



# MISCELLANEOUS BILLING

## RELEASE NOTES – MARCH 2021

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

### CONTENTS

<b>1. BILLING</b> .....	<b>2</b>
1.1. Special Invoices .....	2
1.1.1. Email Special Invoices .....	2
<b>2. CUSTOMER MAINTENANCE SCREEN REPORTS</b> .....	<b>3</b>
2.1. Reports on the [1 Customer] Tab [Enhanced] .....	3
2.2. Reports on the [2 PRG Invoice] Tab .....	6
2.3. Reports on the [4 Bill History] Tab .....	7
2.4. Reports on the [5 Trx History] Tab .....	8
<b>3. REPORTS</b> .....	<b>9</b>
3.1. Department Group Selection on Collections Reports .....	9
3.1.1. # 10630 Bill Type - As of a Date .....	10
3.1.2. # 10635 Credit Redistribution Report .....	11
3.1.3. #10625 Aged Receivables (Curbside) .....	12
3.1.4. # 10654 Pending Receipts .....	12
3.1.5. # 10655 Pending Adjustments .....	13
3.1.6. # 10656 Revenue Summary - By Type, Date, Category .....	13
3.1.7. # 10657 Posted Receipts - by Date, GL# .....	14
3.1.8. # 10658 Posted Adjustments - by Date, Txn Code, Category .....	15
3.1.9. # 10660 Posted Transactions – Summary .....	16
3.1.10. # 10662 Posted Transactions - Refund History .....	17
3.1.11. # 10663 Posted Transactions - Payments by Batch .....	17
3.1.12. # 10664 Posted Transactions - By Deposit Date .....	18
3.1.13. # 10665 Statistics - How our Bills are Paid .....	18
3.1.14. # 10645 Special Invoice Outstanding Register .....	19
3.1.15. # 10631 Invoice Transaction History As of Report .....	20
3.1.16. # 10626 Aged Receivables (Special Invoices) .....	21
3.2. Report Library by Customer .....	22
3.2.1. # 10640 Customers with Duplicate Service Addresses .....	23
3.2.2. # 10666 Customers with Duplicate Names .....	24
3.2.3. # 10669 Customer Statements .....	24
3.3. Report Library Program Invoices .....	26
3.3.1. # 10691 Programs Due to be Invoiced .....	27
<b>4. QUERIES</b> .....	<b>28</b>
4.1. No Interest Field on the Detail Payment Query Screen [Enhancement] .....	28
<b>5. TABLES</b> .....	<b>28</b>
5.1. Department Group on Program Table .....	28
5.2. Service Table ▶ New Service Types .....	29
5.2.1. Special Invoice Checkbox on Service Type Table .....	30
<b>6. EMAIL DISTRIBUTION LISTS [ENHANCEMENT]</b> .....	<b>30</b>
6.1. New Buttons on Screen .....	31
6.2. Add User – All Lists .....	32
6.3. Remove a Name from All Email Lists .....	32
6.4. Copy a User to the Same Lists as an Existing User .....	33
<b>7. INTERFACES/IMPORTS</b> .....	<b>33</b>
<b>8. HELP REFERENCE LIBRARY</b> .....	<b>34</b>
8.1. New or Updated Documents .....	34



# 1. BILLING

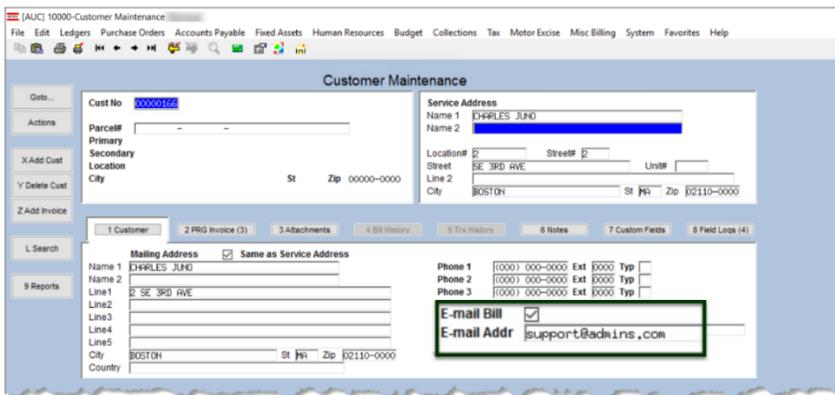
ADMINS installed several enhancements to the module with the software update; highlighted below:

- 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.

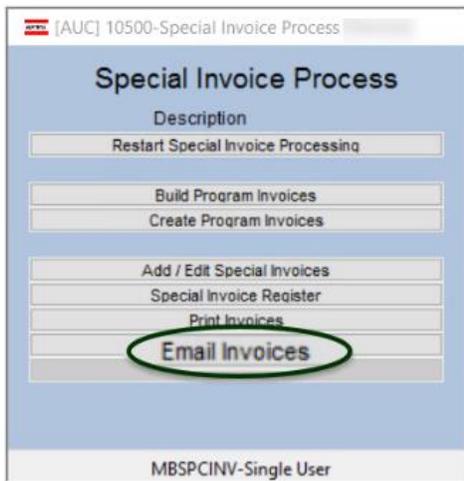
### 1.1.1. Email Special Invoices



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]

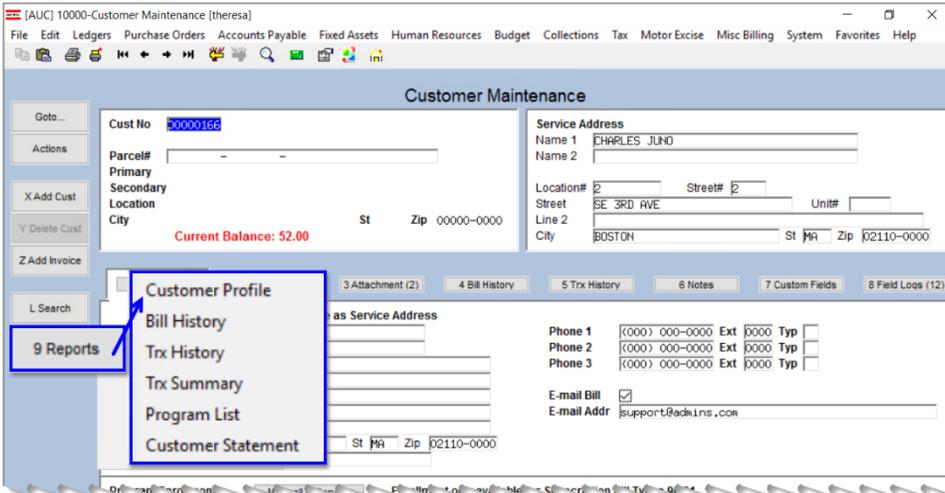


## 2. CUSTOMER MAINTENANCE SCREEN REPORTS

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.



### 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	<div data-bbox="467 1098 1036 1266"> </div> <div data-bbox="467 1287 1344 1801"> <p>10023-MBCUSPRO.REP Printed 03-Mar-2021 at 11:15:00 by THERESA City of ADMINS Misc Billing Customer Profile</p> <p>Customer: 00000168 Parcel#: - - Phone 1 (000) 000-0000 0000 Primary: 2 (000) 000-0000 0000 Secondary: 3 (000) 000-0000 0000 Location: City/St/Zip: , 00000-0000 Email</p> <p>Service Address Mailing Address Same as Service Address? Yes Owner 1 GERALDINE FORD Owner 1 GERALDINE FORD Line 1 38 CHARCOT AVE Line 1 38 CHARCOT AVE City/St/Zip PATERSON, NJ 07501-0000 City/St/Zip PATERSON, NJ 07501-0000</p> <p>Enrolled Subscription Programs No Enrolled Programs</p> <p>Program Invoices</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Program</th> <th>Description</th> <th>Frequency</th> <th>Start Date</th> <th>End Date</th> <th>Last Billed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TIGERDEN</td> <td>Before &amp; After School Child Care Progr</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> </tr> <tr> <td>2</td> <td>SCHTRANS</td> <td>School Transport</td> <td>Semi-annual</td> <td>04-Jan-2021</td> <td></td> <td>04-Jan-2021</td> </tr> <tr> <td>3</td> <td>SCHOOL</td> <td>School Bills</td> <td>Semi-annual</td> <td>04-Jan-2021</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>LUNCH</td> <td>School Nutrition Programs</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>01-Feb-2021</td> </tr> <tr> <td>5</td> <td>BREAKFAST</td> <td>School breakfast nutrition program</td> <td>Monthly</td> <td>04-Jan-2021</td> <td></td> <td>01-Feb-2021</td> </tr> <tr> <td>6</td> <td>TIGDENAM3</td> <td>Tigers Den Three Day Morning Child Car</td> <td>Weekly</td> <td>01-Feb-2021</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Line	Program	Description	Frequency	Start Date	End Date	Last Billed	1	TIGERDEN	Before & After School Child Care Progr	Monthly	04-Jan-2021		04-Jan-2021	2	SCHTRANS	School Transport	Semi-annual	04-Jan-2021		04-Jan-2021	3	SCHOOL	School Bills	Semi-annual	04-Jan-2021			4	LUNCH	School Nutrition Programs	Monthly	04-Jan-2021		01-Feb-2021	5	BREAKFAST	School breakfast nutrition program	Monthly	04-Jan-2021		01-Feb-2021	6	TIGDENAM3	Tigers Den Three Day Morning Child Car	Weekly	01-Feb-2021			<p>This report provides the customer information found on tabs 1 and 2 of the customer maintenance screen. There are sections for Enrolled Programs and Program Invoices.</p>
Line	Program	Description	Frequency	Start Date	End Date	Last Billed																																													
1	TIGERDEN	Before & After School Child Care Progr	Monthly	04-Jan-2021		04-Jan-2021																																													
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6	TIGDENAM3	Tigers Den Three Day Morning Child Car	Weekly	01-Feb-2021																																															



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.

Report #/Title	Description	
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																																																								
<p><b>10672 Customer Bill History Summary</b></p>	<div data-bbox="467 300 1036 537"> </div> <p data-bbox="1060 300 1507 489">This report may be filtered by optional Bill Year Range and / or <b>Program Type</b>. It is available in Preview/Print/PDF® and <b>Excel®</b> formats. The report provides a summary by Bill number for the currently selected customer.</p> <div data-bbox="467 558 1446 989"> <table border="1" data-bbox="480 804 1349 978"> <thead> <tr> <th>Year</th> <th>Bill#</th> <th>Program</th> <th>Charges</th> <th>Adjustments</th> <th>Refunds</th> <th>Payments</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>000172-00</td> <td>School breakfast nutritio</td> <td>22.50</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>22.50</td> </tr> <tr> <td>2021</td> <td>000155-00</td> <td>School breakfast nutritio</td> <td>30.00</td> <td>.00</td> <td>.00</td> <td>30.00</td> <td>.00</td> </tr> <tr> <td>2021</td> <td>000180-00</td> <td>School Nutrition Programs</td> <td>135.00</td> <td>.00</td> <td>.00</td> <td>150.00</td> <td>(15.00)</td> </tr> <tr> <td>2021</td> <td>000163-00</td> <td>School Transport</td> <td>175.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>175.00</td> </tr> <tr> <td>2021</td> <td>000168-00</td> <td>Before &amp; After School Chi</td> <td>368.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>368.00</td> </tr> <tr> <td colspan="3"></td> <td>730.50</td> <td>.00</td> <td>.00</td> <td>180.00</td> <td>550.50</td> </tr> </tbody> </table> </div>	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
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																																																		
<p><b>10113 Program List</b></p>	<p data-bbox="467 1024 1482 1087">Please see section 2.2 below for details. The report may be run for a single customer, Program Department Group, or <b>Program Type</b>. Use the <b>[Lookup]</b> if the values are not known.</p> <div data-bbox="467 1094 1344 1350"> </div>																																																								
<p><b>10668 Customer Statement</b></p>	<p data-bbox="467 1381 1482 1444">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.</p> <div data-bbox="467 1451 1474 1787"> </div>																																																								



## 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**

**Customer Maintenance - Program Invoices**

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

Line	Program	Description	FRQ	Description	Start Date	Stop Date	Last Invoiced
1	TIGERSDEN	Before & After School Child Care Program	M	Monthly	04-Jan-2021		04-Jan-2021
	LUNCH	School Nutrition Programs	M	Monthly	04-Jan-2021		01-Feb-2021
	SCHTRANS	School Transport	S	Semi-annual	04-Jan-2021		04-Jan-2021

**Task 10113: Customer Assigned Programs for Invoicing**

**Customers Assigned Programs for Invoicing**

Optional: Enter Customer Number

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

Entered: 08-Feb-2021  
THERESA  
Changed:

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.

TedRE - Customers\_WithPrograms\_10113\_THERESA[9].jis

File Edit Format Options

Courier New 9 B / U

10113-MBCUSFRG.REP    Printed 03-Mar-2021 at 11:36:07 by THERESA    Page 1

City of ADMINS  
Customer Assigned Programs for Invoicing

-----

Customer# : 00000166  
Name 1 : CHARLES JUNO  
Address : 2 SE 3RD AVE

-----

Line	Program	Description	Frequency	Start Date	End Date	Last-Invoiced	Next-Invoice
1	TIGERSDEN	Before & After School Child Care Program	Monthly	04-Jan-2021		04-Jan-2021	04-Feb-2021 OVR
2	LUNCH	School Nutrition Programs	Monthly	04-Jan-2021		01-Feb-2021	01-Mar-2021 OVR
3	SCHTRANS	School Transport	Semi-annual	04-Jan-2021		04-Jan-2021	04-Jul-2021

-----

Selection Legend:  
Select Customer : 166

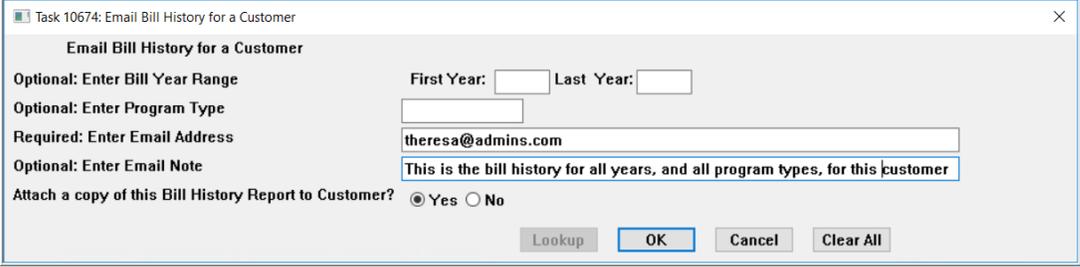
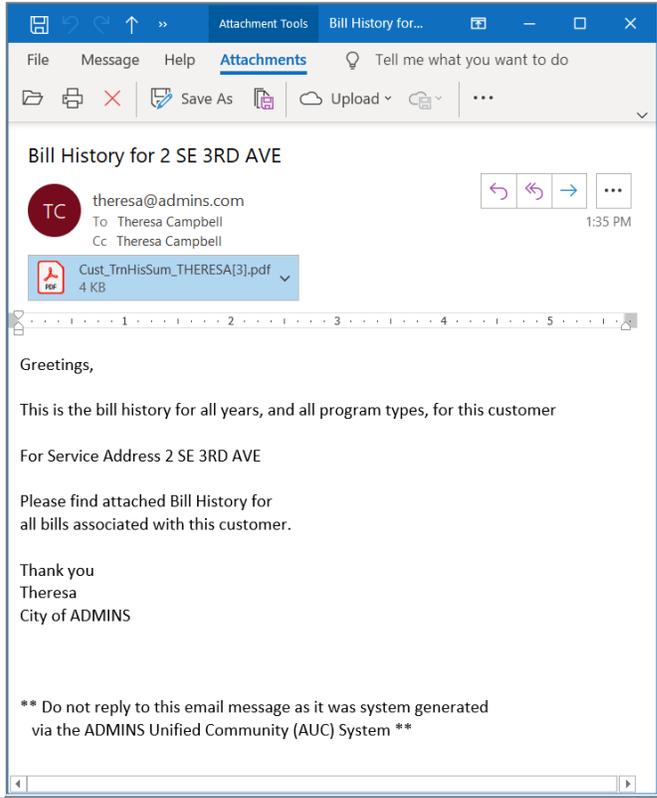
Next Invoice Date is an approx date for next invoice to be issued - Depending on when last invoice was issued or Program start date  
OVR means invoice is overdue for issuance



### 2.3. Reports on the [4 Bill History] Tab



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

Report #/Title	Description
[9 History List]	This is the same report as #10672 as shown above in section 2.1 above.
[0 Email History]	 
[Q Statement]	This report is the same as shown in section 2.1 above.

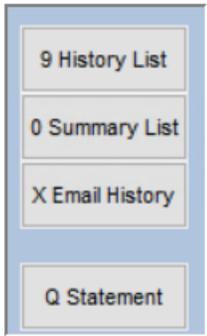
The Email History button presents the prompt shown above; the only Required field is the Email Address.

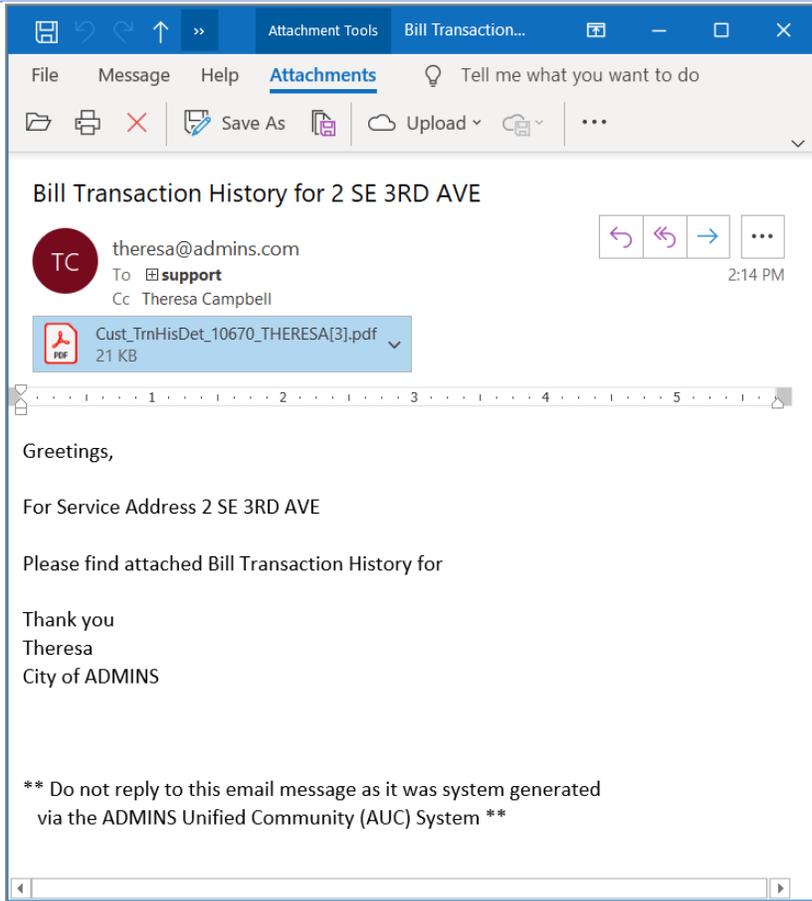
The email will look like this and will include any note provided in addition to the standard “For Service Address...” and “Please find attached Bill History for all bills associated with this customer.”

The attachment will be called “Cust\_TrnHisSum\_\*.pdf. There is no encryption or password on the emailed statement.



## 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 above.
[0 Summary List]	This is the same report as #10671 as shown in section 2.1 above.
[Q Statement]	This report is the same as #10668 as shown in section 2.1 above.
[X Email History]	 <p>This generates an email that looks like this.</p> <p>The report is the same as #10670, as shown above.</p>

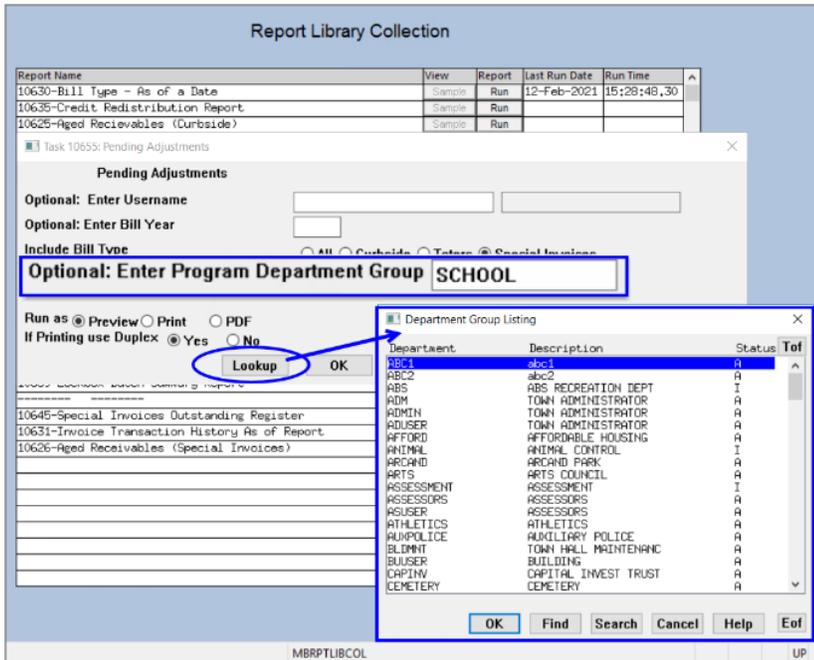


### 3. REPORTS

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.



[AUC] 10600-Report Library Collection [theresa]

### Report Library Collection

Report Name	
10630-Bill Type - As of a Date	★
10635-Credit Redistribution Report	
10625-Aged Receivables (Curbside)	NEW
-----	
10654-Pending Receipts	
10655-Pending Adjustments	
-----	
10656-Revenue Summary - By Type, Date, Category	
10657-Posted Receipts - by Date, GL#	
10658-Posted Adjustments - by Date, Txn Code, Category	
-----	
10660-Posted Transactions - Summary	
10662-Posted Transactions - Refund History	
10663-Posted Transactions - Payments by Batch	
10664-Posted Transactions - By Deposit Date	
10665-Statistics - How our Bills are Paid	
10667-Subscriber Analysis	
-----	
10659-Lockbox Batch Summary Report	
-----	
10645-Special Invoices Outstanding Register	★
10631-Invoice Transaction History As of Report	NEW
10626-Aged Receivables (Special Invoices)	NEW

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.

**Highlighted reports - optional filter on Department added; starred reports - other changes as detailed in the following sections; reports marked new were installed with the March 2021 update**

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

TedRE - BillType\_Asof\_12-Feb-2021 [1].lis

File Edit Format Options

CourierNew 8 B I U

10630-MBTRNSUM\_ASOF.REP Printed 18-Feb-2021 at 09:06:06 by City of ADMINS  
Bill Type - As of a Date Page 1

Bill Type: 95 Misc Billing as of 12-Feb-2021

Bill#	Customer	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
Bill Year: 2021							
000169-00	00000009	Terry Mathew	385.00				385.00
000164-00	00000041	MOSKOWITZ, BARRY S	330.00				330.00
000165-00	00000136	STEVENS, CHARLES T	367.00				367.00
000166-00	00000166	JUNO CHEFS INCORPORATED	236.00				236.00
000167-00	00000167	CARROCCIO, A THOMAS ESQ	330.00				330.00
000168-00	00000168	STANLEY, RICHARD L ESQ	966.00				966.00
<b>Total Program: TIGERSDEN</b>			2006.00				2006.00
<b>Total Department Group: SCHOOL</b>			2006.00				2006.00
Total Bill Year: 2021			2006.00				2006.00

10630-MBTRNSUM\_ASOF.REP Printed 18-Feb-2021 at 09:06:06 by THERESA City of ADMINS  
Bill Type - As of a Date Page 2

Bill Type: 95 Misc Billing as of 12-Feb-2021

Selection Legend:

As of Date: 12-Feb-2021  
Bill Year: 2021 2021  
Bill Type: 95 Misc Billing  
Print Report As: D  
Program Type: TIGERSDEN  
Exclude Fully Paid Bills: N  
Exclude Credit Balance Bills: N  
Exclude Stopped Subscriptions: N

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.

Bill#	Customer	Service Address	Balance	Bill#	Program	Balance
000102-00	00000004	123 MAPLE DRIVE	-4.00	000134-00	SCHOOL	5.00
				000141-00	SCHOOL	20.00
					Outstanding Balance	25.00
000138-00	00000004	123 MAPLE DRIVE	-10.00	000141-00	SCHOOL	20.00
				000141-00	SCHOOL	20.00
					Outstanding Balance	40.00
					**** Grand Total	-14.00
						65.00

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)

Task 10625: Aged Receivables (Curbside)

Aged Receivables [CURBSIDE]

Required: Enter Bill Year Range From Year: 2020 To Year: 2021

Required: Enter As of Date 19-FEB-2021

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

TedRE - AgedReceivables90.THERESA[1].jls

10625-MBREP:MBAGEREC90.REP Printed 19-Feb-2021 at 16:14:43 by THERESA Page 1

City of ADMINS  
Aged Receivables (Curbside)  
As Of: 19-Feb-2021

Year Bill#	Parcel/Account#	Person Billed	Under 31	31 to 60	61 to 90	Over 90	Total
Bill Type: 90 Curbside							
2021 000001-01	--	00000010--GAGNE, MICHAEL P	93.75	.00	.00	.00	93.75
2021 000002-01	--	00000037--DORL, JAMES J ESQ	(6.25)	.00	.00	.00	(6.25)
2021 000003-01	--	00000039--FEINER BROS	93.75	.00	.00	.00	93.75
Total for Type Curbside			181.25	.00	.00	.00	181.25
Total for Year 2021 :			181.25	.00	.00	.00	181.25
*** Grand Total ***			181.25	.00	.00	.00	181.25

Selection Legend:  
Restrict to Bill Year: 2020 to 2021  
As of Date: 19-Feb-2021  
# Days between Breaks: 30  
Include Non Post A/R Categories (e.g Fees): Y  
Print Report as: D

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

Task 10654: Pending Receipts

Pending Receipts

Optional: Enter Username

Optional: Enter Bill Year

Include Bill Type  All  Curbside  Toters  Special Invoices

Optional: Enter Program Department Group SCHOOL SCHOOL

Run as @ Preview  Print  PDF  No

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

TedRE - Receipt\_Pending\_10654.THERESA[9].jls

10654-MBRECPEP.REP Printed 18-Feb-2021 at 08:54:54 by THERESA Page 1

City of ADMINS  
Pending Receipts

Type	Year	Bill Number	Run	Service Type	Batch	Trx Num	Cash	Check	Other	Paid
MB	2021	000141-00	1	TRANSPORT	12	157		20.00		20.00
MB	2021	000150-00	3	HIGH SCHOOL	12	158		50.00		50.00
MB	2021	000157-00	1	ELEMENTARY	12	159		25.00		25.00
MB	2021	000157-00	2	FIELDTRIP	12	159		10.00		10.00
MB	2021	000157-00	3	HIGH SCHOOL	12	159		75.00		75.00
MB	2021	000157-00	4	MIDDLE	12	159		50.00		50.00
MB	2021	000157-00	5	PRINARY	12	159		15.00		15.00
MB	2021	000158-00	1	ELEMENTARY	12	160		25.00		25.00
MB	2021	000158-00	2	FIELDTRIP	12	160		10.00		10.00
MB	2021	000158-00	3	HIGH SCHOOL	12	160		75.00		75.00
MB	2021	000158-00	4	MIDDLE	12	160		50.00		50.00
MB	2021	000158-00	5	PRINARY	12	160		15.00		15.00
Total for Type Misc Billing								420.00		420.00
Total for Batch 12								420.00		420.00
Total for User THERESA								420.00		420.00
*** Grand Total ***								420.00		420.00

Selection Legend:  
Program Dept Group: SCHOOL

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



### 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®



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

**Optional filter on Program Department Group**

**Detail**

**Summary**

**Task 10657: Posted Receipts - by Date**

Posted Receipts - by Date, [X]

Include Bill Type  Curbside  Toters  Special Invoices

Required: Post Date Range (mmdyyy) From: 01-Jan-2021 To: 19-Feb-2021

Optional: Enter Program Department Group [ ]

Optional: Enter up to 9 Service Types Edit 0 values:

Print Report as:  Detail  Summary  Both

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

**Report 1 (Detail):** TedRE - RectPstGL\_10657\_THERESA[1].lis  
10657-MBRECPSIDGL.REP  
Printed 19-Feb-2021 at 15:04:55 by THERESA  
City of ADMINS  
Posted Receipts - by Date, GL#  
Receipts Posted On: 21-Jan-2021

Revenue Account Number	Account Description	Amount
-----	-----	-----
-----	-----	1245.00
-----	-----	-----
-----	-----	1245.00
-----	-----	-----
-----	-----	1245.00
-----	-----	-----
-----	-----	105.00
-----	-----	-----
-----	-----	105.00
-----	-----	-----
-----	-----	105.00
-----	-----	-----

**Report 2 (Summary):** TedRE - RectPstGLS\_10657\_THERESA[1].lis  
10657-MBRECPSIDGL.REP  
Printed 19-Feb-2021 at 15:04:55 by THERESA  
City of ADMINS  
Posted Receipts - by Date, GL#  
Receipts Posted On: 01-Jan-2021 to 12-Feb-2021

Revenue Account Number	Account Description	Amount
-----	-----	-----
1000-000-0000-000-00-48000	MISCELLANEOUS REVENUE	60.00
1000-000-0000-000-00-48400	MISCELLANEOUS REVENUE	3935.00
1000-300-0000-000-00-41750	GENERA-SCHOOL BUS PASS	942.50
2020-000-0000-000-00-42920	SCHOOL LUNCH, CAFETERIA RECEIPTS	750856.00
-----	-----	-----
*** Total *** Bill Year: 2021		755793.50
-----	-----	-----
*** Grand Total ***		755793.50
-----	-----	-----

Selection Legend:  
-----  
Bill Type: 95  
Dates: 01-Jan-2021 to 12-Feb-2021

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

Task 10658: Posted Adjustments - by Date, Txn Code, Category

Posted Adjustments - by Date, Txn Code, Category

Include Bill Type:  Curbside  Toters  Special Invoices

Required: Post Date Range (mmdyyy) From: 01-Feb-2021 To: 19-Feb-2021

Optional: Enter Program Department Group:

Optional: Enter up to 9 Service Types:  0 values:

Optional: Enter Transaction Code:  0 values:

Print Report as:  Summary  Detail

Run as:  Preview  Print  PDF  Excel

If Printing use Duplex:  Yes  No

Optional filter on Program Department group

AdjPstCatRpr\_10658\_THERESA[1].xml - Excel

Post Date	Type	Transaction Type	Category	Year	Bill Number	Charges	Refunds	Payments	Revenue	Batch#
2/19/2021	MB	MISC BILL ADJUSTMENT	General Town Bills	2021	000103-00			-1,000.00		14
2/19/2021	MB	MISC BILL ADJUSTMENT	General Town Bills					(1,000.00)		
2/19/2021	MB	MISC BILL ADJUSTMENT						-1,000.00		
2/19/2021	MB	Transfer From	General Town Bills	2021	000140-00			-20.00		14
2/19/2021	MB	Transfer From	General Town Bills					(20.00)		
2/19/2021	MB	Transfer From						-20.00		
2/19/2021	MB	Transfer To	School Bus	2021	000141-00			20.00		14
2/19/2021	MB	Transfer To	School Bus					20.00		
2/19/2021	MB	Transfer To						20.00		
2/19/2021	MB	Total						-1,000.00		
		Report Total						-1,000.00		

Selection Criteria:

Bill Type: 95

Dates: 01-Feb-2021 to 19-Feb-2021

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

Task 10660: Posted Transactions - Summary

**Posted Transactions - Summary**

Required: Enter Bill Type  Misc Billing

Required: Post Date Range (mmddyyyy) From: 01-Jan-2021 To: 12-Feb-2021

Optional: Enter Program Department Group

Optional: Enter Transaction Code  0 values:

Optional: Enter up to 9 Service Types  0 values:

Sort By:  Transaction Code  Service Type

Include Payment Transactions:  Yes  No

Print Report as:  Summary  Detail

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

**May select a Program Department Group**

TedRE - TrnSum\_10660\_THERESA[2].lis

File Edit Format Options

Courier New 9 B U

10660-MBREP:MBTRNSUMRPT.REP Printed 19-Feb-2021 at 15:33:10 by THERESA Page 1  
City of ADMINS  
Posted Transactions - Summary

Misc Billing					
Date Posted	Transaction Code	Charged	Adjustments	Refunds	Payments
12-Jan-2021	Billing	2848167.36			
	Billing	246.00			
	Billing	1500.00			
	*** Total for 12-Jan-2021	2849913.36			
21-Jan-2021	Billing	750.00			
	Counter receipt				745.00
	Counter receipt				500.00
	*** Total for 21-Jan-2021	750.00			1245.00
27-Jan-2021	Billing	430.00			
	Billing	100.00			
	*** Total for 27-Jan-2021	530.00			
03-Feb-2021	Counter receipt				105.00
	*** Total for 03-Feb-2021				105.00
05-Feb-2021	Billing	617.50			
	*** Total for 05-Feb-2021	617.50			
08-Feb-2021	Insufficient Funds				-100.00
	*** Total for 08-Feb-2021				-100.00



### 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 City of ADMINS Page 1  
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 City of ADMINS Page 1  
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

**Task 10664: Posted Transactions - By Deposit Date**

Required: Enter Bill Type: 95 Misc Billing

Required: Enter Effective (Pay/Txn) Date Range From: 01-Feb-2021 To: 19-Feb-2021

Optional: Enter Program Department Group: SCHOOL

Optional: Enter Transaction Code: Edit 0 values:

Optional: Enter up to 9 Service Types: Edit 0 values:

Include Payment Transactions:  Yes  No

Print Report as:  Summary  Detail

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel

**Excel Spreadsheet Data:**

Dep_Pay_Dat	Transaction Code	Charged	Adjustment	Refunds	Payments
01-Feb-2021	Billing	1,506.50	0.00	0.00	0.00
<b>Total: 01-Feb-2021</b>		<b>1,506.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
03-Feb-2021	Counter receipt	0.00	0.00	0.00	100.00
<b>Total: 03-Feb-2021</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
05-Feb-2021	Billing	617.50	0.00	0.00	0.00
<b>Total: 05-Feb-2021</b>		<b>617.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
08-Feb-2021	Billing	66.00	0.00	0.00	0.00
08-Feb-2021	Insufficient Funds	0.00	0.00	0.00	-100.00
<b>Total: 08-Feb-2021</b>		<b>66.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00</b>
09-Feb-2021	Billing	385.00	0.00	0.00	0.00
<b>Total: 09-Feb-2021</b>		<b>385.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
10-Feb-2021	Billing	18.00	0.00	0.00	0.00
<b>Total: 10-Feb-2021</b>		<b>18.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
11-Feb-2021	Counter receipt	0.00	0.00	0.00	2,418.50
<b>Total: 11-Feb-2021</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,418.50</b>
19-Feb-2021	Refund	0.00	0.00	34.00	0.00
19-Feb-2021	Transfer To	0.00	0.00	0.00	20.00
<b>Total: 19-Feb-2021</b>		<b>0.00</b>	<b>0.00</b>	<b>34.00</b>	<b>20.00</b>
<b>Total: 2021</b>		<b>2,593.00</b>	<b>0.00</b>	<b>34.00</b>	<b>2,438.50</b>
<b>Grand Total</b>		<b>2,593.00</b>	<b>0.00</b>	<b>34.00</b>	<b>2,438.50</b>

Selection Criteria:  
Select Dep/Pay Dates: 01-Feb-2021 to 19-Feb-2021  
Detail/Summary: S  
Include Pay Types: Y

### 3.1.13. # 10665 Statistics - How our Bills are Paid

**Task 10665: Statistics - How our Bills are Paid**

Required: Enter Bill Type: 95 Misc Billing

Required: Enter Effective (Pay/Txn) Date Range From: 01-JAN-2021 To: 19-FEB-2021

Optional: Enter Program Department Group: SCHOOL SCHOOL

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

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

10665-MBPAYTRNCOO.REP Printed 19-Feb-2021 at 16:09:36 by THERESA City of ADMINS  
Statistics - How our Bills are Paid  
Bill Type: 95 Misc Billing

Paid By	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Average	Average %	Total
CRC Counter receipt	64	98.46			64	98.46	64
INS Insufficient Funds	1	1.54			1	1.54	1
*** Grand Total ***	65						65

Selection Legend:  
Effective (Pay/Txn) Date Range: 01-Jan-2021 to 19-Feb-2021  
Program Dept Group: SCHOOL



### 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.

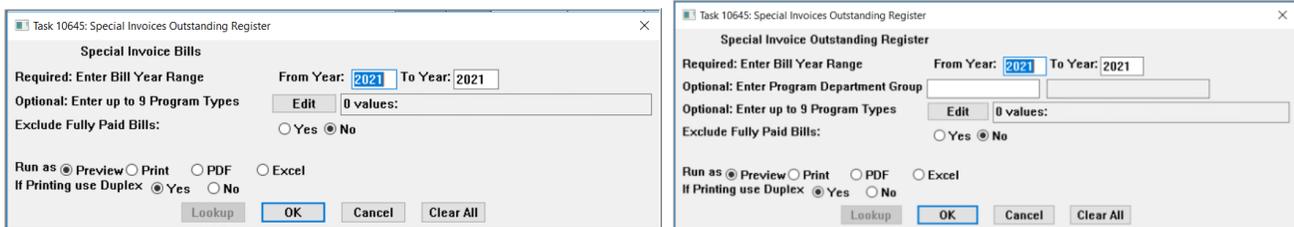


Figure 9 Special Invoice Outstanding Register prompt – before and after

TedRE - SpecialInvoices\_Register\_10645\_THERESA[2].lis  
Printed 18-Feb-2021 at 14:58:49 by THERESA

**Special Invoices Outstanding Register**

Bill#	Customer	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
000163-00	00000168	STANLEY, RICHARD L ESQ	175.00				175.00
Program: SCHRANS			2,017.50	942.50			1,075.00
Program: TIGERSDEN Before & After School Child Care Program							
000169-00	00000009	Terry Mathew	385.00				385.00
000164-00	00000041	MOSKOWITZ, BARRY S	330.00				330.00
000165-00	00000136	STEVENS, CHARLES T	357.00				357.00
000166-00	00000166	JUNO CHEFS INCORPORATED	236.00				236.00
000167-00	00000167	CARROCCIO, A THOMAS ESQ	330.00				330.00
000168-00	00000168	STANLEY, RICHARD L ESQ	368.00				368.00
Program: TIGERSDEN			2,006.00				2,006.00
Department Group: SCHOOL			6,630.00				3,461.50
Program: PILOT PILOT Program							
000101-00	00000002	VISTRA ENERGY	2,848,167.36				2,098,167.36
Program: PILOT			2,848,167.36				2,098,167.36
Program: TOWN General Town Bills							
000103-00	00000003	MAPLE ST SOLAR 1, LLC	1,500.00	2,500.00			(1,000.00)
000140-00	00000004	JOE SMOE	100.00	125.00			(25.00)
Program: TOWN			1,600.00	2,625.00			(1,025.00)
Department Group: TOWN			2,849,767.36	752,625.00			2,097,142.36
Bill Year: 2021			2,856,397.36	755,793.50			2,100,603.86
Report Total:			2,856,397.36	755,793.50			2,100,603.86

Selection Legend:  
Select Bill Year: 2021 2021  
Exclude Fully Paid Bills: N

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



Bill#	Owner Name	Charges	Payments	Adjustments	Refunds	Balance
000169-00	Terry Mathew	385.00				385.00
000164-00	MOSKOWITZ, BARRY S	330.00				330.00
000165-00	STEVENS, CHARLES T	357.00				357.00
000166-00	JUNO CHEFS INCORPORATED	236.00				236.00
000167-00	CARROCCIO, A THOMAS ESQ	330.00				330.00
000168-00	STANLEY, RICHARD L ESQ	368.00				368.00
<b>Program: TIGERSDEN</b>		<b>2,006.00</b>				<b>2,006.00</b>
<b>Department Group: SCHOOL</b>		<b>2,006.00</b>				<b>2,006.00</b>
<b>Year: 2021</b>		<b>2,006.00</b>				<b>2,006.00</b>
<b>Grand Total #Bills: 12</b>		<b>2,006.00</b>				<b>2,006.00</b>

Selection Criteria:  
Bill Year: 2021 2021  
Programs: TIGERSDEN  
Exclude Fully Paid Bills: N

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

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

[ADM-AUC-MB-72]

### 3.1.15. # 10631 Invoice Transaction History As of Report

**Task 10631: Invoice Transaction History As of Report**

**Invoice Transaction History As of Report**  
This report will provide the invoice balance as of the transaction date, then show all payments on those outstanding invoices as of the payment date.

Include Bill Type:  Special Invoices  Curbside  Toters

Required: Enter Transaction AS OF Date (mmdyyy) 01-Feb-2021

Required: Enter Payment As of date 18-FEB-2021

Optional: Enter Program Department Group SCHOOL SCHOOL

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

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\_Trm\_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

Cust#	Name	Program	Service Type	Charges	Adjustments	Payments	Refunds	01-Feb-2021 Balance	After 01-Feb-2021 Refunds/Payments	Adjusted Balance
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	FMELEMENT2	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	FMELEMENT3	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	FMELEMENT1	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

Buttons: 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.



Year	Bill#	Program	Person-Billed	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	138.00	138.00
2021	000169-00	TIGERSDEN-Before & After School Child Ca	00000009-Terry Mathew	0.00	0.00	0.00	247.00	247.00
2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	83.00	0.00	0.00	83.00
2021	000164-00	TIGERSDEN-Before & After School Child Ca	00000041-MOSKOWITZ, BARRY S	0.00	247.00	0.00	0.00	247.00
2021	000165-00	TIGERSDEN-Before & After School Child Ca	00000136-STEVENS, CHARLES T	0.00	357.00	0.00	0.00	357.00
2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	181.00	0.00	0.00	181.00
2021	000166-00	TIGERSDEN-Before & After School Child Ca	00000166-CHARLES JUNO	0.00	55.00	0.00	0.00	55.00
2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	83.00	0.00	0.00	83.00
2021	000167-00	TIGERSDEN-Before & After School Child Ca	00000167-CARROCCIO, A THOMAS ESQ	0.00	247.00	0.00	0.00	247.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	202.00	0.00	0.00	202.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	138.00	0.00	0.00	138.00
2021	000168-00	TIGERSDEN-Before & After School Child Ca	00000168-STANLEY, RICHARD L ESQ	0.00	28.00	0.00	0.00	28.00
<b>Total Program TIGERSDEN-Before &amp; After</b>				<b>0.00</b>	<b>1,621.00</b>	<b>0.00</b>	<b>385.00</b>	<b>2,006.00</b>
<b>Total Dept SCHOOL</b>				<b>195.50</b>	<b>2,671.00</b>	<b>0.00</b>	<b>455.00</b>	<b>3,321.50</b>
2021	000101-00	PILOT-PILOT Program	00000002-VISTRA ENERGY	0.00	0.00	0.00	2,098,167.36	2,098,167.36
<b>Total Program PILOT-PILOT Program</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,098,167.36</b>	<b>2,098,167.36</b>
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
2021	000140-00	TOWN-General Town Bills	00000004-JOE SMOE	-25.00	0.00	0.00	0.00	-25.00
<b>Total Program TOWN-General Town Bills</b>				<b>-1,025.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,025.00</b>
<b>Total Dept TOWN</b>				<b>-1,025.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,098,167.36</b>	<b>2,097,142.36</b>
<b>Total for Year 2021</b>				<b>-829.50</b>	<b>2,671.00</b>	<b>0.00</b>	<b>2,098,622.36</b>	<b>2,100,463.86</b>
9999	000000-00	-	00000000-	0.00	0.00	0.00	0.00	0.00
<b>Total Program -</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Dept</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total for Year 9999</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total</b>				<b>-829.50</b>	<b>2,671.00</b>	<b>0.00</b>	<b>2,098,622.36</b>	<b>2,100,463.86</b>

Selection Legend:

As of Date: 18-FEB-2021  
# Days between breaks: 30  
Include Non Post A/R Category: Y  
Print Report as: D

[ADM-AUC-MB-77]

### 3.2. Report Library by 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

TedRE - Duplicate\_ServiceAdr\_10640\_THERESA[5].lrs  
File Edit Format Options

Courier New 9 B I U

10640-MBCUSSRVDDUP.REP Printed 01-Mar-2021 at 15:44:47 by THERESA  
City of ADMINS  
Customers with Duplicate Service Addresses

Service Address	Subscript Cust#	Active	Program Active
170 WYOMING AVE	00000143	No	Yes
170 WYOMING AVE	00000158	No	Yes
2 SE 3RD AVE	00000151	No	No
2 SE 3RD AVE	00000166	No	Yes
20 S BABCOCK ST	00000055	No	No
20 S BABCOCK ST	00000169	No	Yes
22 GATEWAY RD			
22 GATEWAY RD			
2239 SHAWNEE MISSION PKY			
2239 SHAWNEE MISSION PKY			

1. Duplicate customer service addresses should be investigated - if there are active programs on both addresses, check to see if they should be combined.

2.- if there are no active programs, inactivate the customer - in this example, inactivate customer 151.

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

[AUC] 10000-Customer Maintenance

Customer Maintenance

Goto... Actions

Cust No 00000151

Parcel# - -

Primary

St Zip 00000-0000

Service Address

Name 1 JUNO CHEFS INCORPORATED

Name 2

Location# 2 Street# 2

Street SE 3RD AVE Unit#

Line 2

City MESQUITE St TX Zip 75149-0000

1 Customer 2 PRG Invoices 3 Attachments 4 Bill History 5 Trx History 6 Notes 7 Custom Fields 8 Field Logs (1)

Inactivate Record

[ADM-AUC-MB-88]



### 3.2.2. # 10666 Customers with Duplicate Names

Task 10666: Customers with Duplicate Names

**Customer Name Duplicates**

Run as  Preview  Print  PDF  Excel  
 If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Duplicate\_Names\_10666\_THERESA[1].xml - Excel

Customer Name	Cust#	Active_Sub	Active_Prg	Service-Address	Entered_By	Entered_On
156 TRI STATE REFUELER CO	00000047	No	No	128 BRANSTEN RD	THERESA	2/3/2021
157 TRI STATE REFUELER CO	00000080	No	No	128 BRANSTEN RD	THERESA	2/3/2021
158						
159 TRUHLAR AND TRUHLAR ATTYS	00000022	No	No	5 BOSTON AVE #88	ANTHEA	2/1/2021
160 TRUHLAR AND TRUHLAR ATTYS	00000035	No	Yes	5 BOSTON AVE #88	ANTHEA	2/1/2021
161						
162 TRI M TOOL INC	00000051	No	No	2881 LEWIS RD	THERESA	2/3/2021
163 TRI M TOOL INC	00000084	No	No	2881 LEWIS RD	THERESA	2/3/2021
164						
165 VICON CORPORATION	00000064	No	No	71 SAN MATEO AVE	THERESA	2/3/2021
166 VICON CORPORATION	00000097	No	No	71 SAN MATEO AVE	THERESA	2/3/2021
167						
168 W TC INDUSTRIES INC	00000148	No	No	3 ASPEN ST	THERESA	2/4/2021
169 W TC INDUSTRIES INC	00000163	No	No	3 ASPEN ST	THERESA	2/4/2021
170						
171 WYE TECHNOLOGIES INC	00000069	No	No	65895 S 16TH ST	THERESA	2/3/2021
172 WYE TECHNOLOGIES INC	00000102	No	No	65895 S 16TH ST	THERESA	2/3/2021
173						
174 WHITEHALL ROBBINS LABS DIVSN	00000149	No	No	32860 SIERRA RD	THERESA	2/4/2021
175 WHITEHALL ROBBINS LABS DIVSN	00000164	No	No	32860 SIERRA RD	THERESA	2/4/2021
176						

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

Task 10669: Customer Statement

**Customer Statement**

Optional: Enter Customer Number   
 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

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.



TedRE - Customer\_Statement\_10669\_THERESA[11].lis

File Edit Format Options

Courier New 9 B I U

City of ADMINS  
Customer Statement

SCHOOL BUSINESS OFFICE  
215 Lewis Wharf  
Boston MA 02110  
617-494-5100  
busoffice@admins.com

MAPLE ST SOLAR 1, LLC  
C/O BORREGO SOLAR SYSTEMS, INC.  
ATTN: PROJECT FINANCE DEPT  
55 TECHNOLOGY DRIVE  
LOWELL MA 01851-0000

Customer ID: 00000003  
1st Phone : (000) 000-0000  
2nd Phone : (000) 000-0000  
As of due date: 02282021

Invoice#	Program	Service Type	Invoice Date	Due Date	Charged	Adjustments & Refunds	Payments	Line Balance	Invoice Balance	Past Due
000135-00	SCHOOL	Credit	19-Jan-2021	19-Jan-2021	-5.00			-5.00		
000135-00	SCHOOL	School Bus	19-Jan-2021	19-Jan-2021	10.00	5.00	15.00		-5.00	-5.00
000139-00	SCHOOL	Credit	01-Feb-2021	11-Feb-2021	-5.00			-5.00		
000139-00	SCHOOL	School Bus	01-Feb-2021	11-Feb-2021	30.00		30.00			
000139-00	SCHOOL	Tuition Fees	01-Feb-2021	11-Feb-2021	105.00	15.00	120.00		-5.00	-5.00
000103-00	TOWN	Town of Bellingham Project	06-Jan-2021	06-Jan-2021	1,500.00		1,500.00			
					1,635.00	20.00	1,665.00		-10.00	-10.00

Selection Legend:  
Selection Criteria: All

10669-MBCUSSTMT.REP Printed 01-Mar-2021 at 16:17:09 by THERESA  
City of ADMINS  
Customer Statement Page 2

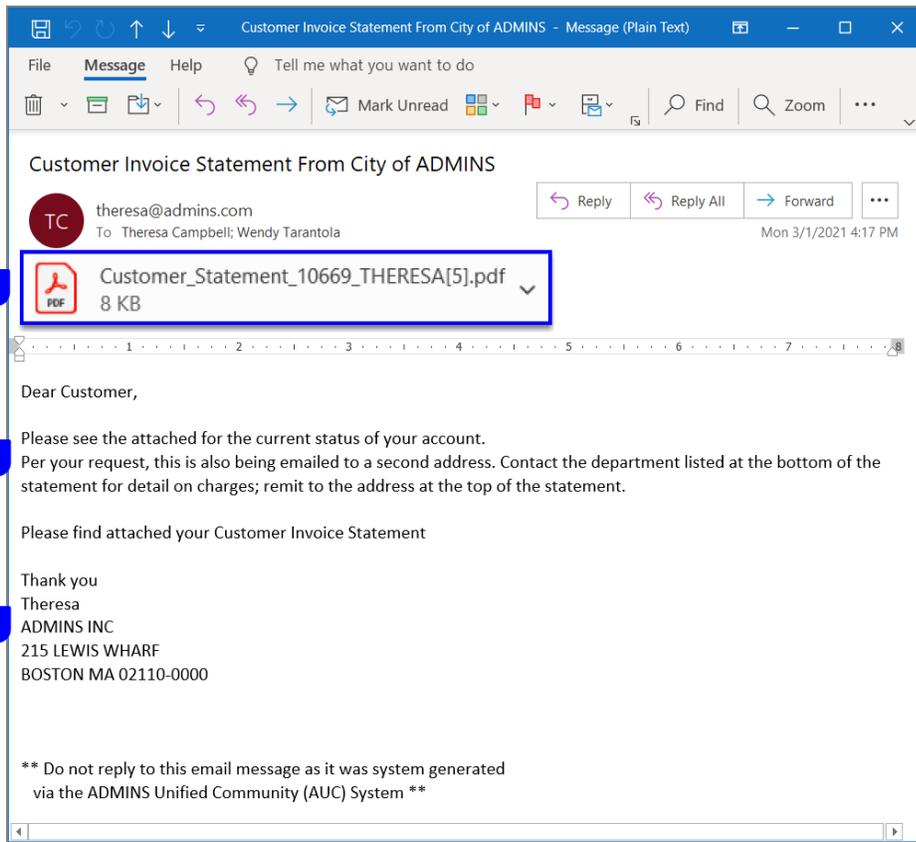
SCHOOL BUSINESS OFFICE  
215 Lewis Wharf  
Boston MA 02110  
617-494-5100  
busoffice@admins.com

Report Total 1,635.00 20.00 1,665.00 -10.00 -10.00

Figure 13 Customer Statement

Table 1 Customer Statement Prompt and Options

Prompt	Description/How used
<b>Optional: Enter Customer Number</b>	If left blank will list all customers, one per page
<b>Optional: Enter As of Due Date:</b>	Will only include invoices that are due on or before this date. If left blank will include all invoices
<b>Selection:</b>	<input checked="" type="radio"/> All All invoices that are associated with a customer with or without a balance
	<input type="radio"/> Open Only Only those invoices that have either a balance or credit
	<input type="radio"/> Current Month + Open All invoices billed in current month using todays date, and all prior invoices that still have an open balance
	<input type="radio"/> Current Month Only All invoices billed in current month. Does not include prior invoices that still have open balance
<b>Email address</b>	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)
<b>Note 1 – Note 4</b>	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.

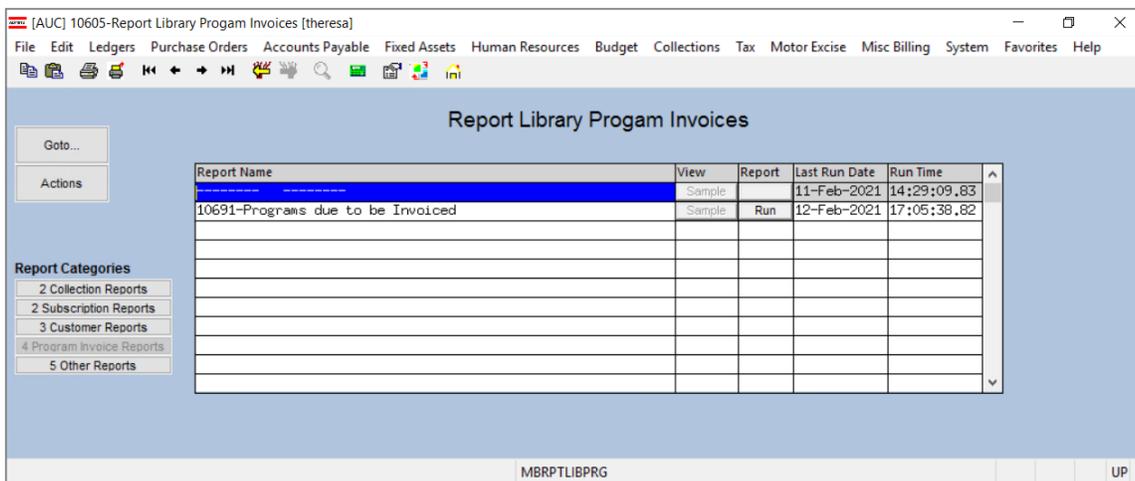
2 The text entered in the four notes fields will be included in the body of the email.

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.

Customer# Line	Program	Dept-Group	Description	Frequency	Start-Date	End-Date	Last-Invoice	Next-Invoice
1 0000014	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Weekly	1/1/2021		1/1/2021	
5 00000158	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/20/2021		1/20/2021	
6 00000041	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
7 00000136	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
8 00000166	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
9 00000167	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
10 00000168	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
# Invoices Due				7				

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

Customer# Line	Program	Dept-Group	Description	Frequency	Start-Date	End-Date	Last-Invoice	Next-Invoice
1 00000002	INSURANCE	TOWN	Insurance	Annual	1/1/2021			1/1/2021
5 00000006	PILOT	TOWN	PILOT Program	Annual	1/1/2021			1/1/2021
6 00000011	SCHOOL	SCHOOL	School Bills	Weekly	1/1/2021			1/1/2021
7 00000014	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Weekly	1/1/2021			1/1/2021
8 00000014	SCHTRANS	SCHOOL	School Transport	Quarterly	1/4/2021			1/4/2021
9 00000143	LUNCH	SCHOOL	School Nutrition Programs	Semi-annual	1/4/2021			1/4/2021
10 00000168	SCHOOL	SCHOOL	School Bills	Semi-annual	1/4/2021			1/4/2021
11 00000008	SCHTRANS	SCHOOL	School Transport	Monthly	1/15/2021			1/15/2021
12 00000158	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/20/2021			1/20/2021
13 00000009	SCHOOL	SCHOOL	School Bills	Weekly	2/1/2021			2/1/2021
14 00000040	TOWN	TOWN	General Town Bills	Monthly	2/1/2021			2/1/2021
15 00000041	SCHOOL	SCHOOL	School Bills	Monthly	2/1/2021			2/1/2021
16 00000067	SCHTRANS	SCHOOL	School Transport	Weekly	2/1/2021			2/1/2021
17 00000168	TIGDENAM3	SCHOOL	Tigers Den Three Day Morning Child Care	Weekly	2/1/2021			2/1/2021
18 00000041	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
19 00000136	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
20 00000166	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
21 00000167	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
22 00000168	TIGERSDEN	SCHOOL	Before & After School Child Care Program	Monthly	1/4/2021		1/4/2021	2/4/2021
23 00000003	SCHOOL	SCHOOL	School Bills	Weekly	1/1/2021		2/1/2021	2/8/2021
24 0000012	SCHOOL	SCHOOL	School Bills	Weekly	2/1/2021		2/1/2021	2/1/2021
25 00000013	TOWN	TOWN	General Town Bills	Weekly	2/15/2021			2/15/2021
# Invoices Due				22				
Programs due for invoicing in the next 14 days								
31 00000004	SCHOOL	SCHOOL	School Bills	Monthly	1/1/2021		2/1/2021	3/1/2021
32 00000008	LUNCH	SCHOOL	School Nutrition Programs	Monthly	1/15/2021		2/1/2021	3/1/2021
33 00000014	LUNCH	SCHOOL	School Nutrition Programs	Monthly	2/1/2021		2/1/2021	3/1/2021
34 00000041	LUNCH	SCHOOL	School Nutrition Programs	Monthly	2/1/2021		2/1/2021	3/1/2021
35 00000139	LUNCH	SCHOOL	School Nutrition Programs	Monthly	2/1/2021		2/1/2021	3/1/2021
36 00000143	BREAKFAST	SCHOOL	School breakfast nutrition program	Monthly	1/4/2021		2/1/2021	3/1/2021
37 00000158	LUNCH	SCHOOL	School Nutrition Programs	Monthly	1/4/2021		2/1/2021	3/1/2021
38 00000166	LUNCH	SCHOOL	School Nutrition Programs	Monthly	1/4/2021		2/1/2021	3/1/2021
39 00000167	LUNCH	SCHOOL	School Nutrition Programs	Monthly	1/4/2021		2/1/2021	3/1/2021
40 00000168	BREAKFAST	SCHOOL	School breakfast nutrition program	Monthly	1/4/2021		2/1/2021	3/1/2021
41 00000168	LUNCH	SCHOOL	School Nutrition Programs	Monthly	1/4/2021		2/1/2021	3/1/2021
# Invoices Due				11				

Figure 15 The report with no optional filters applied

[ADM-AUC-MB-73]





## 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:

Service Type										
Year Type Program										
2021	95	RANGE	Firing Range Fees							
1 Service		2 Bill Rates		3 Accounting		4 Notes		5 Groups		0 Add/Chq Form
----- Bill Type 90/91 Only -----										
Service Type	Description	Short Desc	Day#	Include In Refunds	Include In Spec Inv	Allow Multi Services	Enroll Required	Include In Daily Bal	Recurring Bill?	Use Bill Form
NONPUBSAF	Civilian Fees for User of Range	CIVIL		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICE
PUBLICSAFETY	Police & Fire Personnel Ammunition	AMMO		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POLICE

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

When adding this Program to the Special Invoice Billing Process, **checked** Service Types will be brought into the Program Invoice template. Unchecked types may be added after building the template or to individual special invoices.

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:
<b>MB_3PARTY</b>	Misc Billing Export to 3rd Party	On Demand – when export step is run	If MB is setup to create export files for 3 <sup>rd</sup> parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
<b>MBBILPST</b>	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.
<b>MBDLYACT</b>	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: 
<b>MBDLYRPT</b>	Misc Bill Daily Reports	Daily	Current Subscriber List is sent as a <b>PDF®</b> attachment. Added Subscriber List is sent as a <b>PDF®</b> attachment. Dropped Subscriber List is sent as a <b>PDF®</b> attachment.

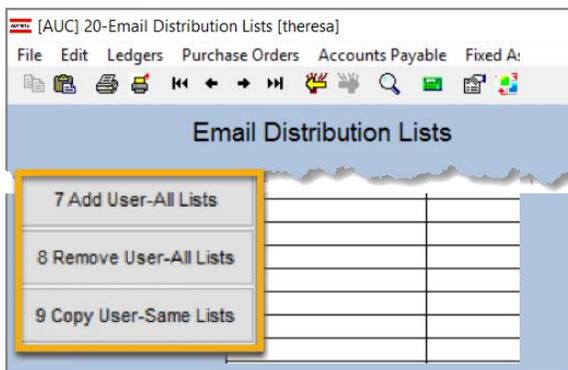


List Name	Description	Frequency	Notifies recipients that:
<b>MBONLINE</b>	Misc Billing Online	On Demand – when export step is run	If MB is setup to create export files for 3 <sup>rd</sup> parties, the export file is emailed as a ZIP. This only applies to Curbside and Toters Subscription Billing.
<b>MBSTPLST</b>	Misc Billing Stop Service Email	Weekly	Notice of stopped subscriptions.
<b>MBWKLYRPT</b>	Misc. Billing Weekly Reports	Weekly	Any reports set up to run on a weekly basis are sent as attachments.
<b>BROKENATT</b>	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 <b>ADMINS</b> .
<b>SWDONE</b>	Software Update Complete	Quarterly	The software update is completed on each site.
<b>SYUPDTRAIN</b>	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]

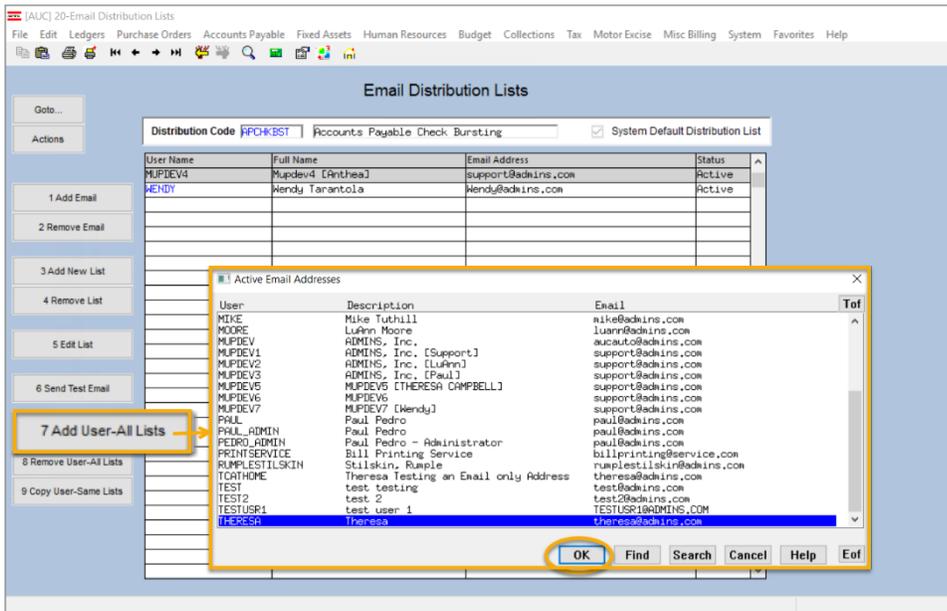
## 6.1. New Buttons on Screen

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





## 6.2. Add User – All Lists



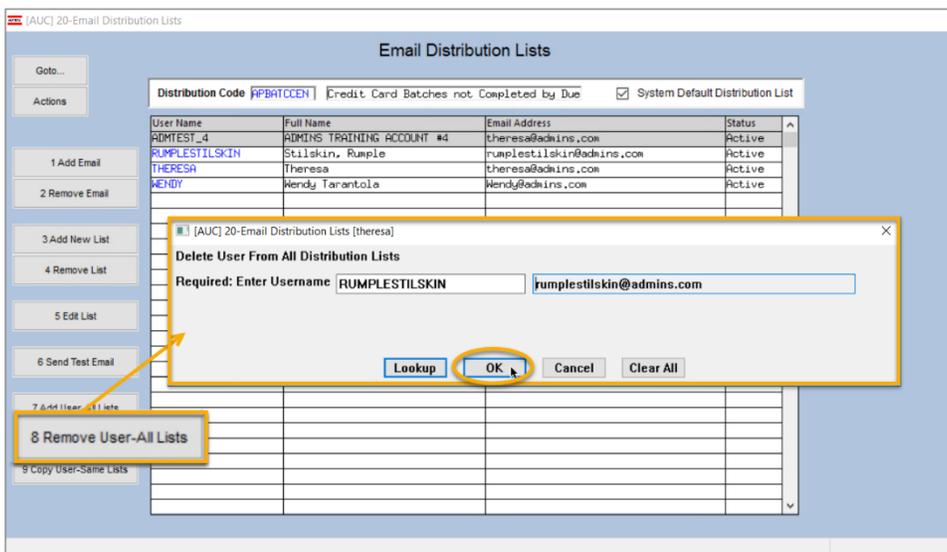
A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists,

click the **[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]**.

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.**

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@adins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@adins.com	Active
PAUL	Paul Pedro	paul@adins.com	Active
THERESA	Theresa	theresa@adins.com	Active
MENDY	Mendy Tarantola	mendy@adins.com	Active

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@adins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@adins.com	Active
LUANN	LuAnn Moore	luann@adins.com	Active
PAUL	Paul Pedro	paul@adins.com	Active
THERESA	Theresa	theresa@adins.com	Active
MENDY	Mendy Tarantola	mendy@adins.com	Active

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



Step	Description
	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.
	Reprints the Upload Reports produced in the [ <b>Upload Customers</b> ] step
	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]