



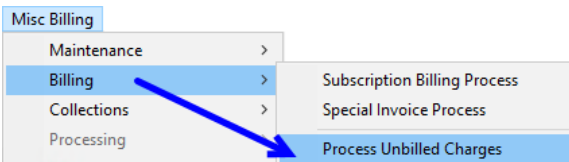
During the **Special Invoice Process** there is an opportunity to enter different Bill and Due Dates for charges on an Invoice.

This allows for the entire invoice to be booked to Accounts Receivable in the General Ledger but only print the current billed charges on the initial invoice; additional charges will be included on future printed invoices. For example: I have an invoice to be paid quarterly and want to book all 4 quarter amounts to Account Receivable but only print quarter one on the initial invoice to send to the customer, with subsequent invoices produced each quarter.

If a program is setup as **“Print Unbilled Charges ☑No”**, that means that any charge setup on an invoice where the Bill Date for the charge is after the bill date of the original invoice will not be printed on the original invoice.

This process provides the ability to print successive invoices including additional charges as the billing dates are changed.

1 BILLING – Process Unbilled Charges Steps Menu



Use the **“Process Unbilled Charges”** steps menu to bill charges that are already booked and have gone through the Special Invoice process for the initial billing but have not appeared on an original bill.

2 Preparation – Set up Program & Service Types to be Used



When implementing this, **create a new Program type (and service types)** so that any programs/services already billed under the current program are not included in the process.



1.1 Print Unbilled Charges Radio Button on the Program Type Table

Misc Billing ▶ Tables ▶ Program Type

Type	Program	Description	Bills in M	Dept Group	Print Unbilled Charges
00					<input type="radio"/> Yes <input type="radio"/> No
95	CABLECLUB	CABLE CLUB YEARLY INVOICE		DISTRICT	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	FIREINSP	Fire Inspections		UNCLASSIFIED	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	SCHOVRPMT	EMPLOYEE OVERPAYMENTS		DISTRICT	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	SCHRENTAL	SCHOOL BUILDING RENTALS		DISTRICT	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	SCHUITKMA	checking copy program		UNCLASSIFIED	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	SCHUITKMA	KMA TUITIONS		KMA	<input type="radio"/> Yes <input checked="" type="radio"/> No
95	SCHUITKMA	BSCP PRESCHOOL TUITION		PRESCHOOL	<input type="radio"/> Yes <input checked="" type="radio"/> No
95	THAMCTRL	ANIMAL CONTROL - IMA - FRANKLIN		UNCLASSIFIED	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TOCLEO1	CELEBRATION FUND - EL HARVEY		UNCLASSIFIED	<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TESTMTH	Testing Monthly Bills			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TESTQTR	Testing qtr billing			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TPILOTANP1	PILOT-ANP			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TPILOTFPL1	PILOT-FPL			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TSOLO1BRGD	SOLAR AGRMT-BORREGO			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TSOLO3KSG	SOLAR AGRMT-KEARSAGE LEASE (119 SO MA			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TSOLO3KSG	SOLAR AGRMT-KEARSAGE PILOT (119 SO MA			<input checked="" type="radio"/> Yes <input type="radio"/> No
95	TSOLO4KSG	SOLAR AGRMT-KEARSAGE LEASE (BROOK ST)		UNCLASSIFIED	<input type="radio"/> Yes <input checked="" type="radio"/> No
95	TSOLO5HEL	SOLAR-EASEMENT, HELIOVHRS		UNCLASSIFIED	<input type="radio"/> Yes <input checked="" type="radio"/> No
95	WSPFCIVW	Water/Sewer Invoice		UNCLASSIFIED	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select No to allow booking of all charges on an invoice to A/R at the time the invoice was created and then selectively printing the charges on the invoice when the bill date approaches

Select Yes to print all charges on invoice at the time invoice is created

For each program type, set the radio button on the Print Unbilled Charges column. A different selection can be made on individual charges.

The default will be Yes; this will print all charges when the invoice is created, regardless of bill date and due date.

Figure 1 Program Type screen includes radio buttons for Printing Unbilled Charges

Select No if the charges will be booked to Accounts Receivable when the invoice is created, but only selected charges will appear on the invoice depending on bill and due date.

1.2 Bill Date and Due Date Entry During Build Program Invoices

Program: SCHUITKMA / KMA TUITIONS, Year: 2023

Bill Date: 04-Mar-2022, Due Date: 04-Mar-2022

Print Unbilled Charges: Yes No

Line	Bill Date	Due Date	Service Type	Description
1	04-Mar-2022	14-Mar-2022	QTRLY INV	1st Q
2	03-Jun-2022	13-Jun-2022	QTRLY INV2	2nd Q
3	01-Sep-2022	11-Sep-2022	QTRLY INV3	3rd Q
4	01-Dec-2022	11-Dec-2022	QTRLY INV4	4th Q

If the "Print Unbilled Charges" is set to No, data can be entered in the Bill Date and Due Date fields

To book all receivables with the first quarter, but print selected quarters when invoicing, use the **Bill Date** and **Due Date** fields on the **Build Program Invoices** Screen. The fields are available for data entry if the "Print Unbilled Charges" radio button is set to No.

To implement this, **set up new programs** with the radio button set to No for **Print Unbilled Charges** in the **program type table** to be invoiced over time. See section 2 above for details on setting this up.

Enter the bill dates and due dates on each line to be billed. If the Bill Date is filled in, the print and email step will include any charges that are before or on the Bill date.



To print all charges for programs with the radio button set to "No", leave the **Bill Date & Due Date** fields blank on all the lines in the grid. This tells the system that all the lines will use the bill date and due date set at the top of the screen.



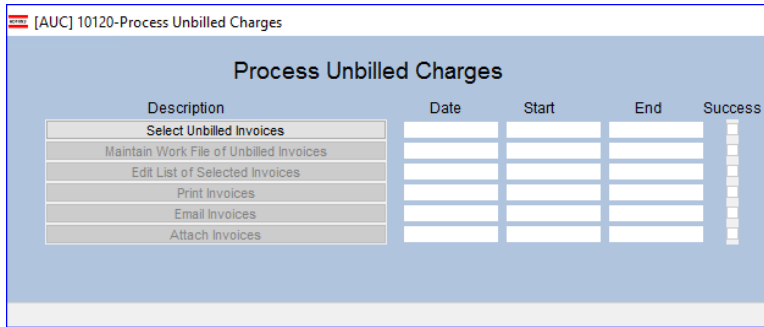
2.1.1 Individual Special Invoice Entry

The special invoices entered one at a time will also have the same program options for “Bill Date” and “Due Date” as described above.

Once Special Invoices are issued for programs set to “ No” for Printing Unbilled Charges, when the time comes to bill the charges, follow these instructions.

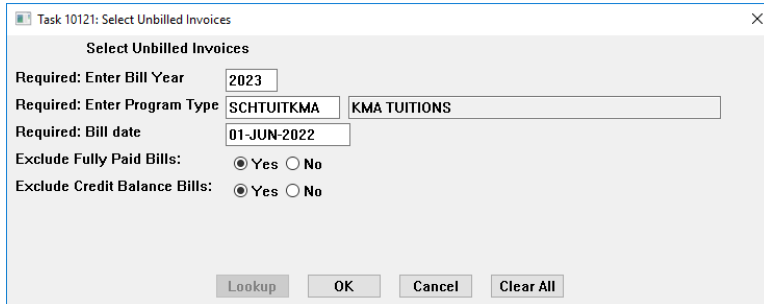
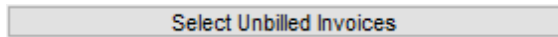
1.3 Process Unbilled Charges Steps Menu

Misc Billing ▶ Billing ▶ Process Unbilled Charges



Each step of the menu is described in the sections below.

2.1.2 Select Unbilled Invoices



Fill in the prompt, using the table below which describes what the selections mean.

Once the selections are made, click on [OK] – the system will display the **Maintain Work File of Unbilled Balances** screen as shown below in Figure 2.

Prompt/Field	How Used
Enter Bill Year	This will select invoices for the year entered
Enter Program Type	Select invoices only for the specified program; this is a required field
Bill Date	Include any and all charges with a bill date equal to or prior to the date entered
Exclude Fully Paid Bills:	Select <input checked="" type="radio"/> Yes to exclude invoices where the all quarters for the invoice have been paid. Select <input checked="" type="radio"/> No to include fully paid bills, if the charges on the bill have been paid it will display a zero balance.
Exclude Credit Balance Bills	Select <input checked="" type="radio"/> Yes to exclude invoices with a credit balance. Select <input checked="" type="radio"/> No to produce invoices with a credit balance (to be supplied to the customer as a courtesy). A bill is considered to have a credit balance only if the entire invoice is overpaid.



2.1.3 Maintain Work File of Unbilled Invoices

Maintain Work File of Unbilled Invoices

The system will present the screen with all Bill #s checked; If all customers will receive an invoice, leave it as is. If only a few customers should not receive an invoice, click on the box to leave it unchecked. If only a few customers should receive invoices, click on [3 Deselect All] and then set the checkbox for each bill.

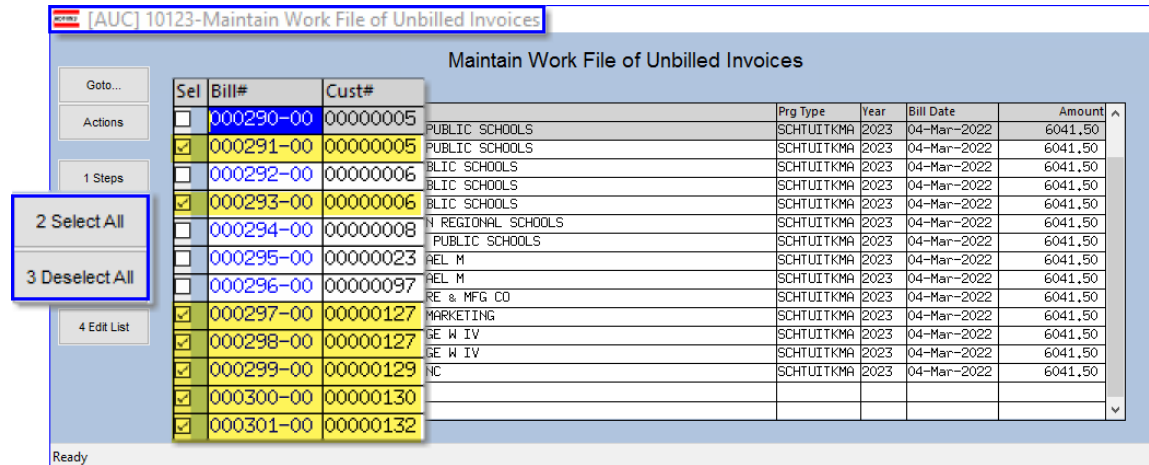


Figure 2 Select the customers for whom invoices will be generated for printing or emailing

2.1.4 Edit List of Selected Invoices

Edit List of Selected Invoices

This will show each Invoice and all the charges on that Invoice that meet the Bill Date criteria in the prompt. This report will show only those Invoices that are selected for processing; if some invoices were deselected in the prior step, that will be reflected on the report. The same edit list can be run from the **Maintain Work File of Unbilled Balances** screen.

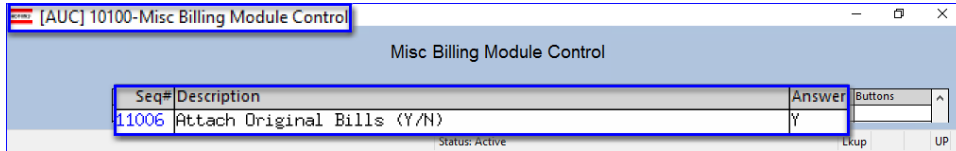
This step also checks if there are any invoices to print and email. It will turn on the next steps accordingly; if no invoices are set up to be emailed, the Email Invoices step will not be turned on.



2.1.7 Attach Invoices

Attach Invoices

This last step updates the customer program record with a “last invoiced date” for each customer program that has been invoiced.



If module control # 11106 is set to “Yes” the invoices are attached to the customer records. If set to “No,” this step will only stamp the “Last Invoiced” date on the customer program records.

When this last step is complete, the menu will look like this:

