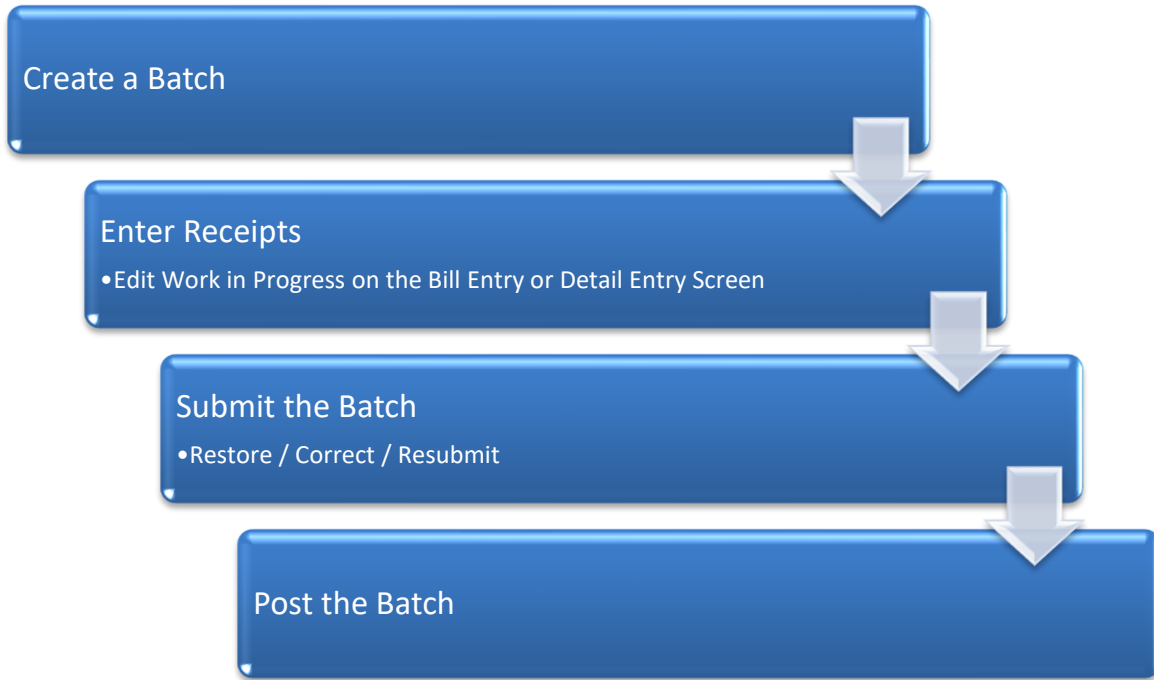




This document describes how to create a batch, pay bills, and submit the batch within the **Miscellaneous Billing (MB)** Collections module.



## Contents

1.	Create a Receipt Batch.....	2
1.1.	Buttons on the Batch Screen .....	2
2.	Enter Receipts .....	5
2.1.	Add Bill Payments.....	6
2.1.1.	Buttons on the Bill Payment Screen .....	6
2.2.	Detail Payment Screen (Override Default Payment Rules) .....	8
2.2.1.	Buttons on the Detail Payment Screen .....	8
2.2.2.	Edit In-Progress Payments .....	10
2.2.3.	Cancel In-Progress Payments.....	11
2.3.	Spc Inv Text .....	11
2.4.	Print Edit List .....	13
2.5.	Submit Batch .....	14
2.6.	Restore Batch .....	17
2.7.	Post Batch.....	18
2.8.	Posting Batches from the Menu.....	21
3.	Batch Available for Posting to the GL .....	21
4.	FAQ .....	21

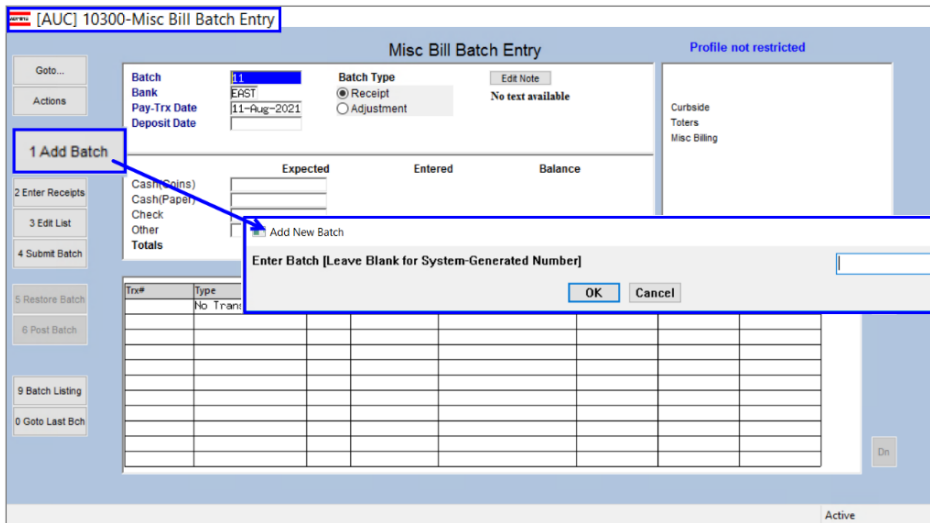


## 1. Create a Receipt Batch

All receipts are entered in batches. *Even if a single receipt is to be entered, it must be in a batch.* Before entering receipts, create a batch. From the menu, select:

**Misc Billing ▶ Collections ▶ Receipt Batch Entry**

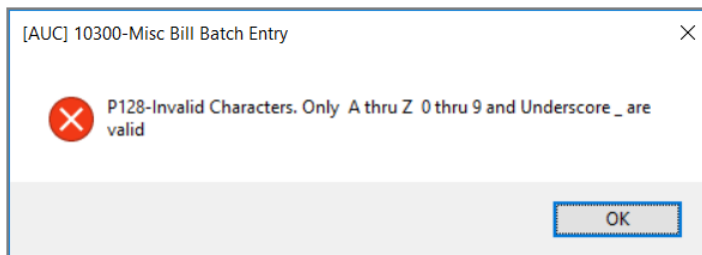
The system will display the collection batch entry screen, as shown below; the screen will be blank if there are no available batches in progress.



Click **[1 Add Batch]** to create a new batch. If desired, the batch ID may be specified using up to ten alphanumeric characters, including A – Z, 0-9 and underscores, but no spaces.

Or leave the batch number blank and allow the system to assign the next sequential number to the batch. Batch numbers cannot be re-used and must be unique.

**Figure 1** Adding a batch to contain the receipts

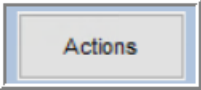
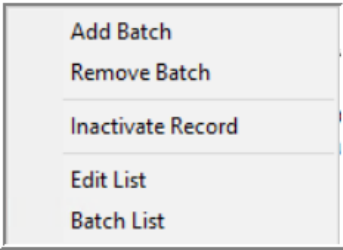
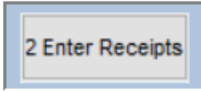
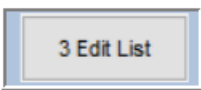
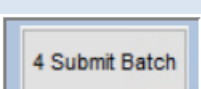
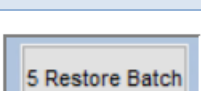
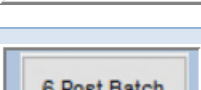
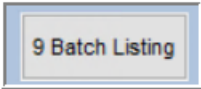


The system will display this prompt if invalid characters are used. Enter the batch ID using only valid characters.

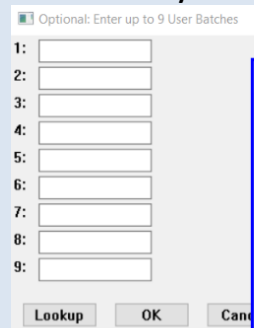
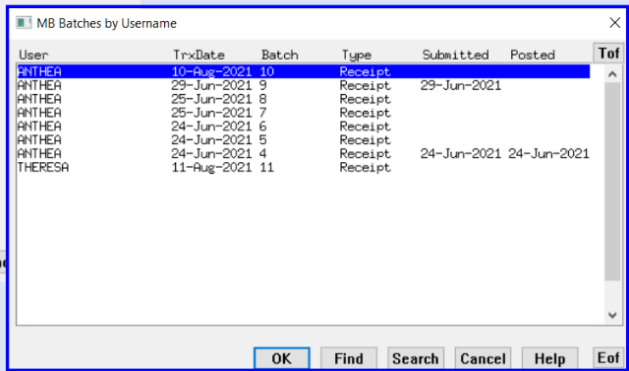
### 1.1. Buttons on the Batch Screen

Button	How Used
	<p>This button presents a menu; click on:</p> <ul style="list-style-type: none"> <li><b>Bill Payment</b> to go to the payment entry screen</li> <li><b>Edit List</b> to produce an edit list for the current batch</li> <li><b>Submit for Posting</b> to submit the batch for posting (batch owners do not always have posting privileges)</li> <li><b>Post the batch</b> to the Miscellaneous Billing subsidiary ledger and put the batch in the General Ledger transactions to be posted</li> <li><b>Exit</b> from the AUC system</li> </ul>

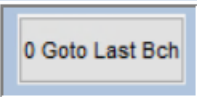
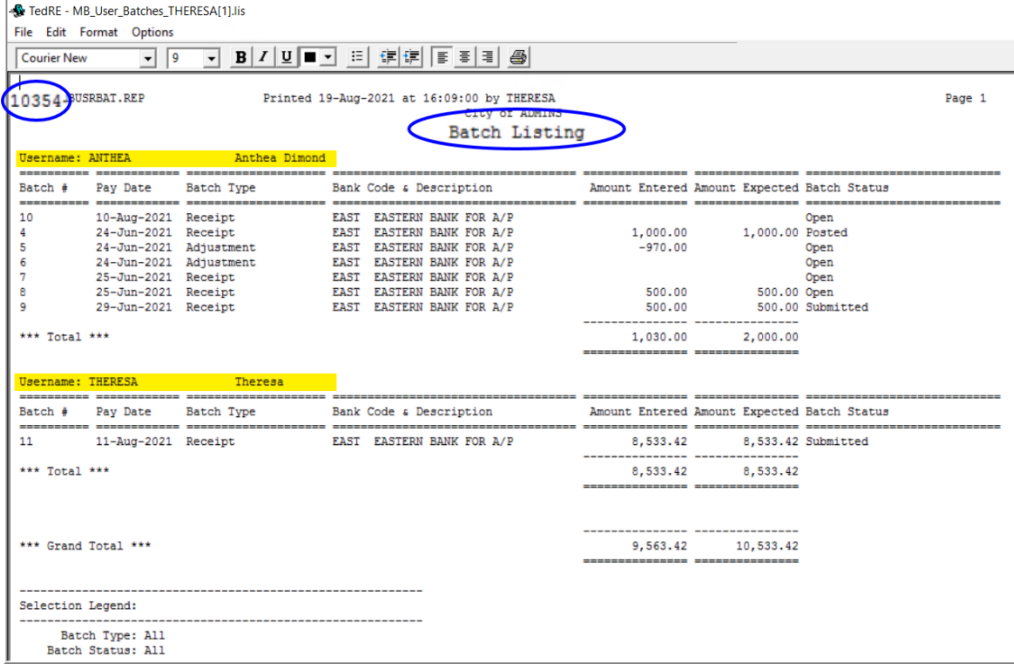


Button	How Used
	
	<p>This button displays the Bill Payment screen for entering receipts. <a href="#">See section below for detailed information on entering receipts.</a></p>
	<p>Produce an edit list of the current batch. <a href="#">See below for details.</a></p>
	<p>Submit the batch for review and subsequent posting. Depending on each site's business rules, the batch owner may not be the one to post the batch. <a href="#">See below for details.</a></p>
	<p>Restore a submitted batch. Use this button to retrieve a batch that was submitted prematurely or requires correction. <a href="#">See below for details.</a></p>
	<p>Post the batch to the subsidiary accounts and create a batch for subsequent posting to the general ledger. This may be a restricted feature that is only available to selected users depending on the site's business rules. See below for details.</p>
	<p>This is a very quick listing of all batches in process. The following prompt will be displayed allowing the list to be filtered; all entries are optional; the report will list all batches by default:</p> <div data-bbox="397 1245 1442 1686" style="border: 1px solid gray; padding: 5px;"> <p>Task 10354: Batch Listing (All Batches) <span style="float: right;">×</span></p> <p style="text-align: center;"><b>Quick List</b></p> <p>Optional: Enter up to 9 User Batches <input type="button" value="Edit"/> 0 values: <input type="text"/></p> <p>Optional: Enter up to 9 Bank Codes <input type="button" value="Edit"/> 0 values: <input type="text"/></p> <p>Optional: Enter Pay Date Range From: <input type="text"/> To: <input type="text"/></p> <p>Optional: Enter Username <input type="text"/></p> <p>Batch Type <input checked="" type="radio"/> All <input type="radio"/> Receipt <input type="radio"/> Adjustment</p> <p>Select Status: <input checked="" type="radio"/> All <input type="radio"/> Open <input type="radio"/> Submitted <input type="radio"/> Posted</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 style="text-align: center;"><input type="button" value="Lookup"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Clear All"/></p> </div> <p>The filtering requires that all the entered criteria are met; if a "wrong" bank code is entered, the report will not produce results. If no batches are dated within the specified Pay Date range, no results; no batches by the specified user, no results.</p>

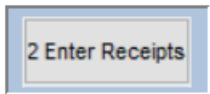


Button	How Used																																																															
<b>Enter up to 9 User Batches</b>	<p>Specify up to nine batches to be listed on the report. Batch numbers may be entered directly or chosen from a lookup:</p>   <table border="1"> <thead> <tr> <th>User</th> <th>TrxDate</th> <th>Batch</th> <th>Type</th> <th>Submitted</th> <th>Posted</th> <th>Tof</th> </tr> </thead> <tbody> <tr> <td>ANTHEA</td> <td>10-Aug-2021</td> <td>10</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>29-Jun-2021</td> <td>9</td> <td>Receipt</td> <td>29-Jun-2021</td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>25-Jun-2021</td> <td>8</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>25-Jun-2021</td> <td>7</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>24-Jun-2021</td> <td>6</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>24-Jun-2021</td> <td>5</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>24-Jun-2021</td> <td>4</td> <td>Receipt</td> <td>24-Jun-2021</td> <td>24-Jun-2021</td> <td></td> </tr> <tr> <td>THERESA</td> <td>11-Aug-2021</td> <td>11</td> <td>Receipt</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	User	TrxDate	Batch	Type	Submitted	Posted	Tof	ANTHEA	10-Aug-2021	10	Receipt				ANTHEA	29-Jun-2021	9	Receipt	29-Jun-2021			ANTHEA	25-Jun-2021	8	Receipt				ANTHEA	25-Jun-2021	7	Receipt				ANTHEA	24-Jun-2021	6	Receipt				ANTHEA	24-Jun-2021	5	Receipt				ANTHEA	24-Jun-2021	4	Receipt	24-Jun-2021	24-Jun-2021		THERESA	11-Aug-2021	11	Receipt			
User	TrxDate	Batch	Type	Submitted	Posted	Tof																																																										
ANTHEA	10-Aug-2021	10	Receipt																																																													
ANTHEA	29-Jun-2021	9	Receipt	29-Jun-2021																																																												
ANTHEA	25-Jun-2021	8	Receipt																																																													
ANTHEA	25-Jun-2021	7	Receipt																																																													
ANTHEA	24-Jun-2021	6	Receipt																																																													
ANTHEA	24-Jun-2021	5	Receipt																																																													
ANTHEA	24-Jun-2021	4	Receipt	24-Jun-2021	24-Jun-2021																																																											
THERESA	11-Aug-2021	11	Receipt																																																													
<b>Enter up to 9 Bank Codes</b>	Specify up to nine Bank Codes to be listed on the report. Bank Codes may be entered directly if known or chosen from a lookup.																																																															
<b>Enter Pay Date Range</b>	Enter the date in the format MMDDYYYY or DD-MMM-YYYY. The "From" date must be less than or equal to the "To" date. If the same date is entered in both fields, only batches paid on that specific date will be listed.																																																															
<b>Enter Username</b>	Enter a single username to limit the list to batches owned by that user.																																																															
<b>Batch Type</b>	Restrict the batch type to one of these: <input type="radio"/> All – List all batch types <input type="radio"/> Receipt – List only Receipt batches <input type="radio"/> Adjustment – List only Adjustment batches																																																															
<b>Select Status</b>	Restrict the output to: <input type="radio"/> All <input type="radio"/> Open <input type="radio"/> Submitted <input type="radio"/> Posted																																																															
<b>Run As</b>	Select from <b>Preview</b> , <b>Print</b> , or <b>PDF®</b> output																																																															
<b>If Printing User Duplex</b>	There is a default setting for each site. Select <input checked="" type="radio"/> <b>Yes</b> to print on both sides of the page; select <input type="radio"/> <b>No</b> to print on only one side of the page. See the example of the report below.																																																															

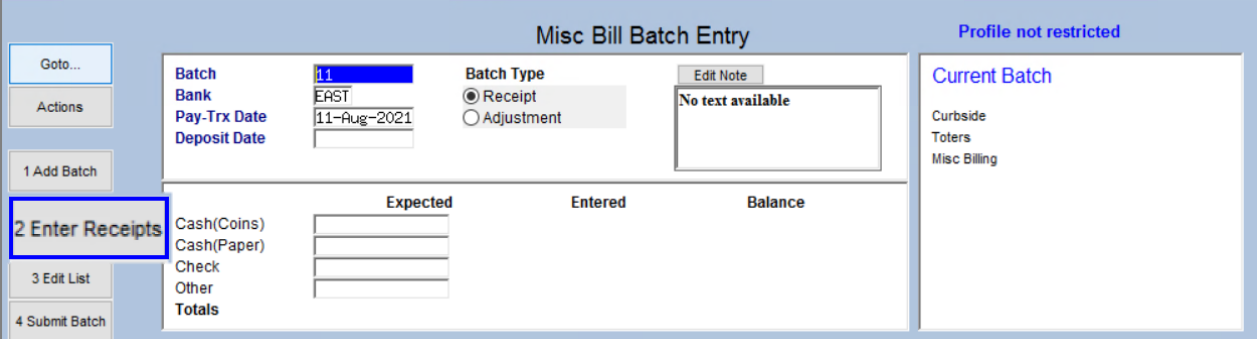


Button	How Used																																																																																											
	 <p>Printed 19-Aug-2021 at 16:09:00 by THERESA City of ADMINS</p> <p><b>Batch Listing</b></p> <p>Username: ANTHEA      Anthea Dimond</p> <table border="1"> <thead> <tr> <th>Batch #</th> <th>Pay Date</th> <th>Batch Type</th> <th>Bank Code &amp; Description</th> <th>Amount Entered</th> <th>Amount Expected</th> <th>Batch Status</th> </tr> </thead> <tbody> <tr><td>10</td><td>10-Aug-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td></td><td></td><td>Open</td></tr> <tr><td>4</td><td>24-Jun-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td>1,000.00</td><td>1,000.00</td><td>Posted</td></tr> <tr><td>5</td><td>24-Jun-2021</td><td>Adjustment</td><td>EAST EASTERN BANK FOR A/P</td><td>-970.00</td><td></td><td>Open</td></tr> <tr><td>6</td><td>24-Jun-2021</td><td>Adjustment</td><td>EAST EASTERN BANK FOR A/P</td><td></td><td></td><td>Open</td></tr> <tr><td>7</td><td>25-Jun-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td></td><td></td><td>Open</td></tr> <tr><td>8</td><td>25-Jun-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td>500.00</td><td>500.00</td><td>Open</td></tr> <tr><td>9</td><td>29-Jun-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td>500.00</td><td>500.00</td><td>Submitted</td></tr> <tr><td colspan="4">*** Total ***</td><td>1,030.00</td><td>2,000.00</td><td></td></tr> </tbody> </table> <p>Username: THERESA      Theresa</p> <table border="1"> <thead> <tr> <th>Batch #</th> <th>Pay Date</th> <th>Batch Type</th> <th>Bank Code &amp; Description</th> <th>Amount Entered</th> <th>Amount Expected</th> <th>Batch Status</th> </tr> </thead> <tbody> <tr><td>11</td><td>11-Aug-2021</td><td>Receipt</td><td>EAST EASTERN BANK FOR A/P</td><td>8,533.42</td><td>8,533.42</td><td>Submitted</td></tr> <tr><td colspan="4">*** Total ***</td><td>8,533.42</td><td>8,533.42</td><td></td></tr> <tr><td colspan="4">*** Grand Total ***</td><td>9,563.42</td><td>10,533.42</td><td></td></tr> </tbody> </table> <p>Selection Legend: Batch Type: All Batch Status: All</p>	Batch #	Pay Date	Batch Type	Bank Code & Description	Amount Entered	Amount Expected	Batch Status	10	10-Aug-2021	Receipt	EAST EASTERN BANK FOR A/P			Open	4	24-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	1,000.00	1,000.00	Posted	5	24-Jun-2021	Adjustment	EAST EASTERN BANK FOR A/P	-970.00		Open	6	24-Jun-2021	Adjustment	EAST EASTERN BANK FOR A/P			Open	7	25-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P			Open	8	25-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	500.00	500.00	Open	9	29-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	500.00	500.00	Submitted	*** Total ***				1,030.00	2,000.00		Batch #	Pay Date	Batch Type	Bank Code & Description	Amount Entered	Amount Expected	Batch Status	11	11-Aug-2021	Receipt	EAST EASTERN BANK FOR A/P	8,533.42	8,533.42	Submitted	*** Total ***				8,533.42	8,533.42		*** Grand Total ***				9,563.42	10,533.42	
Batch #	Pay Date	Batch Type	Bank Code & Description	Amount Entered	Amount Expected	Batch Status																																																																																						
10	10-Aug-2021	Receipt	EAST EASTERN BANK FOR A/P			Open																																																																																						
4	24-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	1,000.00	1,000.00	Posted																																																																																						
5	24-Jun-2021	Adjustment	EAST EASTERN BANK FOR A/P	-970.00		Open																																																																																						
6	24-Jun-2021	Adjustment	EAST EASTERN BANK FOR A/P			Open																																																																																						
7	25-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P			Open																																																																																						
8	25-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	500.00	500.00	Open																																																																																						
9	29-Jun-2021	Receipt	EAST EASTERN BANK FOR A/P	500.00	500.00	Submitted																																																																																						
*** Total ***				1,030.00	2,000.00																																																																																							
Batch #	Pay Date	Batch Type	Bank Code & Description	Amount Entered	Amount Expected	Batch Status																																																																																						
11	11-Aug-2021	Receipt	EAST EASTERN BANK FOR A/P	8,533.42	8,533.42	Submitted																																																																																						
*** Total ***				8,533.42	8,533.42																																																																																							
*** Grand Total ***				9,563.42	10,533.42																																																																																							

## 2. Enter Receipts



Once the batch is established, enter payments. Click the  button on the left side of the screen:



**Misc Bill Batch Entry** Profile not restricted

Goto...      Actions

Batch: 11      Bank: EAST      Batch Type:  Receipt      Edit Note: No text available

Pay-Trx Date: 11-Aug-2021      Deposit Date:       Adjustment

1 Add Batch

**2 Enter Receipts**

3 Edit List      4 Submit Batch

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check			
Other			
Totals			

**Current Batch**  
Curbside  
Toters  
Misc Billing

The system will display the Bill Payment screen:



## 2.1. Add Bill Payments

[AUC] 10205-Bill Payment

2022 Misc Billing Bill Payment

2 Bill# 000131-00 Year 2022 X Search...

3 Owner KEEGAN HOOVER, PARENT OF MABEL HOOVER

4 Srv Adr 2742 DISTRIBUTION WAY

5 Cust# 00000028

6 Parcel -

Tendered

Cash-Coin

Cash-Paper

Check

Other

Applied Total

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachment (1) Spc Inv Text

Run	Charges	Net Bill	Paid	Refund	Adjustments	Balance	Pending
KMA TUITIONS	241.67	241.67				241.67	
<b>Bill Totals</b>						241.67	241.67

Service Address: KEEGAN HOOVER, PARENT OF MABEL HOOVER, 2742 DISTRIBUTION WAY, BOSTON, MA 02110-0000

Current Mailing Address: KEEGAN HOOVER, PARENT OF MABEL HOOVER, 2742 DISTRIBUTION WAY, BOSTON, MA 02110-0000

Payment Date 11-Aug-2021 Amount Due \$ 241.67

Allow Overpayment

Figure 2 The MB Bill Payment Entry screen

1. To add payments to the batch, select the bill number and year to be paid.
2. Enter the amount in the appropriate fields (by Cash/Coin, Cash/Paper, Check, or “Other” method).
3. Once the amount is entered, click on **[8 Aply]** to apply the payment. This button uses the automatic features of the system to fully disburse the tendered amounts and will apply the payment in the proper order.

### 2.1.1. Buttons on the Bill Payment Screen

Button	Used for
	The button allows Exiting the AUC System. 
	<ul style="list-style-type: none"> <li>Change Type To... &gt; Select Curbside, Toters, or Miscellaneous Billing receipt types</li> <li>Activate Scanner Activate the scanner (for sites using scanlines printed on bills)</li> <li>Activate Manual Scan Activate a manual scan (for sites using scanlines printed on bills)</li> <li>Cancel Payment Cancel a Payment – see below for more information.</li> <li>Reprint Bill Reset the validator here (for sites using optional validators). Reprint a bill – see below for more information.</li> <li>Reset Validator Reprint a receipt (for sites using optional receipt printers).</li> <li>Reprint Receipt</li> </ul>
	Use the <b>[Bill Type]</b> button to choose from Curbside, Toters, or Miscellaneous Billing receipts.



Button	Used for										
	Use the <b>[Reprint Bill]</b> button to reprint a bill as issued. Use the Spec Inv tab to make any corrections to the invoice text here (no changes to charged amounts can be made on the tab).										
	Use the <b>[Email Bill]</b> button to email a copy of the bill to any valid email address. To send to multiple email addresses, separate each address with a comma.										
	Validate a check at the counter (if implemented on site).										
	Issue a receipt from local receipt printer (if implemented on site).										
	<table border="1"> <tr> <td>Advanced Payment</td> <td>Insufficient Funds</td> </tr> <tr> <td>Added Fees</td> <td>Lockbox Receipt</td> </tr> <tr> <td>Counter receipt</td> <td>Payments – Deputy</td> </tr> <tr> <td>DEFERRAL PARTIAL PAYMENT</td> <td>REMOTE DEPOSIT</td> </tr> <tr> <td>DEFERRAL FULL PAYMENT</td> <td>TESTING CODE IN SCREEN</td> </tr> </table> <p>Select which transaction code to associate with the payment. This feature is used on sites using a receipt printer.</p>	Advanced Payment	Insufficient Funds	Added Fees	Lockbox Receipt	Counter receipt	Payments – Deputy	DEFERRAL PARTIAL PAYMENT	REMOTE DEPOSIT	DEFERRAL FULL PAYMENT	TESTING CODE IN SCREEN
Advanced Payment	Insufficient Funds										
Added Fees	Lockbox Receipt										
Counter receipt	Payments – Deputy										
DEFERRAL PARTIAL PAYMENT	REMOTE DEPOSIT										
DEFERRAL FULL PAYMENT	TESTING CODE IN SCREEN										
	Return to the Batch Entry screen										
	<p>Cancel <b>all</b> the current, pending payments in this transaction. The system will prompt for confirmation:</p>										

Use the **[Detail Payment]** tab to manually apply the payment differently.



## 2.2. Detail Payment Screen (Override Default Payment Rules)

The screenshot shows the 'Detail Payment' screen for '2022 Misc Billing'. It includes fields for Bill # (000133-00), Year (2022), Owner (TO THE PARENTS OF: HANNAH RHTINORI), and Address (333 WARTFORD AVENUE). The payment method is 'Check' for \$2400.00. A table below shows two lines of charges for 'BECF FY21 Tuition' and 'BECF FY22 Tuition', each for \$2000.00. A 'Pending' column in the table has a callout box pointing to it with the text: 'Enter payments - either select the check box to apply the amount, or type in the dollar amount in the pending field. Uncheck the box to remove a payment from the line and apply it in another way.'

Check the box next to the **Pending** field to use the available dollars against that line. The system will “draw down” from the payment amount entered at the top of the screen.

\$2400 was tendered; if the box is checked, the \$2000 will be applied on that line, leaving \$400 to apply. Check the other box to apply the remaining \$.

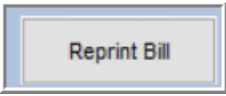
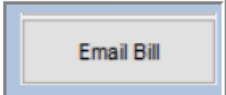

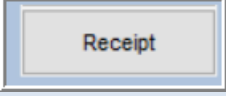
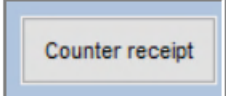
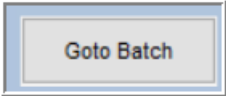
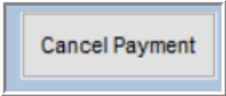

The table below describes the buttons on the Detail Payment Screen:

### 2.2.1. Buttons on the Detail Payment Screen

Button	Used for										
	<p><b>New Batch</b></p> <p><b>Exit</b></p> <p>The button allows creating a New Batch or Exiting the AUC System.</p>										
	<p><b>Advanced Payment</b></p> <p>Added Fees</p> <p>Counter receipt</p> <p>DEFERRAL PARTIAL PAYMENT</p> <p>DEFERRAL FULL PAYMENT</p> <p>Insufficient Funds</p> <p>Lockbox receipt</p> <p>Payments - Deputy</p> <p>REMOTE DEPOSIT</p> <p>TESTING CODE IN SCREEN</p> <table border="1"> <tr> <td>Advanced Payment</td> <td>Insufficient Funds</td> </tr> <tr> <td>Added Fees</td> <td>Lockbox Receipt</td> </tr> <tr> <td>Counter Receipt</td> <td>Payments – Deputy</td> </tr> <tr> <td>DEFERRAL PARTIAL PAYMENT</td> <td>REMOTE DEPOSIT</td> </tr> <tr> <td>DEFERRAL FULL PAYMENT</td> <td>TESTING CODE IN SCREEN</td> </tr> </table> <p>Select which transaction code to associate with the payment. This feature is used on sites using a receipt printer.</p>	Advanced Payment	Insufficient Funds	Added Fees	Lockbox Receipt	Counter Receipt	Payments – Deputy	DEFERRAL PARTIAL PAYMENT	REMOTE DEPOSIT	DEFERRAL FULL PAYMENT	TESTING CODE IN SCREEN
Advanced Payment	Insufficient Funds										
Added Fees	Lockbox Receipt										
Counter Receipt	Payments – Deputy										
DEFERRAL PARTIAL PAYMENT	REMOTE DEPOSIT										
DEFERRAL FULL PAYMENT	TESTING CODE IN SCREEN										
	Use the <b>[Bill Type]</b> button to choose from Curbside, Toters, or Miscellaneous Billing receipts.										





Button	Used for
	Use the <b>[Reprint Bill]</b> button to reprint a bill as issued. Use the Spec Inv tab to make any corrections to the invoice text here (no changes to charged amounts can be made on the tab).
	Use the <b>[Email Bill]</b> button to email a copy of the bill to any valid email address. To send to multiple email addresses, separate each address with a comma.
	Validate a check at the counter (if implemented on site).
	Issue a receipt from local receipt printer (if implemented on site).
	<p><b>[Counter Receipt]</b></p> <div data-bbox="407 825 708 1146" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Advanced Payment</li> <li>Added Fees</li> <li>Counter receipt</li> <li>DEFERRAL PARTIAL PAYMENT</li> <li>DEFERRAL FULL PAYMENT</li> <li>Insufficient Funds</li> <li>Lockbox receipt</li> <li>Payments - Deputy</li> <li>REMOTE DEPOSIT</li> <li>TESTING CODE IN SCREEN</li> </ul> </div> <p>Select which transaction code to associate with the payment. This feature is used on sites using a receipt printer.</p>
	Return to the Batch Entry screen
	<p>Cancel <b>all</b> the current, pending payments in this transaction. The system will prompt for confirmation:</p> <div data-bbox="1109 1346 1463 1589" style="border: 1px solid gray; padding: 10px;"> <p>[AUC] 10210-Detail Payment <span style="float: right;">×</span></p> <p> P1050-Are You Sure?</p> <p style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>



Button	Used for																																																																																										
	<p>View all pending payments in all batches; including batches owned by other users. Prevent duplicate data entry by checking this when entering payments.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Payments Entered</p> <table border="1"> <thead> <tr> <th>User</th> <th>Batch</th> <th>Date</th> <th>BillNum</th> <th>Service</th> <th>Check#</th> <th>CheckName</th> <th>Check Amt</th> <th>Cash back</th> </tr> </thead> <tbody> <tr><td>ANTHEA</td><td>8</td><td>25-Jun-2021</td><td>000102-00</td><td>Quarterly In</td><td></td><td></td><td>500,00</td><td>500,00</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000102-00</td><td>Quarterly In</td><td></td><td></td><td>484,34</td><td>484,34</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000102-00</td><td>Quarterly In</td><td></td><td></td><td>432,36</td><td>432,36</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000103-00</td><td>Quarterly In</td><td></td><td></td><td>2416,70</td><td>2416,70</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000131-00</td><td>Quarterly In</td><td></td><td></td><td>241,67</td><td>241,67</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000134-00</td><td>Quarterly In</td><td></td><td></td><td>241,67</td><td>241,67</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000135-00</td><td>Quarterly In</td><td></td><td></td><td>483,34</td><td>483,34</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000136-00</td><td>Quarterly In</td><td></td><td></td><td>483,34</td><td>483,34</td></tr> <tr><td>THERESA</td><td>11</td><td>11-Aug-2021</td><td>000132-00</td><td>PILOT AGREEM</td><td></td><td></td><td>3750,00</td><td>3750,00</td></tr> </tbody> </table> </div>	User	Batch	Date	BillNum	Service	Check#	CheckName	Check Amt	Cash back	ANTHEA	8	25-Jun-2021	000102-00	Quarterly In			500,00	500,00	THERESA	11	11-Aug-2021	000102-00	Quarterly In			484,34	484,34	THERESA	11	11-Aug-2021	000102-00	Quarterly In			432,36	432,36	THERESA	11	11-Aug-2021	000103-00	Quarterly In			2416,70	2416,70	THERESA	11	11-Aug-2021	000131-00	Quarterly In			241,67	241,67	THERESA	11	11-Aug-2021	000134-00	Quarterly In			241,67	241,67	THERESA	11	11-Aug-2021	000135-00	Quarterly In			483,34	483,34	THERESA	11	11-Aug-2021	000136-00	Quarterly In			483,34	483,34	THERESA	11	11-Aug-2021	000132-00	PILOT AGREEM			3750,00	3750,00
User	Batch	Date	BillNum	Service	Check#	CheckName	Check Amt	Cash back																																																																																			
ANTHEA	8	25-Jun-2021	000102-00	Quarterly In			500,00	500,00																																																																																			
THERESA	11	11-Aug-2021	000102-00	Quarterly In			484,34	484,34																																																																																			
THERESA	11	11-Aug-2021	000102-00	Quarterly In			432,36	432,36																																																																																			
THERESA	11	11-Aug-2021	000103-00	Quarterly In			2416,70	2416,70																																																																																			
THERESA	11	11-Aug-2021	000131-00	Quarterly In			241,67	241,67																																																																																			
THERESA	11	11-Aug-2021	000134-00	Quarterly In			241,67	241,67																																																																																			
THERESA	11	11-Aug-2021	000135-00	Quarterly In			483,34	483,34																																																																																			
THERESA	11	11-Aug-2021	000136-00	Quarterly In			483,34	483,34																																																																																			
THERESA	11	11-Aug-2021	000132-00	PILOT AGREEM			3750,00	3750,00																																																																																			
	<div style="border: 1px solid gray; padding: 5px;"> <p>Adjustmentss Entered</p> <table border="1"> <thead> <tr> <th>User</th> <th>Batch</th> <th>Date</th> <th>Billing</th> <th>Category</th> <th>Charge</th> <th>Payment</th> <th>Tof</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0ff;"> <td>ANTHEA</td> <td>5</td> <td>24-Jun-2021</td> <td>000102-00</td> <td>Bad Check Fe</td> <td>30,00</td> <td></td> <td></td> </tr> <tr> <td>ANTHEA</td> <td>5</td> <td>24-Jun-2021</td> <td>000102-00</td> <td>Quarterly In</td> <td></td> <td>-1000,00</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Find"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> <input type="button" value="Eof"/> </p> </div>	User	Batch	Date	Billing	Category	Charge	Payment	Tof	ANTHEA	5	24-Jun-2021	000102-00	Bad Check Fe	30,00			ANTHEA	5	24-Jun-2021	000102-00	Quarterly In		-1000,00																																																																			
User	Batch	Date	Billing	Category	Charge	Payment	Tof																																																																																				
ANTHEA	5	24-Jun-2021	000102-00	Bad Check Fe	30,00																																																																																						
ANTHEA	5	24-Jun-2021	000102-00	Quarterly In		-1000,00																																																																																					

### 2.2.2. Edit In-Progress Payments

Once entry is begun on a batch, the batch will remain available for data entry until it is submitted. The batch does not have to be completed in the same session. When ready, continue entering payments. To get directly to the payment screen, from the menu, select:

**Misc Billing ► Collections ► Bill Payment or Detail Payment**

Enter the Bill Number to continue entering data.

**Misc Bill Batch Entry** Profile not restricted

<p>Batch: <b>11</b></p> <p>Bank: EAST</p> <p>Pay-Trx Date: 11-Aug-2021</p> <p>Deposit Date: 19-Aug-2021</p>	<p>Batch Type: <input checked="" type="radio"/> Receipt <input type="radio"/> Adjustment</p> <p><input type="button" value="Edit Note"/> No text available</p>	<p>Current Batch</p> <p>Curbside</p> <p>Toters</p> <p>Misc Billing: 8</p>
---	--	---

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	8533,42	8533,42	
Other			
<b>Totals</b>	8533,42	8533,42	

Select any transaction to edit from the Batch Entry screen

Trx#	Type	Year	Bill#	Description	Cash	Check	Other	
70	Misc Billing	2021	000102-00			432,36		Edit
69	Misc Billing	2021	000103-00			2416,70		Edit
68	Misc Billing	2021	000102-00			484,34		Edit
67	Misc Billing	2022	000136-00			483,34		Edit
63	Misc Billing	2022	000135-00			483,34		Edit
62	Misc Billing	2022	000134-00			241,67		Edit
58	Misc Billing	2022	000132-00			3750,00		Edit
39	Misc Billing	2022	000131-00			241,67		Edit

Or, select the payment from the Misc Bill Batch Entry screen by clicking on the [Edit] button on the line that needs work.



The system will display the [Bill Payment](#) screen for the selected transaction.

### 2.2.3. Cancel In-Progress Payments

The screenshot shows the '2021 Misc Billing' interface. At the top, it says 'Bill Payment'. Below that, there are fields for Bill#, Owner, Service Address, and Customer. A table shows charges and balances. At the bottom, there are buttons for 'Cancel Payment', 'Payment Pending by THERE SA', 'Payment Date', and 'Amount Due'. A modal dialog box is open in the center, asking for confirmation to cancel the payment.

To cancel any payment, click on the **[Cancel Payment]** button from either the Bill Payment or the Detail Payment screen.

This will cancel all payments for the selected bill number in this batch only.

The system will prompt for confirmation, to cancel the payment, click **[Yes]**; to return to the payment screen to make corrections or if the **[Cancel Payment]** button was clicked in error, click **[No]**. The default is **[No]**.

### 2.3. Spc Inv Text

The screenshot shows the '2022 Misc Billing' interface with the 'Special Invoice Text' tab selected. The 'Spc Inv Text' tab is circled in blue. The 'Invoice Title' field contains 'INVOICE - INTERSTATE STUDENT SERVICES' and is circled. The 'Invoice Message' field contains 'For Student: Wendy T. Grade: Grade 5 Venmo: #AdminsPayments Paying electronically? go to www.admins.com/payments' and is circled. The 'Remit Message' field contains 'Please send to: Central Office Accounts Receivable c/o M. Jones 219 Lewis Wharf Boston, MA 02110' and is circled.

Use the **[Spc Inv Text]** tab on the bill payment screen to edit some of the special invoice text when processing a bill payment. This allows updating the Invoice Title, Message and Remit fields.



2022 Misc Billing Special Invoice Text **Inquiry**

Bill# 000134-00 Year 2022 X Search... Balance as of 17-Aug-2021 \$ 483.34

Owner WOONSOCKET PUBLIC SCHOOLS

Service Address 60 HARPIN STREET

Customer 00000003

Parcel - -

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments Spc Inv Text

Note: if the word **INQUIRY** is displayed at the top the **Invoice Title**, **Message**, and **Remit** fields are *not editable*. These values are editable only with an open payment batch.

AUC TOWN OF ADMINS Rachel Smith  
Asst Supt for Student Services  
219 LEWIS WHARF  
BOSTON, MA 02110  
PAYMENTS@ADMINS.COM

Page 1 of 1  
INVOICE #: 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

Service Address

**INVOICE**

2020 - 2021 School Year - Memorial Academy Tuition

Description of Services Rendered	Qty	Rate	Amount Billed
Quarterly Invoice	2	241.67	\$483.34
Total Due:			\$483.34

For Student: Wendy T.  
Grade: Grade 5

Invoice #: 000134  
Customer #: 00000003  
Description: KMA TUITIONS  
Service Address: 60 HARPIN STREET  
Amount Due: \$483.34

For Service Questions Contact : Rachel Smith  
617-494-5100  
PAYMENTS@ADMINS.COM

For Payment Questions Contact :  
Treasurer / Collector  
MON - TH 8:30-4:30 PM  
FRI 8:30 AM - 1:00 PM  
508-657-2840  
collector@bellinghamma.org

DETTACH AND RETURN WITH YOUR PAYMENT

REMIT COPY

Mail Payments & Make Payable to :  
TOWN OF ADMINS  
Attn: Director of Finance  
219 LEWIS WHARF  
BOSTON, MA 02110-0000

INVOICE # 000134  
INVOICE DATE 06-Aug-2021  
DUE & PAYABLE 15-Aug-2021  
AMOUNT DUE \$483.34

WOONSOCKET PUBLIC SCHOOLS  
SPECIAL EDUCATION DIRECTOR, JANET SULLIVA  
108 HIGH STREET  
WOONSOCKET, RI 02895-0000

AUC TOWN OF ADMINS Rachel Smith  
Asst Supt for Student Services  
219 LEWIS WHARF  
BOSTON, MA 02110  
PAYMENTS@ADMINS.COM

Page 1 of 1  
INVOICE #: 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

Service Address

**INVOICE - INTERSTATE STUDENT SERVICES**

2020 - 2021 School Year - Memorial Academy Tuition

Description of Services Rendered	Qty	Rate	Amount Billed
Quarterly Invoice	2	241.67	\$483.34
Total Due:			\$483.34

For Student: Wendy T.  
Grade: Grade 5

Via: #AdminPayments  
Paying electronically? go to www.admins.com/payments

Invoice #: 000134  
Customer #: 00000003  
Description: KMA TUITIONS  
Service Address: 60 HARPIN STREET  
Amount Due: \$483.34

For Service Questions Contact : Rachel Smith  
617-494-5100  
PAYMENTS@ADMINS.COM

For Payment Questions Contact :  
Treasurer / Collector  
MON - TH 8:30-4:30 PM  
FRI 8:30 AM - 1:00 PM  
508-657-2840  
collector@bellinghamma.org

DETTACH AND RETURN WITH YOUR PAYMENT

REMIT COPY

Mail Payments & Make Payable to :  
TOWN OF ADMINS  
Attn: Director of Finance  
219 LEWIS WHARF  
BOSTON, MA 02110-0000

INVOICE # 000134  
INVOICE DATE 06-Aug-2021  
DUE & PAYABLE 15-Aug-2021  
AMOUNT DUE \$483.34

WOONSOCKET PUBLIC SCHOOLS  
SPECIAL EDUCATION DIRECTOR, JANET SULLIVA  
108 HIGH STREET  
WOONSOCKET, RI 02895-0000

Please send to:  
Central Office Accounts Receivable  
c/o M. Jones  
219 Lewis Wharf  
Boston, MA 02110

Figure 3 The Special Invoice Before and After the updates were made in the new tab

Use this if a bill needs to be re-issued with corrected text (not for changing amounts to be billed). To change the amounts on a bill, do an adjustment or transfer as described in **MB-210 Adjustments and Transfers** in the Help Reference Library.



### 2.4. Print Edit List



To print a report of all the payments in the batch, return to the **Batch Entry** screen, using the **Goto Batch** button.

**Misc Bill Batch Entry**

Batch: 11, Bank: EAST, Pay-Trx Date: 11-Aug-2021, Deposit Date: 19-Aug-2021

Batch Type:  Receipt,  Adjustment

Task 10350: Receipt Edit List

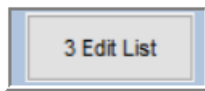
Print:  Summary,  Detail

Run as:  Preview,  Print,  PDF

If Printing use Duplex:  Yes,  No

Buttons: Lookup, OK, Cancel, Clear All

Trx#	Category	Year	Code
70			
69	Misc Billing	2021	000103-00
68	Misc Billing	2021	000102-00
67	Misc Billing	2022	000136-00



From the **Batch Entry** screen, click on the **[3 Edit List]** button.

Run the Edit List in Summary or Detail format. An example of each is shown below.

10350-MBRECDET.REP Printed 19-Aug-2021 at 14:25:16 by THERESA City of ADMINS Misc. Billing Receipt Edit List Page 1

Batch In Balance Will Post

Batch# : 11 Pay Trx Date : 11-Aug-2021 Bank : EAST EASTERN BANK FOR A/P  
 GL Posting# : GL Effective Date:  
 Entered : \$ 8,101.06 Deposit Date : Entered By : THERESA  
 Expected : \$ 8,101.06 Batch Notes : Batch Owner: THERESA

Batch#	Trx#	Year	Date	Bill#	Service Address	Program Type	Bill Category	Run	Cash	Check	Other	Total	Mag
11	39	2022	11-Aug-2021	000131-00	2742 DISTRIBUTION WAY	RMA TUITIONS				241.67		241.67	
11	58	2022	11-Aug-2021	000132-00	7 W 32ND ST	PILOT-AMP			3750.00			3750.00	
11	62	2022	11-Aug-2021	000134-00	KILLION INDUSTRIES	RMA TUITIONS				241.67		241.67	
11	63	2022	11-Aug-2021	000135-00	60 HARPIN STREET	RMA TUITIONS				483.34		483.34	
11	67	2022	11-Aug-2021	000136-00	60 HARPIN STREET	RMA TUITIONS				483.34		483.34	
11	68	2021	11-Aug-2021	000102-00	60 HARPIN STREET	RMA TUITIONS				484.34		484.34	
11	69	2021	11-Aug-2021	000103-00	60 HARPIN STREET	RMA TUITIONS				2416.70		2416.70	
*** Report Batch Total ***										8101.06		8101.06	
*** Grand Totals ***													
				Type	Count	Net Cash	Cash	Check	Other	Total			
				Misc Billing	7			8101.06		8101.06			
					7			8101.06		8101.06			

Selection Legend:  
 Sort By: User Batch#  
 Total By: Trx#  
 Post By: Pay Date  
 Report In: Summary





10350-MBRECEDT.REP Printed 19-Aug-2021 at 14:23:14 by THERESA City of ADMINS Misc. Billing Receipt Edit List Page 1

Batch In Balance Will Post

Batch# : 11 Pay Trx Date : 11-Aug-2021 Bank : EAST EASTERN BANK FOR A/P  
 GL Posting# : GL Effective Date : Entered By : THERESA  
 Entered : \$ 8,101.06 Deposit Date : Batch Owner: THERESA  
 Expected : \$ 8,101.06 Batch Notes :

Batch#	Trx#	Year	Date	Bill#	Service Address	Program Type	Bill Category	Run	Cash	Check	Other	Total	Mag
11	39	2022	11-Aug-2021	000131-00	2742 DISTRIBUTION WAY	RMA TUITIONS	QRTL5 INV Quarterly Invoice	4		241.67		241.67	
Cust#: 00000026 KEEGAN HOOVER, PARENT OF MAB													
*** Total: Bill# 000131-00 ***										241.67		241.67	
11	42	2022	11-Aug-2021	000134-00	40 MARFIS STREET	RMA TUITIONS	QRTL5 INV Quarterly Invoice	1	241.67			241.67	
Cust#: 00000003 WOODSOCKET PUBLIC SCHOOLS													
*** Total: Bill# 000134-00 ***										241.67		241.67	
11	43	2022	11-Aug-2021	000135-00	40 MARFIS STREET	RMA TUITIONS	QRTL5 INV Quarterly Invoice	1	483.34			483.34	
Cust#: 00000005 FRANKISMAN PUBLIC SCHOOLS													
*** Total: Bill# 000135-00 ***										483.34		483.34	
11	47	2022	11-Aug-2021	000136-00	40 MARFIS STREET	RMA TUITIONS	QRTL5 INV Quarterly Invoice	1	483.34			483.34	
Cust#: 00000005 FRANKISMAN PUBLIC SCHOOLS													
*** Total: Bill# 000136-00 ***										483.34		483.34	
11	48	2021	11-Aug-2021	000102-00	40 MARFIS STREET	RMA TUITIONS	QRTL5 INV Quarterly Invoice	1	484.34			484.34	
Cust#: 00000005 FRANKISMAN PUBLIC SCHOOLS													
*** Total: Bill# 000102-00 ***										484.34		484.34	
11	49	2021	11-Aug-2021	000103-00	40 MARFIS STREET	RMA TUITIONS	QRTL5 INV Quarterly Invoice	1	2416.70			2416.70	
Cust#: 00000005 FRANKISMAN PUBLIC SCHOOLS													
*** Total: Bill# 000103-00 ***										2416.70		2416.70	
*** Report Batch Total ***										8101.06		8101.06	

10350-MBRECEDT.REP Printed 19-Aug-2021 at 14:23:14 by THERESA City of ADMINS Misc. Billing Receipt Edit List Page 2

Batch In Balance Will Post

\*\* Grand Totals \*\*

Type	Count	Net Cash	Cash	Check	Other	Total
Misc Billing	7			8101.06		8101.06
	7			8101.06		8101.06

Selection Legend:  
 Sort By: User Batch#  
 Total By: Trx#  
 Post By: Pay Date  
 Report In: Detail

Batch Edit List  
Run with Details

## 2.5. Submit Batch

Misc Bill Batch Entry

Profile not restricted

Batch: 11 Bank: EAST Batch Type:  Receipt  Adjustment Edit Note: No text available

Pay-Trx Date: 11-Aug-2021

Deposit Date: [Empty]

Current Batch Entered not equal Expected

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	8101.06	8533.42	-432.36
Other			
Totals	8101.06	8533.42	-432.36

Expected and Entered amounts must match on each line before submitting the batch

Figure 4 A batch with errors; no deposit date and the batch expected and entered amounts do not match

When data entry is complete, submit the batch to allow it to be posted. If a batch is submitted with errors, the system will display an error message:



[AUC] 10300-Misc Bill Batch Entry

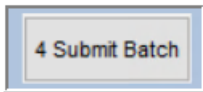
P4015-Batch Control Totals don't match. Please update Expected/Entered Amounts.

[AUC] 10300-Misc Bill Batch Entry

P4027-Enter Deposit Date before you Submit the batch.

A batch must balance – the expected and entered amounts must match on all lines before submitting.

If the deposit date was not entered, this message is displayed.



Once the batch is error free, click on the button.

The system will display a Submit Batch Report prompt with a  Yes or  No to issue a Submit Batch Report.

The report lists all the transactions in the batch, with a total for each bill #, shows that the batch is in balance, will post, and shows the transaction and deposit dates.

The report includes the Entry User, the Bank Code, and the Current Batch Owner.

Task 10361: Submit Batches

**Submit Batches**

Issue Submit Batch Report  Yes  No

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

10361-MBREP:MBRECCLR.REP Printed 19-Aug-2021 at 16:02:13 by THERESA City of ADMINS Page 1

**Misc. Billing Submit Batches**

Batch In Balance Will Post

Batch# : 11	Pay Trx Date : 11-Aug-2021	Bank : EAST EASTERN BANK FOR A/P
GL Posting# :	GL Effective Date:	Entered By : THERESA
Entered : \$ 8,533.42	Deposit Date : 19-Aug-2021	Batch Owner: THERESA
Expected : \$ 8,533.42	Batch Notes :	

Batch#	Trx#	Year	Date	Bill#	Service Address	Prgram Type	Bill Category	Run	Cash	Check	Other	Total	Msg	
11	39	2022	11-Aug-2021	000131-00	2742 DISTRIBUTION WAY Cust#: 00000028 KEEGAN HOOVER, PARENT OF MAB	PMA TUITIONS	QRTL Y INV Quarterly Invoice	4		241.67		241.67		
*** Total: Bill# 000131-00 ***										241.67		241.67		
11	58	2022	11-Aug-2021	000132-00	7 W 32ND ST Cust#: 00000061 KILLION INDUSTRIES	PILOT-ANP	PILOT PILOT AGREEMENT	1		3750.00		3750.00		
*** Total: Bill# 000132-00 ***										3750.00		3750.00		
Batch In Balance Will Post											432.36		432.36	
*** Total: Bill# 000102-00 ***														
*** Report Batch Total ***										8533.42		8533.42		
** Grand Totals **														
Type	Count	Net Cash	Cash	Check	Other	Total								
Misc Billing	8			8533.42		8533.42								
	8			8533.42		8533.42								

Selection Legend:  
Sort By: User Batch#  
Total By: Trx#  
Post By: Pay Date  
Report In: Detail

Figure 5 A Miscellaneous Billing Submit Batches Report

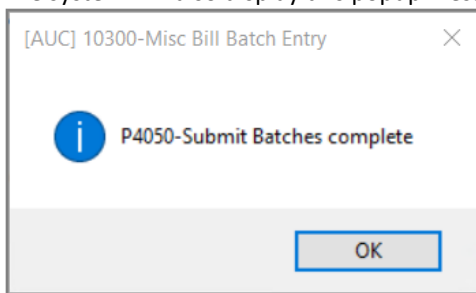


The following table describes the columns on the submit, restore, and posting reports. A total per bill # is provided as well as a grand total for the entire batch.

**Table 1 Columns on the reports**

Column Header	How used
<b>Batch</b>	The current batch number assigned when the batch was <a href="#">created</a>
<b>Trx#</b>	A unique, sequential, system assigned number used to identify each transaction
<b>Year</b>	The fiscal year the payment is applied
<b>Date</b>	The transaction date
<b>Bill #</b>	The bill number being paid
<b>Service Address</b>	The address for the customer being billed
<b>Program Type</b>	The program type for the bill
<b>Bill Category</b>	The description of the charge
<b>Run</b>	For some programs, a bill run # is assigned – it is shown in this column
<b>Cash</b>	The amount tendered as cash (paper or coin)
<b>Check</b>	The amount tendered via check
<b>Other</b>	The amount tendered via credit card, online payment, venmo, etc.
<b>Total</b>	The total amount tendered for the transaction
<b>Msg</b>	Any error message that will be described in the legend at the bottom of each report

The system will also display this popup message:



Click on **[OK]** to return to the Batch Entry screen.





## 2.6. Restore Batch

Task 10364: Restore Batches

**Restore Batches**

Issue Restore Batch Report  Yes  No

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Use this button to retrieve a batch that was submitted prematurely or requires correction. Only unposted, submitted batches can be restored.

Select  Yes or  No to issue a Restore Batch Report. A sample is shown in Figure 6.

10364-MBREP:MBREUCUCL Printed 19-Aug-2021 at 16:12:02 by THERESA City of ADMINS Misc. Billing Restore Batches Page 1

Batch In Balance Will Post

Batch# : 11 Pay Trx Date : 11-Aug-2021 Bank : EAST EASTERN BANK FOR A/P  
 GL Posting# : GL Effective Date : Entered By : THERESA  
 Entered : \$ 8,533.42 Deposit Date : 19-Aug-2021 Batch Owner: THERESA  
 Expected : \$ 8,533.42 Batch Notes :

Batch#	Trx#	Year	Date	Bill#	Service Address	Program Type	Bill Category	Run	Cash	Check	Other	Total	Msg			
11	39	2022	11-Aug-2021	000131-00	2742 DISTRIBUTION WAY Cust#: 00000028 KEEGAN HOOVER, PARENT OF MAB	HMA TUITIONS	QRTLY INV Quarterly Invoice	4		241.67		241.67				
*** Total: Bill# 000131-00 ***										241.67		241.67				
11	58	2022	11-Aug-2021	000132-00	7 W 32ND ST Cust#: 00000061 KILLION INDUSTRIES	PILOT-ANP	PILOT PILOT AGREEMENT	1		3750.00		3750.00				
*** Total: Bill# 000132-00 ***										3750.00		3750.00				
*** Report Batch Total ***										8533.42		8533.42				
** Grand Totals **																
										Type	Count	Net Cash	Cash	Check	Other	Total
										Misc Billing	8			8533.42		8533.42
											8			8533.42		8533.42

10364-MBREP:MBREUCUCL Printed 19-Aug-2021 at 16:12:02 by THERESA City of ADMINS Misc. Billing Restore Batches Page 3

Batch In Balance Will Post

Selection Legend:  
 -----  
 Sort By: User Batch#  
 Total By: Trx#  
 Post By: Pay Date  
 Report In: Detail

Figure 6 Sample of a Restore Batch Report – see [Table 1](#) for a description of the columns on the report



## 2.7. Post Batch

[AUC] 10300-Misc Bill Batch Entry

Misc Bill Batch Entry Profile not restricted

Goto...  
Actions

1 Add Batch  
2 Enter Receipts  
3 Edit List  
4 Submit Batch  
5 Restore Batch  
6 Post Batch  
9 Batch Listing  
0 Goto Last Bch

Batch: 11  
Bank: EAST  
Pay-Trx Date: 11-Aug-2021  
Deposit Date: 19-Aug-2021

Batch Type:  Receipt  Adjustment

Edit Note: No text available

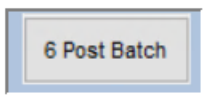
Submitted on 20-Aug-2021  
Curbside Toters: 8  
Misc Billing: 8

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	8533,42	8533,42	
Other			
<b>Totals</b>	<b>8533,42</b>	<b>8533,42</b>	

Trx#	Type	Year	Bill#	Description	Cash	Check	Other
70	Misc Billing	2021	000102-00			432,36	
69	Misc Billing	2021	000103-00			2416,70	
68	Misc Billing	2021	000102-00			484,34	
67	Misc Billing	2022	000136-00			483,34	
63	Misc Billing	2022	000135-00			483,34	
62	Misc Billing	2022	000134-00			241,67	
58	Misc Billing	2022	000132-00			3750,00	
39	Misc Billing	2022	000131-00			241,67	

Active

Figure 7 This batch is balanced and has a deposit date



Use the **6 Post Batch** button to post the batch to the subsidiary accounts (credit(s) to the revenue account(s)) and prepare a batch for posting to the general ledger, debiting Cash, Deferred Revenue, and crediting Accounts Receivable and Revenue Control accounts. The GL Posting # will be shown on the Misc. Billing Post Batches Report.

Task 10367: Post Batches

Post Batches

Print Detail GL Report:  Yes  No  
 Print Summary GL Report:  Yes  No  
 Print Batch Summary Report:  Yes  No

Run as  Preview  Print  PDF  
 If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

There are three optional reports available; to run them, select the  Yes radio button. Select  No to not run them. Each site decides which, if any, of these optional reports should be run when posting MB Receipt Batches.



If the module is new and the implementation decisions are not final, select  **Yes** to produce all the optional posting reports. The reports will be created and available for retrieval. It is not necessary to print the reports.

The first two reports shown here in Figure 8 and Figure 9 will be produced whenever a MB Receipt Batch is posted:



Batch In Balance		Will Post		City of ADMINS Misc. Billing Post Batches	
Batch#	: 11	Pay Trx Date	: 11-Aug-2021	Bank	: EAST EASTERN BANK FOR A/P
GL Posting#	: 8886636	GL Effective Date:		Entered By	: THERESA
Entered	: \$ 8,533.42	Deposit Date	: 19-Aug-2021	Batch Owner	: THERESA
Expected	: \$ 8,533.42	Batch Notes	:		

Batch#	Trx#	Year	Date	Bill#	Service Address	Program Type	Bill Category	Run	Cash	Check	Other	Total	Mag
11	39	2022	11-Aug-2021	000131-00	2742 DISTRIBUTION WAY KEEGAN HOOVER, PARENT OF MAB	KMA TUITIONS	QRTLY INV Quarterly Invoice	4		241.67		241.67	
										*** Total: Bill# 000131-00	***	241.67	241.67
11	58	2022	11-Aug-2021	000132-00	7 W 32ND ST KILLION INDUSTRIES	PILOT-ANP	PILOT PILOT AGREEMENT	1	3750.00			3750.00	
										*** Total: Bill# 000132-00	***	3750.00	3750.00
11	62	2022	11-Aug-2021	000134-00	60 HARPIN STREET WOONSOCKET PUBLIC SCHOOLS	KMA TUITIONS	QRTLY INV Quarterly Invoice	1		241.67		241.67	
										*** Total: Bill# 000134-00	***	241.67	241.67

Figure 8 Always produced when posting MB Receipts

See Table 1 for a description of the columns on the report.

10334-MBRECPOST\_SUM.REP Printed 20-Aug-2021 at 12:13:50 by THERESA  
City of ADMINS  
Misc. Billing Post Receipt - Summary by Service Type

Page 1

\*\* Grand Totals \*\* Misc Billing

Category	Net Cash	Cash	Check	Other	Total
PILOT PILOT AGREEMENT			3750.00		3750.00
QRTLY INV Quarterly Invoice			4783.42		4783.42
			8533.42		8533.42

Figure 9 Summary by Service Type Report is always produced when posting MB Receipts

Print Summary GL Report:  Yes  No

(Optional report will be produced if  Yes is selected.)

10336-MBRECPOSTGL\_SUM.REP Printed 20-Aug-2021 at 12:13:50 by THERESA  
City of ADMINS  
Misc. Billing Posting Report - Summary by GL#

Page 1

Posting#: 8886636

FY	Date	Batch#	Account#	Description	Debit	Credit
2022	11-Aug-2021	11	1000-000-0000-000-00-10400	CASH, GENERAL FUND	3750.00	
2022	11-Aug-2021	11	1000-000-0000-000-00-13470	ACCTS REC-PILOT, POWER PLANTS		3750.00
2022	11-Aug-2021	11	1000-000-0000-000-00-26105	DEF REV-PILOT, POWER PLANTS	3750.00	
2022	11-Aug-2021	11	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND		3750.00
2022	11-Aug-2021	11	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	4783.42	
2022	11-Aug-2021	11	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		4783.42
2022	11-Aug-2021	11	2290-000-0000-000-00-26930	DEF REV-SCHOOL DEPARTMENTAL CHGS, SPE	4783.42	
2022	11-Aug-2021	11	2290-000-0000-000-00-39100	REVENUE, SPED COLLABORATIVE, ALT HIGH		4783.42
BALANCE SHEET					17066.84	17066.84
2022	11-Aug-2021	11	1000-000-0000-000-00-41450	ANP PILOT AGRMT - ATM 5/01		3750.00
2022	11-Aug-2021	11	2290-000-0000-000-00-42410	TUITION, SPED COLLABORATIVE		4783.42
SUBSIDIARY LEDGER						8533.42
*** GRAND TOTAL ***					Balance Sheet	17066.84
					Subsidiary Ledger	8533.42

Figure 10 Summary GL Report



Print Detail GL Report:

Yes  No

(Optional report will be produced if  Yes is selected.)

10335-MBRECPSSTGL.REP Printed 20-Aug-2021 at 12:13:50 by THERESA City of ADMINS Misc. Billing Posting Report - Detail by GL# Page 1

Posting#: 8886636  
Batch#: 11

FY	Date	Ref/Bill#	Account#	Description	Debit	Credit
2022	11-Aug-2021	13200	1000-000-0000-000-00-10400	CASH, GENERAL FUND	3750.00	
Total for 1000-000-0000-000-00-10400					3750.00	
2022	11-Aug-2021	13200	1000-000-0000-000-00-13470	ACCTS REC-PILOT, POWER PLANTS		3750.00
Total for 1000-000-0000-000-00-13470						3750.00
2022	11-Aug-2021	13200	1000-000-0000-000-00-26105	DEF REV-PILOT, POWER PLANTS	3750.00	
Total for 1000-000-0000-000-00-26105					3750.00	
2022	11-Aug-2021	13200	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND		3750.00
Total for 1000-000-0000-000-00-39100						3750.00
2022	11-Aug-2021	10200	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	432.36	
2022	11-Aug-2021	13600	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	483.34	
2022	11-Aug-2021	13500	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	483.34	
2022	11-Aug-2021	13100	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	241.67	
2022	11-Aug-2021	10200	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	484.34	
2022	11-Aug-2021	13400	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	241.67	
2022	11-Aug-2021	10300	2290-000-0000-000-00-10400	CASH, SPED COLLABORATIVE, ALT HIGH	2416.70	
Total for 2290-000-0000-000-00-10400					4783.42	
2022	11-Aug-2021	13500	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		483.34
2022	11-Aug-2021	13400	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		241.67
2022	11-Aug-2021	10300	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		2416.70
2022	11-Aug-2021	10200	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		484.34
2022	11-Aug-2021	10200	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		432.36
2022	11-Aug-2021	13600	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		483.34
2022	11-Aug-2021	13100	2290-000-0000-000-00-13490	ACCTS REC-SCHOOL DEPARTMENTAL CHGS, S		241.67
Total for 2290-000-0000-000-00-13490						4783.42

Figure 11 GL Detail Report

Print Batch Summary Report:

Yes  No

(Optional report will be produced if  Yes is selected.)

10337-MBRECPTSUM.REP Printed 20-Aug-2021 at 12:13:50 by THERESA City of ADMINS Misc. Billing Receipt Posting Summary Report Page 1

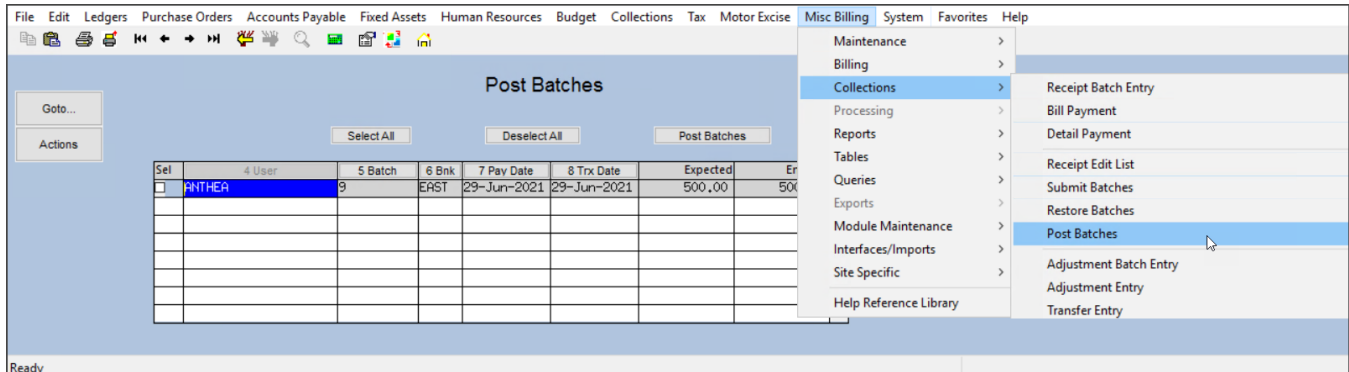
GL Posting#: 8886636

User Batch#	Batch Total	Original Owner	Department	Bank	Deposit Date
11	8,533.42	THERESA	ADM-TOWN ADMINISTRATOR		19-Aug-2021
** Grand Total **	8,533.42				

Figure 12 Misc Billing Receipt Posting Summary Report



## 2.8. Posting Batches from the Menu



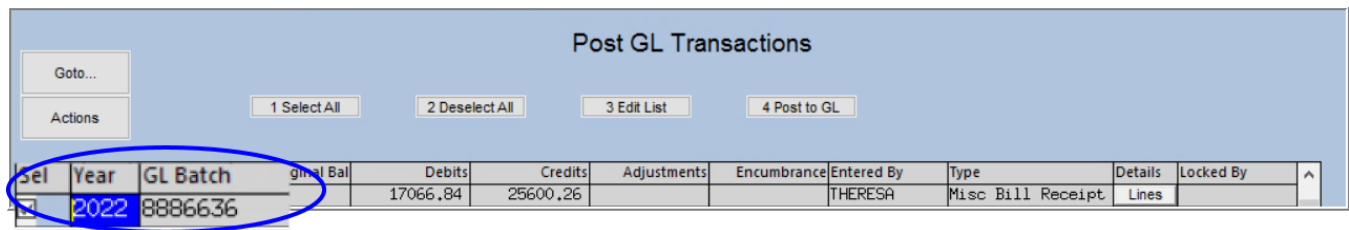
Users with the privilege to post can do so by selecting:

**Misc Billing ▶ Collections ▶ Post Batches**

The Post Batches screen will list all the batches available for posting.

## 3. Batch Available for Posting to the GL

Once the posting from section 2.7 is complete, the batch will be available for posting to the General Ledger. The GL Batch number appears on the reports from the MB posting.



## 4. FAQ

**Q. Can more than one person make entries in a single batch?**

A. No – each user “owns” the batches they create.

**Q. Can the same batch number be re-used?**

A. No, each batch must have a unique identifier–this is true for system-assigned and user-supplied batch numbers.

**Q. Forgot to print the reports–can I get a copy?**

A. Yes, use the **Reports ▶ Retrieve Output Files** feature described in SY-160 in the Help Reference Library. This works for reports produced during the Submit, Restore, Post, Edit List, and Batch Listing steps. See [above](#) for determining which reports are produced during the posting step.