUST 90 2015 CURBSIDE 135.00 000001-01 1079 REALTY TRUST 90 2014 CURBSIDE 105.00 000001-01 1079 REALTY TRUST 90 2013 CURBSIDE 100.00 000001-01 1079 REALTY TRUST 90 2012 CURBSIDE 95.00 000001-01 GERNON THOMAS E & JODI M 90 2011 CURBSIDE 168.67 000001-01 GERNON THOMAS E & JODI M 90 2010 CURBSIDE 87.00 In this example, we have specified type **90 (Curbside)** for the year **2015**. Clear Filter **Restrict Add Type** 90 **Restrict Add Year** 2015 **Bills by Number** Bill# Owner Type Year Program Billing 000001-01 1079 REALTY TRUST 90 2015 CURBSIDE 135.00 000001-02 1079 REALTY TRUST 90 2015 CURBSIDE 110.00 000002-01 117 SEYMOUR STREET REALTY LLC 90 2015 CURBSIDE 110.00 000002-02 117 SEYMOUR STREET REALTY LLC 90 2015 CURBSIDE 110.00 000003-01 1586 MAIN STREET 2004 LLC 90 2015 CURBSIDE 110.00 000003-02 1586 MAIN STREET 2004 LLC 90 2015 CURBSIDE 110.00

Item	Description
Add by Owner	When you search by owner, you have additional options: • **Bills by Owner for this year**. This will list owners for all bills for the **current billing year**. • **Bills by Owner**. This will list all bills for the specified year and type in owner name order.
Add by Service Address	Selecting this criterion gives you the additional option of searching by street number and location or just by location.
Add by Customer#	This option will list bills in customer number order for the year and type selected. If no year or type is selected, all bills will be listed

Item	Description
Add by Parcel	This option will list bills in parcel number order for the specified year and type.

When you have located the bill you want to adjust. A new window will appear, requiring you to choose a transaction code. This code categorizes the type of adjustment you are entering. Highlight the code you want and click **OK**.

The system will display the relevant information concerning the selected bill. The system will automatically assign a sequential transaction number to the adjustment and default the adjustment date to the current date, which you can override. You can also enter a note of up to eighty (80) characters that will be stamped on the entry and describe the reason for this adjustment.

3.3.   Adjust a Charge

To remove a charge or reduce the amount of a charge, use **negative numbers**. To increase the amount of a charge, use **positive numbers**. This example removes a portion of the Trash & Recycling charge.

	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
Curbside B Nov-Apr Trash & Recycle	110.00		110.00	-25.00		85.00
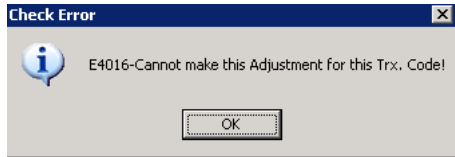
Check Error

E4016-Cannot make this Adjustment for this Trx. Code!

OK

You will get an error message if you attempt to enter an adjustment for a transaction code or Service Type for which you have indicated that no adjustment is allowed (see paragraphs **2.1** and **2.2**).

3.4. Adjust a Payment

To reverse or decrease the amount of a payment, use **negative numbers**. To increase the amount of a payment, use **positive numbers**. The following example reverses a payment.

	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
Curbside A May-Oct Trash & Recycle	105.00	105.00			-105.00	105.00
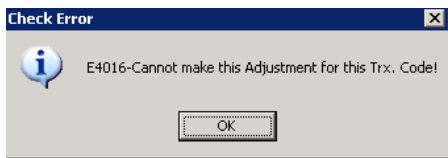
Check Error

E4016-Cannot make this Adjustment for this Trx. Code!

OK

You will get an error message if you attempt to enter an adjustment for a transaction code or Service Type which is marked that no adjustment is allowed (see Paragraphs **2.1** and **2.2**).

3.5. Add Collector Charge

In addition to adjusting existing charges and payments, you can add a collector charge to a bill. Click the **Add Charge** button on the left side of the screen – the system will display a list of service types that you can add, and will ask you to verify that you want to proceed.
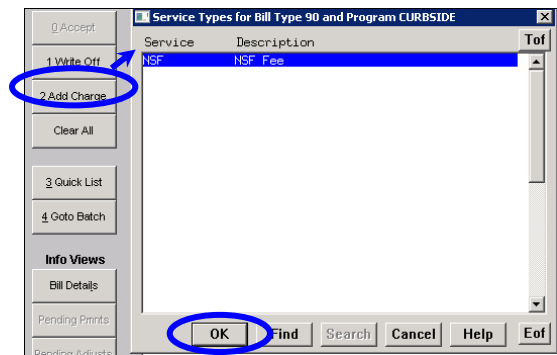
You are then prompted to select which billing cycle from the lookup:
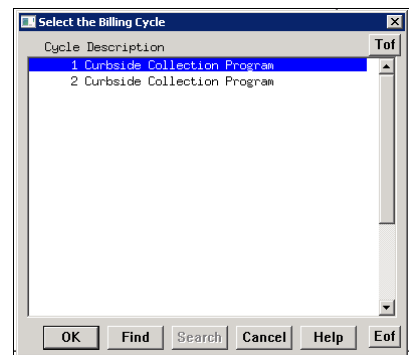
In this example, the system adds the "Curbside Collection Program NSF Fee" line, and allows you to enter a NSF charge. Since the check was returned, you would also reverse the payment.

If the charge you want to adjust is not displayed in the list of valid charges, add a Service Type. From the menu, select **Misc. Billing ▶ Tables ▶ Service Type**. Consult the **Miscellaneous Billing Subscription Billing Process** document for instructions on creating new service types.

Once you are satisfied with the adjustment, you must accept the entry. In the example below, the customer had paid $320.00, and then the check was returned for insufficient funds.

Click on the Accept button when the adjustment is complete.

3.6. Accepting and Changing Entries

The action buttons on the left of the screen provide you with the flexibility to manage your entries. The labels on the buttons and the available actions change dynamically with the status of your entry.

3.6.1. Changes Before Acceptance

During entry, you have several options:

The **Accept** button will become available as soon as you have entered a number in the charge or payment adjustment field.

After you have entered an adjustment, clicking **Write Off** will erase any numbers you entered, leave the bill record on the screen, and reverse any existing charges. *This button would normally be used just to* **Write Off** *charges, but if used after making an entry, will behave as described.*

Click **Clear All** to remove the bill record from the work file. The screen will be erased with no further messages.

3.6.2. Changes after Acceptance

After you have entered the adjustments, click **Accept.**

The top of the screen will display the status **Adjustment Entry   Accepted** and the bill will be flagged as having an adjustment pending. This notation will appear in red at the bottom of the screen:

PENDING ADJUSTMENT

Once you have **accepted** an entry, you may not make any further changes to that transaction. The action buttons provide you with two options:
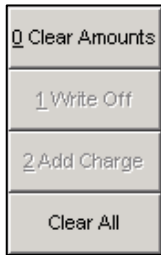
Clear Amounts will erase the adjustment you have entered.

Clear All will remove the record from the Adjustments file.

In each case you will see the following message:
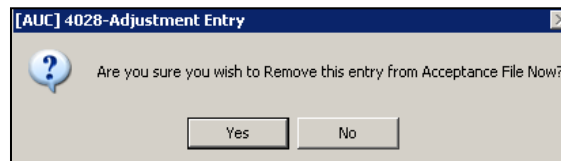
Click Yes to clear the entries you have made. If **Clear Amounts** was used, the record will be available for you to edit. If **Clear All** was pressed the record will be removed and must be added if an adjustment is to be made.

4. ENTER TRANSFERS

In an adjustment batch, you can also transfer payments from one bill to another. This is useful when a payment has been improperly applied. You can transfer payments *(within the Miscellaneous Billing module)* from any bill type and year to any other type and year. You can access the transfer process from the menu by selecting **Misc. Billing ▶ Collections ▶ Transfer Entry**, or from the batch screen by selecting **Enter Adjust ▶ Transfer Entry**.

You can enter adjustments and transfers in the same batch.

As with adjustments, you have the ability to look up the bill number for both the **Transfer From** and the **Transfer To**, and to filter the lookup by bill type and year.

In the example below, an $87.00 payment is transferred from a 2011 Curbside bill to a 2010 Curbside bill to pay off the older bill.

Transfer Entry

Batch	26	TrxNumber	15049	Note		Restrict Add Type	00
				Date	03-Feb-2015	Restrict Add Year	0000

FROM Type 90 Curbside

- Add by Bill#   000001-01   Year 2011
- Add by Owner   GERNON THOMAS E & JODI M
- Add by SrvAdr   56 PILGRIM RD
- Add by Cust#   00004150
- Add by Parcel   490   -   -
- More Info

Restrict the lookup to a specific Type and/or Year

TO Type 90 Curbside

- Apply to Bill#   000001-01   Year
- Apply to Owner   GERNON THOMAS E & JODI M
- Apply to SrvAdr   56 PILGRIM RD
- Apply to Cust#   00004150
- Apply to Parcel   490   -   -
- More Info

Program CURBSIDE Curbside				Payment Out	Adjusted Balance
	Net Billed	Paid	Balance		
Curbside Coll	168.67	92.00		-87.00	

Transfer a payment from this bill

Program CURBSIDE Curbside				Payment In	Adjusted Balance
	Net Billed	Paid	Balance		
Curbside Coll	87.00		87.00	87.00	

Transfer a payment to this bill

Total	168.67	92.00	-87.00

Total	87.00	87.00	87.00

1 Accept Entry	2 Clear All	3 Quick List	4 Goto Batch

---

1 Accept Entry	2 Clear All	3 Quick List	4 Goto Batch

Click here to Accept the Entry. The status will be shown at the top of the screen.

Click here to remove the Transfer from the file.

Transfer Entry   Accepted

Once Accepted, the button will change to Clear Amounts.

[AUC] 10342-Transfer Entry

Are you sure you wish to Remove this entry from Acceptance File Now?

Yes   No

1 Clear Amounts	2 Clear All	3 Quick List	4 Goto Batch

5. SUBMIT AND POST BATCH

5.1. Balance Batch

When you finish entering adjustments and transfers, click **Go To Batch** to return to the batch screen. First, balance the batch by ensuring that the **Expected** and **Entered** amounts match. The adjustment entries will display on the screen, and you can edit them to make any necessary corrections.

5.2. Print Edit List

To print a report of your adjustments, click the **Edit List** button. The system will display a list of available batches, and you can choose the one you want to print by clicking on the check box.

You will have the option of printing the report in text or PDF format.

The report will list the adjustments, showing the GL accounts to be affected.

```
10352-MBADJSELPRT.REP             Printed 09-Feb-2015 at 12:28:10 by KATHY                                                    Page 1
                                                              Town of ADMINS
                                                            Adjustment Edit List

** Batch In Balance **      Will Post

Batch#      : 26
GL Posting# :                         Pay Trx Date    : 03-Feb-2015  Bank      : BOA      BANK OF AMERICA 1     Batch Notes :
Entered     : $ -215.00              GL Effective Date: 03-Feb-2015  Entered By : KATHY
Expected    : $ -215.00              Deposit Date    : N/A          Batch Owner: KATHY
======== ======  ====  ===========  ===========  ===================================  =====================================  ====  ============  ============  ============  ============
Batch#   Trx#    Year   Date         Bill#        Account#                             Note                                   Rpt#  Chg Amt       Adj Amt       Ref Amt       Paid
======== ======  ====  ===========  ===========  ===================================  =====================================  ====  ============  ============  ============  ============
26       15049   2010  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        From Type 90 Year 2011 Bill# 000001-01  From                                                 87.00
                                                 0400-000-0000-000-00-00-42015
         Owner GERNON THOMAS E & JODI M          0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15049   2011  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        To Type 90 Year 2010 Bill# 000001-01    To T  -87.00                                        -87.00
                                                 0400-000-0000-000-00-00-42015
         Owner GERNON THOMAS E & JODI M          0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15048   2014  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        MISC BILL - ADJUSTMENT by KATHY         MISC                                                -105.00
                                                 0400-000-0000-000-00-00-42015
         Owner 1079 REALTY TRUST                 0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15048   2014  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        MISC BILL - ADJUSTMENT by KATHY         MISC  25.00
                                                 0400-000-0000-000-00-00-42015
         Owner 1079 REALTY TRUST                 0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15044   2015  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        Insufficient Funds by KATHY             Insu  25.00                                         -25.00
                                                 0400-000-0000-000-00-00-42015
         Owner 1079 REALTY TRUST                 0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15044   2015  03-Feb-2015  000001-01    0400-000-0000-000-00-00-10400        Insufficient Funds by KATHY             Insu                                                -110.00
                                                 0400-000-0000-000-00-00-42015
         Owner 1079 REALTY TRUST                 0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
26       15046   2016  03-Feb-2015  000003-01    0400-000-0000-000-00-00-10400        MISC BILL - ADJUSTMENT by KATHY         MISC  -25.00
                                                 0400-000-0000-000-00-00-42015
         Owner CURBSIDE SUBSCRIBER               0400-000-0000-000-00-00-26600
                                                 0400-000-0000-000-00-00-12400
                                                                                                                                   ------------  ------------  ------------  ------------
                                                                      *** Total for Curbside          ***                           -62.00                                      -240.00
                                                                                                                                   ============  ============  ============  ============
                                                                                                                                   ------------  ------------  ------------  ------------
                                                                      *** Total for Batch 26          ***                           -62.00                                      -240.00
                                                                                                                                   ============  ============  ============  ============
                        *** Grand Total ***
                                                                                                     ==================  ======  ============  ============  ============  ============
                                                                                                     Type                Count   Chg Amt       Adj Amt       Ref Amt       Paid
                                                                                                     ==================  ======  ============  ============  ============  ============
                                                                                                     Curbside            7       -62.00                                      -240.00
                                                                                                                         ------  ------------  ------------  ------------  ------------
                                                                                                                         7       -62.00                                      -240.00
                                                                                                     ==================  ======  ============  ============  ============  ============
```

5.3. Submit and Restore Batch

5.3.1. Submit Batch

When you have balanced the batch and are satisfied that all entries are correct, submit it for posting. From the **Batch Entry** Screen, click on the **Submit Batch** button. The system will produce a report, which you can send preview on the screen, directly to a printer, or view in PDF format.
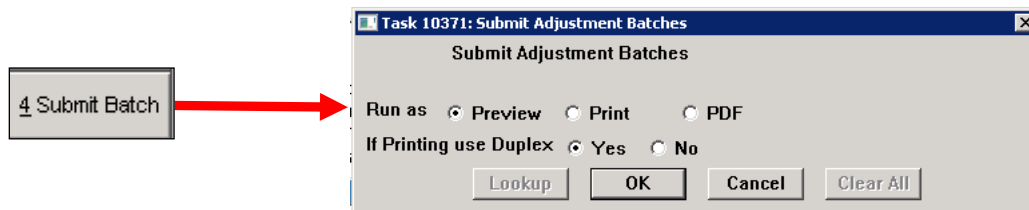
Your user profile may not allow you to submit a batch. If you see the **Send To** button instead of the **Submit Batch** button, then you cannot submit the batch, but must instead send it to another user.

From the batch screen, you can only submit one batch at a time. To submit multiple batches, from the menu select **Misc. Billing ▶ Collections ▶ Submit Adjustment Batches**. The system will display a list of available batches, and you can select the ones you want to submit. Depending on your user profile setting, you may be able to submit only your own batches.

Submit Adjustment Batches

	1 Select All	2 Deselect All	3 Submit Batches			
Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 Trx Date	Expected	Entered

Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 Trx Date	Expected	Entered
☑	ANTHEA	423	EAST	10-Aug-2010	10-Aug-2010	-50.00	-50.00
☐	DEB	267	EAST	28-May-2010	28-May-2010	-66.93	-66.93
☑	DEB	339	EAST	23-Jun-2010	23-Jun-2010	-47.43	-47.43
☐	DEB	467	EAST	16-Nov-2010	16-Nov-2010	-114.36	-114.36
☐	PAULP	454	EAST	07-Oct-2010	07-Oct-2010	28.31	28.31

Figure 2 Submit Multiple Batches

You may have the ability to both submit and post, or, you may be required to submit the batch to a supervisor for posting. This is governed by the **Module Control** table. If **Item #4040** is set to **Y**, then you cannot post, but must submit the batch to the user specified in **Item #4041**. In that case, you will see this message after clicking on submit batch, and you will no longer have access to the batch.

[AUC] 10300-Batch Entry

Batch Submitted and Transferred to Supervisor LUANN

OK
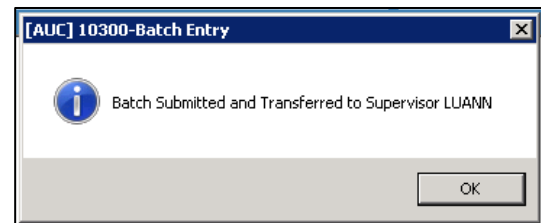
5.3.2.   Restore Batch

When you restore your own batch, you can make any necessary changes, and then re-submit it. To restore the batch from the **Batch Query** Screen, click on the **Restore Batch** button**.** The system will produce a report which you can output in text or PDF format. This report is identical in format to the **Submit Batch** report.

5 Restore Batch →

Task 10373: Restore Adjustment Batches

Restore Adjustment Batches

Run as   ⦿ Preview   ○ Print   ○ PDF

If Printing use Duplex ⦿ Yes   ○ No

| Lookup | OK | Cancel | Clear All |
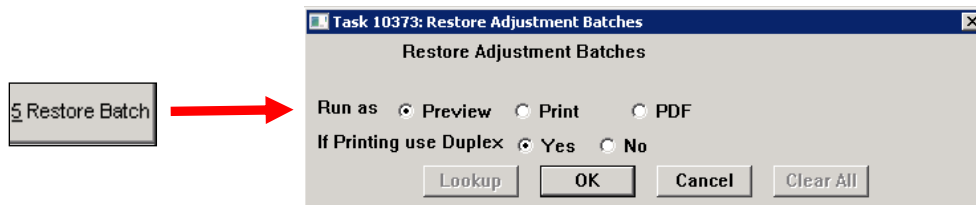
If you restore a batch that is associated with another username, you will need to transfer the batch to yourself before you have the ability to make changes using **Misc. Billing ▶ Collections ▶ Queries ▶ Batch Query ▶ Transfer To.**

To restore multiple batches, from the menu, select **Collections ▶ Adjustments ▶ Restore Adjustment Batches.** The system will display a list of batches that have been submitted and are available to you, and you can select the one(s) you want.

Select the batch(es) you wish to transfer by clicking on the check box, and then click on the Restore Batches button.

5.4. Post Batch

Submitted batches are now ready to post. Posting updates the billing files and the general ledger. From the **Batch Entry** Screen, click on the **Post Batch** button. The system will produce a posting report, which you can send directly to a printer or view in text or PDF format.

To post multiple batches, from the menu select **Misc. Billing ▶ Collections ▶ Post Adjustment Batches.** The system will display a list of batches to which you have access and that are available for posting, and you can select the ones you want to post.

The system will produce three reports: GL Summary, GL Detail, and Bill Detail.

```
10336-MBRECPSTGL_SUM.REP        Printed 09-Feb-2015 at 14:44:10 by KATHY                          Page 1
                                           Town of ADMINS
                                   Posting Report - Summary by GL#


Posting#: 8846043

==== =========== =============== ============================================ ============================================ ============ ============
FY   Date        Batch#          Account#                                     Description                                       Debit       Credit
==== =========== =============== ============================================ ============================================ ============ ============
2015 01-Feb-2015 26              0400-000-0000-000-00-00-10400                CASH, CURBSIDE COLLECTION                          87.00       327.00
2015 01-Feb-2015 26              0400-000-0000-000-00-00-39100                REVENUE                                           327.00        87.00
                                                                                                                         ------------ ------------
                                                                             BALANCE SHEET                                    414.00       414.00
                                                                                                                         ============ ============


2015 01-Feb-2015 26              0400-000-0000-000-00-00-42015                CURBSIDE REVENUE                                  327.00        87.00
                                                                                                                         ------------ ------------
                                                                             SUBSIDIARY LEDGER                                327.00        87.00
                                                                                                                         ============ ============




                                                                                                                         ------------ ------------
                                                                             *** GRAND TOTAL ***    Balance Sheet            414.00       414.00
                                                                                                    Subsidiary Ledger       327.00        87.00
                                                                                                                         ============ ============
```

```
  10335-MBRECPSTGL.REP            Printed 09-Feb-2015 at 14:44:10 by KATHY                          Page 1
                                             Town of ADMINS
                                     Posting Report - Detail by GL#

  Posting#: 8846043
    Batch#: 26


  ==== =========== ========== ======================================== ======================================== ============ ============
  FY   Date        Ref/Bill#  Account#                                 Description                                   Debit       Credit
  ==== =========== ========== ======================================== ======================================== ============ ============
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-10400            CASH, CURBSIDE COLLECTION                                  87.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-10400            CASH, CURBSIDE COLLECTION                                 105.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-10400            CASH, CURBSIDE COLLECTION                      87.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-10400            CASH, CURBSIDE COLLECTION                                 110.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-10400            CASH, CURBSIDE COLLECTION                                  25.00
                                                                                                                 ------------ ------------
                                        Total for 0400-000-0000-000-00-00-10400                                      87.00       327.00
                                                                                                                 ============ ============


  2015 01-Feb-2015 101        0400-000-0000-000-00-00-39100            REVENUE                                                   87.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-39100            REVENUE                                       87.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-39100            REVENUE                                       25.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-39100            REVENUE                                      110.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-39100            REVENUE                                      105.00
                                                                                                                 ------------ ------------
                                        Total for 0400-000-0000-000-00-00-39100                                     327.00        87.00
                                                                                                                 ============ ============



                                                                                                                 ------------ ------------
                                                                       BALANCE SHEET                                414.00       414.00
                                                                                                                 ============ ============

  2015 01-Feb-2015 101        0400-000-0000-000-00-00-42015            CURBSIDE REVENUE                             110.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-42015            CURBSIDE REVENUE                             105.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-42015            CURBSIDE REVENUE                              25.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-42015            CURBSIDE REVENUE                                         87.00
  2015 01-Feb-2015 101        0400-000-0000-000-00-00-42015            CURBSIDE REVENUE                              87.00
                                                                                                                 ------------ ------------
                                        Total for 0400-000-0000-000-00-00-42015                                     327.00        87.00
                                                                                                                 ============ ============



                                                                                                                 ------------ ------------
                                                                       SUBSIDIARY LEDGER                            327.00        87.00
                                                                                                                 ============ ============



                                                                                                                 ------------ ------------
                                                                       *** GRAND TOTAL ***
                                                                                      Balance Sheet                 414.00       414.00
                                                                                      Subsidiary Ledger            327.00        87.00
                                                                                                                 ============ ============
```

```
10377-MBADJPST.REP              Printed 09-Feb-2015 at 14:44:10 by KATHY                                                                   Page 1
                                                         Town of ADMINS
                                                      Post Adjustment Batches


** Batch In Balance **      Will Post

Batch#     : 26
Posting#   : 8846043
                                   Pay Trx Date    : 03-Feb-2015                                     Bank      : BOA       BANK OF AMERICA 1
Entered    : $ -215.00             GL Effective Date: 01-Feb-2015                                    Entered By : KATHY
Expected   : $ -215.00             Deposit Date    : N/A                                             Batch Owner: KATHY
==========  =======  ======  ===========  ==========  ========================  ====================================  ============ ============ ============ ============
           Bill      Payment       Bill          Bill                           Service
  Batch#    Trx#  Year     Date      Number        Type                           Type               Chg Amt     Adj Amt     Ref Amt      Pay Amt
==========  =======  ======  ===========  ==========  ========================  ====================================  ============ ============ ============ ============
26         15049  2010  03-Feb-2015 000001-01  90   Curbside           RT7   Trash & Recycle Friday                                                              87.00
                                                                                                      ------------ ------------ ------------ ------------
           15049                                            *** Total                                                                                        87.00

26         15049  2011  03-Feb-2015 000001-01  90   Curbside           RT7   Trash & Recycle Friday                    -87.00                                 -87.00
                                                                                                      ------------ ------------ ------------ ------------
           15049                                            *** Total                                 -87.00                                                 -87.00

26         15048  2014  03-Feb-2015 000001-01  90   Curbside           RT5   Trash & Recycle Thursday                                                        -105.00
26         15048  2014  03-Feb-2015 000001-01  90   Curbside           NSF   NSF Fee                  25.00
                                                                                                      ------------ ------------ ------------ ------------
           15048                                            *** Total                                 25.00                                                -105.00

26         15044  2015  03-Feb-2015 000001-01  90   Curbside           NSF   NSF Fee                  25.00                                                  -25.00
26         15044  2015  03-Feb-2015 000001-01  90   Curbside           RT5   Trash & Recycle Thursday                                                       -110.00
                                                                                                      ------------ ------------ ------------ ------------
           15044                                            *** Total                                 25.00                                                -135.00

26         15046  2016  03-Feb-2015 000003-01  90   Curbside           RT5   Trash & Recycle Thursday -25.00
                                                                                                      ------------ ------------ ------------ ------------
           15046                                            *** Total                                 -25.00

                                                                                                      ------------ ------------ ------------ ------------
                                                           *** Total for Curbside        ***          -62.00                                               -240.00
                                                                                                      ============ ============ ============ ============
                         *** Grand Total ***
                                                                                       ================== ====== ============ ============ ============ ============
                                                                                       Type             Count   Chg Amt      Adj Amt     Ref Amt      Paid
                                                                                       ================== ====== ============ ============ ============ ============
                                                                                       Curbside          7      -62.00                                -240.00
                                                                                                         ------ ------------ ------------ ------------ ------------
                                                                                                         7      -62.00                                -240.00
                                                                                                         ====== ============ ============ ============ ============
```

6. BILL INQUIRY

To research a particular bill, from the menu select **Misc. Billing ▶ Queries ▶ Transactions**. The screen will display the posted adjustments.

This is what the Adjustment Entry looked like:

This is what the Adjustment looks like after posting:

7. REPORTS

For a list of posted adjustments, select **Misc. Billing** ▶**Reports** ▶**Reports Library** ▶**Posted Adjustments**.
You have several selection options. Bill Type and Post Date Range are required. You can optionally
filter by Service Types and Transaction Code.

```
10658-MBADJPSTCATRPR.REP          Printed 09-Feb-2015 at 15:50:53 by KATHY                                    Page 1
                                                  Town of ADMINS
                                        Posted Adjustments - by Date, Txn Code, Category


Type: MB
=========== ============================ ======================== ===== =========== =============== =============== =============== =========== ==========
Posted Date Transaction Type             Service Type             Year  Bill Number    Charges        Refunds         Payments Revenue Dt  Batch#
=========== ============================ ======================== ===== =========== =============== =============== =============== =========== ==========
21-Jan-2015 Adjustment                   NSF Fee                                         25.00
21-Jan-2015 Adjustment                   Trash & Recycle Tuesday                        -50.00
21-Jan-2015 Adjustment                   Trash & Recycle Thursday                                                      -50.00
                                                                                  --------------- --------------- ---------------
21-Jan-2015 Total Adjustment                                                             -25.00                        -50.00

                                                                                  --------------- --------------- ---------------
Total 21-Jan-2015                                                                        -25.00                        -50.00

                                                                                  --------------- --------------- ---------------
            Report Total                                                                 -25.00                        -50.00
                                                                                  =============== =============== ===============



--------------------------------------------------------
Selection Legend:
--------------------------------------------------------
 Bill Type: 90
     Dates: 01-Dec-2014 to 31-Jan-2015
```

8. QUESTIONS AND ANSWERS

Q. Can I see and process other peoples' batches?

A. Depending on the user profile setting established by your System Administrator, you may be able to work with all adjustment batches, or only with batches that you have created. If the label on the batch screen reads **Profile Not Restricted**, then you have access to all adjustment batches; otherwise you can only access batches that you have created.