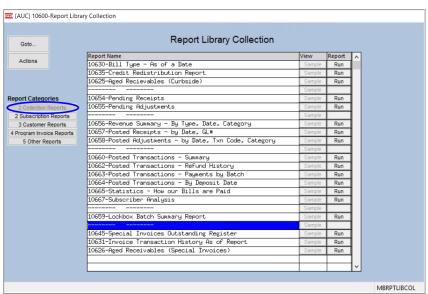
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1. Collections Reports

Reports ▶ **Report Library** ▶ **Collection Reports**



1.1. # 10630 Bill Type - As of a Date

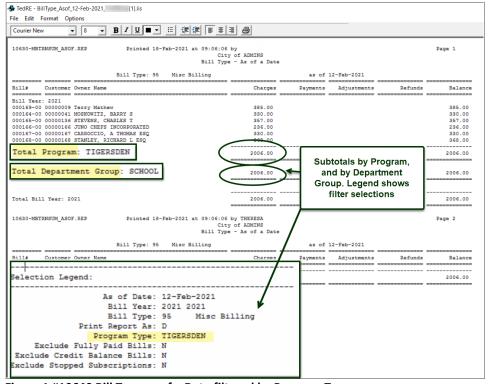


Figure 1 #10640 Bill Type as of a Date filtered by Program Type

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

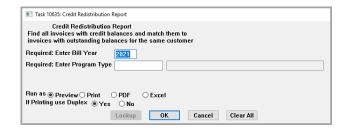
The report lists all bills for the selected criteria and displays charges, Payments and Balances as of the Date entered.

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.

1.2. # 10635 Credit Redistribution Report

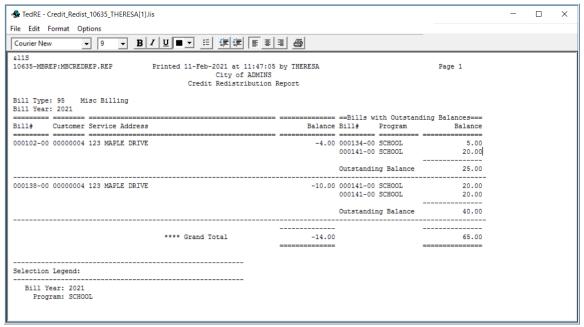




The **Credit Redistribution Report** prompt now has a Radio Button to select a Bill Type of **O Curbside**, **O Toters**, or **O Special Invoices**. The prompt used to restrict by program type; this provides more flexibility as customers may be billed for multiple programs.

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.

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 give the opportunity to do an adjustment to apply the credit from one bill to another bill.



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)

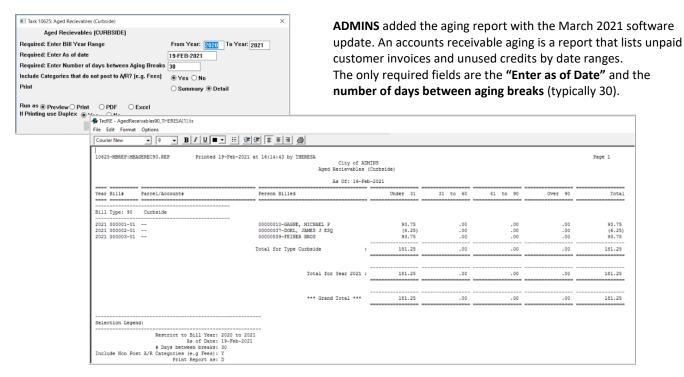
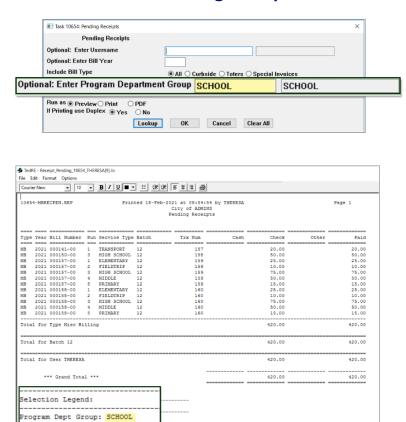


Figure 2 #10625 Aged Receivables (Curbside)

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.

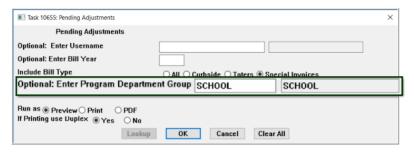
The selection legend will show the filter chosen at the bottom of the report.

This will allow departments to report on relevant receipts.

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

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.

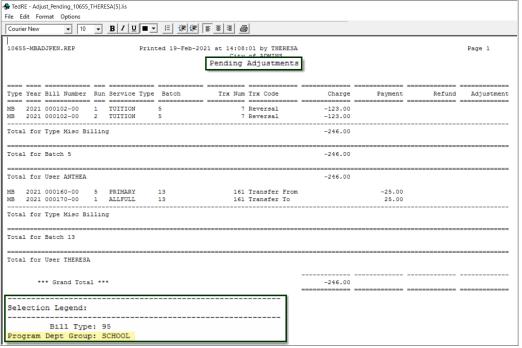


Figure 4 #10655 Pending Adjustments Report with Optional Program Department Group filter

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

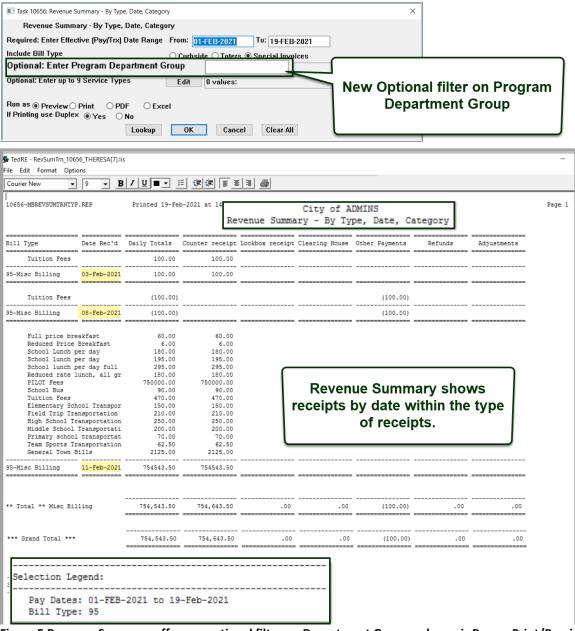


Figure 5 Revenue Summary offers an optional filter on Department Group - shown is Run as Print/Preview/PDF®

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#

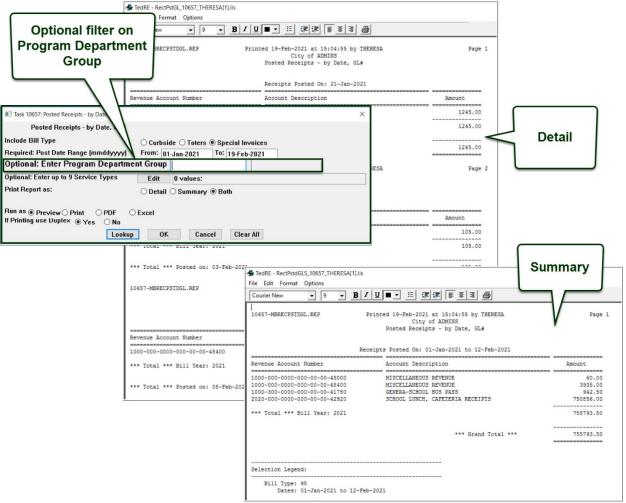
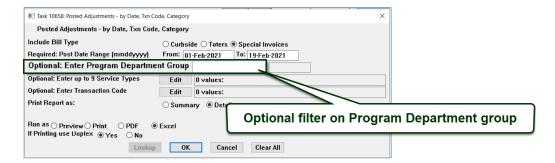


Figure 6 #10657 Posted Receipts - by Date, GL # in Detail and Summary run as Print/Preview/PDF®

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



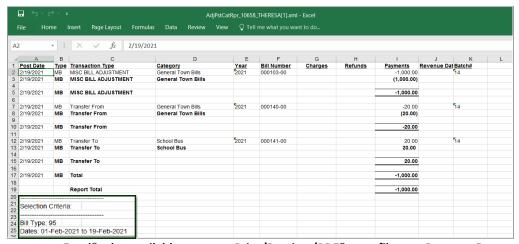
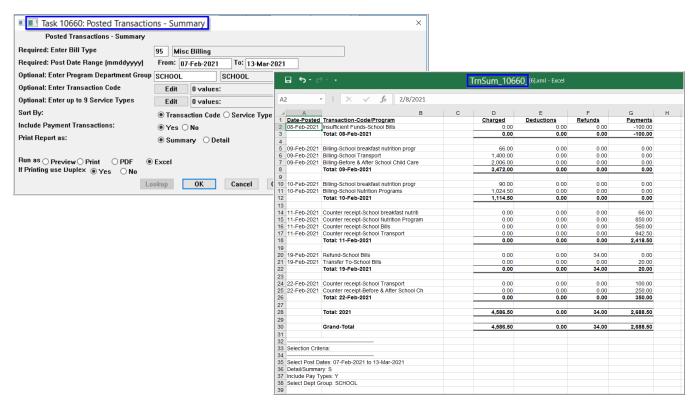


Figure 7 Report run as Excel®, also available to run as Print/Preview/PDF® - can filter on Program Department Group

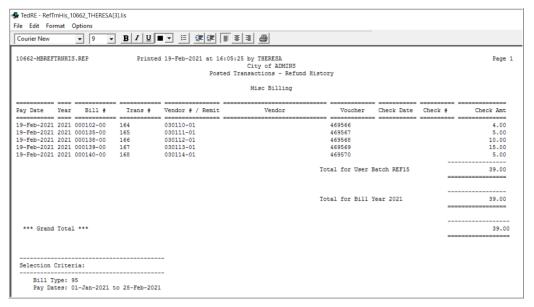
This report will list all Posted Adjustments for a date range, displaying the accounts used for those adjustments. The Summary report lists each account and totals by Bill Year. The Detail report gives totals by posted date for accounts.

1.9. # 10660 Posted Transactions - Summary



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

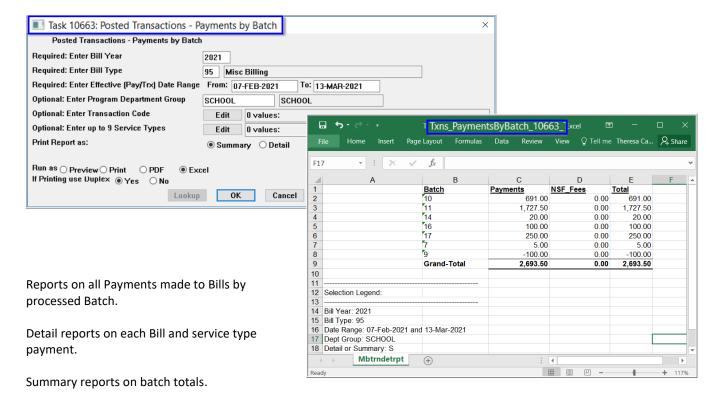


Lists all refunds posted against bills for the selected criteria.

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

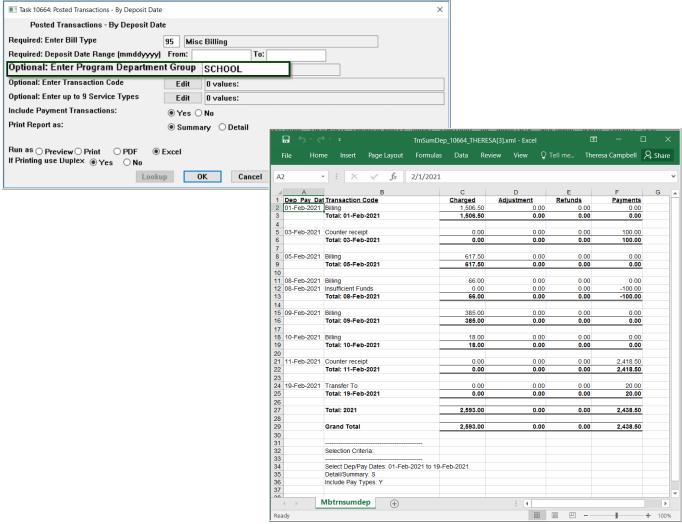
Summary report summarizes to the Bill level.

1.11. # 10663 Posted Transactions - Payments by Batch



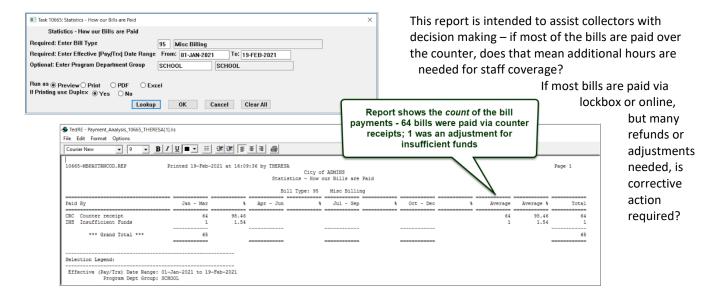


1.12. # 10664 Posted Transactions - By Deposit Date



List all posted transactions by the deposit date.

1.13. # 10665 Statistics - How our Bills are Paid



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.

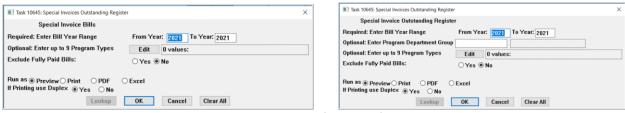


Figure 8 Special Invoice Outstanding Register prompt – before and after

March 2021

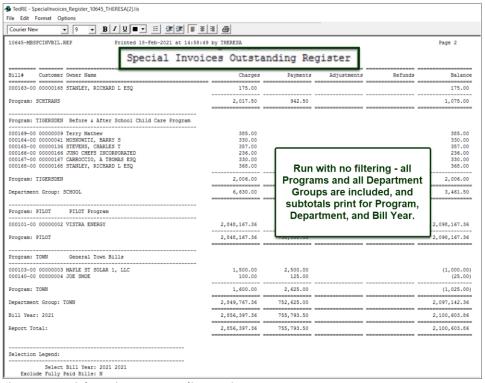


Figure 9 Special Invoices Outstanding Register

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

SpecialInvoices_Register_10645_THERESA[5].xml - Excel Insert Page Layout Formulas Data Review View Ω Tell me Theresa... A Share File Home f_x K12 X 1 Bill# Owner Name Charges Payments Adjustments Refunds Balance 000169-00 Terry Mathew 385.00 000164-00 MOSKOWITZ, BARRY S 330.00 330.00 000165-00 STEVENS, CHARLES T 357.00 357.00 000166-00 JUNO CHEFS INCORPORATED 236.00 236.00 000167-00 CARROCCIO, A THOMAS ESQ 330.00 330.00 000168-00 STANLEY, RICHARD L ESQ 368.00 368.00 Program: TIGERSDEN 8 2,006.00 2,006.00 9 Department Group: SCHOOL 2,006.00 2,006.00 10 11 12 Year: 2021 2,006.00 2,006.00 13 Grand Total #Bills: 12 2,006.00 2,006.00 14 15 16 17 Selection Criteria: 18 19 Bill Year: 2021 2021 20 Programs: TIGERSDEN 21 Exclude Fully Paid Bills: N 22 23 Mbspcinvbil (+) \blacksquare Ш +

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

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

1.15. # 10631 Invoice Transaction History As of Report

■ Task 10631: Invoice Transaction History As of Report	×	<		
Invoice Transaction History As of Report This report will provide the invoice balance as of the transaction date, then show all payments on those outstanding invoices as of the payment date.				
Include Bill Type	● Special Invoices ○ Curbside ○ Toters			
Required: Enter Transaction AS OF Date (mmddyyyy)	01-Feb-2021			
Required: Enter Payment As of date	18-FEB-2021			
Optional: Enter Program Department Group	SCHOOL SCHOOL			
Run as @ Preview O Print O PDF O Excel If Printing use Duplex @ Yes O No				
Lookup OK	Cancel Clear All			

Report shows charges, adjustments, payment, refunds, balance, and may be run as

Preview/Print/PDF® or

Excel® format. Selection required on Bill Type,

Transaction As of Date, and Payment As of Date.

Department Group filter is optional.

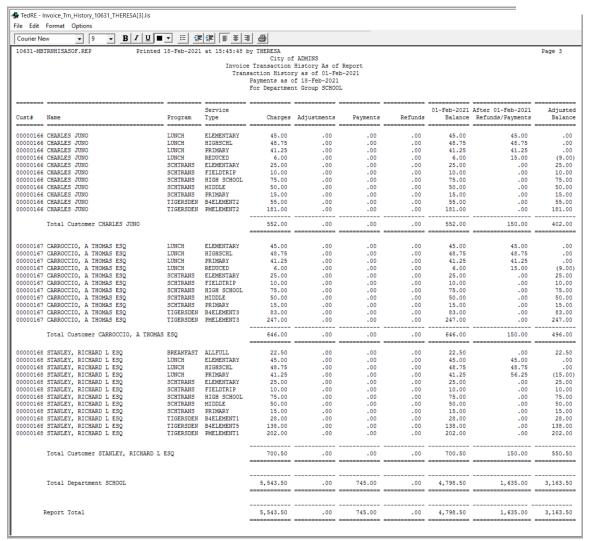
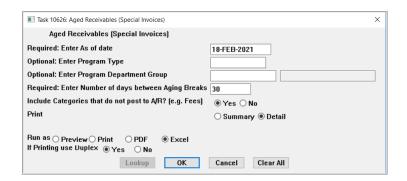


Figure 11 Invoice Transaction History "as of" Report run as Print/Preview/PDF®

1.16. # 10626 Aged Receivables (Special Invoices)



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.

