MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2021

This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **MISCELLANEOUS BILLING** system.

CONTENTS

1. BILLING

ADMINS installed several enhancements to the module with the software update; highlighted below:
- Customers can be uploaded from a spreadsheet (see section 7 below)
- Special Invoices can be emailed to customers (see section 1.1.1 below)
- The interest field was removed from the detail payment query screen (see section 4.1 below)
- Several reports were added (see section 3 below)
- The Program Type and Service Type tables were enhanced (see section 5)
- Email Distribution Lists documented (see section 6 below)

1.1. Special Invoices

ADMINS enhanced the Special Invoice process to expand the use of **"Program"** invoices. This allows billing, for example, for a group of students attending after school childcare or billing for bus transportation. The **MB–320 Special Invoice Billing** document provides details on the new features. In addition, Special Invoices may now be emailed.

1.1.1.   Email Special Invoices
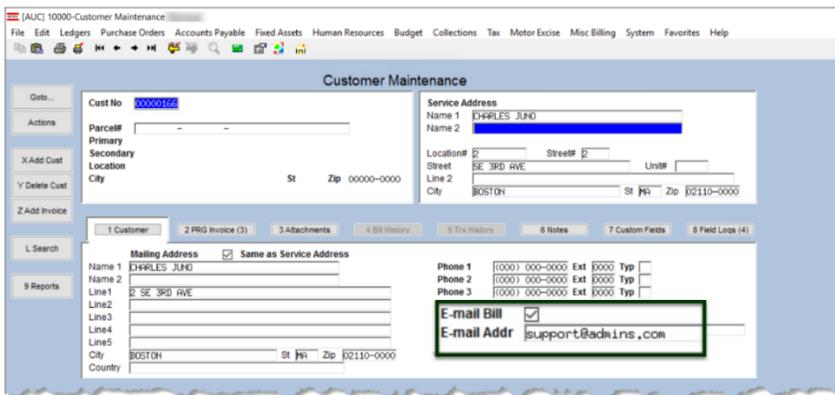
Customers electing to receive invoices via email are marked on the Customer record by checking the **"E-mail Bill ☑"** box and entering an E-Mail address.

Misc Billing ▶ Maintenance ▶ Customer Maintenance

When the Special Invoices are created, the system will not print a bill for customers that are set up for emailing the invoices.
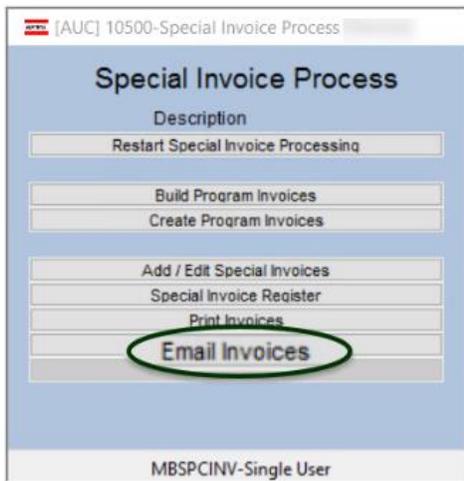
Set the email address prior to running the email bill step; if the **E-mail Bill ☑** box is checked, the process will use the email from the customer record at the time the bill is created.

Both printed and emailed bills will be attached to the customer record.

Billing ▶ Special Invoice Process ▶ Email Invoices

[ADM-AUC-MB-79]

2. CUSTOMER MAINTENANCE SCREEN REPORTS

ADMINS provides Customer Profile, Bill History, Transaction History, Transaction Summary, Program List, and Customer Statement reports are from the **[9 Reports]** button on the **[Customer]** tab.

| 1 Customer | 2 PRG Invoice (3) | 3 Attachment (4) | 4 Bill History | 5 Trx History | 6 Notes | 7 Custom Fields | 8 Field Logs (12) |

2.1.   Reports on the [1 Customer] Tab [Enhanced]
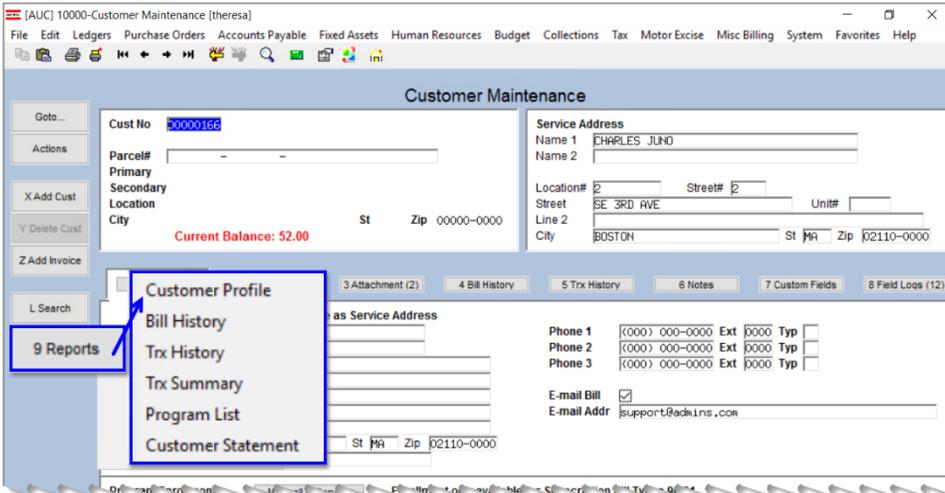
The History and Program List reports are available with the optional Program Type filter.

Report #/Title	Description	
10023 Customer Profile		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.

Report #/Title	Description	
10670 Transaction History		This report may be filtered by optional Bill Year Range and / or **Program Type**. It is available in Preview/Print/**PDF®** and **Excel®** formats. This provides detail on all transactions that meet the selection criteria for the current customer.
10671 Transaction History Summary		This report may be filtered by optional Bill Year Range and / or **Program Type**. It is available in Preview/Print/**PDF®** and **Excel®** formats. The report provides a summary by transaction date for the currently selected customer.

Report #/Title	Description

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
	                                          ============= ============= ============= ============= =============
	
	This report may be filtered by optional Bill Year Range and / or **Program Type**. It is available in Preview/Print/**PDF®** and **Excel®** formats. The report provides a summary by Bill number for the currently selected customer.

10113 Program List	Please see section 2.2 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. Task 10113: Customer Assigned Programs for Invoicing **Customers Assigned Programs for Invoicing** Optional: Enter Customer Number [166] Optional: Enter Program Department Group [ ] [ ] Optional: Enter Program Type [ ] [ ] Run as ⦿ Preview ○ Print ○ PDF ○ Excel If Printing use Duplex ⦿ Yes ○ No [Lookup] [OK] [Cancel] [Clear All]
10668 Customer Statement	Please see section 3.2.3 below for details; this report may be emailed by filling in the optional Email Address. Filter by Due Date and status. Task 10668: Customer Statement (From Customer Screen) **Customer Statement** Optional: Enter As of Due Date [ ] Selection: ⦿ All ○ Open Only ○ Current Month + Open ○ Current Month Only Optional: Enter Email Address [ ] Optional: Enter Note 1 [ ] Optional: Enter Note 2 [ ] Optional: Enter Note 3 [ ] Optional: Enter Note 4 [ ] Run as ⦿ Preview ○ Print ○ PDF If Printing use Duplex ⦿ Yes ○ No [Lookup] [OK] [Cancel] [Clear All]

2.2.   Reports on the [2 PRG Invoice] Tab

| 1 Customer | 2 PRG Invoice (3) | 3 Attachment (4) | 4 Bill History | 5 Trx History | 6 Notes | 7 Custom Fields | 8 Field Logs (12) |

Report #/Title	Description
10113 Program List Q Program List	 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.

2.3. Reports on the [4 Bill History] Tab

| 1 Customer | 2 PRG Invoice (3) | 3 Attachment (4) | 4 Bill History | 5 Trx History | 6 Notes | 7 Custom Fields | 8 Field Logs (12) |

| 9 History List |
| 0 Email History |
| Q Statement |

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 as shown above in section 2.1 above.
[0 Email History]	**Task 10674:** Email Bill History for a Customer ✕ **Email Bill History for a Customer** Optional: Enter Bill Year Range — First Year: [ ] Last Year: [ ] Optional: Enter Program Type [ ] Required: Enter Email Address — theresa@admins.com Optional: Enter Email Note — This is the bill history for all years, and all program types, for this customer Attach a copy of this Bill History Report to Customer? ● Yes ○ No Lookup OK Cancel Clear All Bill History for 2 SE 3RD AVE TC theresa@admins.com 1:35 PM To Theresa Campbell Cc Theresa Campbell 📄 Cust_TrnHisSum_THERESA[3].pdf 4 KB 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 ** 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.
[Q Statement]	This report is the same as shown in section 2.1 above.

2.4.   Reports on the [5 Trx History] Tab
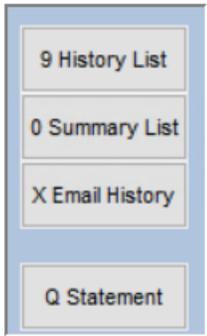
Report #/Title	Description	
[9 History List]	This is the same report as #10672 as shown in section 2.1 aboveabove.	
[0 Summary List]	This is the same report as #10671 as shown in section 2.1 aboveabove.	
[Q Statement]	This report is the same as #10668 as shown in section 2.1 above.	
[X Email History]		This generates an email that looks like this. The report is the same as #10670, as shown above.
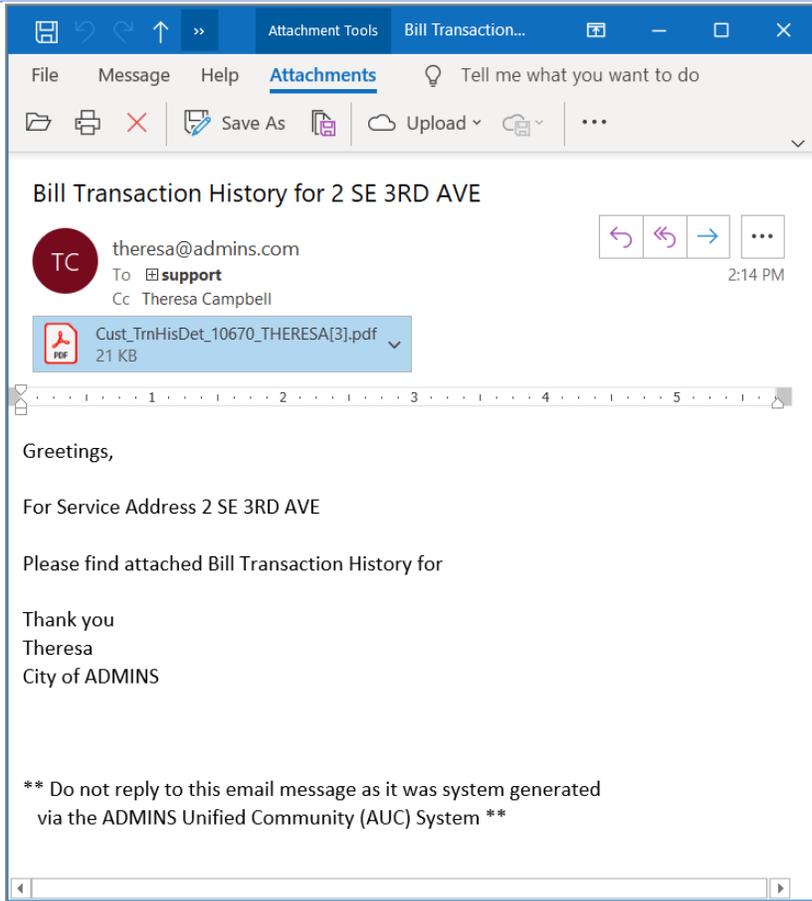
3. REPORTS

ADMINS added **"Department"** as a selection filter on many of the collections reports. This allows reporting on multiple programs; for example, Lunch, Buses, After School Child Care, Field Trips at one time, if the programs have Department Group assigned on the Program Table.

3.1.   Department Group Selection on Collections Reports

Reports ▶ Report Library ▶ Collection Reports
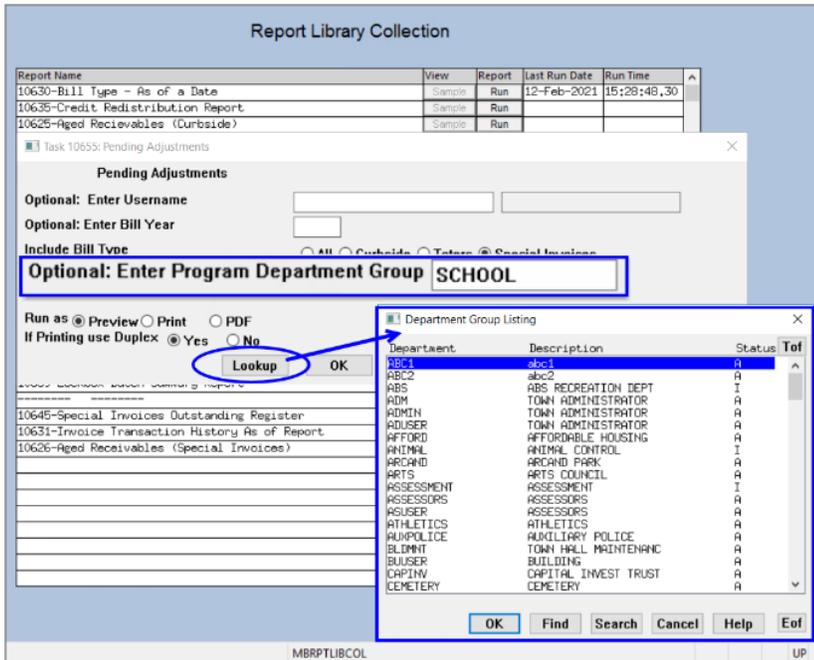
For example, the **#10655 Pending Adjustments** report now has the optional filter on Department Group; use the **[Lookup]** button to show all available departments, or if the department is known, type directly in the field. To add a department or edit an existing department, select:

System ▶ Department Group Profile

Beware of unintended consequences when editing departments, as they are used in multiple modules.

The collection reports are shown in the figure. Reports highlighted in light blue all offer the optional filter on Department. Sample output from the affected reports are shown in the sections below.

The reports that are starred ⭐ have had additional changes, described in the sections that follow.

Reports marked as NEW were installed with the March 2021 Software update and are described in their respective sections below.

[ADM-AUC-MB-78]

3.1.1. # 10630 Bill Type - As of a Date

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

The filter criteria is shown in the Selection Legend at the bottom of the report. The report subtotals by Program, Department Group, and Bill Year.

Run as Print/Preview/**PDF®** or **Excel®**. Preview output is shown in Figure 1.

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

[ADM-AUC-MB-72]

3.1.2.   # 10635 Credit Redistribution Report

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

Only one bill type may be selected at a time. This report finds customers with credit balances on invoices with outstanding balances on other invoices which may be handled via an adjustment batch entry.

Figure 2 Credit Redistribution Report

In the illustration, the credit balance of $14.00 can be applied to other bills for customer #0000004 via an adjustment batch.

[ADM-AUC-MB-91]

3.1.3. #10625 Aged Receivables (Curbside)

ADMINS added the aging report with the March 2021 software update. This report lists unpaid customer invoices and unused credits by date ranges. The only required fields are the **"Enter as of Date"** and the **number of days between aging breaks** (typically 30).

Figure 3 #10625 Aged Receivables (Curbside)

3.1.4. # 10654 Pending Receipts

Report **#10654, Pending Receipts** offers an optional filter for **Program Department Group**.

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

This will allow departments to report on relevant receipts.

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

Figure 4 Pending Receipts report with a Program Department Group filter

[ADM-AUC-MB-90]

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3.1.5.   # 10655 Pending Adjustments

The report of Pending Adjustments includes an optional filter on Program Department Group. The legend will show the selections. The report is shown Run as **Print/Preview/PDF®**.

Figure 5 #10655 Pending Adjustments Report with Optional Program Department Group filter

3.1.6.   # 10656 Revenue Summary - By Type, Date, Category

Figure 6 Revenue Summary offers an optional filter on Department Group – shown is Run as Print/Preview/PDF®

[ADM-AUC-MB-78]

3.1.7.　# 10657 Posted Receipts - by Date, GL#

Figure 7 #10657 Posted Receipts – by Date, GL # in Detail and Summary run as Print/Preview/PDF®

[ADM-AUC-MB-78]

3.1.8.   # 10658 Posted Adjustments - by Date, Txn Code, Category

Figure 8 Report run as Excel®, also available to run as Print/Preview/PDF® - can filter on Program Department Group

[ADM-AUC-MB-78]

3.1.9.   # 10660 Posted Transactions – Summary

3.1.10.   # 10662 Posted Transactions - Refund History

```
 TedRE - RefTrnHis_10662_THERESA[3].lis
 File  Edit  Format  Options
 Courier New          ▼  9   ▼  B  I  U  ■ ▼  ⋮≡  ⋮⋮ ⋮⋮  ⋶ ≡ ⋶   ⎙

 10662-MBREFTRNHIS.REP          Printed 19-Feb-2021 at 16:05:25 by THERESA                          Page 1
                                          City of ADMINS
                                 Posted Transactions - Refund History

                                           Misc Billing

 =========== ==== ============ ============ ================ ======================= ============ =========== ========== ===============
 Pay Date    Year   Bill #     Trans #    Vendor # / Remit          Vendor            Voucher     Check Date  Check #       Check Amt
 =========== ==== ============ ============ ================ ======================= ============ =========== ========== ===============
 19-Feb-2021 2021 000102-00    164         030110-01                                   469566                                    4.00
 19-Feb-2021 2021 000135-00    165         030111-01                                   469567                                    5.00
 19-Feb-2021 2021 000138-00    166         030112-01                                   469568                                   10.00
 19-Feb-2021 2021 000139-00    167         030113-01                                   469569                                   15.00
 19-Feb-2021 2021 000140-00    168         030114-01                                   469570                                    5.00
                                                                                                                       ----------------
                                                                    Total for User Batch REF15                                  39.00
                                                                                                                       ================

                                                                                                                       ----------------
                                                                    Total for Bill Year 2021                                    39.00
                                                                                                                       ================

                                                                                                                       ----------------
      *** Grand Total ***                                                                                                       39.00
                                                                                                                       ================


      --------------------------------------------
      Selection Criteria:
      --------------------------------------------
         Bill Type: 95
         Pay Dates: 01-Jan-2021 to 28-Feb-2021
```

3.1.11.   # 10663 Posted Transactions - Payments by Batch

```
 TedRE - Txns_PaymentsByBatch_10663_THERESA[7].lis
 File  Edit  Format  Options
 Courier New          ▼  9   ▼  B  I  U  ■ ▼  ⋮≡  ⋮⋮ ⋮⋮  ⋶ ≡ ⋶   ⎙
 |
 10663-MBTRNDETRPT.REP          Printed 22-Feb-2021 at 11:53:03 by THERESA                          Page 1
                                          City of ADMINS
                                 Posted Transactions - Payments by Batch

 ==== ==== ============ ================================== ============== ============== ============== ============ ===============
 Year Type Bill#        Service Type                           Payments       NSF Fees       Total      Pay Date     Deposit Date
 ==== ==== ============ ================================== ============== ============== ============== ============ ===============
 2021 95   000153-00    Full price breakfast                     30.00                         30.00   11-Feb-2021  11-Feb-2021
 2021 95   000155-00    Full price breakfast                     30.00                         30.00   11-Feb-2021  11-Feb-2021
 2021 95   000156-00    Elementary School Transportation         25.00                         25.00   11-Feb-2021  11-Feb-2021
 2021 95   000156-00    Primary school transportation            15.00                         15.00   11-Feb-2021  11-Feb-2021
 2021 95   000160-00    Elementary School Transportation         25.00                         25.00   11-Feb-2021  11-Feb-2021
 2021 95   000160-00    Primary school transportation            15.00                         15.00   11-Feb-2021  11-Feb-2021
 2021 95   000160-00    Primary school transportation            25.00                         25.00   11-Feb-2021  11-Feb-2021
 2021 95   000177-00    School Lunch per day                      45.00                         45.00   11-Feb-2021  11-Feb-2021
 2021 95   000177-00    School lunch per day full price           41.25                         41.25   11-Feb-2021  11-Feb-2021
 2021 95   000177-00    School lunch per day full price          115.00                        115.00   11-Feb-2021  11-Feb-2021
                                                           -------------- -------------- --------------
 *** Total for Batch 10            ***                            366.25                        366.25
                                                           ============== ============== ==============

 2021 95   000147-00    Elementary School Transportation         25.00                         25.00   11-Feb-2021  11-Feb-2021
 2021 95   000149-00    Elementary School Transportation         50.00                         50.00   11-Feb-2021  11-Feb-2021
 2021 95   000149-00    Primary school transportation            15.00                         15.00   11-Feb-2021  11-Feb-2021
 2021 95   000150-00    Elementary School Transportation         25.00                         25.00   11-Feb-2021  11-Feb-2021
 2021 95   000178-00    School Lunch per day                      45.00                         45.00   11-Feb-2021  11-Feb-2021
 2021 95   000178-00    School lunch per day full price           41.25                         41.25   11-Feb-2021  11-Feb-2021
 2021 95   000178-00    Reduced rate lunch, all grades            9.00                          9.00    11-Feb-2021  11-Feb-2021
 2021 95   000178-00    Reduced rate lunch, all grades            6.00                          6.00    11-Feb-2021  11-Feb-2021
 2021 95   000179-00    School Lunch per day                      45.00                         45.00   11-Feb-2021  11-Feb-2021
 2021 95   000179-00    School lunch per day full price           41.25                         41.25   11-Feb-2021  11-Feb-2021
 2021 95   000179-00    Reduced rate lunch, all grades            6.00                          6.00    11-Feb-2021  11-Feb-2021
 2021 95   000179-00    Reduced rate lunch, all grades            9.00                          9.00    11-Feb-2021  11-Feb-2021
 2021 95   000180-00    School Lunch per day                      45.00                         45.00   11-Feb-2021  11-Feb-2021
 2021 95   000180-00    School lunch per day full price           15.00                         15.00   11-Feb-2021  11-Feb-2021
 2021 95   000180-00    School lunch per day full price           41.25                         41.25   11-Feb-2021  11-Feb-2021
 2021 95   000181-00    Reduced rate lunch, all grades           132.00                        132.00   11-Feb-2021  11-Feb-2021
 2021 95   000181-00    Reduced rate lunch, all grades            18.00                         18.00   11-Feb-2021  11-Feb-2021
                                                           -------------- -------------- --------------
 *** Total for Batch 11            ***                            568.75                        568.75
                                                           ============== ============== ==============
```

3.1.12. # 10664 Posted Transactions - By Deposit Date

3.1.13. # 10665 Statistics - How our Bills are Paid

This report is intended to assist collectors with decision making – if most of the bills are paid over the counter, does that mean additional hours are needed for staff coverage?

If most bills are paid via lockbox or online, but many refunds or adjustments needed, is action required based on the analysis?

Report shows the *count* of the bill payments - 64 bills were paid via counter receipts; 1 was an adjustment for insufficient funds

3.1.14.   # 10645 Special Invoice Outstanding Register

ADMINS made three changes to report **# 10656, the Special Invoices Outstanding Register** report.

1. The title, printed at the top of the page and used in the report library, was changed from "Special Invoice Bills" to "Special Invoice Outstanding Register".
2. The Program Department Group filter was added to the prompt.
3. The Program Department Group subtotals were added to the report.
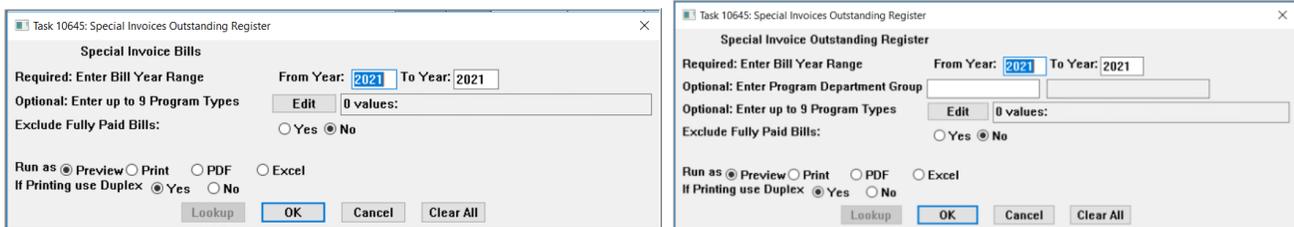
Figure 9 Special Invoice Outstanding Register prompt – before and after

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

No filtering selections were made; only the required Bill Year Range was entered.

The register sorts by program, then by department group, and gives subtotals on program, department group, and bill year.

Figure 10 Special Invoices Outstanding Register

Figure 11 Special Invoices Outstanding Register, run as Excel®, with filter applied

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

[ADM-AUC-MB-72]

3.1.15. # 10631 Invoice Transaction History As of Report

Report shows charges, adjustments, payment, refunds, balance, and may be run as **Preview/Print/PDF®** or **Excel®** format. Selection required on Bill Type, Transaction As of Date, Payment As of Date. Department Group filter is optional.

```
TedRE - Invoice_Trn_History_10631_THERESA[3].lis
File  Edit  Format  Options
Courier New        ▼  9  ▼  B  I  U  ■  ▼  ⋮≡  ⋮≣ ⋮≣  ≣ ≣ ≣  🖶
10631-MBTRNHISASOF.REP        Printed 18-Feb-2021 at 15:45:48 by THERESA                                    Page 3
                                             City of ADMINS
                                    Invoice Transaction History As of Report
                                     Transaction History as of 01-Feb-2021
                                          Payments as of 18-Feb-2021
                                         For Department Group SCHOOL

                                                                                  01-Feb-2021 After 01-Feb-2021    Adjusted
                                Service                                                Balance Refunds/Payments     Balance
Cust#  Name                     Program  Type        Charges Adjustments Payments Refunds

00000166 CHARLES JUNO           LUNCH    ELEMENTARY    45.00     .00        .00     .00      45.00      45.00         .00
00000166 CHARLES JUNO           LUNCH    HIGHSCHL      48.75     .00        .00     .00      48.75      48.75         .00
00000166 CHARLES JUNO           LUNCH    PRIMARY       41.25     .00        .00     .00      41.25      41.25         .00
00000166 CHARLES JUNO           LUNCH    REDUCED        6.00     .00        .00     .00       6.00      15.00       (9.00)
00000166 CHARLES JUNO           SCHTRANS ELEMENTARY    25.00     .00        .00     .00      25.00        .00       25.00
00000166 CHARLES JUNO           SCHTRANS FIELDTRIP     10.00     .00        .00     .00      10.00        .00       10.00
00000166 CHARLES JUNO           SCHTRANS HIGH SCHOOL   75.00     .00        .00     .00      75.00        .00       75.00
00000166 CHARLES JUNO           SCHTRANS MIDDLE        50.00     .00        .00     .00      50.00        .00       50.00
00000166 CHARLES JUNO           SCHTRANS PRIMARY       15.00     .00        .00     .00      15.00        .00       15.00
00000166 CHARLES JUNO           TIGERSDEN B4ELEMENT2   55.00     .00        .00     .00      55.00        .00       55.00
00000166 CHARLES JUNO           TIGERSDEN PMELEMENT2  181.00     .00        .00     .00     181.00        .00      181.00
                                                     --------  ------     ------   -----    -------    -------     -------
         Total Customer CHARLES JUNO                  552.00     .00        .00     .00     552.00     150.00      402.00
                                                     ========  ======     ======   =====    =======    =======     =======

00000167 CARROCCIO, A THOMAS ESQ LUNCH   ELEMENTARY    45.00     .00        .00     .00      45.00      45.00         .00
00000167 CARROCCIO, A THOMAS ESQ LUNCH   HIGHSCHL      48.75     .00        .00     .00      48.75      48.75         .00
00000167 CARROCCIO, A THOMAS ESQ LUNCH   PRIMARY       41.25     .00        .00     .00      41.25      41.25         .00
00000167 CARROCCIO, A THOMAS ESQ LUNCH   REDUCED        6.00     .00        .00     .00       6.00      15.00       (9.00)
00000167 CARROCCIO, A THOMAS ESQ SCHTRANS ELEMENTARY   25.00     .00        .00     .00      25.00        .00       25.00
00000167 CARROCCIO, A THOMAS ESQ SCHTRANS FIELDTRIP    10.00     .00        .00     .00      10.00        .00       10.00
00000167 CARROCCIO, A THOMAS ESQ SCHTRANS HIGH SCHOOL  75.00     .00        .00     .00      75.00        .00       75.00
00000167 CARROCCIO, A THOMAS ESQ SCHTRANS MIDDLE       50.00     .00        .00     .00      50.00        .00       50.00
00000167 CARROCCIO, A THOMAS ESQ SCHTRANS PRIMARY      15.00     .00        .00     .00      15.00        .00       15.00
00000167 CARROCCIO, A THOMAS ESQ TIGERSDEN B4ELEMENT3  83.00     .00        .00     .00      83.00        .00       83.00
00000167 CARROCCIO, A THOMAS ESQ TIGERSDEN PMELEMENT3 247.00     .00        .00     .00     247.00        .00      247.00
                                                     --------  ------     ------   -----    -------    -------     -------
         Total Customer CARROCCIO, A THOMAS ESQ      646.00     .00        .00     .00     646.00     150.00      496.00
                                                     ========  ======     ======   =====    =======    =======     =======

00000168 STANLEY, RICHARD L ESQ  BREAKFAST ALLFULL     22.50     .00        .00     .00      22.50        .00       22.50
00000168 STANLEY, RICHARD L ESQ  LUNCH   ELEMENTARY    45.00     .00        .00     .00      45.00      45.00         .00
00000168 STANLEY, RICHARD L ESQ  LUNCH   HIGHSCHL      48.75     .00        .00     .00      48.75      48.75         .00
00000168 STANLEY, RICHARD L ESQ  LUNCH   PRIMARY       41.25     .00        .00     .00      41.25      56.25      (15.00)
00000168 STANLEY, RICHARD L ESQ  SCHTRANS ELEMENTARY   25.00     .00        .00     .00      25.00        .00       25.00
00000168 STANLEY, RICHARD L ESQ  SCHTRANS FIELDTRIP    10.00     .00        .00     .00      10.00        .00       10.00
00000168 STANLEY, RICHARD L ESQ  SCHTRANS HIGH SCHOOL  75.00     .00        .00     .00      75.00        .00       75.00
00000168 STANLEY, RICHARD L ESQ  SCHTRANS MIDDLE       50.00     .00        .00     .00      50.00        .00       50.00
00000168 STANLEY, RICHARD L ESQ  SCHTRANS PRIMARY      15.00     .00        .00     .00      15.00        .00       15.00
00000168 STANLEY, RICHARD L ESQ  TIGERSDEN B4ELEMENT1  28.00     .00        .00     .00      28.00        .00       28.00
00000168 STANLEY, RICHARD L ESQ  TIGERSDEN B4ELEMENT5 138.00     .00        .00     .00     138.00        .00      138.00
00000168 STANLEY, RICHARD L ESQ  TIGERSDEN PMELEMENT1 202.00     .00        .00     .00     202.00        .00      202.00
                                                     --------  ------     ------   -----    -------    -------     -------
         Total Customer STANLEY, RICHARD L ESQ       700.50     .00        .00     .00     700.50     150.00      550.50
                                                     ========  ======     ======   =====    =======    =======     =======


         Total Department SCHOOL                    5,543.50     .00     745.00     .00   4,798.50   1,635.00    3,163.50
                                                     ========  ======     ======   =====    =======    =======     =======


         Report Total                               5,543.50     .00     745.00     .00   4,798.50   1,635.00    3,163.50
                                                     ========  ======     ======   =====    =======    =======     =======
```

Figure 12 Invoice Transaction History "as of" Report run as Print/Preview/PDF®

[ADM-ACU-MB-74]

3.1.16.   # 10626 Aged Receivables (Special Invoices)

```
Task 10626: Aged Receivables (Special Invoices)                      ×
     Aged Receivables (Special Invoices)
Required: Enter As of date                    18-FEB-2021
Optional: Enter Program Type                  [         ]
Optional: Enter Program Department Group      [              ] [              ]
Required: Enter Number of days between Aging Breaks  30
Include Categories that do not post to A/R? (e.g. Fees)   ◉ Yes ○ No
Print                                          ○ Summary ◉ Detail

Run as ○ Preview ○ Print   ○ PDF   ◉ Excel
If Printing use Duplex ◉ Yes  ○ No
                    [Lookup]  [OK]  [Cancel]  [Clear All]
```

An accounts receivable aging is a report that lists unpaid customer invoices and unused credits by date ranges. **ADMINS** added the aging report with the March 2021 software update. The only required fields are the **"Enter as of Date"** and the **number of days between aging breaks** (typically 30).

The report may be filtered by Program Type and/or Program Department group.

	A	B	C	D	E	F	G	H	I	J

AgedReceivables95_THERESA[1].xml - Excel

A2 · fx 2021

	Year	Bill#	Program	Person-Billed	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
70	2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	138.00	138.00
71	2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	247.00	247.00
72	2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	83.00	0.00	0.00	83.00
73	2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	247.00	0.00	0.00	247.00
74	2021	000165-00	TIGERSDEN-Before & After School Child Ca	00000136-STEVENS, CHARLES T	0.00	357.00	0.00	0.00	357.00
75	2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	181.00	0.00	0.00	181.00
76	2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	55.00	0.00	0.00	55.00
77	2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	83.00	0.00	0.00	83.00
78	2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	247.00	0.00	0.00	247.00
79	2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	202.00	0.00	0.00	202.00
80	2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	138.00	0.00	0.00	138.00
81	2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	28.00	0.00	0.00	28.00
82				Total Program TIGERSDEN-Before & After	0.00	1,621.00	0.00	385.00	2,006.00
84				Total Dept SCHOOL	195.50	2,671.00	0.00	455.00	3,321.50
86	2021	000101-00	PILOT-PILOT Program	00000002-VISTRA ENERGY	0.00	0.00	0.00	2,098,167.36	2,098,167.36
87				Total Program PILOT-PILOT Program	0.00	0.00	0.00	2,098,167.36	2,098,167.36
89	2021	000103-00	TOWN-General Town Bills	00000003-MAPLE ST SOLAR 1, LLC	-1,000.00	0.00	0.00	0.00	-1,000.00
90	2021	000140-00	TOWN-General Town Bills	00000004-JOE SMOE	-25.00	0.00	0.00	0.00	-25.00
91				Total Program TOWN-General Town Bills	-1,025.00	0.00	0.00	0.00	-1,025.00
93				Total Dept TOWN	-1,025.00	0.00	0.00	2,098,167.36	2,097,142.36
95				Total for Year 2021	-829.50	2,671.00	0.00	2,098,622.36	2,100,463.86
97	9999	000000-00	-	00000000-	0.00	0.00	0.00	0.00	0.00
98				Total Program -	0.00	0.00	0.00	0.00	0.00
100				Total Dept	0.00	0.00	0.00	0.00	0.00
102				Total for Year 9999	0.00	0.00	0.00	0.00	0.00
104				Grand Total	-829.50	2,671.00	0.00	2,098,622.36	2,100,463.86
107	Selection Legend:								
109				As of Date: 18-FEB-2021					
110				# Days between breaks: 30					
111				Include Non Post A/R Category: Y					
112				Print Report as: D					

[ADM-AUC-MB-77]

3.2.   Report Library by Customer

[AUC] 10601-Report Library Customer

Report Library Customer

Report Name		View	Report
10618-Parcel vs Subscriber Address Mismatch		Sample	Run
10616-Customer with no Parcel# assigned		Sample	Run
10620-Customer Notes Report		Sample	Run
10640-Customers with Duplicate Service Addresses	★	Sample	Run
10642-Customers with Duplicate Parcel#		Sample	Run
10666-Customers with Duplicate Names	NEW	Sample	Run
--------- ---------		Sample	
10669-Customer Statement	NEW	Sample	Run

MBRPTLIBCUS   UP

The reports that are starred ★ have had additional changes, described in the sections that follow.

Reports marked as NEW were installed with the March 2021 Software update and are described in their respective sections below.

3.2.1. # 10640 Customers with Duplicate Service Addresses

This report includes a column that shows if there are active programs for the service address. Investigate duplicates; some that have active programs may be valid and remain separate, but others may need to be combined.

Misc Billing ▸ Reports ▸ Report Library ▸ [3 Customer Reports] ▸ #1640 Customers with Duplicate Service Addresses

For duplicate addresses created by mistake, set the address with no active programs to be inactive.

Misc Billing ▸ Maintenance ▸ Customer Maintenance ▸ Select Customer ▸ [Actions] ▸ Inactivate Record

[ADM-AUC-MB-88]

3.2.2. # 10666 Customers with Duplicate Names

This report is run on demand from the report library. Resolve duplicates prior to assigning programs, billing, and collecting payments.

3.2.3. # 10669 Customer Statements

The customer statement is a standard statement that may be emailed on request or printed locally.

The selections are described in the table below; a sample statement is shown in Figure 13.

Figure 13 Customer Statement

Table 1 Customer Statement Prompt and Options

Prompt	Description/How used		
Optional: Enter Customer Number	If left blank will list all customers, one per page		
Optional: Enter As of Due Date:	Will only include invoices that are due on or before this date. If left blank will include all invoices		
Selection:	⦿ All	All invoices that are associated with a customer with or without a balance	
	○ Open Only	Only those invoices that have either a balance or credit	
	○ Current Month + Open	All invoices billed in current month using todays date, and all prior invoices that still have an open balance	
	○ Current Month Only	All invoices billed in current month. Does not include prior invoices that still have open balance	
Email address	Optional. To email the report, enter the recipient email address; to send to multiple recipients, separate each email address with a comma (but no space)		
Note 1 – Note 4	Optional. If sending report by email, include this text in the body of the email. Up to four 80-character notes may be included.		
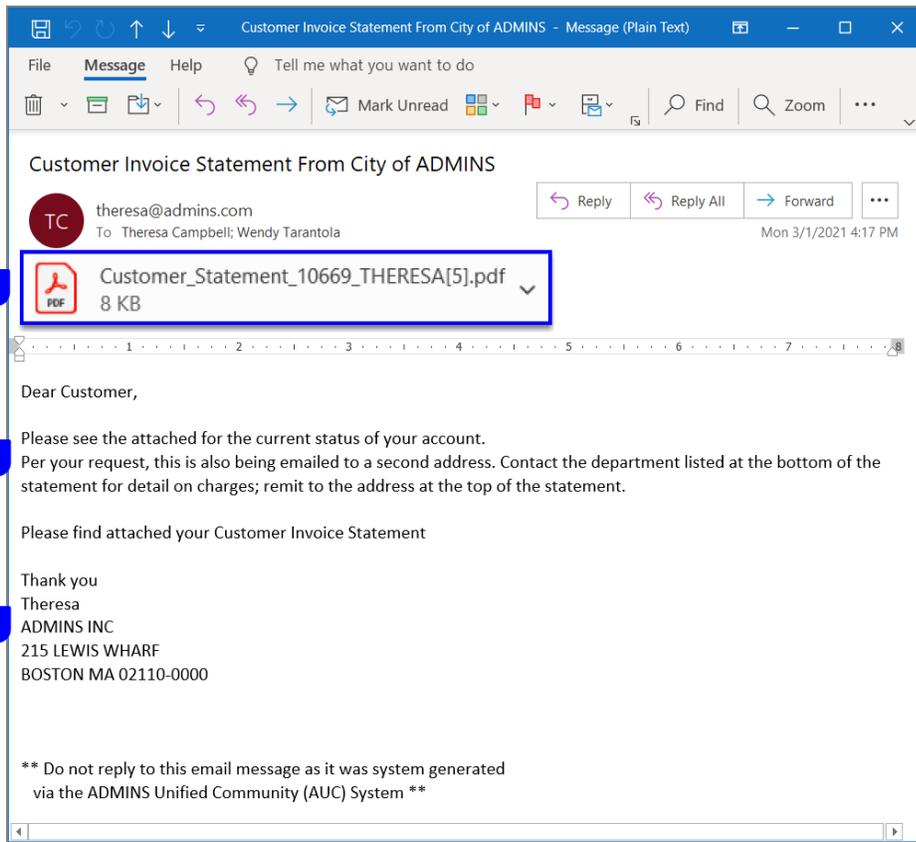
1 The email will contain the customer statement as an attachment in **PDF®** format.

2 The text entered in the four notes fields will be included in the body of the email.

3 The return address will include the user name, and the address for the department issuing the statement.

[ADM-AUC-MB-72]

3.3.   Report Library Program Invoices

ADMINS added another report category to the Miscellaneous Billing Reports library. Click on **[4 Program Invoice Reports]** to run Report #**10691, Programs Due to be Invoiced**. Full details are provided below.
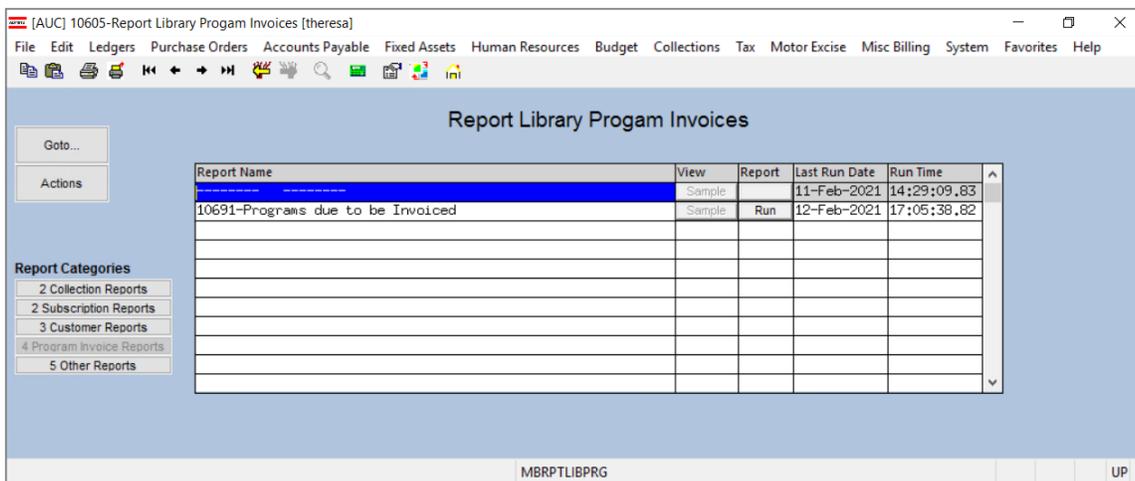
3.3.1.   # 10691 Programs Due to be Invoiced

The Programs Due to be Invoiced report may be run as Print/Preview/**PDF®** or **Excel®** format. The report runs in the weekly process with no filtering and is also available on demand. The on demand report has two optional filters: **Program Type**, and **Program Department Group**.

Each time an invoice is issued using one of the program invoices by frequency, the system writes back the date it was invoiced. This report uses the frequency and the date of the last invoice to check if the next bill is due to be billed. For example, for an annual bill the process will check if that bill

has been invoiced in the last 365 days; if it has, the program will not be shown on the report; if it has *not been invoiced* in the last 365 days, the program will appear on the report as due for invoicing. Other bill types will appear on the report if they are due to be invoiced within 14 days or are overdue to be invoiced.

Figure 14 The report with a filter on "Program" equal to "TIGERSDEN"

Figure 15 The report with no optional filters applied

[ADM-AUC-MB-73]

4. Queries

While committed Real Estate taxes and liens accrue interest for overdue payments, Miscellaneous Billing charges do not accrue interest. **ADMINS** removed the interest field from the display.

4.1.   No Interest Field on the Detail Payment Query Screen [Enhancement]

[ADM-AUC-MB-71]

5. TABLES

ADMINS added a **Department Group** column to the Program Table. This will associate a given program with a particular department. The field is optional but recommended.

5.1.   Department Group on Program Table

Misc Billing ▸ Tables ▸ Program Type

The Department can be any department established for Accounts Payable/Purchase Order processing as defined in the **Department Group Table**.

This allows reporting on multiple programs; for example, Lunch, Buses, After School Child Care, Field Trips at one time, if the programs have the same Department Group assigned on the Program Table.

[ADM-AUC-MB-75]

5.2.   Service Table ▶ New Service Types

When adding a new service type to the table if the program is a bill type 95 (special invoice), and if this is a **new** program with no existing service types, the system will prompt to set the bill form. If no form is selected, an error message will prompt for the form.

Tables ▶ Program

A new **Program Type** is added, **RANGE**, for Firing Range Fees. If the new Program has a unique form and is not using a form already setup in the system, create the new bill form before adding service types for the program.

Tables ▶ Service Types

A new **Service Type** is added, for **PUBLICSAFETY**. The system presents a prompt for the Bill Form. Select the form from the lookup or type it in. If no form is selected, this message will pop up:

Figure 16 The Service Type **"PUBLICSAFETY"** for Program **"RANGE"** is added to the table, using the Bill Form **"POLICE"**.

[ADM-AUC-MB-82]

5.2.1.   Special Invoice Checkbox on Service Type Table

The same rules apply to special invoices that are created via the **[Add / Edit Special Invoices]** step as well as invoices created via the **[Build Program Invoices]** step. Only the ☑ Services Types will be brought into the invoice automatically; others can be added manually.

[ADM-AUC-MB-76]

6. EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided in the Miscellaneous Billing module. To access the lists, go to:

Misc Billing ▶ Module Maintenance ▶ Email Distribution Lists

Table 2 Miscellaneous Billing Distribution Lists

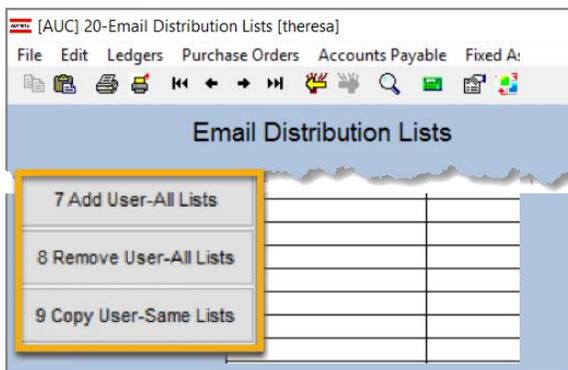| List Name	Description	Frequency	Notifies recipients that:
MB_3PARTY	Misc Billing Export to 3rd Party	On Demand – when export step is run	If MB is setup to create export files for 3rd parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
MBBILPST	Misc Invoice Billing	On Demand – when posting step is run	Lists information about the Subscription Billing run that was just posted. This only applies to Curbside and Toters Subscription Billing.
MBDLYACT	Misc Bill Daily Check of Srv Type Accts	Daily	The Service type accounts table was checked for missing or invalid accounts – an attached report describes the errors:
MBDLYRPT	Misc Bill Daily Reports	Daily	Current Subscriber List is sent as a **PDF®** attachment. Added Subscriber List is sent as a **PDF®** attachment. Dropped Subscriber List is sent as a **PDF®** attachment.

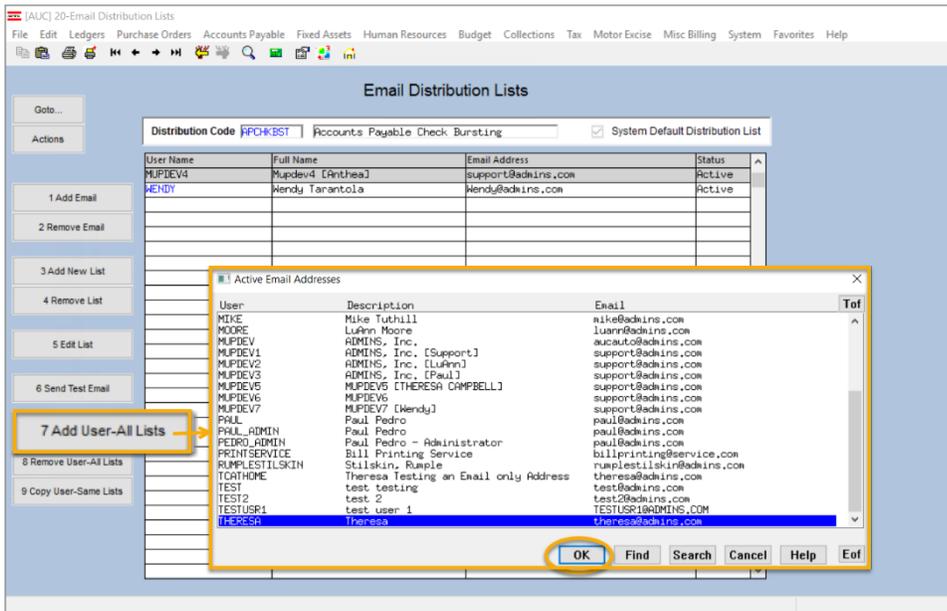| List Name	Description	Frequency	Notifies recipients that:
MBONLINE	Misc Billing Online	On Demand – when export step is run	If MB is setup to create export files for 3rd parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
MBSTPLST	Misc Billing Stop Service Email	Weekly	Notice of stopped subscriptions.
MBWKLYRPT	Misc. Billing Weekly Reports	Weekly	Any reports set up to run on a weekly basis are sent as attachments.
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by **ADMINS.**
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

[ADM-AUC-MB-83]

6.1. New Buttons on Screen

ADMINS added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.

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6.2. Add User – All Lists

A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

To add the user at once to all existing email lists, click the [7 Add User-All Lists] **[Add User–All Lists]** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.

6.3. Remove a Name from All Email Lists
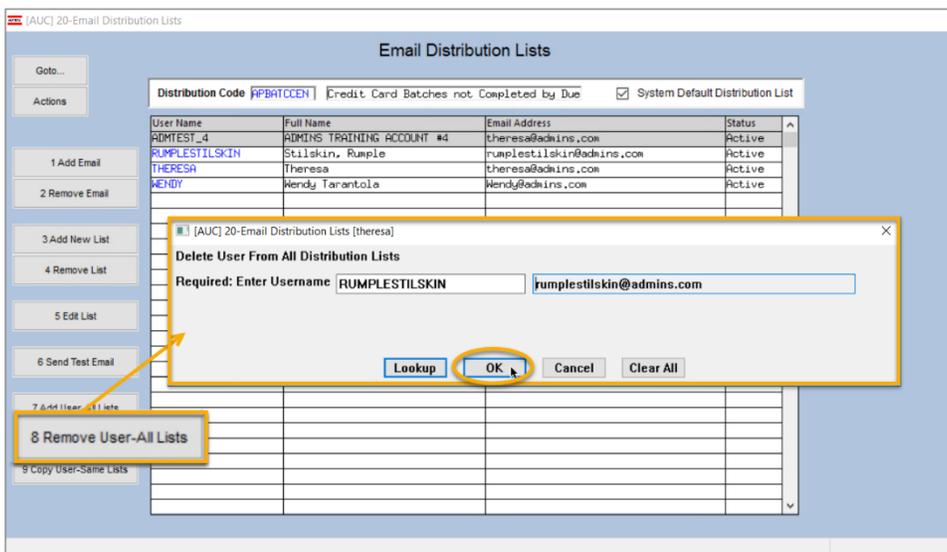
To remove a user from all email distribution lists (for example, due to termination of employment), click on [8 Remove User-All Lists] **[8_Remove User All Lists]**.

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

6.4. Copy a User to the Same Lists as an Existing User

Copy BD to LuAnn before removing BD from all lists.

If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click [9 Copy User-Same Lists] **[9 Copy User-Same Lists]**.

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176]
[ADM-AUC-SY-8181]

7. INTERFACES/IMPORTS

ADMINS added a convenient way to upload multiple customers via a spreadsheet.

The steps are described in brief in the table below. Complete information is in the **MB-500 Upload Customers** document in the Help Reference Library.

Step	Description
Email Customer Template	Email the template to the user doing the data entry – select the username from the **[Lookup]** or enter it directly in the field.
Restart Upload Process	Restart the upload in progress, clearing out any work files. Use this button if duplicates were reported, for example.

Step	Description
Upload Customers	Upload the customers from the spreadsheet – an edit list will be produced; scrutinize the list for duplicate customers. If there are duplicates, stop, edit the spreadsheet to remove the duplicates, run the [Restart Upload Process] step and upload the edited file.
Reprint Upload Reports	Reprints the Upload Reports produced in the **[Upload Customers]** step
Create Customers	Creates the customers and produces a report of the customers and customer numbers.

[ADM-AUC-MB-69]

8. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

8.1. New or Updated Documents

- BILLING   MB–320 Special Invoice Billing   [Updated]
- REPORTS   MB–420 Collections Reports   [New]
                             MB–440 Customer Reports   [New]
                             MB–470 Reports on the Customer Maintenance Screens   [New]
- INTERFACES   MB–500 Upload Customers   [New]
- SYSTEM   SY–150 AUC Email Distribution Lists   [Updated]
                             SY–170 System Administration Kit   [Updated]