



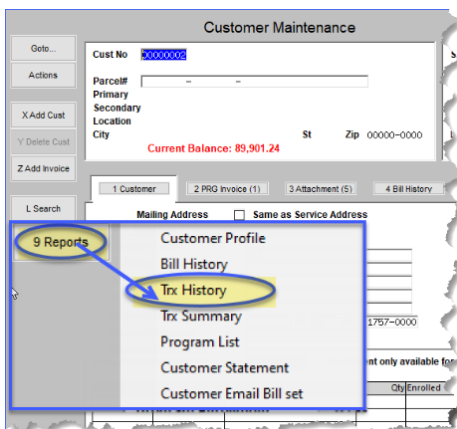
1. CUSTOMER MAINTENANCE SCREEN REPORTS

ADMINS provides Customer Profile, Bill History, Transaction History, Transaction Summary, Program List, Customer Statement, and Customers with "Email Bill" set reports from the [9 Reports] button on the [Customer] tab.

Misc Billing ▶ Maintenance ▶ Customer Maintenance



1.1. Reports on the [1 Customer] Tab



Access the reports by clicking on the [9 Reports] button to reveal a menu of available reports.

Report #/Title	Description																																																	
10023 Customer Profile	<p>Task 10023: Customer Profile</p> <p>MB Customer Profile</p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Buttons: Lookup, OK, Cancel, Clear All</p>																																																	
	<p>This report provides the customer information found on tabs 1 and 2 of the customer maintenance screen. There are sections for Enrolled Programs and Program Invoices.</p>																																																	
	<p>Printed 03-Mar-2021 at 11:15:00 by THERESA City of ADMINS Misc Billing Customer Profile</p> <p>Customer: 00000168 Parcel#: - - Phone Ext Type Primary: 1 (000) 000-0000 0000 Secondary: 2 (000) 000-0000 0000 Location: 3 (000) 000-0000 0000 City/St/Zip: , 00000-0000 Email</p> <p>Service Address Mailing Address Same as Service Address? Yes Owner 1 GERALDINE FORD Owner 1 GERALDINE FORD Line 1 38 CHARCOT AVE Line 1 38 CHARCOT AVE City/St/Zip PATERSON, NJ 07501-0000 City/St/Zip PATERSON, NJ 07501-0000</p> <p>Enrolled Subscription Programs No Enrolled Programs</p> <p>Program Invoices</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Program</th> <th>Description</th> <th>Frequency</th> <th>Start Date</th> <th>End Date</th> <th>Last Billed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TIGERSDEN</td> <td>Before & After School Child Care Progr</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> </tr> <tr> <td>2</td> <td>SCHFRANS</td> <td>School Transport</td> <td>Semi-annual</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> </tr> <tr> <td>3</td> <td>SCHOOL</td> <td>School Bills</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> </tr> <tr> <td>4</td> <td>LINCH</td> <td>School Nutrition Programs</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>01-Feb-2021</td> </tr> <tr> <td>5</td> <td>BREAKFAST</td> <td>School breakfast nutrition program</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>01-Feb-2021</td> </tr> <tr> <td>6</td> <td>TIGDENAM3</td> <td>Tigers Den Three Day Morning Child Car</td> <td>Weekly</td> <td>01-Feb-2021</td> <td></td> <td></td> </tr> </tbody> </table>	Line	Program	Description	Frequency	Start Date	End Date	Last Billed	1	TIGERSDEN	Before & After School Child Care Progr	Monthly	04-Jan-2021		04-Jan-2021	2	SCHFRANS	School Transport	Semi-annual	04-Jan-2021		04-Jan-2021	3	SCHOOL	School Bills	Monthly	04-Jan-2021		04-Jan-2021	4	LINCH	School Nutrition Programs	Monthly	04-Jan-2021		01-Feb-2021	5	BREAKFAST	School breakfast nutrition program	Monthly	04-Jan-2021		01-Feb-2021	6	TIGDENAM3	Tigers Den Three Day Morning Child Car	Weekly	01-Feb-2021		
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Report #/Title	Description	
10670 Transaction History		<p>This report may be filtered by optional Bill Year Range, Date Range, and/or Program Type.</p> <p>It is available in PDF® and Excel® formats. This provides detail on all transactions that meet the selection criteria for the current customer.</p>
10671 Transaction History Summary		<p>This report may be filtered by optional Bill Year Range and/or Program Type. It is available in PDF® and Excel® formats. The report provides a summary by transaction date for the currently selected customer.</p>



Report #/Title Description

TedRE - Cust_TrnHisSum_10671_THERESA[4].lis

File Edit Format Options

Courier New 9 B I U

10671-MBCUSTRNHISSUM.REP Printed 03-Mar-2021 at 11:20:38 by THERESA Page 1
City of ADMINS
Transaction History Summary

Customer#: 00000168
Owner: STANLEY, RICHARD L ESQ as of 11:20:38 on 03-Mar-2021
Service Address: 2726 CHARCOT AVE

Trx Date	Year	Bill#	Charges	Other Charges	Adjustments	Refunds	Payments	Description
08-Feb-2021	2021	000155-00	30.00	.00	.00	.00	.00	Billing
11-Feb-2021	2021	000155-00	.00	.00	.00	.00	30.00	Counter receipt
			30.00	.00	.00	.00	30.00	
01-Feb-2021	2021	000172-00	22.50	.00	.00	.00	.00	Billing
			22.50	.00	.00	.00	.00	
04-Jan-2021	2021	000168-00	368.00	.00	.00	.00	.00	Billing
			368.00	.00	.00	.00	.00	
			730.50	.00	.00	.00	180.00	

10672 Customer Bill History Summary

Task 10672: Customer Bill History Summary

Customer Bill History Summary

Optional: Enter Bill Year Range First Year: Last Year:

Optional: Enter Program Type

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

TedRE - Cust_TrnHisSum_THERESA[7].lis

File Edit Format Options

Courier New 9 B I U

10672-MBCUSBILHISSUM.REP Printed 03-Mar-2021 at 11:17:01 by THERESA Page 1
City of ADMINS
Customer Bill History Summary

Customer#: 00000168
Owner: STANLEY, RICHARD L ESQ as of 11:17:01 on 03-Mar-2021
Service Address: 2726 CHARCOT AVE

Year	Bill#	Program	Charges	Adjustments	Refunds	Payments	Balance
2021	000172-00	School breakfast nutritio	22.50	.00	.00	.00	22.50
2021	000155-00	School breakfast nutritio	30.00	.00	.00	30.00	.00
2021	000180-00	School Nutrition Programs	135.00	.00	.00	150.00	(15.00)
2021	000163-00	School Transport	175.00	.00	.00	.00	175.00
2021	000168-00	Before & After School Chi	368.00	.00	.00	.00	368.00
			730.50	.00	.00	180.00	550.50



Report #/Title	Description																																																																																
10113 Program List	<p>Please see section 1.2 below for details. The report may be run for a single customer, Program Department Group, or Program Type. Use the [Lookup] if the values are not known.</p> <div data-bbox="396 359 1276 617"> <p>Task 10113: Customer Assigned Programs for Invoicing</p> <p>Customers Assigned Programs for Invoicing</p> <p>Optional: Enter Customer Number <input type="text" value="166"/></p> <p>Optional: Enter Program Department Group <input type="text"/></p> <p>Optional: Enter Program Type <input type="text"/></p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel</p> <p>If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Lookup"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Clear All"/></p> </div>																																																																																
10668 Customer Statement	<p>This report may be emailed by filling in the optional Email Address. Filter by Due Date and status.</p> <div data-bbox="396 684 1403 1020"> <p>Task 10668: Customer Statement (From Customer Screen)</p> <p>Customer Statement</p> <p>Optional: Enter As of Due Date <input type="text"/></p> <p>Selection: <input checked="" type="radio"/> All <input type="radio"/> Open Only <input type="radio"/> Current Month + Open <input type="radio"/> Current Month Only</p> <p>Optional: Enter Email Address <input type="text"/></p> <p>Optional: Enter Note 1 <input type="text"/></p> <p>Optional: Enter Note 2 <input type="text"/></p> <p>Optional: Enter Note 3 <input type="text"/></p> <p>Optional: Enter Note 4 <input type="text"/></p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF</p> <p>If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Lookup"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Clear All"/></p> </div> <div data-bbox="396 1062 1208 1736"> <p style="text-align: center;">CUSTOMER STATEMENT Page 1 of 1</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>GOOD CHEMISTRY 50 CONGRESS STREET SUITE 420 BOSTON MA 02109</p> </div> <div> <p>Statement Date: 22-Mar-2023 Amount Due: \$51,133.00 Customer Number: 00000163 Primary Address: 50 CONGRESS STREET</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th>Invoice #</th> <th>Description</th> <th>Transaction Date</th> <th>Charged</th> <th>Adjustments/ Refunds</th> <th>Payments</th> <th>Balance</th> <th>Past Due</th> </tr> </thead> <tbody> <tr> <td>000286-00</td> <td>CANNABIS COMMUNITY/HOST AGREEMEN</td> <td>11-Aug-2022</td> <td>\$50,000.00</td> <td></td> <td></td> <td>\$50,000.00</td> <td>\$50,000.00</td> </tr> <tr> <td>000363-00</td> <td>HOA Fees</td> <td>01-Feb-2023</td> <td>\$461.00</td> <td></td> <td></td> <td>\$461.00</td> <td>\$461.00</td> </tr> <tr> <td>000911-00</td> <td>HOA Fees</td> <td>01-Nov-2022</td> <td>\$636.00</td> <td></td> <td></td> <td>\$636.00</td> <td></td> </tr> <tr> <td>000911-00</td> <td>ELECTRONIC FUNDS TRANSFER</td> <td>01-Nov-2022</td> <td></td> <td></td> <td>\$636.00</td> <td>-\$636.00</td> <td></td> </tr> <tr> <td>001504-00</td> <td>HOA Fees</td> <td>01-Nov-2022</td> <td>\$637.00</td> <td></td> <td></td> <td>\$637.00</td> <td>\$637.00</td> </tr> <tr> <td>001504-00</td> <td>Nov 2022 Late Fees</td> <td>17-Nov-2022</td> <td>\$35.00</td> <td></td> <td></td> <td>\$35.00</td> <td>\$35.00</td> </tr> <tr> <td>001652-00</td> <td>HOA Fees</td> <td>01-Nov-2022</td> <td>\$638.00</td> <td></td> <td></td> <td>\$638.00</td> <td></td> </tr> <tr> <td>001652-00</td> <td>ELECTRONIC FUNDS TRANSFER</td> <td>01-Nov-2022</td> <td></td> <td></td> <td>\$638.00</td> <td>-\$638.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Balances as of: 22-Mar-2023</td> <td>\$52,407.00</td> <td>\$0.00</td> <td>\$1,274.00</td> <td>\$51,133.00</td> <td>\$51,133.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 20px;">PAY THIS AMOUNT: \$51,133.00</p> </div>	Invoice #	Description	Transaction Date	Charged	Adjustments/ Refunds	Payments	Balance	Past Due	000286-00	CANNABIS COMMUNITY/HOST AGREEMEN	11-Aug-2022	\$50,000.00			\$50,000.00	\$50,000.00	000363-00	HOA Fees	01-Feb-2023	\$461.00			\$461.00	\$461.00	000911-00	HOA Fees	01-Nov-2022	\$636.00			\$636.00		000911-00	ELECTRONIC FUNDS TRANSFER	01-Nov-2022			\$636.00	-\$636.00		001504-00	HOA Fees	01-Nov-2022	\$637.00			\$637.00	\$637.00	001504-00	Nov 2022 Late Fees	17-Nov-2022	\$35.00			\$35.00	\$35.00	001652-00	HOA Fees	01-Nov-2022	\$638.00			\$638.00		001652-00	ELECTRONIC FUNDS TRANSFER	01-Nov-2022			\$638.00	-\$638.00		Balances as of: 22-Mar-2023			\$52,407.00	\$0.00	\$1,274.00	\$51,133.00	\$51,133.00
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Report #/Title	Description																																				
10646 Customer with Email Bill set	<p>Task 10646: Customers with Bills/Invoices to be Emailed</p> <p>Customers with Bills/Invoices to be Emailed</p> <p>Select Status: <input checked="" type="radio"/> All <input type="radio"/> Only Active <input type="radio"/> Only Inactive</p> <p>Run as <input type="radio"/> Preview <input type="radio"/> Print <input checked="" type="radio"/> PDF <input type="radio"/> Excel If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Buttons: Lookup, OK, Cancel, Clear All</p>																																				
	<p>Run this report to produce a list of customers to whom a bill or invoice can be emailed.</p> <p>This lists customers with a checkbox and email address on the Customer screen, as shown below:</p>																																				
	<p>The screenshot shows the 'Customer Maintenance' screen for a customer named 'MILFORD PUBLIC SCHOOLS'. The 'E-mail Bill' checkbox is checked, and the 'E-mail Addr' field contains 'jane@admlns.com'. Other fields include Name 2 (ATTN: JANE DOE), Line 1 (31 WEST MAIN STREET), City (MILFORD), State (MA), and Zip (01757-0000).</p>																																				
	<p>The report output shows a list of customers with columns for Cust#, Owner-Name, Service-Address, and Email Address. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Cust#</th> <th>Owner-Name</th> <th>Service-Address</th> <th>Email Address</th> </tr> </thead> <tbody> <tr><td>00000002</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000003</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000004</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000005</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000006</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000007</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000008</td><td></td><td>60 HARPIN STREET</td><td></td></tr> <tr><td>00000009</td><td></td><td>2 MECHANIC STREET</td><td></td></tr> </tbody> </table>	Cust#	Owner-Name	Service-Address	Email Address	00000002		60 HARPIN STREET		00000003		60 HARPIN STREET		00000004		60 HARPIN STREET		00000005		60 HARPIN STREET		00000006		60 HARPIN STREET		00000007		60 HARPIN STREET		00000008		60 HARPIN STREET		00000009		2 MECHANIC STREET	
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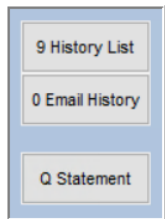
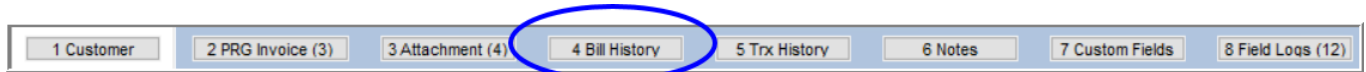
1.2. Reports on the [2 PRG Invoice] Tab

Report #/Title	Description
10113 Program List	<p>Task 10113: Customer Assigned Programs for Invoicing</p> <p>Customers Assigned Programs for Invoicing</p> <p>Optional: Enter Customer Number [] Optional: Enter Program Department Group [] Optional: Enter Program Type []</p> <p>Run as <input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Buttons: Lookup, OK, Cancel, Clear All</p>
	<p>This report lists the programs that have been assigned to customers. The optional filter can limit the report to a Single Customer, Program Department Group, or Program Type. The example below is for a single customer.</p>
	<p>The screenshot shows the 'Customer Maintenance - Program Invoices' screen. The '2 PRG Invoice (3)' tab is selected. A 'Program List' table is visible with columns for Line, Program, Description, FRQ, Description, Start Date, Stop Date, and Last Invoiced. A dialog box for 'Customers Assigned Programs for Invoicing' is open, showing optional filters for Customer Number, Program Department Group, and Program Type.</p>



Report #/Title	Description																																
	<p>10113-MBCUSPRG.REP Printed 03-Mar-2021 at 11:36:07 by THERESA City of ADMINS Customer Assigned Programs for Invoicing</p> <p>Customer# : 00000166 Name 1 : CHARLES JUNO Address : 2 SE 3RD AVE</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Program</th> <th>Description</th> <th>Frequency</th> <th>Start Date</th> <th>End Date</th> <th>Last-Invoiced</th> <th>Next-Invoice</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TIGERSDEN</td> <td>Before & After School Child Care Program</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> <td>04-Feb-2021 OVR</td> </tr> <tr> <td>2</td> <td>LUNCH</td> <td>School Nutrition Programs</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>01-Feb-2021</td> <td>01-Mar-2021 OVR</td> </tr> <tr> <td>3</td> <td>SCHTRANS</td> <td>School Transport</td> <td>Semi-annual</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> <td>04-Jul-2021</td> </tr> </tbody> </table> <p>Selection Legend: Select Customer : 166</p> <p>Next Invoice Date is an approx date for next invoice to be issued - Depending on when last invoice was issued or Program start date OVR means invoice is overdue for issuance</p>	Line	Program	Description	Frequency	Start Date	End Date	Last-Invoiced	Next-Invoice	1	TIGERSDEN	Before & After School Child Care Program	Monthly	04-Jan-2021		04-Jan-2021	04-Feb-2021 OVR	2	LUNCH	School Nutrition Programs	Monthly	04-Jan-2021		01-Feb-2021	01-Mar-2021 OVR	3	SCHTRANS	School Transport	Semi-annual	04-Jan-2021		04-Jan-2021	04-Jul-2021
Line	Program	Description	Frequency	Start Date	End Date	Last-Invoiced	Next-Invoice																										
1	TIGERSDEN	Before & After School Child Care Program	Monthly	04-Jan-2021		04-Jan-2021	04-Feb-2021 OVR																										
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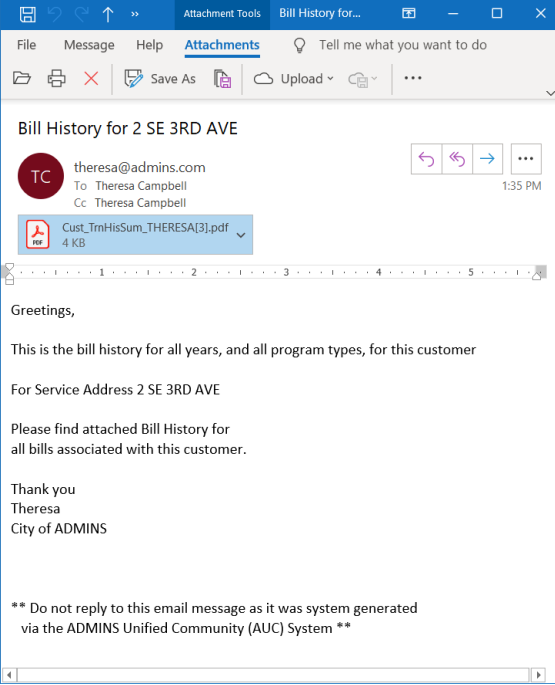
1.3. Reports on the [4 Bill History] Tab



Use the [9 History List], [0 Email History], and [Q Statement] buttons for customer reports.

Report #/Title	Description
[9 History List]	This is the same report as #10672 .
[0 Email History]	<p>Task 10674: Email Bill History for a Customer</p> <p>Email Bill History for a Customer</p> <p>Optional: Enter Bill Year Range First Year: <input type="text"/> Last Year: <input type="text"/></p> <p>Optional: Enter Program Type <input type="text"/></p> <p>Required: Enter Email Address theresa@admins.com</p> <p>Optional: Enter Email Note This is the bill history for all years, and all program types, for this customer</p> <p>Attach a copy of this Bill History Report to Customer? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Lookup OK Cancel Clear All</p>



Report #/Title	Description
	 <p>The screenshot shows an email client window titled "Attachment Tools Bill History for...". The email subject is "Bill History for 2 SE 3RD AVE". The sender is "theresa@admins.com" (Theresa Campbell) and the recipient is "Theresa Campbell". The email contains a PDF attachment named "Cust_TrnHisSum_THERESA[3].pdf" (4 KB). The body text reads: "Greetings, This is the bill history for all years, and all program types, for this customer For Service Address 2 SE 3RD AVE Please find attached Bill History for all bills associated with this customer. Thank you Theresa City of ADMINS ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **".</p>
[Q Statement]	This report is the same as #10668 shown above .

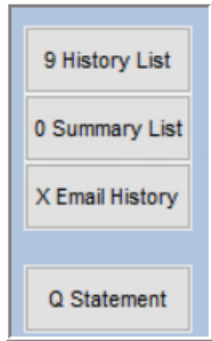
The Email History button presents the prompt shown above; the only Required field is the Email Address.

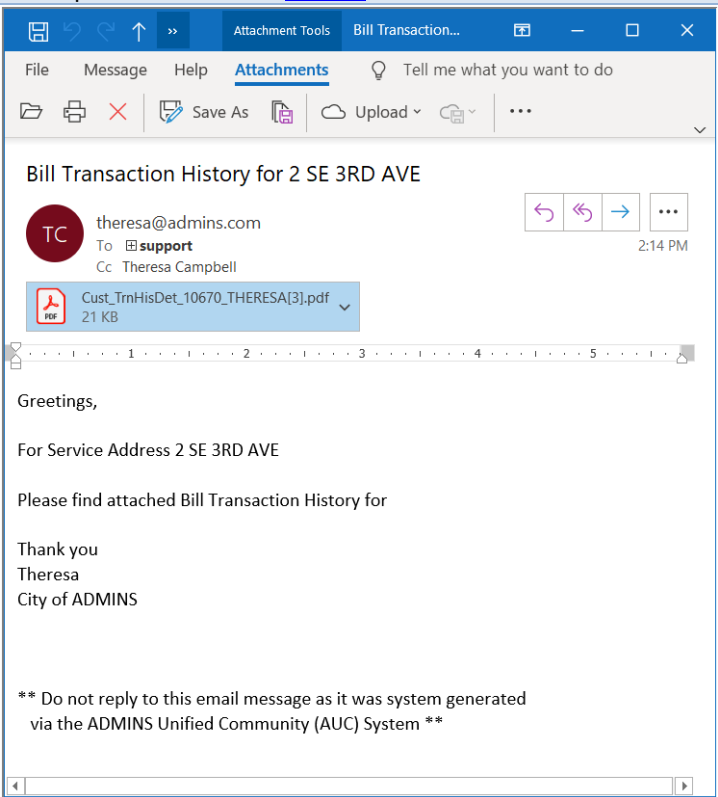
The email will look like this and will include any note provided in addition to the standard "For Service Address..." and "Please find attached Bill History for all bills associated with this customer."

The attachment will be called "Cust_TrnHisSum_*.pdf. There is no encryption or password on the emailed statement.



1.4. Reports on the [5 Trx History] Tab



Report #/Title	Description
[9 History List]	This is the same report as #10672 .
[0 Summary List]	This is the same report as #10671 .
[Q Statement]	This report is the same as #10668 .
[X Email History]	 <p>This generates an email that looks like this.</p> <p>The report attached to the email is the same as #10670.</p>