



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.



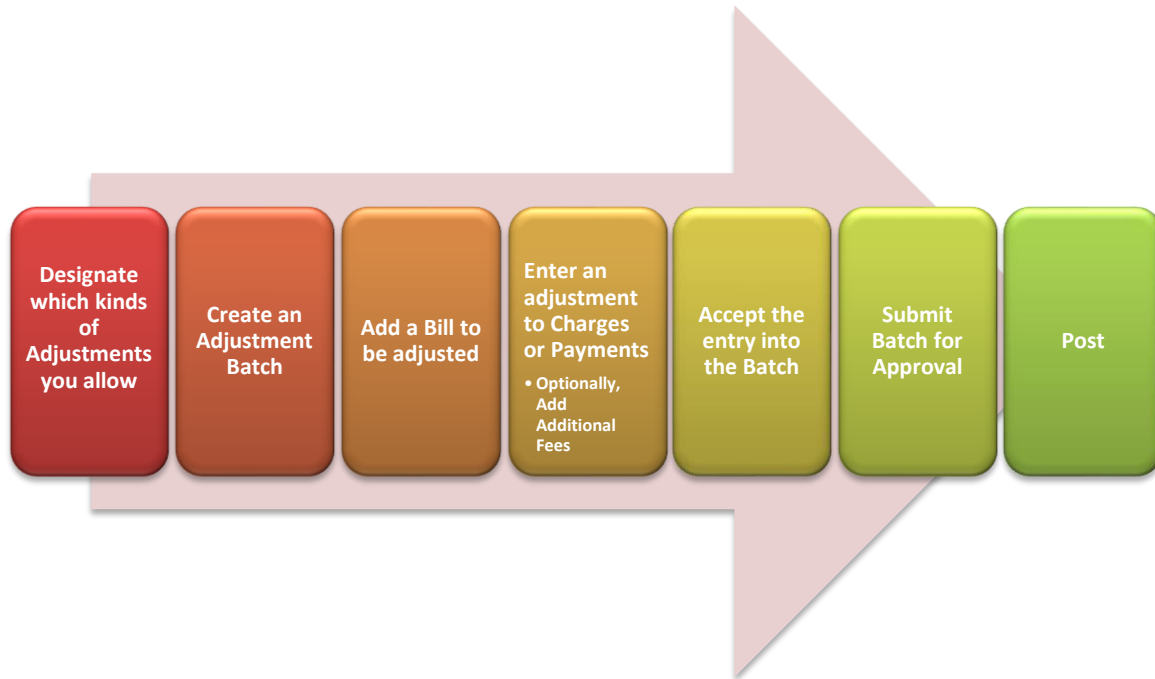
Although you can adjust any bill type, the examples in this document will use **Curbside** bills.

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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.



Program Type				
Bill Type	Program	Description	#Bills per year	Status
00				Inactive
90	CURBSIDE	Curbside	2	Active
91	TOTERS	Toters	2	Active
95	BARRELTAGS	Invoicing Local Merchants		Active
95	BUILDING	Building Department		Active
95	FIRE	Fire Department Invoice		Active
95	HEALTHINSP	Health Inspection Services		Active
95	INSPECTION	Inspections		Active
95	INTOWN	Billing In Town Departments		Active
95	POLICE	Police Miscellaneous Billing		Active
95	SANDSALT	Sand & Salt Invoice INTOWN Transfer		Active
95	WSNEWSRV	Water/Sewer New Service		Active

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.

Service Type

Year: 2015 | Type: 90 | Program: CURBSIDE | Description: Curbside

1 Service | 2 Bill Rates | **3 Accounting** | 4 Notes | 5 Groups

Service	Description	Post to A/R	Adjustment Allowed this Category
R1	Recycle Tuesday	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Payment <input checked="" type="radio"/> Both

	Account Number	GL Account Description
1 Cash	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION
2 Revenue or liability	0400-000-0000-000-00-12400	CURBSIDE RECEIVABLE
3 Deferred Revenue	0400-000-0000-000-00-26600	DEFERRED REVENUE-CURBSIDE CHARGES
4 A/R	0400-000-0000-000-00-12400	CURBSIDE RECEIVABLE
5 Abatement	0000-000-0000-000-00-00000	---6 Abatements
6 Refund	0000-000-0000-000-00-00000	---8 Refund
7 Revenue Write-Off	0000-000-0000-000-00-00000	---10 Revenue Write-Off
8 Fees	0000-000-0000-000-00-00000	---7 Fees

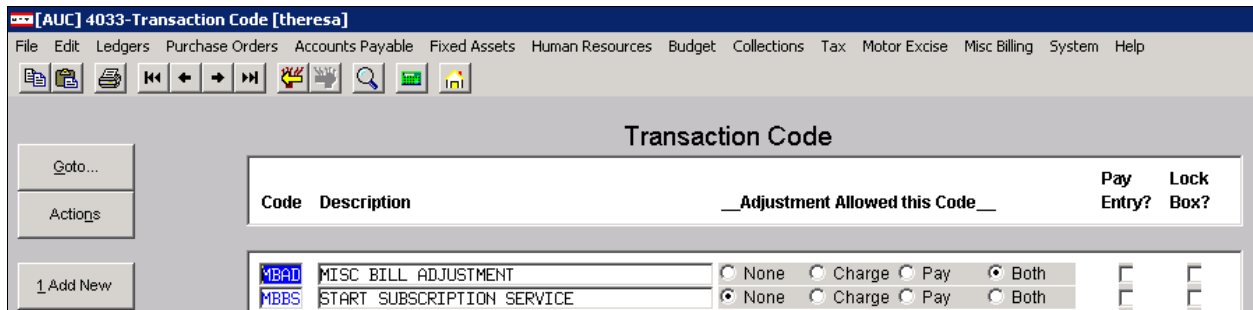
Be sure to set up every year and every service. If the **Copy Year** function in the table is used, the adjustment field will also be copied, so you need not do this for future years.



2.3. Transaction Codes

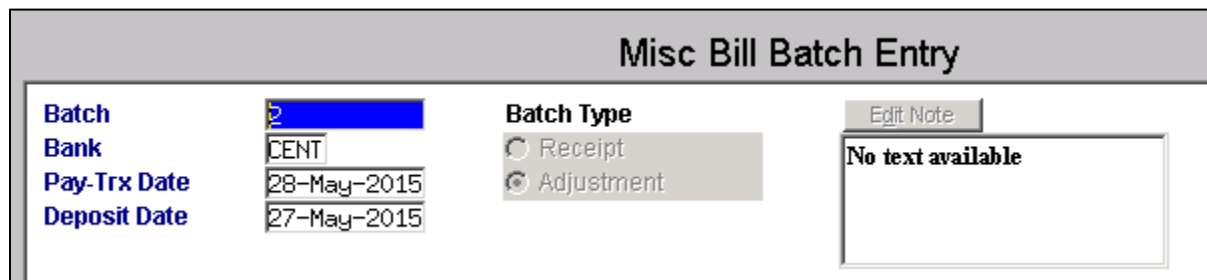
Transaction codes are used to categorize the adjustments and can be used as selection criteria in General Ledger reports. Each adjustment will require a transaction code, so you must also determine what adjustments are allowed for a particular transaction code. For example, you may allow adjustments 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

Bill History Transactions					
Bill Payment		Detail Payment		Transactions	
		Q Trx Summary		Q Attachments	
Description	Trx Date	Charges	Payments	Other	
Cyc 2 Trash & Recycle	26-Sep-2014	110.00			BILL
Cyc 2 Trash & Recycle	28-May-2015	-25.00			ADJUSTMENT

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.

Batch Entry Restricted to own Batches

Batch: 26
Bank: BOA
Pay-Trx Date: 03-Feb-2015
Deposit Date: 03-Feb-2015

Batch Type: Receipt Adjustment

Edit Note: No text available

	Expected	Entered	Balance
To or Payment	-135,00	-135,00	
From or Charge	25,00	25,00	
Refund			
Totals	-110,00	-110,00	

Trx#	Type	Year	Bill#	Description	Payment	Charge	Refund
15044	Curbside	2015	000001-01		-135,00	25,00	

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.

Filter Restrictions

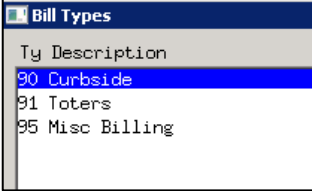
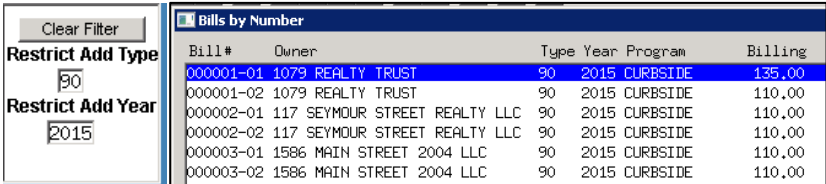
2 Enter Adjust
3 Edit List
4 Transfer Entry
Adjustment Entry

Restrict Add Type: 00
Restrict Add Year: 0000

5 Add by Bill#: 000000-00
6 Add by Owner
7 Add by SrvAdr
8 Add by Cust#: 00000
9 Add by Parcel

Search Criteria



Item	Description
<p>Restrict Add Type</p>	<p>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.</p> 
<p>Restrict Add Year</p>	<p>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.</p>
<p>Add by Bill#</p>	<p>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.</p> <p>In this example, we have specified type 90 (Curbside) for the year 2015.</p> 



Item	Description																																																																																																						
<p>Add by Owner</p>	<p>When you search by owner, you have additional options:</p> <div data-bbox="1052 254 1438 380" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr><td>5 Add by Bill#</td><td>000000-00</td></tr> <tr><td>6 Add by Owner</td><td></td></tr> <tr><td>7 Add by SrvAd</td><td>1: Bills by Owner for This Year</td></tr> <tr><td>8 Add by Cust#</td><td>2: Bills by Owner</td></tr> <tr><td>9 Add by Parcel</td><td>- -</td></tr> </table> </div> <ul style="list-style-type: none"> Bills by Owner for this year. This will list owners for all bills for the current billing year. <div data-bbox="418 520 1430 688" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr><th colspan="7">Bills by Owner for This Year</th></tr> <tr><th>Owner</th><th>Location</th><th>Billing Type</th><th>Year</th><th>Bill#</th><th>Program</th><th>Billing</th></tr> </thead> <tbody> <tr><td>35 LLC</td><td>588 BEDFORD ST</td><td>Curbside</td><td>2015</td><td>000007-02</td><td>CURBSIDE</td><td>110,00</td></tr> <tr><td>477 STRAWBERRY HILL LLC</td><td>477 STRAWBERRY HILL</td><td>Curbside</td><td>2015</td><td>000008-01</td><td>CURBSIDE</td><td>110,00</td></tr> <tr><td>477 STRAWBERRY HILL LLC</td><td>477 STRAWBERRY HILL</td><td>Curbside</td><td>2015</td><td>000008-02</td><td>CURBSIDE</td><td>110,00</td></tr> <tr><td>ABBOTT FRED H & ZIFFRIN LINDA</td><td>97 MILDRED CIRCLE</td><td>Curbside</td><td>2015</td><td>000009-01</td><td>CURBSIDE</td><td>110,00</td></tr> <tr><td>ABBOTT FRED H & ZIFFRIN LINDA</td><td>97 MILDRED CIRCLE</td><td>Curbside</td><td>2015</td><td>000009-02</td><td>CURBSIDE</td><td>110,00</td></tr> </tbody> </table> </div> <ul style="list-style-type: none"> Bills by Owner. This will list all bills for the specified year and type in owner name order. <div data-bbox="378 800 1422 968" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr><th colspan="7">Program</th></tr> <tr><th>Owner</th><th>Location</th><th>Billing Type</th><th>Year</th><th>Bill#</th><th>Program</th><th>Billing</th></tr> </thead> <tbody> <tr><td>CURBSIDE SUBSCRIBER</td><td>1079 MAIN ST</td><td>Curbside</td><td>2016</td><td>000001-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>CURBSIDE SUBSCRIBER</td><td>117 SEYMOUR ST</td><td>Curbside</td><td>2016</td><td>000002-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>CURBSIDE SUBSCRIBER</td><td>1586 MAIN ST</td><td>Curbside</td><td>2016</td><td>000003-01</td><td>CURBSIDE</td><td>105,00</td></tr> </tbody> </table> </div>	5 Add by Bill#	000000-00	6 Add by Owner		7 Add by SrvAd	1: Bills by Owner for This Year	8 Add by Cust#	2: Bills by Owner	9 Add by Parcel	- -	Bills by Owner for This Year							Owner	Location	Billing Type	Year	Bill#	Program	Billing	35 LLC	588 BEDFORD ST	Curbside	2015	000007-02	CURBSIDE	110,00	477 STRAWBERRY HILL LLC	477 STRAWBERRY HILL	Curbside	2015	000008-01	CURBSIDE	110,00	477 STRAWBERRY HILL LLC	477 STRAWBERRY HILL	Curbside	2015	000008-02	CURBSIDE	110,00	ABBOTT FRED H & ZIFFRIN LINDA	97 MILDRED CIRCLE	Curbside	2015	000009-01	CURBSIDE	110,00	ABBOTT FRED H & ZIFFRIN LINDA	97 MILDRED CIRCLE	Curbside	2015	000009-02	CURBSIDE	110,00	Program							Owner	Location	Billing Type	Year	Bill#	Program	Billing	CURBSIDE SUBSCRIBER	1079 MAIN ST	Curbside	2016	000001-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER	117 SEYMOUR ST	Curbside	2016	000002-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER	1586 MAIN ST	Curbside	2016	000003-01	CURBSIDE	105,00								
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<p>Add by Customer#</p>	<p>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</p> <div data-bbox="370 1707 1393 1885" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr><th colspan="6">Bills by Customer#</th></tr> <tr><th>Customer</th><th>Billing Type</th><th>Year</th><th>Bill#</th><th>Program</th><th>Balance</th></tr> </thead> <tbody> <tr><td>00000001</td><td>Curbside</td><td>2016</td><td>004881-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>00000003</td><td>Curbside</td><td>2016</td><td>001605-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>00000004</td><td>Curbside</td><td>2016</td><td>001682-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>00000005</td><td>Curbside</td><td>2016</td><td>000184-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>00000007</td><td>Curbside</td><td>2016</td><td>001367-01</td><td>CURBSIDE</td><td>105,00</td></tr> <tr><td>00000008</td><td>Curbside</td><td>2016</td><td>004102-01</td><td>CURBSIDE</td><td>105,00</td></tr> </tbody> </table> </div>	Bills by Customer#						Customer	Billing Type	Year	Bill#	Program	Balance	00000001	Curbside	2016	004881-01	CURBSIDE	105,00	00000003	Curbside	2016	001605-01	CURBSIDE	105,00	00000004	Curbside	2016	001682-01	CURBSIDE	105,00	00000005	Curbside	2016	000184-01	CURBSIDE	105,00	00000007	Curbside	2016	001367-01	CURBSIDE	105,00	00000008	Curbside	2016	004102-01	CURBSIDE	105,00																																																						
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00000003	Curbside	2016	001605-01	CURBSIDE	105,00																																																																																																		
00000004	Curbside	2016	001682-01	CURBSIDE	105,00																																																																																																		
00000005	Curbside	2016	000184-01	CURBSIDE	105,00																																																																																																		
00000007	Curbside	2016	001367-01	CURBSIDE	105,00																																																																																																		
00000008	Curbside	2016	004102-01	CURBSIDE	105,00																																																																																																		



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

Parcel	Billing Type	Year	Bill#	Program	Balance	Owner
1012	-	-	2016 002597-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER
1013	-	-	2016 003353-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER
1014	-	-	2016 003354-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER
1015	-	-	2016 000531-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER
1016	-	-	2016 002618-01	CURBSIDE	105,00	CURBSIDE SUBSCRIBER

Code	Description	Allowed
ADJ	Adjustment	Charge or Payment
ADJD	OBSOLETE (DEPT RECT ADJUSTMENT)	Payment
ADV	Advanced Payment	Payment
AF	Added Fees	Charge or Payment
AI	Added Interest	Charge or Payment
AT	Added Tax	Charge or Payment
AUNC	WRITE-OFF ABATEMENT	Charge or Payment
CCOR	CONV CORRECTION	Charge or Payment
DEM	Demand	Charge or Payment
INS	Insufficient Funds	Charge or Payment
MBAD	MISC BILL ADJUSTMENT	Charge or Payment
MBSA	SPECIAL INVOICE ADJUSTMENTS	Charge or Payment
OTT	Original Tax Taking	Charge or Payment
PD	Payments - Deputy	Payment
REF	Refund	Charge or Payment
REP	REPOCKET	Charge or Payment

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.

System assigned number

Free form note (80 characters)

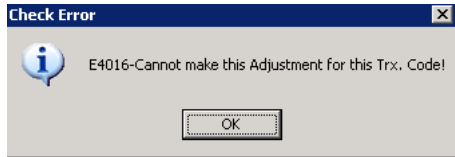
Adjustment Entry						
Batch	3	TrxNumber	4223	Note		
Type	90 Curbside	Year	2015	Date	28-May-2015	
		Code	MBAD	Owner Mailing Address		
5 Add by Bill#	000004-02			CURBSIDE SUBSCRIBER	Program	CURBSIDE
6 Add by Owner	CURBSIDE SUBSCRIBER			C/O SVEN OLSON		Curbside
7 Add by SrvAdr	204 VIRGINIA RD			CONCORD, MA 017420000		
8 Add by Cust#	00001287					
9 Add by Parcel	4265 / /					
		Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay
		Curbside B Nov-Apr Trash & Recycle	110,00	110,00		
						Adjusted Balance
						110,00

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

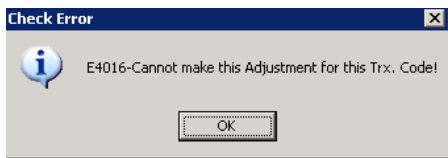


You will get an error message if you attempt to enter an adjustment for a transaction code or Service Type for which you have indicated that no adjustment is allowed (see paragraphs 2.1 and 2.2).

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.

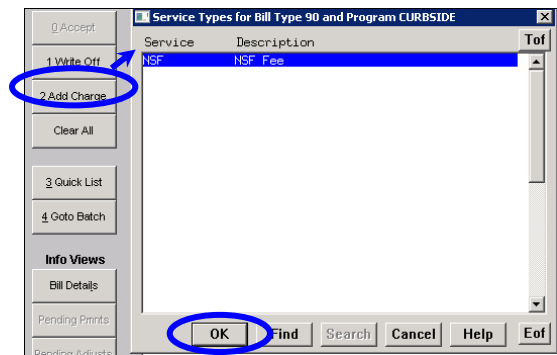
	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
Curbside A May-Oct Trash & Recycle	105,00	105,00			-105,00	105,00



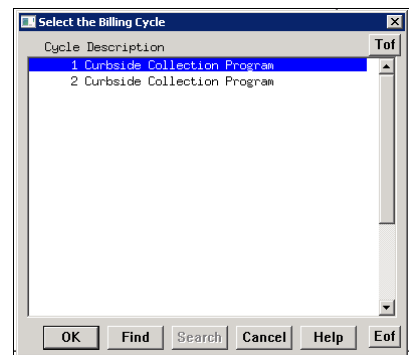
You will get an error message if you attempt to enter an adjustment for a transaction code or Service Type which is marked that no adjustment is allowed (see Paragraphs 2.1 and 2.2).

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.

Adjustment Entry

Batch 46	TrxNumber 80114	Note
Type 90 Curbside	Year 2015 Code MBAD	Date 26-Jun-2015
5 Add by Bill# 000002-02		Owner Mailing Address
6 Add by Owner CURBSIDE SUBSCRIBER		CURBSIDE SUBSCRIBER
7 Add by SrvAdr 117 SEYMOUR ST		SUITE 130 - ELAINE WU
8 Add by Cust# 00005651		117 SEYMOUR ST
9 Add by Parcel -		CONCORD, MA 01742-5759
		Program CURBSIDE
		Curbside

	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
Curbside A May-Oct NSF Fee				25.00		25.00
Curbside B Nov-Apr Trash & Recycle	110.00	320.00	-210.00		-320.00	110.00

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

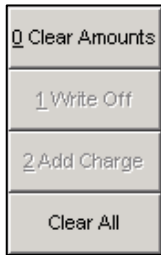
After you have entered the adjustments, click **Accept**.

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



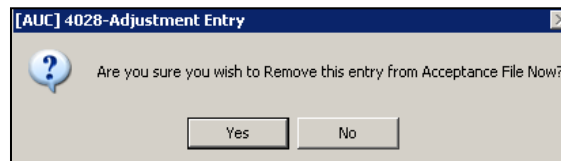
Once you have **accepted** an entry, you may not make any further changes to that transaction. The action buttons provide you with two options:



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

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

FROM				Type	90 Curbside	TO				Type	90 Curbside				
Add by Bill#	000001-01	Year	2011	Apply to Bill#	000001-01	Year	2011	Apply to Owner	GERNON THOMAS E & JODI M	Apply to SrvAdr	56 PILGRIM RD	Apply to Cust#	00004150	Apply to Parcel	490 - -
Add by Owner	GERNON THOMAS E & JODI M					Add by Owner	GERNON THOMAS E & JODI M					Add by Parcel	490 - -		
Add by SrvAdr	56 PILGRIM RD					Add by SrvAdr	56 PILGRIM RD					More Info			
Add by Cust#	00004150					More Info									
Add by Parcel	490 - -														
More Info															

Restrict the lookup to a specific Type and/or Year

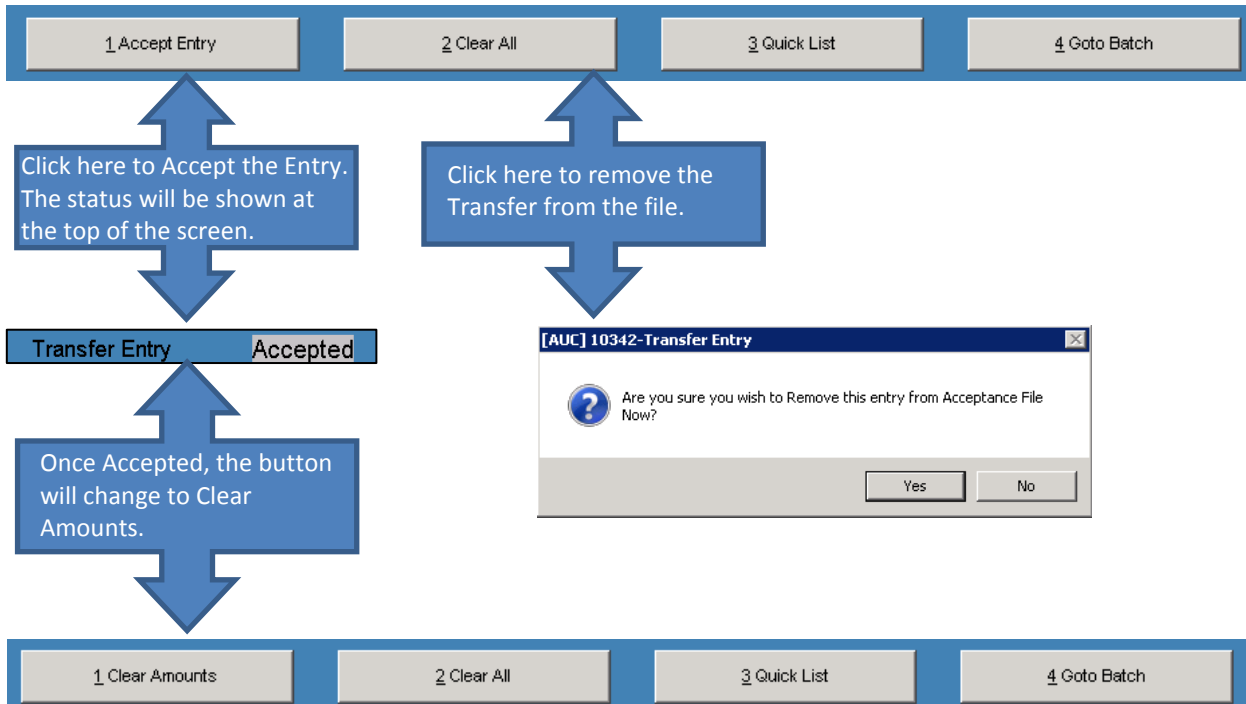
Program	CURBSIDE	Curbside	Net Billed	Paid	Balance	Payment Out	Adjusted Balance
Curbside Coll			168,67	92,00		-87,00	
Total			168,67	92,00		-87,00	

Program	CURBSIDE	Curbside	Net Billed	Paid	Balance	Payment In	Adjusted Balance
Curbside Coll			87,00		87,00	87,00	
Total			87,00		87,00	87,00	

Transfer a payment from this bill

Transfer a payment to this bill

1 Accept Entry
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.

Batch Entry

Restricted to own Batches

Batch **Batch Type** Receipt Adjustment

Bank

Pay-Trx Date

Deposit Date

Current Batch

Curbside 4

Toters

Misc Billing

	Expected	Entered	Balance
To or Payment	-153,00	-153,00	
From or Charge	-62,00	-62,00	
Refund			
Totals	-215,00	-215,00	

Trx#	Type	Year	Bill#	Description	Payment	Charge	Refund	
15049	Curbside	2010	000001-01			-87,00		<input type="button" value="Edit"/>
15048	Curbside	2014	000001-01		-105,00	25,00		<input type="button" value="Edit"/>
15046	Curbside	2016	000003-01			-25,00		<input type="button" value="Edit"/>
15044	Curbside	2015	000001-01		-135,00	25,00		<input type="button" value="Edit"/>

An adjustment entry will not show in the **Entered** column until it has been **Accepted**.

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.

Adjustment Edit List

	User Batch	Trx Date	Expected	Entered	Entered By
<input checked="" type="checkbox"/>	26	03-Feb-2015	-215,00	-215,00	KATHY

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

Task 10352: Adjustment Edit List

Adjustment Edit List

Run as Preview Print PDF

If Printing use Duplex Yes No



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

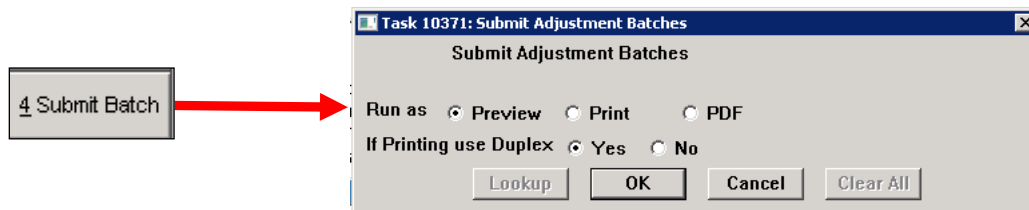
Batch# : 26
GL Posting# :
Entered : \$ -215.00 Pay Trx Date : 03-Feb-2015 Bank : EOA BANK OF AMERICA 1 Batch Notes :
Expected : \$ -215.00 GL Effective Date: 03-Feb-2015 Entered By : KATHY
Deposit Date : N/A Batch Owner: KATHY


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 0400-000-0000-000-00-00-42015	From Type 90 Year 2011 Bill# 000001-01	From				87.00		
					Owner GERNON THOMAS E & JODI M								
26	15049	2011	03-Feb-2015	000001-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	To Type 90 Year 2010 Bill# 000001-01	To T	-87.00			-87.00		
					Owner GERNON THOMAS E & JODI M								
26	15048	2014	03-Feb-2015	000001-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	MISC BILL - ADJUSTMENT by KATHY	MISC				-105.00		
					Owner 1079 REALTY TRUST								
26	15048	2014	03-Feb-2015	000001-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	MISC BILL - ADJUSTMENT by KATHY	MISC	25.00					
					Owner 1079 REALTY TRUST								
26	15044	2015	03-Feb-2015	000001-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	Insufficient Funds by KATHY	Insu	25.00			-25.00		
					Owner 1079 REALTY TRUST								
26	15044	2015	03-Feb-2015	000001-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	Insufficient Funds by KATHY	Insu				-110.00		
					Owner 1079 REALTY TRUST								
26	15046	2016	03-Feb-2015	000003-01	0400-000-0000-000-00-00-10400 0400-000-0000-000-00-00-42015	MISC BILL - ADJUSTMENT by KATHY	MISC	-25.00					
					Owner CURBSIDE SUBSCRIBER								
								*** 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.



Transfer Selected Batches

Required: Enter Transfer TO User

Buttons: **Lookup**, **OK**, **Cancel**, **Clear**

Username Listing

Username	Description	Status	Tof
ANTHEA	Anthea Dimond	A	
COUGHLIN	Kathy Coughlin (alternate)	A	
DIMOND	Anthea Dimond (alternate)	A	
JASON	Jason McDonough-Hughes	A	
KATHYC	Kathy Coughlin	A	
LUANN	LuAnn Moore	A	
MARY	Mary MacKinnon	A	
MOORE	LuAnn Moore	A	
ROSCOE	Roscoe Sandlin	A	
TARANTOLA	Wendy Tarantola (alternat)	A	
THERESA	Theresa Campbell	A	
WAYNE	Wayne Miller	A	
WENDY	Wendy Tarantola	A	

10371-MEREP:MBADJCLR.REP Printed 09-Feb-2015 at 13:14:26 by KATHY

Town of ADMINS
Submit Adjustment Batches

** Batch In Balance ** Will Post

Batch# : 26
 Entered : \$ -215.00 Pay Trx Date : 03-Feb-2015 Bank : BOA BANK OF AMERICA 1
 Expected : \$ -215.00 GL Effective Date: 01-Feb-2015 Entered By : KATHY
 Deposit Date : N/A Batch Owner: KATHY

Batch#	Trx#	Year	Payment Date	Bill Number	Bill Type	Program	Service Type	Charge Amount	Adjustment Amount	Refund Amount			
26	15049	2010	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	RT7 Trash & Recycle Friday						
	15049						*** Total *** GERNON THOMAS E & JODI M						
26	15049	2011	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	RT7 Trash & Recycle Friday	-87.00					
	15049						*** Total *** GERNON THOMAS E & JODI M	-87.00					
26	15048	2014	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	RT5 Trash & Recycle Thursday						
26	15048	2014	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	NSF NSF Fee	25.00					
	15048						*** Total *** 1079 REALTY TRUST	25.00					
26	15044	2015	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	NSF NSF Fee	25.00					
26	15044	2015	03-Feb-2015	000001-01	90 Curbside	CURBSIDE Curbside	RT5 Trash & Recycle Thursday						
	15044						*** Total *** 1079 REALTY TRUST	25.00					
26	15046	2016	03-Feb-2015	000003-01	90 Curbside	CURBSIDE Curbside	RT5 Trash & Recycle Thursday	-25.00					
	15046						*** Total *** CURBSIDE SUBSCRIBER	-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

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.

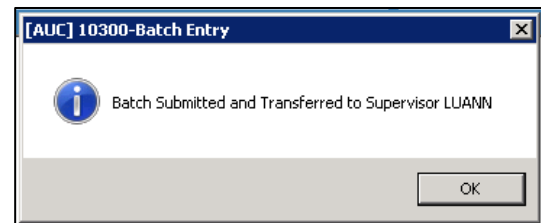


Submit Adjustment Batches							
1 Select All		2 Deselect All		3 Submit Batches			
Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 Trx Date	Expected	Entered
<input checked="" type="checkbox"/>	ANTHEA	423	EAST	10-Aug-2010	10-Aug-2010	-50.00	-50.00
<input type="checkbox"/>	DEB	267	EAST	28-May-2010	28-May-2010	-66.93	-66.93
<input checked="" type="checkbox"/>	DEB	339	EAST	23-Jun-2010	23-Jun-2010	-47.43	-47.43
<input type="checkbox"/>	DEB	467	EAST	16-Nov-2010	16-Nov-2010	-114.36	-114.36
<input type="checkbox"/>	PAULP	454	EAST	07-Oct-2010	07-Oct-2010	28.31	28.31

Figure 2 Submit Multiple Batches

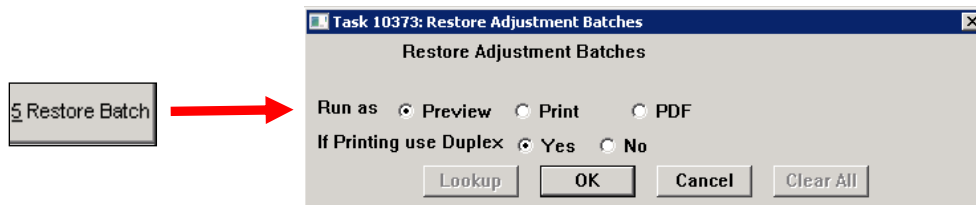


You may have the ability to both submit and post, or, you may be required to submit the batch to a supervisor for posting. This is governed by the **Module Control** table. If **Item #4040** is set to **Y**, then you cannot post, but must submit the batch to the user specified in **Item #4041**. In that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



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.



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.



Restore Adjustment Batches

Select All DeSelect All Restore Batches

	User Batch	Trx Date	Expected	Entered	Entered By
<input checked="" type="checkbox"/>	[Redacted]				
<input type="checkbox"/>	26	03-Feb-2015	-215.00	-215.00	KATHY
<input type="checkbox"/>	10	19-Jan-2015			THERESA
<input type="checkbox"/>	13	19-Jan-2015			THERESA

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.

Post Batch

→

Task 10377: Post Adjustment Batches

Post Adjustment Batches

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

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.

Post Adjustment Batches

1 Select All 2 Deselect All 3 Post Batches

	Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 Trx Date	Expected	Entered
<input checked="" type="checkbox"/>		THERESA	10	BOA	19-Jan-2015	19-Jan-2015		
<input type="checkbox"/>		THERESA	13	BOA	19-Jan-2015	19-Jan-2015		

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



10336-MBRECPTGL_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	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION	87.00	327.00
2015	01-Feb-2015	26	0400-000-0000-000-00-39100	REVENUE	327.00	87.00
BALANCE SHEET					414.00	414.00
2015	01-Feb-2015	26	0400-000-0000-000-00-42015	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-MBRECPTGL.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	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION		87.00
2015	01-Feb-2015	101	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION		105.00
2015	01-Feb-2015	101	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION	87.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION		110.00
2015	01-Feb-2015	101	0400-000-0000-000-00-10400	CASH, CURBSIDE COLLECTION		25.00
Total for 0400-000-0000-000-00-10400					87.00	327.00
2015	01-Feb-2015	101	0400-000-0000-000-00-39100	REVENUE		87.00
2015	01-Feb-2015	101	0400-000-0000-000-00-39100	REVENUE	87.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-39100	REVENUE	25.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-39100	REVENUE	110.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-39100	REVENUE	105.00	
Total for 0400-000-0000-000-00-39100					327.00	87.00
BALANCE SHEET					414.00	414.00
2015	01-Feb-2015	101	0400-000-0000-000-00-42015	CURBSIDE REVENUE	110.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-42015	CURBSIDE REVENUE	105.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-42015	CURBSIDE REVENUE	25.00	
2015	01-Feb-2015	101	0400-000-0000-000-00-42015	CURBSIDE REVENUE		87.00
2015	01-Feb-2015	101	0400-000-0000-000-00-42015	CURBSIDE REVENUE	87.00	
Total for 0400-000-0000-000-00-42015					327.00	87.00
SUBSIDIARY LEDGER					327.00	87.00
*** GRAND TOTAL ***						
Balance Sheet					414.00	414.00
Subsidiary Ledger					327.00	87.00



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Town of ADMINS
Post Adjustment Batches

** Batch In Balance ** Will Post

Batch# : 26
Posting# : 8846043

Entered : \$ -215.00 Pay Trx Date : 03-Feb-2015 Bank : BOA BANK OF AMERICA 1
Expected : \$ -215.00 GL Effective Date: 01-Feb-2015 Entered By : KATHY
Deposit Date : N/A Batch Owner: KATHY

Batch#	Trx#	Bill Year	Payment Date	Bill Number	Bill Type	Service 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:

Adjustment Entry						
Batch	3	TrxNumber	4227	Note		
Type	90 Curbside	Year	2015	Code	INS	Date
						28-May-2015
5 Add by Bill#		000001-01		Owner Mailing Address		Program
6 Add by Owner		CURBSIDE SUBSCRIBER		CURBSIDE SUBSCRIBER		Curbside
7 Add by SrvAdr		1079 MAIN ST		CONCORD, MA 017420000		
8 Add by Cust#		00002298				
9 Add by Parcel		3741 / /				
		Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay
						Adjusted Balance
					25.00	25.00
		110.00	110.00		-110.00	110.00



This is what the Adjustment looks like after posting:

2015 Curbside		Transactions		
Bill#	000001-01	Year	2015	X Search...
Owner	CURBSIDE SUBSCRIBER			Balance as of 28-May-2015 \$ 135.00
Service Add				
Account	00002298			
Parcel	3741 / /			
<input type="button" value="Bill Payment"/> <input type="button" value="Detail Payment"/> <input type="button" value="Transactions"/> <input type="button" value="Trx Summary"/> <input type="button" value="Attachments"/>				
Description	Trx Date	Charges	Payments	Other
Cyc 1 Trash & Recycle	26-Mar-2014	110.00		BILL
Cyc 1 Trash & Recycle	07-Apr-2014		110.00	MB - CENTURY BANK
Cyc 1 NSF Fee	28-May-2015	25.00		INSUFFICIENT FUNDS
Cyc 1 Trash & Recycle	28-May-2015		-110.00	INSUFFICIENT FUNDS

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.

Task 10658: Posted Adjustments - by Date, Trxn Code, Category

Posted Adjustments - by Date, Trxn Code, Category

Required: Enter Bill Type: Curbside

Required: Post Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Service Types: 0 values:

Optional: Enter Transaction Code: 0 values:

Print Report as: Summary Detail

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Optional: Enter up to 9 Service Types

Service	Description	Ch	Tof
R1	Recycle Tuesday	M	
R2	Recycle Tuesday	M	
R3	Recycle Wednesday	M	
R4	Recycle Wednesday	M	
R5	Recycle Thursday	M	
R6	Recycle Thursday	M	
R7	Recycle Friday	M	
R8	Recycle Friday	M	
RT1	Trash & Recycle Tuesday	M	
RT2	Trash & Recycle Tuesday	M	
RT3	Trash & Recycle Wednesday	M	
RT4	Trash & Recycle Wednesday	M	
RT5	Trash & Recycle Thursday	M	
RT6	Trash & Recycle Thursday	M	
RT7	Trash & Recycle Friday	M	
RT8	Trash & Recycle Friday	M	

Optional: Enter Transaction Code

Code	Description	Status	Tof
ABT	Abatement	A	
ADD	Added Tax	I	
ADJ	Adjustment	A	
ADJD	OBSOLETE (DEPT RECT ADJUS	A	
ADV	Advanced Payment	A	
AF	Added Fees	A	
AI	Added Interest	A	
AT	Added Tax	A	
AUNC	WRITE-OFF ABATEMENT	A	
BACB	BILLING ADJUSTED CREDIT B	A	
BAL	Balance Forward	A	
BBCK	ON-LINE PAYMENT BOUNCE BA	A	
BILL	Billing	A	
BILT	BILL TRUST PAYMENTS	A	



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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.

Profile not restricted

Batch Entry
Restricted to own Batches

Batch

Bank

Pay-Trx Date

Deposit Date

Batch Type

Receipt

Adjustment

Edit Note

No text available

Current Batch

Curbside

Toters

Misc Billing

Add New Batch

Enter Batch [Leave Blank for System-Generated Number]