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1. Collections Reports

Reports ▶ Report Library ▶ Collection Reports

[AUC] 10600-Report Library Collection

Report Library Collection

Report Name	View	Report
10630-Bill Type - As of a Date	Sample	Run
10635-Credit Redistribution Report	Sample	Run
10625-Aged Recievables (Curbside)	Sample	Run
-----	Sample	
10654-Pending Receipts	Sample	Run
10655-Pending Adjustments	Sample	Run
-----	Sample	
10656-Revenue Summary - By Type, Date, Category	Sample	Run
10657-Posted Receipts - by Date, GL#	Sample	Run
10658-Posted Adjustments - by Date, Txn Code, Category	Sample	Run
-----	Sample	
10660-Posted Transactions - Summary	Sample	Run
10662-Posted Transactions - Refund History	Sample	Run
10663-Posted Transactions - Payments by Batch	Sample	Run
10664-Posted Transactions - By Deposit Date	Sample	Run
10665-Statistics - How our Bills are Paid	Sample	Run
10667-Subscriber Analysis	Sample	Run
-----	Sample	
10659-Lockbox Batch Summary Report	Sample	Run
-----	Sample	
10645-Special Invoices Outstanding Register	Sample	Run
10631-Invoice Transaction History As of Report	Sample	Run
10626-Aged Receivables (Special Invoices)	Sample	Run

MBRPTLIBCOL



1.1. # 10630 Bill Type - As of a Date

Bill#	Customer	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
Bill Year: 2021							
000169-00	00000009	Terry Mathew	385.00				385.00
000164-00	00000041	MOSKOWITZ, BARRY S	330.00				330.00
000165-00	00000196	STEVENS, CHARLES T	357.00				357.00
000166-00	00000166	JUNO CHEFS INCORPORATED	236.00				236.00
000167-00	00000167	CARROCCIO, A THOMAS ESQ	330.00				330.00
000168-00	00000168	STANLEY, RICHARD L ESQ	368.00				368.00
Total Program: TIGERSDEN							2006.00
Total Department Group: SCHOOL							2006.00
Total Bill Year: 2021							2006.00

Selection Legend:
 As of Date: 12-Feb-2021
 Bill Year: 2021 2021
 Bill Type: 95 Misc Billing
 Print Report As: D
 Program Type: TIGERSDEN
 Exclude Fully Paid Bills: N
 Exclude Credit Balance Bills: N
 Exclude Stopped Subscriptions: N

The #10630 Bill Type – as of a Date report may be filtered by Program Type and / or by Department.

The report lists all bills for the selected criteria and displays charges, Payments and Balances as of the Date entered.

Any transactions applied to the Bills after that Date will not be included.

The filter criteria is shown in the Selection Legend at the bottom of the report. The report subtotals by Program, Department Group, and Bill Year.

Run as Print/Preview/PDF® or Excel®. Preview output is shown in Figure 1.

Figure 1 #10640 Bill Type as of a Date filtered by Program Type

1.2. # 10635 Credit Redistribution Report

Task 10635: Credit Redistribution Report

Credit Redistribution Report
 Find all invoices with credit balances and match them to invoices with outstanding balances for the same customer

Required: Enter Bill Year: 2021

Required: Enter Program Type: []

Run as Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

The Credit Redistribution Report prompt now has a Radio Button to select a Bill Type of Curbside, Toters, or Special Invoices. The prompt used to restrict by program type; this provides more flexibility as customers may be billed for multiple programs.

Only one bill type may be selected at a time. This report finds customers with credit balances on invoices with outstanding balances on other invoices which may be handled via an adjustment batch entry.

Task 10635: Credit Redistribution Report

Credit Redistribution Report
 Find all invoices with credit balances and match them to invoices with outstanding balances for the same customer

Required: Enter Bill Year: 2021

Include Bill Type: Curbside Toters Special Invoices

Run as Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

The Credit Distribution Report will find any Bill that has a credit balance and then match that to any bill for the SAME customer that has an outstanding balance. This gives the opportunity to do an adjustment to apply the credit from one bill to another bill.



TedRE - Credit_Redist_10635_THERESA[1].jis

Printed 11-Feb-2021 at 11:47:05 by THERESA

City of ADMINS
Credit Redistribution Report

Bill Type: 95 Misc Billing
Bill Year: 2021

=====			==Bills with Outstanding Balances==			
Bill#	Customer	Service Address	Balance	Bill#	Program	Balance
000102-00	00000004	123 MAPLE DRIVE	-4.00	000134-00	SCHOOL	5.00
				000141-00	SCHOOL	20.00
				Outstanding Balance		25.00

000138-00	00000004	123 MAPLE DRIVE	-10.00	000141-00	SCHOOL	20.00
				000141-00	SCHOOL	20.00
				Outstanding Balance		40.00

**** Grand Total			-14.00			65.00

Selection Legend:
Bill Year: 2021
Program: SCHOOL

In the illustration, the credit balance of \$14.00 can be applied to other bills for customer #0000004 via an adjustment batch.

1.3. # 10625 Aged Receivables (Curbside)

Task 10625: Aged Receivables (Curbside)

Aged Receivables [CURBSIDE]

Required: Enter Bill Year Range From Year: 2020 To Year: 2021

Required: Enter As of date 19-FEB-2021

Required: Enter Number of days between Aging Breaks 30

Include Categories that do not post to A/R? (e.g. Fees) Yes No

Print Summary Detail

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

ADMINS added the aging report with the March 2021 software update. An accounts receivable aging is a report that lists unpaid customer invoices and unused credits by date ranges. The only required fields are the "Enter as of Date" and the number of days between aging breaks (typically 30).

TedRE - AgedReceivables90_THERESA[1].jis

Printed 19-Feb-2021 at 16:14:43 by THERESA

City of ADMINS
Aged Receivables (Curbside)

As Of: 19-Feb-2021

Year	Bill#	Parcel/Account#	Person Billed	Under 31	31 to 60	61 to 90	Over 90	Total

2021	000001-01	--	00000010-CAGNE, MICHAEL P	93.75	.00	.00	.00	93.75
2021	000002-01	--	00000039-DORL, JAMES J ESQ	(6.25)	.00	.00	.00	(6.25)
2021	000003-01	--	00000039-FEINER BROS	93.75	.00	.00	.00	93.75
Total for Type Curbside				181.25	.00	.00	.00	181.25

Total for Year 2021 :				181.25	.00	.00	.00	181.25

*** Grand Total ***				181.25	.00	.00	.00	181.25

Selection Legend:
Restrict to Bill Year: 2020 to 2021
As of Date: 19-Feb-2021
Days between breaks: 30
Include Non Post A/R Categories (e.g Fees): Y
Print Report as: D

Figure 2 #10625 Aged Receivables (Curbside)



1.4. # 10654 Pending Receipts

Report #10654, Pending Receipts offers an optional filter for Program Department Group. In-Progress Payments have been applied to bills but have not been posted to the Bills as complete.

The selection legend will show the filter chosen at the bottom of the report.

This will allow departments to report on relevant receipts.

The report is available to Run as Print/Preview/PDF® format.

Type	Year	Bill Number	Run	Service Type	Batch	Trx Num	Cash	Check	Other	Paid
MB	2021	000141-00	1	TRANSPORT	12	157	20.00			20.00
MB	2021	000150-00	3	HIGH SCHOOL	12	188	80.00			80.00
MB	2021	000157-00	1	ELEMENTARY	12	159	25.00			25.00
MB	2021	000157-00	2	FIELDTRIP	12	159	10.00			10.00
MB	2021	000157-00	3	HIGH SCHOOL	12	159	75.00			75.00
MB	2021	000157-00	4	MIDDLE	12	159	50.00			50.00
MB	2021	000157-00	5	PRIMARY	12	159	15.00			15.00
MB	2021	000158-00	1	ELEMENTARY	12	160	25.00			25.00
MB	2021	000158-00	2	FIELDTRIP	12	160	10.00			10.00
MB	2021	000158-00	3	HIGH SCHOOL	12	160	75.00			75.00
MB	2021	000158-00	4	MIDDLE	12	160	50.00			50.00
MB	2021	000158-00	5	PRIMARY	12	160	15.00			15.00
Total for Type Misc Billing								420.00		420.00
Total for Batch 12								420.00		420.00
Total for User THERESA								420.00		420.00
*** Grand Total ***								420.00		420.00

Figure 3 Pending Receipts report, using a Program Department Group filter

1.5. # 10655 Pending Adjustments

The report of Pending Adjustments includes an optional filter on Program Department Group. The legend will show the selections. The report is shown Run as Print/Preview/PDF®.

Pending Adjustments have been applied to bills but have not been posted to the Bills as complete.



TedRE - Adjust_Pending_10655_THERESA[S].lis
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 Courier New 10 B / U [Color] [Font] [Print] [Exit] [Help]

10655-MBADJPN.REP Printed 19-Feb-2021 at 14:08:01 by THERESA Page 1
 Sign: of THERESA
Pending Adjustments

Type	Year	Bill Number	Run	Service Type	Batch	Trx Num	Trx Code	Charge	Payment	Refund	Adjustment
MB	2021	000102-00	1	TUITION	5	7	Reversal	-123.00			
MB	2021	000102-00	2	TUITION	5	7	Reversal	-123.00			
Total for Type Misc Billing								-246.00			
Total for Batch 5								-246.00			
Total for User ANTHEA								-246.00			
MB	2021	000160-00	5	PRIMARY	13	161	Transfer From	-25.00			
MB	2021	000170-00	1	ALLFULL	13	161	Transfer To	25.00			
Total for Type Misc Billing											
Total for Batch 13											
Total for User THERESA											
*** Grand Total ***								-246.00			

Selection Legend:

 Bill Type: 95
 Program Dept Group: SCHOOL

Figure 4 #10655 Pending Adjustments Report with Optional Program Department Group filter



1.6. # 10656 Revenue Summary - By Type, Date, Category

Task 10656: Revenue Summary - By Type, Date, Category

Revenue Summary - By Type, Date, Category

Required: Enter Effective (Pay/Trx) Date Range From: 01-FEB-2021 To: 19-FEB-2021

Include Bill Type Curbside Toters Special Invoices

Optional: Enter Program Department Group

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

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

TedRE - RevSumTrn_10656_THERESA[7].jrs

File Edit Format Options

Courier New 9 B I U

10656-MBREVSUMTRNTYP.REP Printed 19-Feb-2021 at 14:00 Page 1

City of ADMINS
Revenue Summary - By Type, Date, Category

Bill Type	Date Rec'd	Daily Totals	Counter receipt	Lockbox receipt	Clearing House	Other Payments	Refunds	Adjustments
Tuition Fees		100.00	100.00					
95-Misc Billing	03-Feb-2021	100.00	100.00					
Tuition Fees		(100.00)				(100.00)		
95-Misc Billing	08-Feb-2021	(100.00)				(100.00)		
Full price breakfast		60.00	60.00					
Reduced Price Breakfast		6.00	6.00					
School Lunch per day		180.00	180.00					
School lunch per day		195.00	195.00					
School lunch per day full		295.00	295.00					
Reduced rate lunch, all gr		180.00	180.00					
PILOT Fees		750000.00	750000.00					
School Bus		90.00	90.00					
Tuition Fees		470.00	470.00					
Elementary School Transpor		150.00	150.00					
Field Trip Transportation		210.00	210.00					
High School Transportation		250.00	250.00					
Middle School Transportati		200.00	200.00					
Primary school transportat		70.00	70.00					
Team Sports Transportation		62.50	62.50					
General Town Bills		2125.00	2125.00					
95-Misc Billing	11-Feb-2021	754543.50	754543.50					
** Total ** Misc Billing		754,543.50	754,643.50	.00	.00	(100.00)	.00	.00
*** Grand Total ***		754,543.50	754,643.50	.00	.00	(100.00)	.00	.00

Selection Legend:
Pay Dates: 01-FEB-2021 to 19-Feb-2021
Bill Type: 95

Figure 5 Revenue Summary offers an optional filter on Department Group – shown is Run as Print/Preview/PDF®

The report provides a summary by Date and Service Type, categorizing the activity by how it was applied, e.g., Payment Type, or Refund, or Adjustment.



1.7. # 10657 Posted Receipts - by Date, GL#

Optional filter on Program Department Group

Detail

Summary

Task 10657: Posted Receipts - by Date, GL#

Posted Receipts - by Date, GL#

Include Bill Type: Curbside Toters Special Invoices

Required: Post Date Range (mmdyyyy) From: 01-Jan-2021 To: 19-Feb-2021

Optional: Enter Program Department Group

Optional: Enter up to 9 Service Types

Print Report as: Detail Summary Both

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: **Lookup** **OK** **Cancel** **Clear All**

10657-MBRECPSDGL.REP

Printed 19-Feb-2021 at 15:04:55 by THERESA
City of ADMS
Posted Receipts - by Date, GL#

Receipts Posted On: 21-Jan-2021

Revenue Account Number	Account Description	Amount
		1245.00
		1245.00
		1245.00
		105.00
		105.00

10657-MBRECPSDGL.REP

Printed 19-Feb-2021 at 15:04:55 by THERESA
City of ADMS
Posted Receipts - by Date, GL#

Receipts Posted On: 01-Jan-2021 to 12-Feb-2021

Revenue Account Number	Account Description	Amount
1000-000-0000-000-00-48000	MISCELLANEOUS REVENUE	60.00
1000-000-0000-000-00-48400	MISCELLANEOUS REVENUE	3935.00
1000-300-0000-000-00-41750	GENERA-SCHOOL BUS PAS	942.50
2020-000-0000-000-00-42920	SCHOOL LUNCH, CAFETERIA RECEIPTS	750856.00
*** Total *** Bill Year: 2021		755793.50
*** Grand Total ***		755793.50

Selection Legend:
Bill Type: 95
Dates: 01-Jan-2021 to 12-Feb-2021

Figure 6 #10657 Posted Receipts – by Date, GL # in Detail and Summary run as Print/Preview/PDF®

This report will list all Posted Receipts for a date range, displaying the accounts used for those receipts. The Summary report lists each account and totals by Bill Year. The Detail report gives totals by posted date for accounts.



1.8. # 10658 Posted Adjustments - by Date, Txn Code, Category

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

Posted Adjustments - by Date, Txn Code, Category

Include Bill Type Curbside Toters Special Invoices

Required: Post Date Range [mmddyyyy] From: 01-Feb-2021 To: 19-Feb-2021

Optional: Enter Program Department Group

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 filter on Program Department group

AdjPstCatRpr_10658_THERESA[1].xml - Excel

Post Date	Type	Transaction Type	Category	Year	Bill Number	Charges	Refunds	Payments	Revenue	Dat	Batch#
2/19/2021	MB	MISC BILL ADJUSTMENT	General Town Bills	2021	000103-00			-1,000.00			14
2/19/2021	MB	MISC BILL ADJUSTMENT	General Town Bills					(1,000.00)			
2/19/2021	MB	MISC BILL ADJUSTMENT						-1,000.00			
2/19/2021	MB	Transfer From	General Town Bills	2021	000140-00			-20.00			14
2/19/2021	MB	Transfer From	General Town Bills					(20.00)			
2/19/2021	MB	Transfer From						-20.00			
2/19/2021	MB	Transfer To	School Bus	2021	000141-00			20.00			14
2/19/2021	MB	Transfer To	School Bus					20.00			
2/19/2021	MB	Transfer To						20.00			
2/19/2021	MB	Total						-1,000.00			
		Report Total						-1,000.00			

Selection Criteria:
Bill Type: 95
Dates: 01-Feb-2021 to 19-Feb-2021

Figure 7 Report run as Excel®, also available to run as Print/Preview/PDF® - can filter on Program Department Group

This report will list all Posted Adjustments for a date range, displaying the accounts used for those adjustments. The Summary report lists each account and totals by Bill Year. The Detail report gives totals by posted date for accounts.



1.9. # 10660 Posted Transactions – Summary

The dialog box shows the following configuration:

- Required: Enter Bill Type: 95 Misc Billing
- Required: Post Date Range (mmdyyy): From: 07-Feb-2021 To: 13-Mar-2021
- Optional: Enter Program Department Group: SCHOOL SCHOOL
- Optional: Enter Transaction Code: Edit 0 values:
- Optional: Enter up to 9 Service Types: Edit 0 values:
- Sort By: Transaction Code (selected) Service Type
- Include Payment Transactions: Yes (selected) No
- Print Report as: Summary (selected) Detail
- Run as: Preview Print PDF Excel (selected)
- If Printing use Duplex: Yes (selected) No

The Excel spreadsheet 'TrnSum_10660 [6].xml - Excel' displays the following data:

Date-Posted	Transaction-Code/Program	Charged	Deductions	Refunds	Payments
08-Feb-2021	Insufficient Funds-School Bills	0.00	0.00	0.00	-100.00
Total: 08-Feb-2021		0.00	0.00	0.00	-100.00
09-Feb-2021	Billing-School breakfast nutrition progr	66.00	0.00	0.00	0.00
09-Feb-2021	Billing-School Transport	1,400.00	0.00	0.00	0.00
09-Feb-2021	Billing-Before & After School Child Care	2,006.00	0.00	0.00	0.00
Total: 09-Feb-2021		3,472.00	0.00	0.00	0.00
10-Feb-2021	Billing-School breakfast nutrition progr	90.00	0.00	0.00	0.00
10-Feb-2021	Billing-School Nutrition Programs	1,024.50	0.00	0.00	0.00
Total: 10-Feb-2021		1,114.50	0.00	0.00	0.00
11-Feb-2021	Counter receipt-School breakfast nutriti	0.00	0.00	0.00	66.00
11-Feb-2021	Counter receipt-School Nutrition Program	0.00	0.00	0.00	850.00
11-Feb-2021	Counter receipt-School Bills	0.00	0.00	0.00	560.00
11-Feb-2021	Counter receipt-School Transport	0.00	0.00	0.00	942.50
Total: 11-Feb-2021		0.00	0.00	0.00	2,418.50
19-Feb-2021	Refund-School Bills	0.00	0.00	34.00	0.00
19-Feb-2021	Transfer To-School Bills	0.00	0.00	0.00	20.00
Total: 19-Feb-2021		0.00	0.00	34.00	20.00
22-Feb-2021	Counter receipt-School Transport	0.00	0.00	0.00	100.00
22-Feb-2021	Counter receipt-Before & After School Ch	0.00	0.00	0.00	250.00
Total: 22-Feb-2021		0.00	0.00	0.00	350.00
Total: 2021		4,586.50	0.00	34.00	2,688.50
Grand-Total		4,586.50	0.00	34.00	2,688.50

Posted Transactions summarizes receipts, adjustments, and refunds in a single report by Posted Date. The Detail Report shows each Program and the Service Type transactions by Date. The Summary Report shows Program transactions by Date.

1.10. # 10662 Posted Transactions - Refund History

The report shows the following data:

Pay Date	Year	Bill #	Trans #	Vendor # / Remit	Vendor	Voucher	Check Date	Check #	Check Amt
19-Feb-2021	2021	000102-00	164	030110-01		469566			4.00
19-Feb-2021	2021	000135-00	165	030111-01		469567			5.00
19-Feb-2021	2021	000138-00	166	030112-01		469568			10.00
19-Feb-2021	2021	000139-00	167	030113-01		469569			15.00
19-Feb-2021	2021	000140-00	168	030114-01		469570			5.00
Total for User Batch REF15									39.00
Total for Bill Year 2021									39.00
*** Grand Total ***									39.00

Selection Criteria:
Bill Type: 95
Pay Dates: 01-Jan-2021 to 28-Feb-2021

Lists all refunds posted against bills for the selected criteria.

Detail lists each bill and service type that had a refund processed.

Summary report summarizes to the Bill level.



1.11. # 10663 Posted Transactions - Payments by Batch

Task 10663: Posted Transactions - Payments by Batch

Posted Transactions - Payments by Batch

Required: Enter Bill Year: 2021

Required: Enter Bill Type: 95 Misc Billing

Required: Enter Effective (Pay/Trx) Date Range: From: 07-FEB-2021 To: 13-MAR-2021

Optional: Enter Program Department Group: SCHOOL SCHOOL

Optional: Enter Transaction Code: Edit 0 values:

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

Print Report as: Summary Detail

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup OK Cancel

Txns_PaymentsByBatch_10663.xlsx

Batch	Payments	NSF Fees	Total
10	691.00	0.00	691.00
11	1,727.50	0.00	1,727.50
14	20.00	0.00	20.00
16	100.00	0.00	100.00
17	250.00	0.00	250.00
7	5.00	0.00	5.00
9	-100.00	0.00	-100.00
Grand-Total	2,693.50	0.00	2,693.50

Selection Legend:

14 Bill Year: 2021
15 Bill Type: 95
16 Date Range: 07-Feb-2021 and 13-Mar-2021
17 Dept Group: SCHOOL
18 Detail or Summary: S

Ready

Reports on all Payments made to Bills by processed Batch.

Detail reports on each Bill and service type payment.

Summary reports on batch totals.



1.12. # 10664 Posted Transactions - By Deposit Date

Task 10664: Posted Transactions - By Deposit Date

Posted Transactions - By Deposit Date

Required: Enter Bill Type: 95 Misc Billing

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

Optional: Enter Program Department Group: SCHOOL

Optional: Enter Transaction Code: Edit 0 values:

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

Include Payment Transactions: Yes No

Print Report as: Summary Detail

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel

TrnSumDep_10664_THERESA[3].xml - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Theresa Campbell Share

A2 2/1/2021

Dep Pay Dat	Transaction Code	Charged	Adjustment	Refunds	Payments
01-Feb-2021	Billing	1,506.50	0.00	0.00	0.00
	Total: 01-Feb-2021	1,506.50	0.00	0.00	0.00
03-Feb-2021	Counter receipt	0.00	0.00	0.00	100.00
	Total: 03-Feb-2021	0.00	0.00	0.00	100.00
05-Feb-2021	Billing	617.50	0.00	0.00	0.00
	Total: 05-Feb-2021	617.50	0.00	0.00	0.00
08-Feb-2021	Billing	66.00	0.00	0.00	0.00
08-Feb-2021	Insufficient Funds	0.00	0.00	0.00	-100.00
	Total: 08-Feb-2021	66.00	0.00	0.00	-100.00
09-Feb-2021	Billing	385.00	0.00	0.00	0.00
	Total: 09-Feb-2021	385.00	0.00	0.00	0.00
10-Feb-2021	Billing	18.00	0.00	0.00	0.00
	Total: 10-Feb-2021	18.00	0.00	0.00	0.00
11-Feb-2021	Counter receipt	0.00	0.00	0.00	2,418.50
	Total: 11-Feb-2021	0.00	0.00	0.00	2,418.50
19-Feb-2021	Transfer To	0.00	0.00	0.00	20.00
	Total: 19-Feb-2021	0.00	0.00	0.00	20.00
	Total: 2021	2,593.00	0.00	0.00	2,438.50
	Grand Total	2,593.00	0.00	0.00	2,438.50

Selection Criteria:
Select Dep/Pay Dates: 01-Feb-2021 to 19-Feb-2021
Detail/Summary: S
Include Pay Types: Y

Ready

List all posted transactions by the deposit date.



1.13. # 10665 Statistics - How our Bills are Paid

Task 10665: Statistics - How our Bills are Paid

Statistics - How our Bills are Paid

Required: Enter Bill Type: 95 Misc Billing

Required: Enter Effective (Pay/Trx) Date Range: From: 01-JAN-2021 To: 19-FEB-2021

Optional: Enter Program Department Group: SCHOOL SCHOOL

Run as: Preview Print PDF Excel
If Printing use Duplex: Yes No

Buttons: Lookup OK Cancel Clear All

This report is intended to assist collectors with decision making – if most of the bills are paid over the counter, does that mean additional hours are needed for staff coverage?

If most bills are paid via lockbox or online,

but many refunds or adjustments needed, is corrective action required?

Report shows the count of the bill payments - 64 bills were paid via counter receipts; 1 was an adjustment for insufficient funds

TedRE - Payment_Analysis_10665_THERESA[1].lis

10665-MBPAFTRMCOO.REP Printed 19-Feb-2021 at 16:09:36 by THERESA City of ADMINS

Statistics - How our Bills are Paid

Bill Type: 95 Misc Billing

Paid By	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Average	Average %	Total
CRC Counter receipt	64	98.46			64	98.46	64
INS Insufficient Funds	1	1.54			1	1.54	1
*** Grand Total ***	65						65

Selection Legend:
Effective (Pay/Trx) Date Range: 01-Jan-2021 to 19-Feb-2021
Program Dept Group: SCHOOL

1.14. # 10645 Special Invoice Outstanding Register

ADMINS made three changes to report # 10656, the Special Invoices Outstanding Register report. The report lists all bills for the selected criteria and gives a current outstanding balance on those bills.

1. The title, printed at the top of the page and used in the report library, was changed from “Special Invoice Bills” to “Special Invoice Outstanding Register”.
2. The Program Department Group filter was added to the prompt.
3. The Program Department Group subtotals were added to the report.

Task 10645: Special Invoices Outstanding Register

Special Invoice Bills

Required: Enter Bill Year Range: From Year: 2021 To Year: 2021

Optional: Enter up to 9 Program Types: Edit 0 values:

Exclude Fully Paid Bills: Yes No

Run as: Preview Print PDF Excel
If Printing use Duplex: Yes No

Buttons: Lookup OK Cancel Clear All

Task 10645: Special Invoices Outstanding Register

Special Invoice Outstanding Register

Required: Enter Bill Year Range: From Year: 2021 To Year: 2021

Optional: Enter Program Department Group: [] []

Optional: Enter up to 9 Program Types: Edit 0 values:

Exclude Fully Paid Bills: Yes No

Run as: Preview Print PDF Excel
If Printing use Duplex: Yes No

Buttons: Lookup OK Cancel Clear All

Figure 8 Special Invoice Outstanding Register prompt – before and after



TedRE - SpecialInvoices_Register_10645_THERESA[2].lis
Printed 16-Feb-2021 at 14:58:49 by THERESA Page 2

Special Invoices Outstanding Register

Bill#	Customer	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
000163-00	00000168	STANLEY, RICHARD L ESQ	175.00				175.00
Program: SCHTRANS			2,017.50	942.50			1,075.00
Program: TIGERSDEN Before & After School Child Care Program							
000169-00	00000009	Terry Mathew	385.00				385.00
000164-00	00000041	MOSKOWITZ, BARRY S	330.00				330.00
000145-00	00000136	STEVENS, CHARLES T	357.00				357.00
000166-00	00000166	JUNO CHEFS INCORPORATED	236.00				236.00
000167-00	00000167	CARROCCIO, A THOMAS ESQ	330.00				330.00
000168-00	00000168	STANLEY, RICHARD L ESQ	368.00				368.00
Program: TIGERSDEN			2,006.00				2,006.00
Department Group: SCHOOL			6,630.00				3,461.50
Program: PILOT PILOT Program							
000101-00	00000002	VISTRA ENERGY	2,848,167.36				2,098,167.36
Program: PILOT			2,848,167.36				2,098,167.36
Program: TOWN General Town Bills							
000103-00	00000003	MAPLE ST SOLAR 1, LLC	1,500.00	2,500.00			(1,000.00)
000140-00	00000004	JOE SMOE	100.00	125.00			(25.00)
Program: TOWN			1,600.00	2,625.00			(1,025.00)
Department Group: TOWN			2,849,767.36	752,625.00			2,097,142.36
Bill Year: 2021			2,856,397.36	755,793.50			2,100,603.86
Report Total:			2,856,397.36	755,793.50			2,100,603.86

Selection Legend:
Select Bill Year: 2021 2021
Exclude Fully Paid Bills: N

This shows the #10645 Special Invoices Outstanding Register, Run as Preview.

No filtering selections were made; only the required Bill Year Range was entered.

The register sorts by program, then by department group, and gives subtotals on program, department group, and bill year.

Figure 9 Special Invoices Outstanding Register

SpecialInvoices_Register_10645_THERESA[5].xml - Excel

Bill#	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
1	000169-00 Terry Mathew	385.00				385.00
2	000164-00 MOSKOWITZ, BARRY S	330.00				330.00
3	000165-00 STEVENS, CHARLES T	357.00				357.00
4	000166-00 JUNO CHEFS INCORPORATED	236.00				236.00
5	000167-00 CARROCCIO, A THOMAS ESQ	330.00				330.00
6	000168-00 STANLEY, RICHARD L ESQ	368.00				368.00
7	Program: TIGERSDEN	2,006.00				2,006.00
8	Department Group: SCHOOL	2,006.00				2,006.00
9	Year: 2021	2,006.00				2,006.00
10	Grand Total #Bills: 12	2,006.00				2,006.00
11	Selection Criteria:					
12	Bill Year: 2021 2021					
13	Programs: TIGERSDEN					
14	Exclude Fully Paid Bills: N					

The same report, Run as Excel®, with a filter set to show only the TIGERSDEN program.

Figure 10 Special Invoices Outstanding Register, run as Excel®, with filter applied



1.16. # 10626 Aged Receivables (Special Invoices)

Task 10626: Aged Receivables (Special Invoices)

Aged Receivables (Special Invoices)

Required: Enter As of date: 18-FEB-2021

Optional: Enter Program Type: []

Optional: Enter Program Department Group: []

Required: Enter Number of days between Aging Breaks: 30

Include Categories that do not post to A/R? (e.g. Fees) Yes No

Print Summary Detail

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

An accounts receivable aging is a report that lists unpaid customer invoices and unused credits by date ranges. ADMINS added the aging report with the March 2021 software update. The only required fields are the "Enter as of Date" and the number of days between aging breaks (typically 30).

The report may be filtered by Program Type and/or Program Department group.

Year	Bill#	Program	Person-Billed	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	138.00	138.00
2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	247.00	247.00
2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	83.00	0.00	0.00	83.00
2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	247.00	0.00	0.00	247.00
2021	000165-00	TIGERSDEN-Before & After School Child Ca	00000136-STEVENS, CHARLES T	0.00	357.00	0.00	0.00	357.00
2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	181.00	0.00	0.00	181.00
2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	55.00	0.00	0.00	55.00
2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	83.00	0.00	0.00	83.00
2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	247.00	0.00	0.00	247.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	202.00	0.00	0.00	202.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	138.00	0.00	0.00	138.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	28.00	0.00	0.00	28.00
Total Program TIGERSDEN-Before & After				0.00	1,621.00	0.00	385.00	2,006.00
Total Dept SCHOOL				195.50	2,671.00	0.00	455.00	3,321.50
2021	000101-00	PILOT-PILOT Program	00000002-VISTRA ENERGY	0.00	0.00	0.00	2,098,167.36	2,098,167.36
Total Program PILOT-PILOT Program				0.00	0.00	0.00	2,098,167.36	2,098,167.36
2021	000103-00	TOWN-General Town Bills	00000003-MAPLE ST SOLAR 1, LLC	-1,000.00	0.00	0.00	0.00	-1,000.00
2021	000140-00	TOWN-General Town Bills	00000004-JOE SMOE	-25.00	0.00	0.00	0.00	-25.00
Total Program TOWN-General Town Bills				-1,025.00	0.00	0.00	0.00	-1,025.00
Total Dept TOWN				-1,025.00	0.00	0.00	2,098,167.36	2,097,142.36
Total for Year 2021				-829.50	2,671.00	0.00	2,098,622.36	2,100,463.86
9999	000000-00	-	00000000-	0.00	0.00	0.00	0.00	0.00
Total Program -				0.00	0.00	0.00	0.00	0.00
Total Dept				0.00	0.00	0.00	0.00	0.00
Total for Year 9999				0.00	0.00	0.00	0.00	0.00
Grand Total				-829.50	2,671.00	0.00	2,098,622.36	2,100,463.86

Selection Legend:

As of Date: 18-FEB-2021
Days between breaks: 30
Include Non Post A/R Category: Y
Print Report as: D