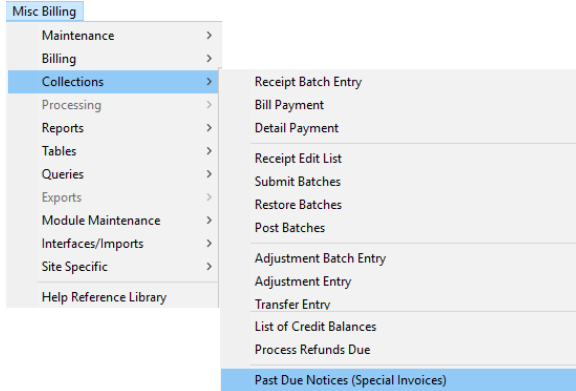


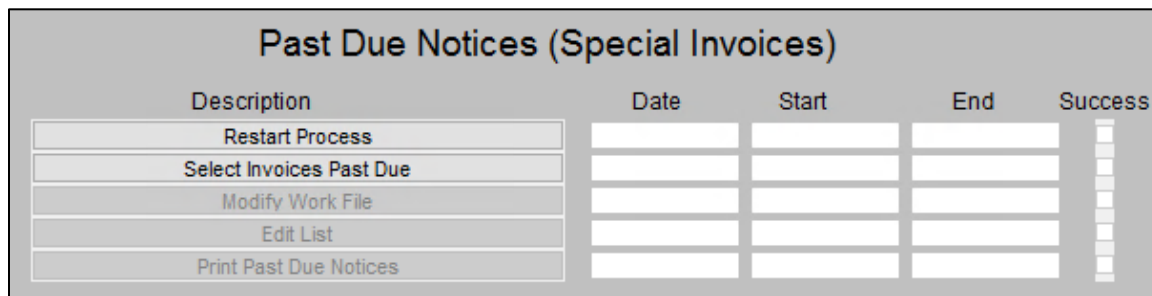


After the invoicing has been completed and the Due Date has passed, if there are outstanding invoices that have not been paid, this process will issue Past Due Notices.

COLLECTIONS – Past Due Notices Steps Menu

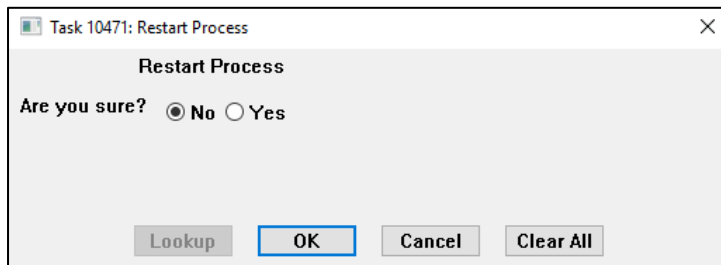


Past Due Notices Steps Menu



1 Restart Process

The Restart process will reset the steps menu and clear all steps run up to that point. The system presents a prompt, as shown.



“Are you sure?” Select Yes radio button



2 Select Invoices Past Due

This will select all invoices in the system for the selected Program where the invoice is past the due date regardless of the Bill Year they were issued. If an invoice was missed in a prior run of past due notices, it will be collected the next time this process is run.

Any Invoices that have current in-progress payments will not be selected for past due notices. The payments must be processed or removed before the invoices can be selected.

Fill in the prompts, using the table below which describes what the selections mean. Once the selections are made, click on **[OK]**.

Prompt/Field	How Used
Enter Program Type	Select invoices only for the specified program; this is a required field
Enter New Due Date	Since the Invoices are past the current due date on the invoice, enter a new Due Date to be displayed on the past due notices
Invoices with Balance over \$x	Select Invoices where the balance of the entire Invoice is over a threshold. This will then exclude Invoices where the balance is below that amount.



2.1 Invoices without a Due Date (Due & Payable on Receipt)

For Invoices without a Due Date, where the Invoice shows Due & Payable upon receipt, the process identifies the number of days since the invoice was generated to determine if the invoice is past due. Use Module Control 11012 to specify the number of days used to calculate the Due Date.

11012	# Days past Bill Date for Due Upon Receipt	30
-------	--	----

The number of days entered here will be added to the Bill Date to calculate the Due Date. This Due Date is then used to check if the invoice is past due.

For example, today's Date is 08/17/2022 + 30 Days = 09/16/2022 is the invoice due date. If the Past Due Notice process is run on 09/17/2022 any invoice with a due date prior to this date will be selected if they have a balance due.

This Module Control can be changed from as little as one day after the Invoice Date to as many as 180 days after the invoice date. The number of days is also used in the weekly **Special Invoice Due** report.



2.2 Selected Invoices Past Due Edit List

When the selection process is complete, if any Invoices were selected, a report will be displayed showing all the selected Invoices. The report can be run as **PDF®** or **Excel®**. The report will show the Year, Bill Number, Service & Mailing Addresses, the original bill, and due date, and the current balance due.

10478-MBPASTDUREDT.REP Printed 23-Aug-2022 at 11:49:29 by ANTHEA City of ADMINS Past Due Edit List Page 1

Program: SCHTUITKMA KMA TUITIONS Minimum Balance Due: 300.00 New Due Date: 01-Sep-2022

Year	Bill#	Cust#	Service Address	Mailing Address	Bill Date	Due Date	Balance Due	
2023	000291-00	00000005	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000294-00	00000008	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	6,041.50	
2023	000297-00	00000127	76 BROOKS ST #9		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000298-00	00000127	76 BROOKS ST #9		04-Mar-2022	14-Mar-2022	6,041.50	
2023	000299-00	00000129	14288 FOSTER AVE #4121		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000300-00	00000130	4 OTIS ST		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000301-00	00000132	14302 PENNSYLVANIA AVE		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000302-00	00000132	14302 PENNSYLVANIA AVE		04-Mar-2022	14-Mar-2022	12,083.00	
2023	000303-00	00000133	201 HAWK CT		04-Mar-2022	14-Mar-2022	12,083.00	
							*** Bill Year	96,664.00

A second report may be displayed if any Invoices fall below the minimum balance due or have current In-progress payments.

10479-MBPASTDUREJ.REP Printed 23-Aug-2022 at 11:49:28 by ANTHEA City of ADMINS Past Due Notice - Invoice not selected Page 1

Program: SCHTUITKMA KMA TUITIONS Minimum Balance Due: 300.00 New Due Date: 01-Sep-2022

Year	Bill#	Cust#	Service Address	Mailing Address	Bill Date	Due Date	Balance Due	IPP
2023	000290-00	00000005	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	12,083.00	**
2023	000292-00	00000006	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	12,083.00	**
2023	000293-00	00000006	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	6,041.50	**
2023	000295-00	00000023	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	9,062.25	**
2023	000296-00	00000097	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	11,041.50	**
							*** Bill Year	50,311.25

**IPP = In-progress payments

3 Modify Work File

The [Modify work file] screen allows removing any Invoices that were selected from the **Past Due Notices** process. It could be that the Customer has contacted the Town and payment arrangements have been made.

Modify Work File

Sel	Bill#	Owner Name	Year	Bill Date	Due Date	Balance
<input checked="" type="checkbox"/>	000291-00	FRAMINGHAM PUBLIC SCHOOLS	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000294-00	UXBRIDGE PUBLIC SCHOOLS	2023	04-Mar-2022	14-Mar-2022	6041,50
<input checked="" type="checkbox"/>	000297-00	ROSSI, MICHAEL M	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000298-00	ROSSI, MICHAEL M	2023	04-Mar-2022	14-Mar-2022	6041,50
<input checked="" type="checkbox"/>	000299-00	BRANFORD WIRE & MFG CO	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000300-00	EAST COAST MARKETING	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000301-00	HEALY, GEORGE W IV	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000302-00	HEALY, GEORGE W IV	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000303-00	ALPENLITE INC	2023	04-Mar-2022	14-Mar-2022	12083,00
<input checked="" type="checkbox"/>	000016-00	FRAMINGHAM PUBLIC SCHOOLS	2022	13-Jul-2021	12-Aug-2021	25133,32
<input checked="" type="checkbox"/>	000021-00	MENDON-UPTON REGIONAL SCHOOLS	2022	13-Jul-2021	12-Aug-2021	39166,67
<input checked="" type="checkbox"/>	000022-00	MILFORD PUBLIC SCHOOLS	2022	13-Jul-2021	12-Aug-2021	39000,00
<input checked="" type="checkbox"/>	000024-00	MILLIS PUBLIC SCHOOLS	2022	13-Jul-2021	12-Aug-2021	39390,01
<input checked="" type="checkbox"/>	000025-00	MILFORD PUBLIC SCHOOLS	2022	13-Jul-2021	12-Aug-2021	40666,67

Figure 1 Modify Work File screen allows deselecting invoices



Prompt/Field	How Used
Sel	Checked – this invoice is selected to receive a past due notice Unchecked – this invoice will not receive a notice
Bill#	Invoice Number
Owner Name	To whom the invoice was issued
Year	Year associated with that Invoice to be issued a Notice
Bill Date	Original date of the Invoice
Due Date	Original Due date of the Invoice
Balance	The current outstanding balance of the Invoice, based on Due Dates



[1 Steps] will return to the Steps menu

[2 Select All] will check all invoices to process

[3 Deselect All] will “un-check” all invoices to process

[4 Edit List] will produce an Edit List of Selected invoices to process (see section 4)

4 Edit List

This step generates an edit list of all the invoices selected to receive a past due notice.

10478-MBPASTDUEEDT.REP		Printed 23-Aug-2022 at 11:49:29 by ANTHEA				Page 1	
		City of ADMINS					
		Past Due Edit List					
Program: SCHTUITKMA		KMA TUITIONS		Minimum Balance Due: 300.00		New Due Date: 01-Sep-2022	
Year	Bill#	Cust#	Service Address	Mailing Address	Bill Date	Due Date	Balance Due
2023	000291-00	00000005	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	12,083.00
2023	000294-00	00000008	60 HARPIN STREET		04-Mar-2022	14-Mar-2022	6,041.50
2023	000297-00	00000127	76 BROOKS ST #9		04-Mar-2022	14-Mar-2022	12,083.00
2023	000298-00	00000127	76 BROOKS ST #9		04-Mar-2022	14-Mar-2022	6,041.50
2023	000299-00	00000129	14288 FOSTER AVE #4121		04-Mar-2022	14-Mar-2022	12,083.00
2023	000300-00	00000130	4 OTIS ST		04-Mar-2022	14-Mar-2022	12,083.00
2023	000301-00	00000132	14302 PENNSYLVANIA AVE		04-Mar-2022	14-Mar-2022	12,083.00
2023	000302-00	00000132	14302 PENNSYLVANIA AVE		04-Mar-2022	14-Mar-2022	12,083.00
2023	000303-00	00000133	201 HAWK CT		04-Mar-2022	14-Mar-2022	12,083.00
							*** Bill Year
							96,664.00

5 Print Past Due Notices

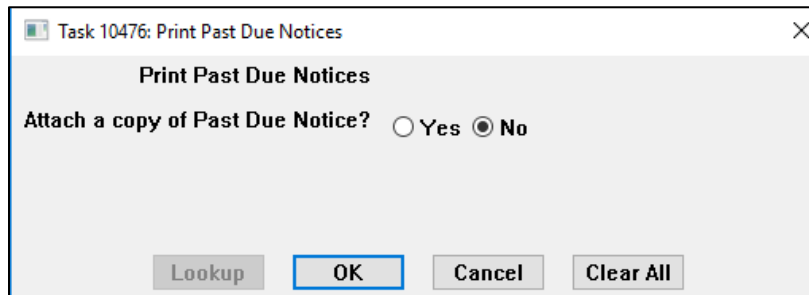



Figure 2 Print Past Due Notices prompt – To Attach a copy to the customer invoice record



Prompt/Field	How Used
Attach Copy of Past Due Notice	This will attach a copy of the past due notice to the Invoice and the Customer Yes –will attach a copy No – will not attach a copy

The new form shows the new due date entered as a parameter in step 2 above.

5.1 Sample Past Due Notice



TOWN OF ADMINS
School Department
219 Lewis Wharf
BOSTON MA 02110
SchoolBills@admins.com

Page 1 of 1
INVOICE #: 000016
INVOICE DATE: 13-Jul-2021
DUE & PAYABLE: 01-Sep-2022
AMOUNT DUE: \$25,133.32

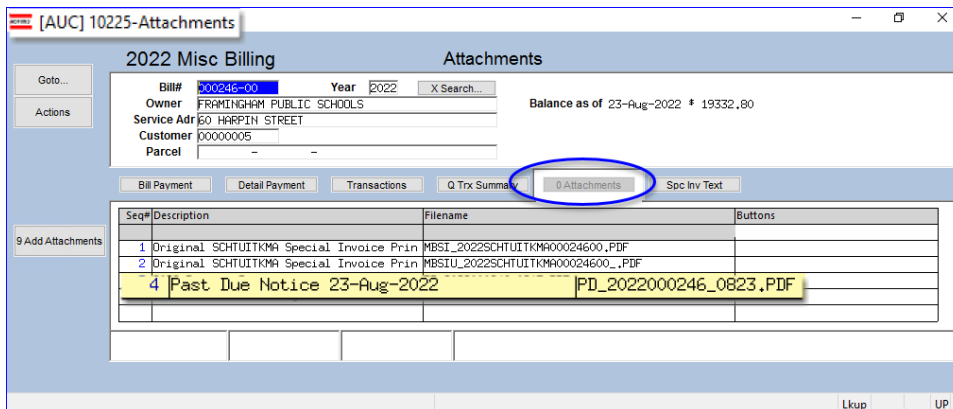
Past Due Notice

Description of Services Rendered	Qty	Rate	Amount Billed
1st Quarter Tuition Billed: 13-Jul-2021 Due: Now	20	241.67	\$4,833.34
2nd Quarter Tuition Billed: 13-Jul-2021 Due: Now	56	241.67	\$13,533.35
3rd Quarter Tuition Billed: 13-Jul-2021 Due: Now	56	241.67	\$13,533.35
4th Quarter Tuition Billed: 13-Jul-2021 Due: Now	48	241.67	\$11,599.97
Payments/Refunds 03-Nov-2021			-\$650.00
Payments/Refunds 07-Mar-2022			-\$17,716.69
		Total Billed:	\$43,500.01
		Total Payments:	-18,366.69
		Net Due:	\$25,133.32

Figure 3 Sample Past Due Notice

5.2 Attachments in the Bill Payment Inquiry Screen

Misc Billing ▶ Queries ▶ Bill Payment ▶ [0 Attachments]



The screenshot shows a software interface for bill payment inquiries. At the top, it displays '2022 Misc Billing' and 'Attachments'. Below this, there are fields for Bill#, Owner (FRAMINGHAM PUBLIC SCHOOLS), Service Address (60 HARPIN STREET), Customer (00000005), and Parcel. A 'Balance as of 23-Aug-2022' is shown as \$19332.80. A navigation bar includes buttons for 'Bill Payment', 'Detail Payment', 'Transactions', 'Q Trx Summary', '0 Attachments' (circled in blue), and 'Spcl Inv Text'. Below the navigation bar is a table with columns for 'Seq#', 'Description', 'Filename', and 'Buttons'. The table contains three rows: two for 'Original SCHEDULED Special Invoice Print' and one for '4 Past Due Notice 23-Aug-2022' with filename 'PD_2022000246_0823.PDF'.

Figure 4 Past Due Notice copies are available in the attachments tab if Yes was selected on the prompt



5.3 Attachments in the Customer Query Screen

The attachments will be available from the Customer Query as well:

Misc Billing ▶ Queries ▶ Customer Query ▶ [3 Attachments]

[AUC] 10171-Customer Query - Attachments
- [X]

Customer Query - Attachments

Goto...
Actions

Cust No **00000005**

Parcel# - -

Primary
Secondary
Location
City

Current Balance: 215,563.20

St Zip 00000-0000

Service Address

Name 1 KEDUGH MEMORIAL ACADEMY
Name 2

Location# 60 Street# 60

Street HARPIN STREET Unit#

Line 2

City BELLINGHAM St MA Zip 02019-0000

1 Customer
2 PRG Invoice (2)
3 Attachment (23)
4 Bill History
5 Trx History
6 Notes
7 Custom Fields
8 Field Loos (29)

Seq#	Description	Filename	Buttons
1	Original SCHTUITKMA Special Invoice Prin	MBSI_2022SCHTUITKMA00000200_.PDF	V View Z Email
9	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00001600_.PDF	
10	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00013900_.PDF	
11	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00024600_.PDF	
12	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00024700_.PDF	
13	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00027000_.PDF	
14	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA00027100_.PDF	
15	Original SCHTUITKMA Special Invoice Prin	MBSIU_2022SCHTUITKMA000253_.PDF	
16	Original SCHTUITKMA Special Invoice Prin	SI_2022SCHTUITKMA000254_.PDF	
17	Original SCHTUITKMA Special Invoice Prin	SI_2023SCHTUITKMA000290_.PDF	
18	Original SCHTUITKMA Special Invoice Prin	SI_2023SCHTUITKMA000291_.PDF	
19	Original SCHTUITKMA Special Invoice Prin	SI_2023SCHTUITKMA000291_.PDF	
20	Past Due Notice 23-Aug-2022	PD_2022000016_0823.PDF	
21	Past Due Notice 23-Aug-2022	PD_2022000139_0823.PDF	
22	Past Due Notice 23-Aug-2022	PD_2022000246_0823.PDF	
24	Past Due Notice 23-Aug-2022	PD_2022000253_0823.PDF	
25	Past Due Notice 23-Aug-2022	PD_2022000254_0823.PDF	