



MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2022

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

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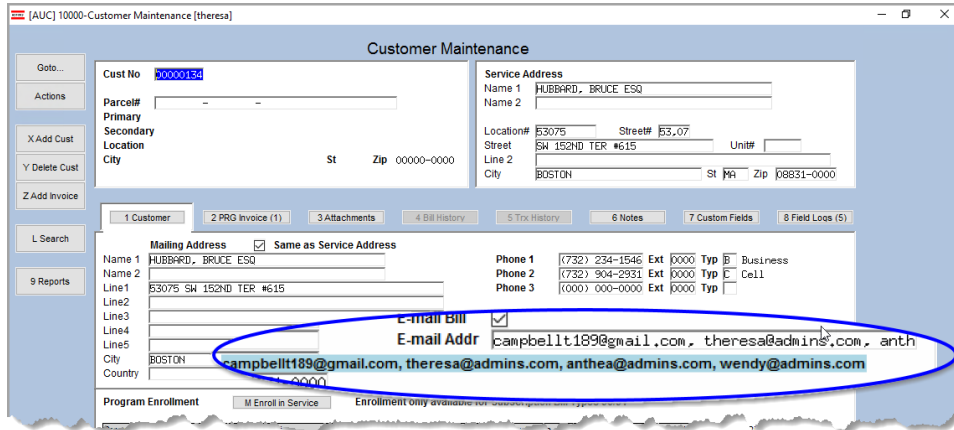
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1 MAINTENANCE–Multiple Customer Email Addresses

The customer tab allows entering email addresses for each customer; if the Email Bill is checked, the bill will be emailed to the email address(es) in the E-Mail Addr field. Up to 80 characters can be entered for email addresses; this shows four email addresses entered in the field. Separate each email address with a comma. From the menu, select:

Misc Billing ► Maintenance ► Customer Maintenance ► [1 Customer] tab



[ADM-AUC-MB-133]-1a

1.1 Customer Maintenance – [2 PRG Invoice] Screen Last Invoice Date

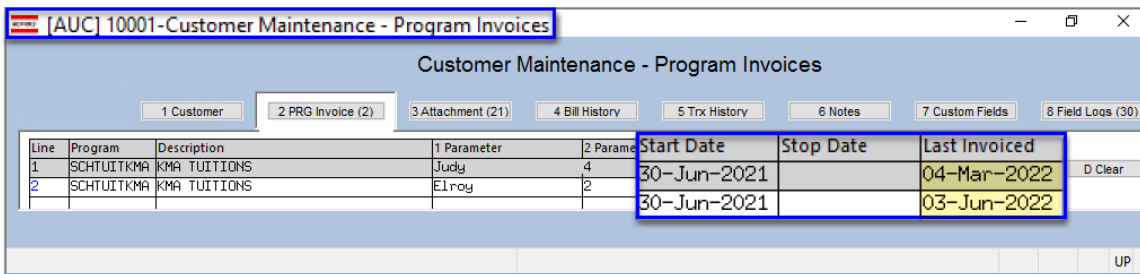
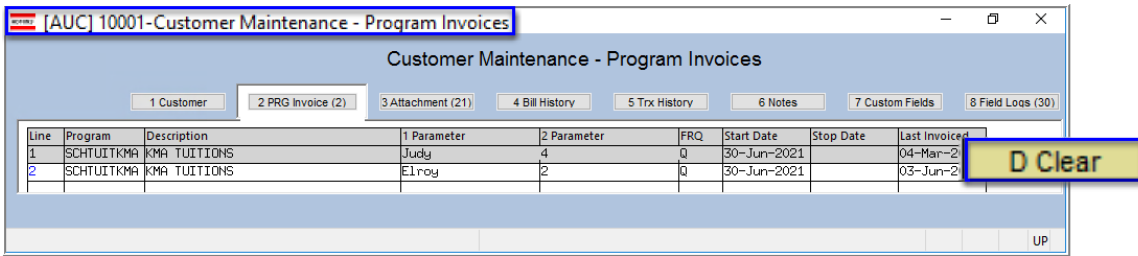


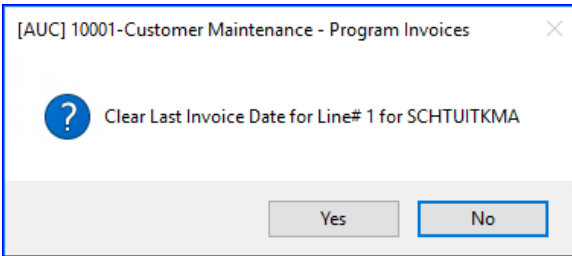
Figure 1 The date of last invoice via Special Invoice Billing or Process Unbilled Charges is stamped on the program record

The last step in the Special Invoice Billing or Process Unbilled Charges procedures is to stamp the “Last Invoiced” date on the program record for each customer. Subsequent billings will compare this invoice date to the work in progress and report if there is a duplicate bill identified based on the customer, program, and invoice date.

To provide flexibility, **ADMINS** added a [D Clear] button that allows clearing out the Last Invoice date for unusual circumstances, for example, an invoice was accidentally generated for a customer, or a program was added to the wrong customer and that customer was invoiced before it was removed.

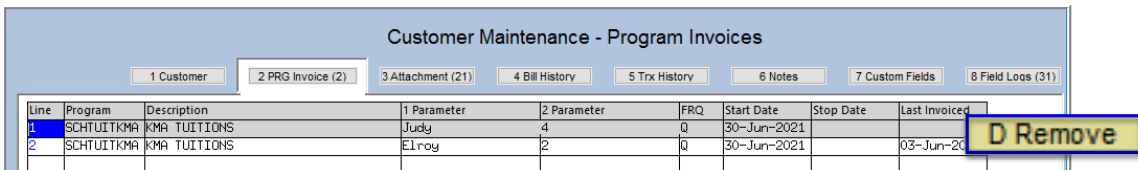


Select the program by clicking on it; click on **[D Clear]**. The system will present a confirmation prompt:



Click **[Yes]** to confirm clearing the “Last Invoiced Date”, click **[No]** to cancel and leave the date as is.

Once the “Last Invoiced” date is removed from the program record, the record is eligible for removal. The **[D Clear]** button will be replaced with a **[D Remove]** button.



When this feature is used, the change is logged in the Field Logging tab on the Customer Maintenance record:

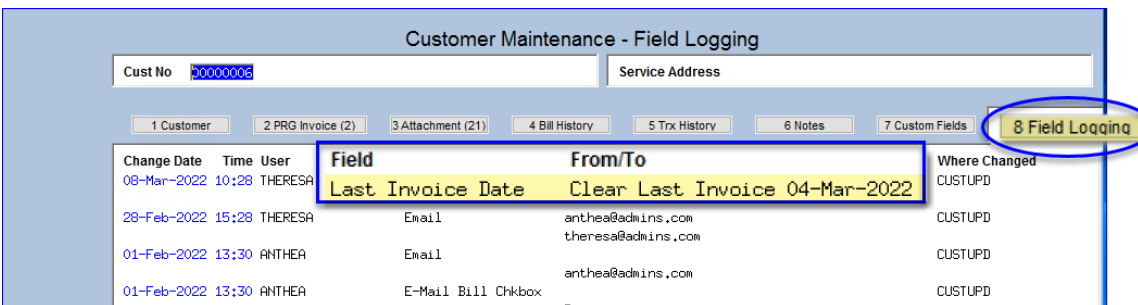


Figure 2 The **[8 Field Logging]** Tab on the Customer Maintenance screen tracks and reports on all changes



NOTE: This changes nothing in Bill History for the invoice(s) already generated. To change an invoice, do an adjustment. This just allows either **removing** the program from the customer program invoice screen entirely via the **[D Remove]** button or makes the program eligible for invoicing.

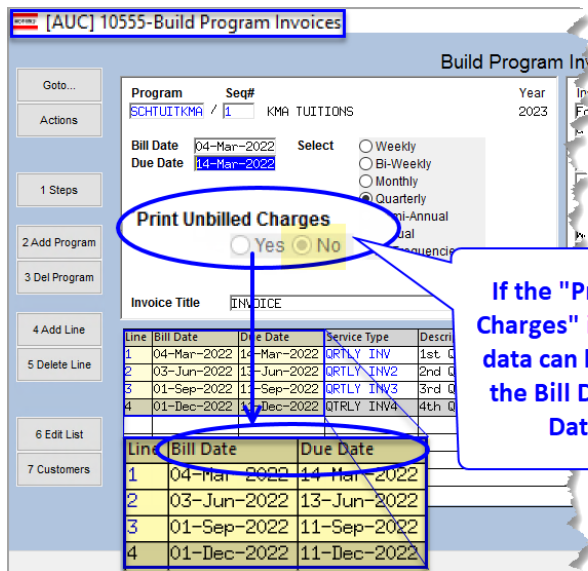
[ADM-AUC-MB-138]



2 BILLING–Special Invoice Process

ADMINS added bill date and due dates to the special invoice screen, an optional prompt to allow a copy of emailed invoices to be sent to any user, a message on the screen showing if the invoice will be printed or emailed, and enhanced error checking messages.

2.1 Bill Date and Due Date [Enhancement]



To enable booking all receivables with the first quarter, but printing selected quarters when invoicing, ADMINS added **Bill Date** and **Due Date** fields to the **Build Program Invoices** Screen. The fields are available for data entry if the **“Print Unbilled Charges”** radio button is set to **Ⓒ No**.

To implement this, *set up new programs* in the [program type table](#) with the radio button set to **Ⓒ No** for **Print Unbilled Charges** to be invoiced over time. See section 6.3 below for details on setting this up.

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

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

If desired, fill in the *Bill Date & Due Date fields* in the grid to print on invoices with the **Print Unbilled Charges** radio button set to **Ⓒ Yes**.

2.1.1 Individual Special Invoice Entry

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

[ADM-AUC-MB-133]-2

2.2 Note on Special Invoice Screen for Email or Print

Customers can opt to receive a bill via email. The Customer Maintenance screen will have a checkmark and an email address.



The screenshot shows the 'Customer Maintenance' interface. At the top left, 'Cust No' is 00000132. Below it are fields for 'Parcel#', 'Primary', 'Secondary', 'Location', and 'City'. To the right is the 'Service Address' section with fields for 'Name 1', 'Name 2', 'Location#', 'Street', 'Line 2', 'City', 'St', 'Zip', and 'Unit#'. Below these are tabs for '1 Customer', '2 PRG Invoice (2)', '3 Attachments', '4 Biography', '5 Trx History', '6 Notes', '7 Custom Fields', and '8 Field Logs (7)'. The 'Mailing Address' section has a 'Same as Service Address' checkbox checked. It includes fields for 'Name 1', 'Name 2', 'Line 1', 'Line 2', 'Line 3', 'Line 4', 'Line 5', 'City', and 'Country'. On the right, there are 'Phone 1', 'Phone 2', and 'Phone 3' fields. At the bottom right, the 'E-mail Bill' checkbox is checked, and the 'E-mail Addr' is 'theresa@admins.com'.

Figure 3 Set an Email Address and Checkbox on the Customer Maintenance Screen

Prior to the software update, the special invoice screen did not show that the bill would be emailed. ADMINS added a note to the right of the customer number indicating how the bill will be sent; either via “Print” or “Email Invoice”.

The screenshot shows the 'Add / Edit Special Invoices' screen. At the top, it says '[AUC] 10520-Add / Edit Special Invoices'. Below that is the title 'Add / Edit Special Invoices' and a 'Bill Form' dropdown set to 'TPILOTANP PILOT - ANP'. There are 'Goto...' and 'Actions' buttons. The main area has fields for 'Invoice#' (000305-00), 'Bill Date' (04-Mar-2022), 'Due Date', 'Program' (TCELE01), and 'Year' (2023). Below these is a highlighted note: 'Invoice To Customer 00000132 Email Invoice'. There are also fields for 'Invoice Message' and 'Remit Message'. On the left, there are '1 Steps', '2 Add Invoice', and '3 Del Invoice' buttons. At the bottom, there are fields for 'City', 'St', and 'Zip'.

Figure 4 The Special Invoice screen note for an Email Invoice

[ADM-AUC-MB-133]- B1

2.3 Receive a Copy of Emailed Forms

When emailing invoices as part of the special billing process, there is a field available on the prompt to specify an email address as a “CC”. From the menu, select:

Misc Billing ► Billing ► Special Invoice Process ► [Email Invoices]

The screenshot shows the 'Special Invoice Process' screen. At the top, it says '[AUC] 10500-Special Invoice Process [theresa]'. Below that is the title 'Special Invoice Process'. There is a table with columns: 'Description', 'Date', 'Start', 'End', and 'Success'. The table contains the following rows:

| Description | Date | Start | End | Success |
|------------------------------------|-------------|-------------|-------------|---------|
| Restart Special Invoice Processing | 01-Feb-2022 | 13:47:35.65 | 13:47:35.65 | OK |
| Build Program Invoices | 01-Feb-2022 | 13:49:38.33 | 13:49:41.20 | OK |
| Create Program Invoices | 01-Feb-2022 | 13:49:58.97 | 13:50:03.99 | OK |
| Add / Edit Special Invoices | | | | |
| Special Invoice Register | 01-Feb-2022 | 13:50:10.42 | 13:50:16.36 | OK |
| Print Invoices | 01-Feb-2022 | 13:50:24.69 | 13:50:32.66 | OK |
| Email Invoices | 022 | 14:33:23.09 | 14:34:42.08 | OK |
| Post Invoices | | | | |

The 'Email Invoices' row is highlighted with a blue circle. At the bottom, it says 'MBSPCINV-Single User' and 'UP'.

Enter the addresses to whom a copy should be sent; separate addresses with a comma (no space); a copy of each invoice emailed to a customer will be sent to the email addresses specified. These addresses will be retained and will auto-populate the field the next time the process is run. To clear the addresses, click on the [Clear All] button on the prompt.

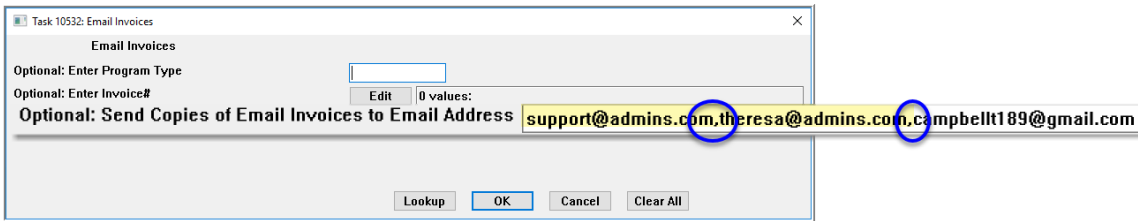
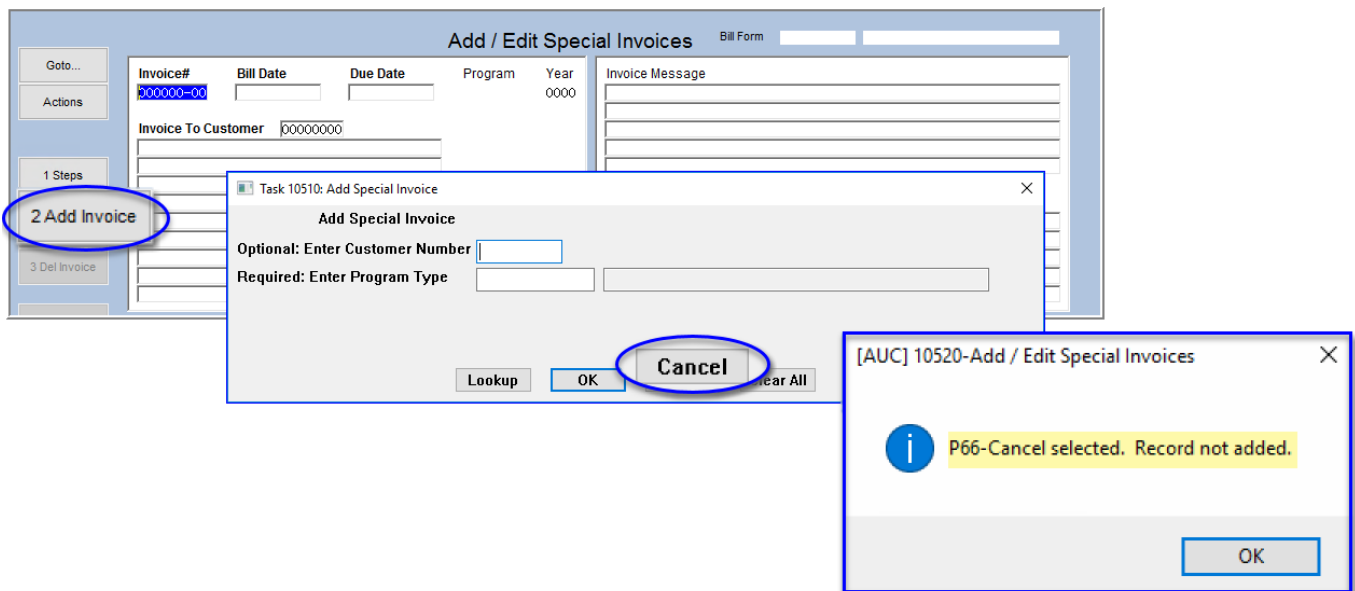


Figure 5 Generate a “CC:” to multiple email addresses when Emailing Original Invoices

[ADM-AUC-MB-133]-1b

2.4 Build Program Invoices –Message if Add Invoice is Cancelled [Fix]



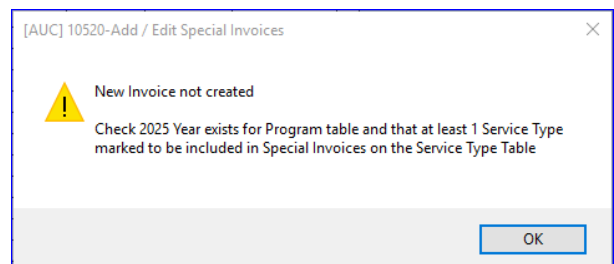
Prior to the software update, the system would display a message that was not relevant if cancelling the additional special invoice. This was corrected.

[ADM-AUC-MB-138]

2.4.1 Checks for the Bill Year When Building Program Invoices

If adding a program in the build program step and the Bill year in MODCTR 4009 does not exist in the service type table or no charges on the service type table are checked for inclusion on invoices, this error message will display:

This could occur if a change is made to the bill year in module control 4009 prior to copying the tables for the coming year. Check the bill year; if it is correct, check that at least one Service Type is marked for inclusion in Special Invoices on the Service Type Table.



[ADM-AUC-MB-138]



2.5 Create Invoices

ADMINS fixed an issue with the Create Program invoices step edit list report.

[ADM-AUC-MB-133

2.5.1 New “No Selection” Report Based on Last Invoice Date

To prevent duplicate invoices being created for a customer program for the same bill dates, ADMINS added a new report #10562 “Customers Not Selected Due to Last Date Invoiced”. This report compares the invoice date stamped on the customer program (see section 1.1 above) to the Program Bill Date; if the **Last Date Invoiced is after the Program Bill Date**, the customer is not selected. If it is valid to create multiple bills for a customer for the same program and date, add the program to the customer record for each.

TedRE - PrgInV_NoSelect_10562_THERESA

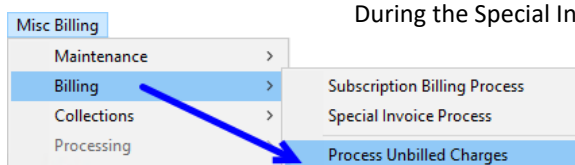
10562-MBPRGINVNOSEL.REP Printed 08-Mar-2022 at 09:45:47 Page 1
City of ADMINS

Customers not selected due to last date Invoiced

Program Bill Date: 08-Mar-2022

| Program | Seq# | Customer Name | Line | Start Date | Last Invoiced |
|------------|------|----------------------------------|------|-------------|---------------|
| SCHTUITKMA | 1 | 00000006 FRANKLIN PUBLIC SCHOOLS | 2 | 30-Jun-2021 | 03-Jun-2022 |
| SCHTUITKMA | 1 | 00000129 BRANFORD WIRE & MFG CO | 1 | 01-Mar-2022 | 03-Jun-2022 |
| SCHTUITKMA | 1 | 00000130 EAST COAST MARKETING | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 1 | 00000132 HEALY, GEORGE W IV | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 1 | 00000132 HEALY, GEORGE W IV | 2 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 1 | 00000133 ALPENLITE INC | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000006 FRANKLIN PUBLIC SCHOOLS | 2 | 30-Jun-2021 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000129 BRANFORD WIRE & MFG CO | 1 | 01-Mar-2022 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000130 EAST COAST MARKETING | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000132 HEALY, GEORGE W IV | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000132 HEALY, GEORGE W IV | 2 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 2 | 00000133 ALPENLITE INC | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000006 FRANKLIN PUBLIC SCHOOLS | 2 | 30-Jun-2021 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000129 BRANFORD WIRE & MFG CO | 1 | 01-Mar-2022 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000130 EAST COAST MARKETING | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000132 HEALY, GEORGE W IV | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000132 HEALY, GEORGE W IV | 2 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 3 | 00000133 ALPENLITE INC | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000006 FRANKLIN PUBLIC SCHOOLS | 2 | 30-Jun-2021 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000129 BRANFORD WIRE & MFG CO | 1 | 01-Mar-2022 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000130 EAST COAST MARKETING | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000132 HEALY, GEORGE W IV | 1 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000132 HEALY, GEORGE W IV | 2 | 01-Jan-2022 | 03-Jun-2022 |
| SCHTUITKMA | 4 | 00000133 ALPENLITE INC | 1 | 01-Jan-2022 | 03-Jun-2022 |

3 BILLING – Process Unbilled Charges Steps Menu [Enhancement]



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

This allows for the entire invoice to be booked to Accounts Receivable in the General Ledger but only print the current billed charges on the initial invoice; additional charges will be included

on future printed invoices.

For example: an invoice is to be billed and paid quarterly with all four quarter amounts booked to Account Receivable when the first invoice is created. This process allows printing quarter one on the initial invoice to send to the customer, with



subsequent invoices produced each quarter. If a program is setup as **“Print Unbilled Charges ☉ No”** any charge setup on an invoice where **the Bill Date for the charge is after the bill date of the original invoice** will not be printed on the original invoice. The process is not limited to quarterly payments; any interval may be used.

This process provides the ability to print successive invoices including additional charges as the billing dates are changed. Use the **“Process Unbilled Charges”** steps menu to bill charges that are already booked but have not appeared on an original bill. [Please see MB-330 Process Unbilled Charges in the Help Reference Library](#) where each step of the menu is described.

4 COLLECTIONS

Each of the different lines will show the Charge Bill Date and Due Date that was setup on the Special Invoice

The screenshot shows the '2023 Misc Billing' Detail Payment screen. A callout box points to the 'Transactions' tab, stating: 'The [Transactions] tab shows the bill dates and descriptions'. Another callout points to the main table, stating: 'Each line shows the Bill Date & Due Date specified on the invoice'. A third callout points to the 'Payment Date' field, which is '04-Mar-2022', and the 'Due Date' field, which is '13-Jun-2022'. The main table has the following data:

| R | Description | Charges | Net Bill | Paid | Refund | Adjustments | Applied | Total |
|---|---------------------|---------|----------|------|--------|-------------|---------|-------|
| 1 | 1st Quarter Tuition | 6041,50 | 6041,50 | | | | 6041,50 | |
| 2 | 2nd Quarter Tuition | 6041,50 | 6041,50 | | | | 6041,50 | |
| 3 | 3rd Quarter Tuition | 6041,50 | 6041,50 | | | | 6041,50 | |
| 4 | 4th Quarter Tuition | 6041,50 | 6041,50 | | | | 6041,50 | |

Figure 6 Detail Payment screen

4.1 Bill Reprint/Email

Bill reprints and emailed bills use the **payment date** to know what to print on the invoice. For programs that have the **“Print Unbilled Charges”** set to **☉ No** – if the payment date is prior to the first bill **due date** (for example, 14-Mar-2022 in example) then the reprint will use the first bill date; only the first quarter charges will be shown on the reprint.

The screenshot shows an invoice titled 'INVOICE' for '2021 - 2022 School Year - Keough Memorial Academy Tuition' for student 'Elroy Grade: 2'. The table below shows the charges:

| Description of Services Rendered | Qty | Rate | Amount Billed |
|--|-----|--------|-------------------|
| 1st Quarter Tuition Billed: 04-Mar-2022 Due: 14-Mar-2022 | 25 | 241.66 | \$6,041.50 |
| Total Billed: | | | \$6,041.50 |
| Net Due: | | | \$6,041.50 |

A callout box points to the '1st Quarter Tuition Billed' line, stating: 'Reprint with a March 7, 2022 payment date'.

Figure 7 Reprint with a payment date prior to 2nd Quarter bill date will show only 1st Quarter Charges

This is only for the programs with **“Print Unbilled Charges”** set to **☉ No**. All others always print all charges. If the **payment date** is 01-Sep-2022 – the reprint will include the March, June, and September charges on the invoice.



| INVOICE | | | |
|---|-----|-----------------------------|--------------------|
| 2021 - 2022 School Year - Keough Memorial Academy Tuition | | For Student: Elroy Grade: 2 | |
| Description of Services Rendered | Qty | Rate | Amount Billed |
| 1st Quarter Tuition Billed: 04-Mar-2022 Due: 14-Mar-2022 | 25 | 241.66 | \$6,041.50 |
| 2nd Quarter Tuition Billed: 03-Jun-2022 Due: 13-Jun-2022 | 25 | 241.66 | \$6,041.50 |
| 3rd Quarter Tuition Billed: 01-Sep-2022 Due: 11-Sep-2022 | 25 | 241.66 | \$6,041.50 |
| Total Billed: | | | \$18,124.50 |
| Net Due: | | | \$18,124.50 |

Reprint with a September 1, 2022 payment date

Figure 8 Figure 9 Reprint with a payment date on or after 3rd Quarter bill date shows Quarter 1, 2, & 3 Charges

[ADM-AUC-MB-133]-C

5 REPORTS

MB ▶ Reports ▶ Report Library ▶ [2 Collection Reports]

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

5.1 Report #10654 & 10655 Pending Transaction Reports [Enhancement]

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

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Added option to "Run as" Excel



| 1 | Type Year | Bill-Number | Run | Service-Type | Batch | Trx Num | Cash | Check | Other | Paid | |
|----|------------------------------|-------------|-----------|--------------|----------|---------|--------|----------|----------|----------|----------|
| 26 | 95 | 2022 | 000126-00 | PREKTUIT22 | 10222021 | 303 | | 340.00 | 340.00 | | |
| 27 | 95 | 2022 | 000128-00 | PREKTUIT22 | 10222021 | 290 | | 300.00 | 300.00 | | |
| 28 | 95 | 2022 | 000128-00 | PREKTUIT22 | 10222021 | 289 | | 300.00 | 300.00 | | |
| 29 | Total for Type Misc Billing | | | | | | | 965.00 | 6,470.00 | 7,435.00 | |
| 30 | Total for Batch 10222021 | | | | | | | 965.00 | 6,470.00 | 7,435.00 | |
| 32 | 95 | 2022 | 000016-00 | QRTLTY INV | 26 | 321 | 500.00 | | 500.00 | | |
| 34 | Total for Type Misc Billing | | | | | | | 500.00 | | 500.00 | |
| 35 | Total for Batch 26 | | | | | | | | | | |
| 37 | 95 | 2022 | 000021-00 | QRTLTY INV | 38 | | | | | | |
| 38 | Total for Type Misc Billing | | | | | | | | | | |
| 39 | Total for Batch 38 | | | | | | | | | | |
| 40 | Total for User ANTHEA | | | | | | | 1,465.00 | 6,970.00 | 8,435.00 | |
| 43 | Total for Entered Receipts | | | | | | | | | 1,465.00 | 6,970.00 |
| 44 | Total for Submitted Receipts | | | | | | | | | 50.00 | 50.00 |
| 47 | 95 | 2022 | 000008-00 | FREDETTEPMT | 35 | 385 | | 50.00 | 50.00 | | |
| 48 | Total for Type Misc Billing | | | | | | | | 50.00 | 50.00 | |
| 49 | Total for Batch 35 | | | | | | | | 50.00 | 50.00 | |
| 50 | Total for User ANTHEA | | | | | | | | 50.00 | 50.00 | |
| 52 | Total for Submitted Receipts | | | | | | | | | 50.00 | 50.00 |
| 55 | Grant Total | | | | | | | 1,465.00 | 7,020.00 | 8,485.00 | |

Prior to the software update, the reports only showed payments and adjustments that had been **entered** but not yet **submitted**. These reports now combine both **Entered** and **Submitted** Receipts (or Adjustments) and totals by **Entered** or **Submitted** and now has Excel® output.

The report provides totals by “Entered” and “Submitted” receipts.

ADMINS also added the option to run as Excel® for both reports.

Figure 10 Pending Payments report #10654 shows both Entered and Submitted receipts

| Type Year | Bill Number | Run | Service Type | Batch | Trx Num | Trx Code | Charge | Payment | Refund | Adjustment |
|---------------------------------|-------------|-----------|--------------|------------|---------|----------|---------------|---------|--------|------------|
| 95 | 2022 | 000074-00 | 1 | PREKTUIT22 | 39 | 390 | Adjustment | -200.00 | 500.00 | |
| Total for Batch 37 | | | | | | | | | | |
| Total for Type Misc Billing | | | | | | | | | | -1040.00 |
| Total for Batch 39 | | | | | | | | | | -1040.00 |
| Total for User ANTHEA | | | | | | | | -200.00 | | -540.00 |
| Total for ENTERED Adjustments | | | | | | | | -200.00 | | -540.00 |
| 95 | 2022 | 000022-00 | 1 | QRTLTY INV | 44 | 473 | MISC BILL ADJ | -599.97 | | -3500.01 |
| 95 | 2022 | 000025-00 | 4 | QRTLTY INV | 44 | 474 | SPECIAL INV01 | -599.97 | | -3500.01 |
| Total for Type Misc Billing | | | | | | | | -599.97 | | -3500.01 |
| Total for Batch 44 | | | | | | | | -599.97 | | -3500.01 |
| Total for User THERESA | | | | | | | | -599.97 | | -3500.01 |
| Total for SUBMITTED Adjustments | | | | | | | | -599.97 | | -3500.01 |
| *** Grand Total *** | | | | | | | | -799.97 | | -4040.01 |

Figure 11 Pending Adjustments report #10655 with both Entered and Submitted adjustments

[ADM-AUC-MB-129]

5.2 Report #10645 Special Invoices Outstanding Register [Enhancement]

ADMINS added three columns showing work in progress (WIP) to the report at a customer’s request. To run this report, select:



Misc Billing ▶ Reports ▶ Report Library ▶ [2 Collection Reports] ▶ #10645 Special Invoices Outstanding Register

Task 10645: Special Invoices Outstanding Register

Special Invoice Outstanding Register

Required: Enter Bill Year Range From Year: 2022 To Year: 2022

Optional: Enter Program Department Group

Optional: Enter up to 9 Program Types Edit 1 values: SCHTUITKMA

Exclude Fully Paid Bills: Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

| Field (Required are in Bold) | How Used |
|--------------------------------|---|
| Enter Bill Year Range: | The register can span one or multiple bill years. The "From Year" value must be earlier or equal to the "To Year" value. |
| Enter Program Department Group | Restrict the report to the invoices for the specified Program Department Group. Enter the group directly if known or select it from a lookup. |
| Enter up to 9 Program Types | Click on the [Edit] button to choose up to nine program types from a lookup or enter them directly if known. |
| Exclude Fully Paid Bills | Choose <input checked="" type="radio"/> Yes to only show bills with outstanding balances; choose <input type="radio"/> No to include all special invoices, paid and unpaid. |
| Run as: | The report is available to run as Preview to the Screen, Printed, PDF®, or Excel®. |
| If Printing use Duplex | The report will print on both sides of the page if <input checked="" type="radio"/> Yes is selected. Each site manages the default setting. |

TedRE - SpecialInvoices_Register_10645

10645-MBSPCINVBIL.REP Printed 24-Feb-2022 at 16:53:00

City of ADMINS
Special Invoices Outstanding Register

| Bill# | Customer | Owner Name | Charges | Payments | Adjustments | Refunds | Balance | WIP Payments | WIP Adjustment | WIP-Balance |
|----------------------------------|----------|-------------------------------|-----------|-----------|-------------|---------|-----------|--------------|----------------|-------------|
| Program: SCHTUITKMA KMA TUITIONS | | | | | | | | | | |
| 000004-00 | 00000004 | FRANKLIN PUBLIC SCHOOLS | 12,282.24 | 12,282.24 | .00 | .00 | .00 | (12,282.24) | .00 | 12,282.24 |
| 000016-00 | 00000005 | FRAMINGHAM PUBLIC SCHOOLS | 43,500.01 | 650.00 | .00 | .00 | 42,850.01 | 500.00 | .00 | 42,350.01 |
| 000021-00 | 00000023 | MENDON-OPTON REGIONAL SCHOOLS | 43,500.01 | 4,000.00 | .00 | .00 | 39,500.01 | .00 | .00 | 39,000.01 |
| 000022-00 | 00000002 | MILFORD PUBLIC SCHOOLS | 43,500.01 | 3,500.01 | .00 | .00 | 40,000.00 | .00 | .00 | 39,000.01 |
| 000023-00 | 00000002 | MILFORD PUBLIC SCHOOLS | 43,500.01 | 43,500.01 | .00 | .00 | .00 | .00 | .00 | 43,500.01 |
| 000024-00 | 00000007 | MILLIS PUBLIC SCHOOLS | 43,500.01 | 110.00 | .00 | .00 | 43,390.01 | (3,500.01) | .00 | 43,500.01 |
| 000025-00 | 00000004 | NORTON PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | (43,500.01) | .00 | 43,500.01 |
| 000026-00 | 00000004 | NORTON PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000027-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,390.01 |
| 000028-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | 782.25 | (599.97) | (12,882.21) |
| 000029-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000030-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000031-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000032-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000033-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000034-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000035-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000036-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000037-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000038-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000039-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000040-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000041-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000042-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000043-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000044-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000045-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000046-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000047-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000048-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000049-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000050-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000051-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000052-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000053-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000054-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000055-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000056-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000057-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000058-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000059-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000060-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000061-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000062-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000063-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000064-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000065-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000066-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000067-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000068-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000069-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000070-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000071-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000072-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000073-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000074-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000075-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000076-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000077-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000078-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000079-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000080-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000081-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000082-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000083-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000084-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000085-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000086-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000087-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000088-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000089-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000090-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000091-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000092-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000093-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000094-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000095-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000096-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000097-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000098-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000099-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000100-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000101-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00 | 43,500.01 | .00 | .00 | 43,500.01 |
| 000102-00 | 00000003 | WOONSOCKET PUBLIC SCHOOLS | 43,500.01 | .00 | .00 | .00</ | | | | |



5.3 Weekly Reminders of Invoices [Enhancement]

Each week a report of Invoices due is sent to the members of the MBWKLYRPT distribution list. The email looks like this, and has an attached PDF® report:

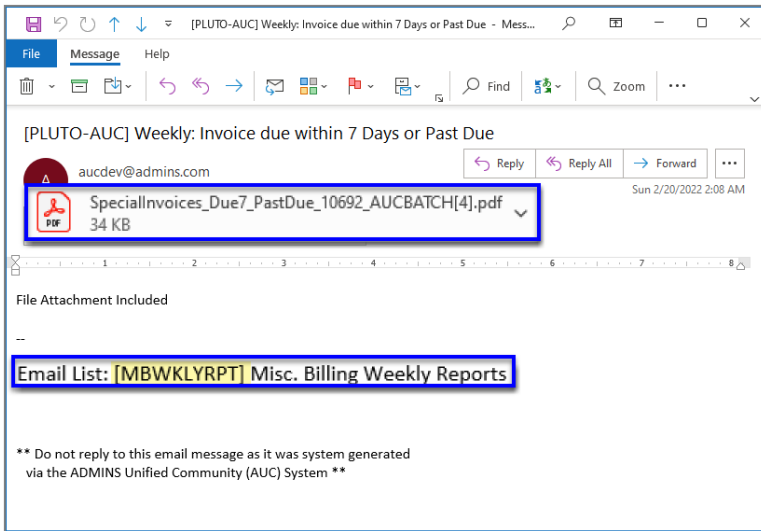


Figure 13 Sample email sent to the members of the MBWKLYRPT distribution list

Review SY–150 Email Distribution Lists in the Help Reference Library for information on adding email addresses to the distribution list.

10692-MBSPCINVDUE_BOW.REP Printed 20-Feb-2022 at 02:08:20 by AUCBATCH City of ADMINS Page 1
Invoices due within 7 days or Past Due

| Bill# | Customer Owner Name | Bill Date | Due Date | Charges | Payments | Adjustments | Refunds | Balance WIP |
|-----------------------------------|---|-------------|-------------|-----------|----------|-------------|---------|-------------|
| Due within the next 7 Days | | | | | | | | |
| 000269-00 | 00000112 EDER ASSOC'S CONSULTING ENGRS PC | 02-Feb-2022 | 22-Feb-2022 | 18,250.00 | | | | 18,250.00 |
| Total Program: TANMCTRL | | | | 18,250.00 | | | | 18,250.00 |
| Total Due within the next 7 Day | | | | 18,250.00 | | | | 18,250.00 |
| Past Due within 30 days | | | | | | | | |
| 000235-00 | 00000006 FRANKLIN PUBLIC SCHOOLS | 19-Jan-2022 | | 241.66 | | | | 241.66 |
| Total Program: SCHTUITKMA | | | | 241.66 | | | | 241.66 |
| 000237-00 | 00000123 ORINDA NEWS | 02-Jan-2022 | 26-Jan-2022 | 18,250.00 | | | | 18,250.00 |
| Total Program: TANMCTRL | | | | 18,250.00 | | | | 18,250.00 |
| 000236-00 | 00000115 RAPID TRADING INTL | 31-Dec-2021 | 23-Jan-2022 | 12,840.00 | | | | 12,840.00 |
| Total Program: TESTQTR | | | | 12,840.00 | | | | 12,840.00 |
| Total Past Due within 30 days | | | | 31,331.66 | | | | 31,331.66 |
| Past Due over 30 days | | | | | | | | |
| 000210-00 | 00000036 RAPID TRADING INTL | 01-Nov-2021 | | 250.00 | | | | 250.00 |
| Total Program: FIREINSP | | | | 250.00 | | | | 250.00 |
| 000008-00 | 00000009 HANNAH FREDETTE | 30-Jun-2021 | 10-Jul-2021 | 417.44 | 217.44 | | | 200.00 *** |
| 000132-00 | 00000098 TONYA LAJOIE | 01-Oct-2021 | | 474.66 | | | | 474.66 |



10692-MBSPCINV DUE_ROW.REP Printed 20-Feb-2022 at 02:08:20 by AUCBATCH City of ADMINS Page 3

Invoices due within 7 days or Past Due

| Bill# | Customer | Owner Name | Bill Date | Due Date | Charges | Payments | Adjustments | Balance | WIP |
|-----------------------------|----------|--------------------|-------------|-------------|------------|-----------|-------------|------------|-----|
| 000115-00 | 00000083 | TO THE PARENTS OF: | 14-Jul-2021 | | 1,530.00 | 510.00 | | | |
| 000117-00 | 00000085 | TO THE PARENTS OF: | 14-Jul-2021 | | 1,360.00 | 680.00 | | | |
| 000119-00 | 00000087 | TO THE PARENTS OF: | 14-Jul-2021 | | 1,040.00 | 520.00 | | | |
| 000121-00 | 00000089 | TO THE PARENTS OF: | 14-Jul-2021 | | 1,300.00 | 650.00 | | 1,020.00 | *** |
| 000124-00 | 00000092 | TO THE PARENTS OF: | 14-Jul-2021 | | 1,300.00 | | | 680.00 | *** |
| 000126-00 | 00000094 | TO THE PARENTS OF: | 20-Jul-2021 | | 1,700.00 | 170.00 | | 520.00 | *** |
| 000128-00 | 00000051 | TO THE PARENTS OF: | 20-Jul-2021 | | 3,000.00 | 600.00 | | 650.00 | *** |
| Total Program: SCHTUITPRE | | | | | 83,070.00 | 27,122.00 | | 1,300.00 | *** |
| 000230-00 | 00000110 | | 16-Dec-2021 | | 3,285.00 | | | 1,530.00 | *** |
| 000232-00 | 00000006 | | 16-Dec-2021 | | 2,530.00 | 250.00 | | 2,400.00 | *** |
| Total Program: TESTMTH | | | | | 5,815.00 | 250.00 | | | |
| 000231-00 | 00000004 | | 16-Dec-2021 | | 10,520.00 | | | 10,520.00 | |
| 000233-00 | 00000001 | | 16-Dec-2021 | | 7,740.00 | | | 7,740.00 | |
| Total Program: TESTQTR | | | | | 18,260.00 | | | 18,260.00 | |
| 000137-00 | 00000101 | | 14-Oct-2021 | 30-Nov-2021 | 124,241.00 | | | 124,241.00 | |
| Total Program: TSOLQ2KSG | | | | | 124,241.00 | | | 124,241.00 | |
| 000134-00 | 00000099 | 385 SOLAR LLC | 15-Oct-2021 | 15-Nov-2021 | 3,000.00 | | | 3,000.00 | |
| Total Program: TSOLQ5HEL | | | | | 3,000.00 | | | 3,000.00 | |
| 000207-00 | 00000090 | | 25-Oct-2021 | | 3,408.00 | 185.00 | | 3,223.00 | |
| Total Program: WSSPCINV | | | | | 3,408.00 | 185.00 | | 3,223.00 | |
| Total Past Due over 30 days | | | | | 747,443.08 | 43,385.20 | | 704,057.88 | |
| Report Total: | | | | | 797,024.74 | 43,385.20 | | 753,639.54 | |

Selection Legend:

*** WIP there are in-progress payments or adjustments against this bill

Bills with no Due Date set are given 30 days from Bill Date

Figure 14 Sample report – breaks out the invoices based on due date and shows *** WIP that indicates pending payments

The report now splits out the invoices by those due within the next 7 days, past due within 30 days, and past due over 30 days. There is a column that indicates if there are pending payments. The legend explains what the *** (three asterisks) mean under the WIP column and that bills without a set Due Date are given 30 days from the bill date.

[ADM-AUC-MB-131]

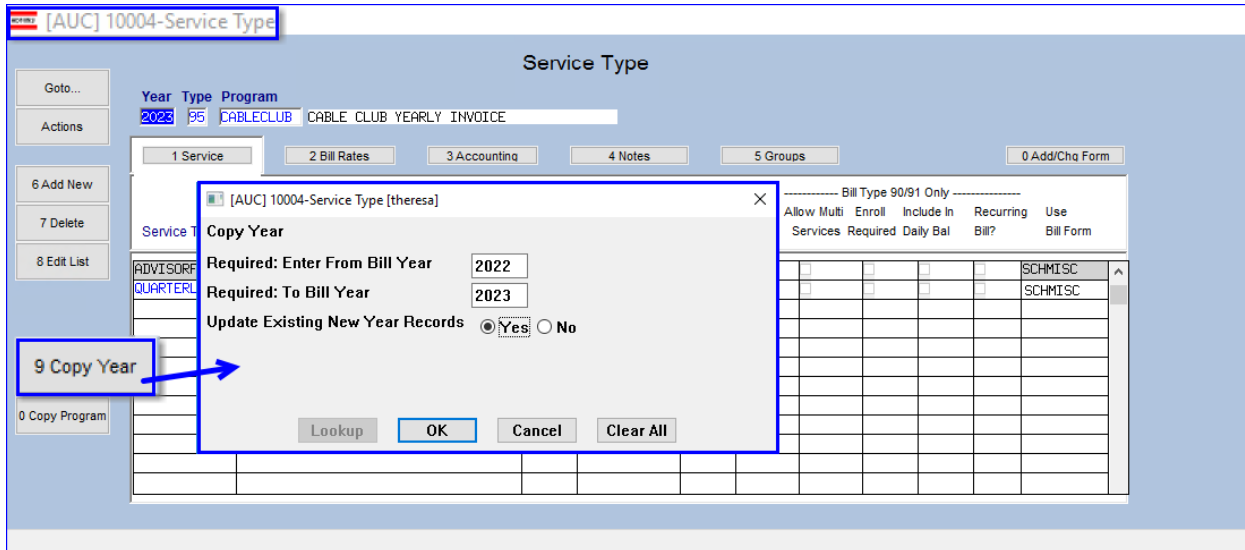
6 TABLES

ADMINS added a feature to copy the service type table by program, a radio button on the bill form table to suppress or include the service addresses on invoices, and a [Print Unbilled Charges](#) radio button to the program table. See below for details.



6.1 Copy Service Type Tables by Program

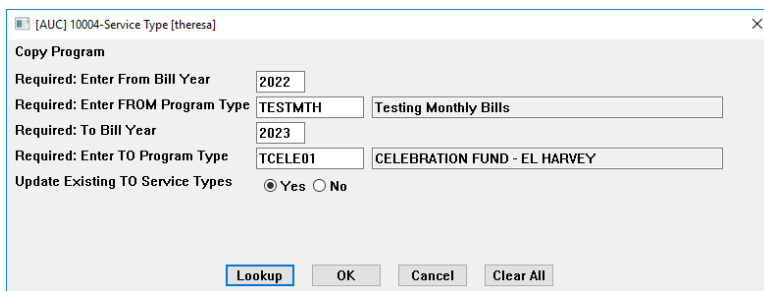
Misc Billing ▶ Tables ▶ Service Type Table



6.1.1 [9 Copy Year] Button

Prior to the software update, the [Copy Table] button copied the entire year to another year (including all programs for the service type). ADMINS changed the label of the button to [9 Copy Year] and added a Yes/No radio button to update existing new year records.

6.1.2 [0 Copy Program] Button

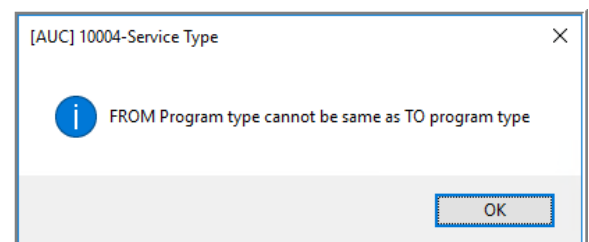


The new [0 Copy Program] button will copy from one program to another program.

The "From" and "To" Bill Year can be different or can be the same.

The "From" and "To" program type **must be different**. If the same program type is specified, the system will present an error message.

Selecting Yes for "Update Existing TO Service Types" means if that program and service types already exist then replace the "To" service types with the data from the "From" service types. If No is selected, and the program and service types already exist, no replacement will be made.





6.2 Suppress/Include Service Addresses on Invoices

The Service Address is entered on the Customer Maintenance screen. Customers are assigned programs on the [PRG] tab. A bill form must be set up for programs; the form used is specified on the Service Type table.

6.2.1 Bill Form Setup

Misc Billing ▶ Tables ▶ Bill Form

Bill Form Setup

Form Code: SCHKMA SCHOOL KMA INVOICES

Associated Form: MISPCINW Misc Billing Special Invoices

Seal Location: g:\adshome\auc\Forms\reports\bill_seal.png

Invoice Title: INVOICE

8 Invoice Text | 9 Invoice Locations

Invoice Body: 2021 - 2022 School Year - Memorial Academy Tuition

Include Service Address on Form: No Yes

Invoice Footer: Would you like to have future invoices sent directly to your email? Please contact [] For more information []

The Service Address appears in the top right corner and on the lower third of the invoice.

To include the service address, select the Yes radio button; to suppress the service address from printing, select the No radio button. Each Form code can be set individually.

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

Page 1 of 1
INVOICE #: 000002
INVOICE DATE: 30-Jun-2021
DUE & PAYABLE: 10-Jul-2021
AMOUNT DUE: \$0.00
**Service Address
60 HARPIN STREET**

INVOICE

2021 - 2022 School Year - Keough Memorial Academy Tuition For Student: Jesse M Grade: 10 ORIGINAL INVOICE #115094

| Description of Services Rendered | Qty | Rate | Amount Billed |
|--|-----|------|---------------|
| Amount due FY2021 Billed: 30-Jun-2021 Due: 10-Jul-2021 | 1 | | \$12,282.24 |
| Total Billed: | | | \$12,282.24 |
| Total Payments: | | | -12,282.24 |
| Net Due: | | | \$0.00 |

Service address appears in two places on the printed / emailed invoice

Invoice #: 000002
Customer #: 00000005
Customer Name: FRAMINGHAM PUBLIC SCHOOLS
Description: KMA TUITIONS
Amount Due: \$0.00

For Service Questions Contact:
School Department
M-F 8:30AM - 5:30PM
617.494.5100
SchoolBills@admins.com

For Payment Questions Contact:
Treasurer/Collector
MON - TH 8:30-4:30 PM
FRI 8:30AM - 1:00PM
617.494.5100 x2116
collector@TownOfAdmins.com

Service Address: 60 HARPIN STREET

DETACH AND RETURN WITH YOUR PAYMENT REMIT COPY



Figure 15 Customer Maintenance & Service Type Tables

The Service address is entered on the Customer Maintenance form; the Bill Form is specified on the Service Type table.

[ADM-AUC-MB-138]

6.3 Print Unbilled Charges Radio Button on the Program Type Table

Misc Billing ▶ Tables ▶ Program Type

For each program type, set the radio button on the Print Unbilled Charges column.

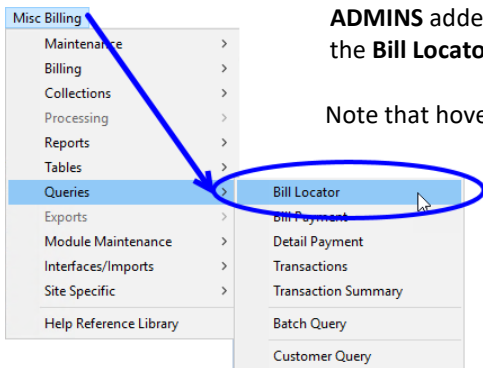
The default will be Yes; this will print all charges when the invoice is created, regardless of bill date and due date.

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

Figure 16 Program Type screen includes radio buttons for Printing Unbilled Charges

[ADM-AUC-MB-133]-2A

7 QUERIES – Bill Locator Searches [Enhancement]



ADMINS added the ability to sort, filter, and search by customer name and mailing address to the Bill Locator screen.

Note that hovertext is available without searching or sorting on a particular field. Hovering over the field will show the mailing address, owner, and service address.

From the menu, select:



Misc Billing ▶ Queries ▶ Bill Locator

There are five options for displaying a description in the flexible field. By default, the screen will be sorted by bill number, with the mailing address showing in the flexible field. Click on the desired button to activate the column for display and sorting, searching, and filtering.

The field contents vary depending on which button is selected.

Top Left Screenshot: '2 Bill#' is selected. The table shows columns for Bill#, Service Address, Parcel, Cust#, and Cust Name.

| | |
|-----------|--------------------------------|
| 000001-00 | 72 MT WAYTE AVENUE, STE. 2 |
| 000002-00 | 73 MT WAYTE AVENUE, STE. 2 |
| 000003-00 | 355 EAST CENTRAL STREET, STE 3 |
| 000004-00 | 355 EAST CENTRAL STREET, STE 3 |
| 000005-00 | 9 NORTH MAIN STREET |
| 000006-00 | PO BOX 507 |

Top Right Screenshot: '6 Cust Name' is selected. The table shows columns for Bill#, Service Address, Parcel, Cust#, and Cust Name.

| | |
|-----------|----------------------------|
| 000131-00 | NORTHBRIDGE PUBLIC SCHOOLS |
| 000252-00 | NORTHBRIDGE PUBLIC SCHOOLS |
| 000276-00 | NORTHBRIDGE PUBLIC SCHOOLS |
| 000025-00 | NORTON PUBLIC SCHOOLS |
| 000026-00 | NORTON PUBLIC SCHOOLS |
| 000237-00 | ORINDA NEWS |
| 000230-00 | PARKWAY COMPANY |
| 000210-00 | RAPID TRADING INTL |
| 000236-00 | RAPID TRADING INTL |
| 000277-00 | ROSSI, MICHAEL M |

Bottom Left Screenshot: '5 Cust#' is selected. The table shows columns for Bill#, Service Address, Parcel, Cust#, and Cust Name.

| | |
|-----------|----------|
| 000124-00 | 00000092 |
| 000125-00 | 00000093 |
| 000126-00 | 00000094 |
| 000129-00 | 00000095 |
| 000130-00 | 00000096 |
| 000276-00 | 00000097 |
| 000252-00 | 00000097 |
| 000131-00 | 00000097 |

Bottom Right Screenshot: '7 Mailing Adr' is selected. The table shows columns for Bill#, Service Address, Parcel, Cust#, and Cust Name.

| | |
|-----------|----------------------|
| 000277-00 | 76 BROOKS ST #9 |
| 000278-00 | 76 BROOKS ST #9 |
| 000066-00 | 8 SHARON AVE |
| 000093-00 | 8 SOUTH MAPLE STREET |
| 000101-00 | 8 WETHERSFIELD RD |
| 000088-00 | 81 MURON AVENUE |
| 000069-00 | 83 CLARENCE ROAD |

Figure 17 The Bill locator screen description columns has multiple options

Bill Locator

| Year | Type | Bill# | Service Adr | Parcel | Cust# | Billed | Paid | Balance |
|------|-----------------|-----------|---------------------------|--------|-------|----------|----------|---------|
| 2022 | 95 Misc Billing | 000001-00 | FRAMINGHAM PUBLIC SCHOOLS | | | 12282.24 | 12282.24 | |
| 2022 | 95 Misc Billing | 000002-00 | FRAMINGHAM PUBLIC SCHOOLS | | | 12282.24 | 12282.24 | |
| 2022 | 95 Misc Billing | 000003-00 | FRANKLIN PUBLIC SCHOOLS | | | 12282.24 | 12282.24 | |

Figure 18 Before – only searches were by Bill #, Service Address, Parcel, and Customer Number



The screen is sorted by Bill number by default.

7.1 Search by Customer Name

Enable sorting and searching by Customer Name by clicking the **[6 Cust Name]** button; then type in a search term and press **{Enter}**.

Click on [6 Cust Name] to enable the column; type in the first characters; the column presents the matching data, at the top of the screen sorted from "A to Z"

| Year | Type | Bill# | Description | Billed | Paid | Balance |
|------|------|-----------|--|----------|----------|----------|
| 2022 | 96 | 000134-00 | TO THE PARENTS OF: HARTFORD PUBLIC SCHOOLS | 3000,00 | | 3000,00 |
| 2022 | 96 | 000006-00 | PEPPER BELL TACHIMON NETWORK, INC | 2225,00 | 2225,00 | |
| 2022 | 96 | 000125-00 | BI-CITY COLLABORATIVE | 73507,50 | 7350,75 | 66156,75 |
| 2022 | 96 | 000207-00 | AN ANIMAL CONTROL | 3723,00 | 500,00 | 3223,00 |
| 2022 | 96 | 000088-00 | ASSOC'S CONSLTNG ENGRS PC | 18250,00 | | 18250,00 |
| 2022 | 96 | 000000-00 | BIRMINGHAM PUBLIC SCHOOLS | 12282,24 | 12282,24 | |

Figure 19 After – added the ability to search by Customer Name

7.1.1 Hover Text when Customer Name is the Active Description Column

Sorting by Customer Name, the hover text will show the Service address, mailing address, and customer number

| Bill# | Description | Billed | Paid | Balance |
|-----------|--|---------|---------|---------|
| 000129-00 | TO THE PARENTS OF: ALEXANDER GARCIA | | | |
| 000099-00 | Service Address 338 HARTFORD AVENUE | 520,00 | 520,00 | 520,00 |
| 000122-00 | Mail Addr-1 383 HARTFORD AVENUE | 340,00 | 340,00 | 1190,00 |
| 000130-00 | Parcel - - | 1700,00 | | 1700,00 |
| 000092-00 | Cust# 00000095 | 680,00 | | 680,00 |
| 000075-00 | TO THE PARENTS OF: CHARLOTTE DEARDORFF | 2400,00 | 2400,00 | |

[ADM-AUC-MB-130]



7.2 Search by Mailing Address

Click on [7 Mailing Adr] to enable the column; type in the first characters; the column presents the matching data at the top of the screen sorted from "A to Z"

| Year | Type | 2 Bill# | 3 Service Adr | 4 Parcel | 5 Cust# | 6 Cust Name | Billed | Paid | Balance |
|------|------|--------------|---------------|----------|---------|-------------|--------|------|---------|
| 2022 | 95 | Misc Billing | 00000000 | | | | | | |
| 2022 | 95 | Misc Billing | 00000000 | | | | | | |
| 2022 | 95 | Misc Billing | 00000000 | | | | | | |

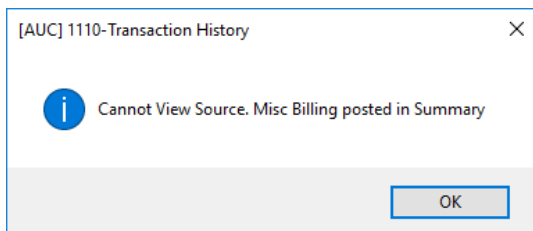
7.2.1 Hover Text when the Mailing Address is the Active Description Column

Sorting by mailing address, the hover text will show the Owner (Customer Name)

| Year | Type | 2 Bill# | 3 Service Adr | 4 Parcel | 5 Cust# | 6 Cust Name | Billed | Paid | Balance |
|-----------|------|---------|---|----------|---------|-------------|---------|----------|---------|
| 000129-00 | | | 893 HARTFORD AVENUE | | | | | | |
| 000084-00 | | | Owner TO THE PARENTS OF: ALEXANDER GARCIA | | | | 1200,00 | 1200,00 | |
| 000078-00 | | | Service Address 338 HARTFORD AVENUE | | | | 400,00 | 2300,00 | |
| 000125-00 | | | Parcel - - | | | | 7350,75 | 66156,75 | |
| 000068-00 | | | Cust# 00000095 | | | | 900,00 | 1500,00 | |
| 000237-00 | | | | | | | | 18250,00 | |

[ADM-AUC-MB-132]

8 DRILL DOWN IN GENERAL LEDGER HISTORY [Enhancement]



Miscellaneous Billing charges (GL code **MB01**) are posted in summary and do not provide invoice details; therefore, the query screen offers no detail beyond what is shown on the #1110 Transaction History screen. Clicking on [6 Drill Down] for **MB01** transactions will display the message "Cannot View Source. Misc Billing posted in Summary". Other Miscellaneous Billing transactions such as payments or adjustments are available and will drill down to the Transaction DETAIL History screen, as shown below.



8.1 Transaction History & Transaction DETAIL History

[AUC] 1110-Transaction History

All Trx Co Transaction History

Posting # 8886915 FY 2022 Reference# 1600 User Bat# 46

6 Drill Down

| Trx Date | Account Number | Line | GL# | TrxCode | Amount | Type | Display - Transaction Desc |
|-------------|---------------------------|------|-----|---------|----------|------|----------------------------|
| 07-Mar-2022 | 1000-000-0000-00-00-10400 | 22 | 2 | MB02 | 200,00 | DR | Misc Bill Receipt |
| 07-Mar-2022 | 1000-000-0000-00-00-13490 | 25 | 2 | MB02 | 200,00 | CR | Misc Bill Receipt |
| 07-Mar-2022 | 1000-000-0000-00-00-16930 | 24 | 2 | MB02 | 200,00 | DR | Misc Bill Receipt |
| 07-Mar-2022 | 1000-000-0000-00-00-39100 | 2521 | 2 | MB02 | 200,00 | CR | Misc Bill Receipt |
| 07-Mar-2022 | 1000-000-0000-00-00-48000 | 33 | 2 | MB02 | 200,00 | CR | Misc Bill Receipt |
| 07-Mar-2022 | 2290-000-0000-00-00-10400 | 32 | 3 | MB02 | 48070,12 | DR | Misc Bill Receipt |
| 07-Mar-2022 | 2290-000-0000-00-00-13490 | 35 | 3 | MB02 | 48070,12 | CR | Misc Bill Receipt |
| 07-Mar-2022 | 2290-000-0000-00-00-26930 | 34 | 3 | MB02 | 48070,12 | DR | Misc Bill Receipt |
| 07-Mar-2022 | 2290-000-0000-00-00-39100 | | | | | | |
| 07-Mar-2022 | 2290-000-0000-00-00-42410 | | | | | | |

[AUC] 1120-Transaction DETAIL History

All Trx Co Transaction DETAIL History

FY 2022 Account Number 2290-000-0000-00-00-10400 Type Asset Sub-Type Control Status Active Fund Status Active

6 Drill Down

| Trx Date | Reference# | Line | GL# | TrxCode | User Bat# | Posting# | Amount | Type | Notes |
|-------------|------------|------|-----|---------|-----------|----------|----------|------|------------------------|
| 07-Mar-2022 | 1600 | 32 | 3 | MB02 | 46 | 8886915 | 4183,34 | DR | MB Pay Bill# 000016- |
| 07-Mar-2022 | 1600 | 43 | 4 | MB02 | 46 | 8886915 | | | |
| 07-Mar-2022 | 2100 | 52 | 5 | MB02 | 46 | 8886915 | 13533,35 | DR | MB Pay Bill# 000016-00 |

From the Account Balance Listing screen, right click on the posted amount to display the history.

Figure 20 Click on the Display – Notes Column Header Button to view the Bill numbers that comprise the payments.

8.2 #1145 Account Balance Listing Screen

[AUC] 1145-Account Balance Listing

Account Balance Listing

Fiscal Year 2022 Fund 2290 Department 000

Account Type: Asset, Liability, Fund Equity, Revenue

Sub Type: Control, Posting, Summary

| Account Number | Description | Adjusted Budget | Debits | Credits | Encumbrance | In-Progress |
|---------------------------|------------------------|-----------------|-----------|---------|-------------|-------------|
| 2290-000-0000-00-00-42410 | TUITION, SPED COLLABOR | | 106305,25 | | | -12083,00 |

Right Click to View Amount Details

Posted Transaction History for FY 2022 Account 2290-000-0000-00-00-42410 TUITION, SPED COLLABORATIVE

| TrxDate | GL Cod | GLBatch | UserBatch | Reference# | Vendor | CreditAmount | Tot |
|---------------|--------|---------|-----------|------------|--------|--------------|-----|
| 07-Mar-2022 | MB02 | 8886915 | 46 | 1600 | | 48070,12 | |
| 03-Nov-2021 | MB02 | 8886782 | 27 | 1600 | | 51760,02 | |
| 20-Aug-2021 | MB02 | 8886638 | 12 | 13400 | | 725,01 | |
| 20-Aug-2021 | MB02 | 8886640 | 13 | 13800 | | 966,68 | |
| 11-Aug-2021 | MB02 | 8886636 | 11 | 10200 | | 4783,42 | |
| Account Total | | | | | | 106305,25 | |

Fund/Department Total (one account type) 106305,25 -12083,00 -118388,25

