

Finance Manager: Receivables



Reports

The Reporting routines allow your facility to generate reports which may be displayed on line, printed, or exported to Microsoft Excel. These reports are broken out into Customer Reports and Transaction Reports.

Customer Reports

Customer History

The Customer History query provides an audit trail of invoice, invoice adjustment, payment, and payment adjustment activity for a selected customer or range of customers for all dates or for a specified date range.


Access to Customer History

1. Open the Reports menu tree.
2. Open the Customer Reports menu tree.
3. Click the Customer History option.

The Customer History Report window displays.

Use this window to select the reporting criteria.

Running the Customer History Report

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.

2. Choose the **sort order** for the report.

Choose **Customer Name** to sort history records in alphabetical order by customer name.

Choose **Customer ID** to sort history records in numerical order by customer number.

3. Indicate the **report type** to be run.

Set the drop-down to **Summary** to display summarized transaction information – date, transaction, schedule, amount, and transaction amount. The report concludes with the customer balance and Subsidiary and General Ledger Account Breakdowns.

Set the drop-down to **Detail** to display summarized transaction information, along with the description of the billing item(s) for each invoice transaction or the invoice number for each payment transaction. The report concludes with the customer balance and Subsidiary and General Ledger Account Breakdowns.

4. Check the **Include Date Range** box to include the report date range in the report header.
To report on transactions that occurred between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format.

Leave the box unchecked to report on transactions for all dates.

5. Check the box to **include customers with balances only**. Leave the box unchecked if the report should include those customers with or without a balance.

6. Click  to run the report.

Sample reports follow:

Customer History - Summary Listing

| Demo CSD | | | |
|---|--|----------------------------|------------|
| Customer History By Customer Name For All Dates | | | |
| Date | | Schedule | Amount |
| Customer Name: ADAMS, JAMES T | | 105 CENTRAL AVE | |
| Customer ID: 5 | | SARATOGA SPRINGS, NY 12866 | |
| 07/01/2012 | Invoice No. 1 | A - 12 | 583.33 |
| 07/31/2012 | Payment - Receipt No. 129 | A - 20 | -583.33 |
| 08/01/2012 | Invoice No. 5 | A - 11 | 583.33 |
| 09/01/2012 | Invoice No. 9 | A - 10 | 583.33 |
| 10/31/2012 | Invoice No. 14 | A - 9 | 583.33 |
| 11/01/2012 | Invoice No. 18 | A - 8 | 583.33 |
| 12/31/2012 | Invoice No. 24 | A - 7 | 583.33 |
| 12/31/2012 | Payment - Receipt No. 133 | A - 15 | -2,916.66 |
| 01/01/2013 | Invoice No. 29 | A - 6 | 583.33 |
| 02/01/2013 | Invoice No. 34 | A - 5 | 583.33 |
| 03/01/2013 | Invoice No. 39 | A - 4 | 583.33 |
| 03/31/2013 | Payment - Receipt No. 139 | A - 12 | -1,166.66 |
| 04/01/2013 | Invoice No. 44 | A - 3 | 583.33 |
| 04/24/2013 | Payment - Receipt No. 144 | A - 11 | -583.33 |
| 04/24/2013 | Over Payment Credit Memo No. 1 | A - 3 | -116.67 |
| 05/01/2013 | Invoice No. 55 | A - 2 | 583.33 |
| Customer Balance: | | | 1,049.99 |
| Customer Balance Grand Total 1,049.99 | | | |
| Subsidiary Account Breakdown | | | |
| Account | Total | | |
| A2770 | 6,416.63 | | |
| A Fund Total | | | 6,416.63 |
| Grand Total: | | | 6,416.63 |
| General Ledger Account Breakdown | | | |
| Account | Debits | Credits | Total |
| A200 | 18,199.90 | | 18,199.90 |
| A380 | 6,416.63 | 18,199.90 | -11,783.27 |
| A980 | | 6,416.63 | -6,416.63 |
| A Fund Totals: | | 24,616.53 | 0.00 |
| Grand Totals: | | 24,616.53 | 0.00 |

Customer History – Detail Listing

| Demo CSD | | | | |
|--|---|----------|-----------------------------------|-----------|
| Customer History By Customer Name For All Dates | | | | |
| <div> <div>Customer Name: ADAMS, JAMES T</div> <div>Customer ID: 5</div> <div>105 CENTRAL AVE</div> <div>SARATOGA SPRINGS, NY 12866</div> </div> | | | | |
| Date | Transaction | Schedule | Billing Item | Amount |
| 07/01/2012 | Invoice No. 1 | A - 12 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 07/31/2012 | Payment - Receipt No. 129 | A - 20 | Invoice No. 1 - BB - Ind - Cobra | -583.33 |
| | | | Payment Total: | -583.33 |
| 08/01/2012 | Invoice No. 5 | A - 11 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 09/01/2012 | Invoice No. 9 | A - 10 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 10/31/2012 | Invoice No. 14 | A - 9 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 11/01/2012 | Invoice No. 18 | A - 8 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 12/31/2012 | Invoice No. 24 | A - 7 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 12/31/2012 | Payment - Receipt No. 133 | A - 15 | Invoice No. 5 - BB - Ind - Cobra | -583.33 |
| | | | Invoice No. 9 - BB - Ind - Cobra | -583.33 |
| | | | Invoice No. 14 - BB - Ind - Cobra | -583.33 |
| | | | Invoice No. 18 - BB - Ind - Cobra | -583.33 |
| | | | Invoice No. 24 - BB - Ind - Cobra | -583.33 |
| | | | Payment Total: | -2,916.66 |
| 01/01/2013 | Invoice No. 29 | A - 6 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 02/01/2013 | Invoice No. 34 | A - 5 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 03/01/2013 | Invoice No. 39 | A - 4 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |
| 03/31/2013 | Payment - Receipt No. 139 | A - 12 | Invoice No. 29 - BB - Ind - Cobra | -583.33 |
| | | | Invoice No. 34 - BB - Ind - Cobra | -583.33 |
| | | | Payment Total: | -1,166.66 |
| 04/01/2013 | Invoice No. 44 | A - 3 | BB - Ind - Cobra | 583.33 |
| | | | Invoice Total: | 583.33 |

Demo CSD

Customer History By Customer Name For All Dates



| Date | Transaction | Schedule | Billing Item | Amount |
|------------|--|----------|-----------------------------------|----------|
| 04/24/2013 | Payment - Receipt No. 144 | A - 11 | Invoice No. 39 - BS - Ind - Coble | -583.33 |
| | | | Payment Total: | -583.33 |
| 04/24/2013 | Over Payment Credit Memo No. 1 | A - 3 | BS - Ind - Coble | -118.87 |
| | | | Credit Memo Total: | -118.87 |
| 05/01/2013 | Invoice No. 55 | A - 2 | BS - Ind - Coble | 583.33 |
| | | | Invoice Total: | 583.33 |
| | | | Customer Balance: | 1,048.89 |

Customer Balance Grand Total: 1,048.89

Subsidiary Account Breakdown

| Account | Total |
|---------|------------------------|
| A2770 | 6,418.63 |
| | A Fund Total: 6,418.63 |
| | Grand Total: 6,418.63 |

General Ledger Account Breakdown

| Account | Debits | Credits | Total |
|---------|--------------------------|-----------|------------|
| A200 | 18,199.90 | | 18,199.90 |
| A380 | 6,418.63 | 18,199.90 | -11,783.27 |
| A980 | | 6,418.63 | -6,418.63 |
| | A Fund Totals: 24,618.53 | 24,618.53 | 0.00 |
| | Grand Totals: 24,618.53 | 24,618.53 | 0.00 |

Customer Statement

The Customer Statement is a report reflecting the customer's transaction history and current payment standing with your organization based on a selected reporting date range. You can choose to run a summary statement, which shows summary transaction totals for each customer. The detail report lists invoice transaction information in detail.

Access to Customer Statement

1. Open the Reports menu tree.
2. Open the Customer Reports menu tree.
3. Click the Customer Statement option.

The Customer Statement Report displays.

Customer Statement Report

This report will create a statement showing the customers current standing with the municipality under the selected criteria.

Report Criteria

Customer(s): All

Report Type: Detail

Start Date: 01/01/2012

End Date: 09/30/2013

☐ Include Customers with Balances Only

☐ Include Memos


☐ Include Aging

☒ Include Message

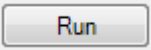
Run Cancel

Use this window to select the reporting criteria.

Running the Customer Statement

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.
2. Indicate the **report type** to be run.

Set the drop-down to **Summary** to print a simple summary of customer transactions for the selected date range.

Set the drop-down to **Detail** to display item billed information details for each transaction.
3. Enter the **starting** and **ending date range** of the reporting period in MM/DD/YYYY format.
4. Check the box to **include customers with balances only**. Leave the box unchecked if the report should include those customers with or without a balance.
5. When printing detailed customer statements, check the box to **include memos**. Leave the box unchecked if the report should exclude free-form memos.
6. Check the box to **include aging** balances. Leave the box unchecked if the report should exclude aging information.
7. Check the box to **include message** on each customer statement. Then type the text of the message in the box that follows. **Example:** "Please be sure to pay bills promptly."
8. Click  to run the report.

A sample statement follows:

Customer Summary Statement**Balance Statement**

Statement Period: 01/01/2012 - 09/30/2013

Statement Date: 9/6/2013

Demo CSD
 10 SCHOOL WAY
 Ste. 207
 NEW YORK, NY 14444

Statement For
 BARKLEY, MICHAEL
 PO BOX 223
 , NY

| Date | Transaction | Amount Total |
|-------------|-----------------------------|--------------|
| 01/01/2012 | Prior Balance Going Forward | 0.00 |
| 02/28/2013 | Credit Memo No. 1 | -25.00 |
| 03/29/2013 | Invoice No. 3 | 175.00 |
| Amount Due: | | 150.00 |

| Aging Balance | | | | | |
|---------------|---------|--------------|--------------|--------------|--------|
| As Of Date | Current | 31 - 60 Days | 61 - 90 Days | Over 90 Days | Total |
| 09/30/2013 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 |

Customer Detail Statement

Balance Statement

Statement Period: 01/01/2012-09/30/2013
 Statement Date: 9/6/2013

Demo CSD
 10 SCHOOL WAY
 Ste. 207
 NEW YORK, NY 14444

Statement For:
BARKLEY, MICHAEL
 PO BOX 223
 , NY

| Date | Transaction | Amount | Amount Total |
|-------------|--------------------------------|--------|--------------|
| 01/01/2012 | Prior Balance Going Forward | | 0.00 |
| 02/28/2013 | Credit Memo No. 1 GED Class | -25.00 | -25.00 |
| | Total: | | -25.00 |
| 03/29/2013 | Invoice No. 3 GED Class | 175.00 | 175.00 |
| | Total: | | 175.00 |
| Amount Due: | | | 150.00 |

| Aging Balance | | | | | |
|---------------|---------|--------------|--------------|--------------|--------|
| As Of Date | Current | 31 - 60 Days | 61 - 90 Days | Over 90 Days | Total |
| 09/30/2013 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 |

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Receivables Aging Listing

The Receivables Aging Listing is a report reflecting a breakdown of outstanding customer invoices that make up your total Accounts Receivable balance due as of a specified date. Aging is provided for the Current Due, 31-60 Days past due, 61-90 Days past due, and Over 90 Days past due. The report reflects any unapplied credit memos and unapplied payments. You can choose to run a summary report, which shows summary totals by customer for each aging period. The detail report lists every invoice in detail by customer under each aging period.

Access to Receivables Aging Listing

1. Open the Reports menu tree.
2. Open the Customer Reports menu tree.
3. Click the Receivables Aging Listing option.

The Receivables Aging Listing window displays.

Demo CSD - Receivables Aging Listing

Receivables Aging Listing

This report will list all aging invoices, credit memos, and payments under the selected criteria.

Report Criteria

Customer(s): All

Sort By: Customer Name


Report Type: Summary

Aging as of: 05/02/2013

☐ Shared
☐ Editable

Use this window to select the reporting criteria.

Running the Aging Listing

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.

2. Choose the **sort order** for the report.

Set the drop-down to **Customer Name** to sort invoice aging information in alphabetical order by customer name.

Set the drop-down to **Customer ID** to sort invoice aging information in numerical ascending order by customer number.

3. Indicate the **report type** to be run.

Set the drop-down to **Summary** to print a simple summary of totals by customer for each aging period.

Set the drop-down to **Detail** to display additional details for each aging period, such as transaction (invoice or payment) reference number, transaction description, transaction date, and transaction amount.

4. Enter the **Aging As Of** date in MM/DD/YYYY format.

5. Click  to run the report.

Sample reports follow:

Receivables Aging Listing - Summary

| Demo CSD | | | | | | |
|--|-------------|----------|--------------|--------------|--------------|----------|
| Receivables Aging Listing As of 5/2/2013 | | | | | | |
| Customer Name | Customer ID | Current | 31 - 60 Days | 61 - 90 Days | Over 90 Days | Total |
| ADAMS, JAMES T | 5 | 466.66 | 583.33 | 0.00 | 0.00 | 1,049.99 |
| DOE, JAMES | 6 | -58.33 | 58.33 | 0.00 | 0.00 | 0.00 |
| Retiree, James T | 8 | 116.66 | 93.33 | 183.33 | 256.66 | 649.98 |
| SMITH SR, JAMES P | 10 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Smith, John T | 9 | 983.33 | 1,083.33 | 0.00 | 0.00 | 2,066.66 |
| Grand Totals: | | 1,508.32 | 2,818.32 | 183.33 | 256.66 | 4,766.63 |

Receivables Aging Listing - Detail

| Demo CSD | | | | | | |
|--|------------------|---|--------------|--------------|--------------|----------|
| Receivables Aging Listing As of 5/2/2013 | | | | | | |
| Customer Name | Customer ID | Current | 31 - 60 Days | 61 - 90 Days | Over 90 Days | Total |
| ADAMS, JAMES T | 5 | 466.66 | 583.33 | 0.00 | 0.00 | 1,049.99 |
| Aging Group | Reference Number | Transaction Description | | Date | Amount | |
| Current | 55 | Invoice No. 55 | | 05/01/2013 | 583.33 | |
| | | Credit Memo No. 1 | | 04/24/2013 | -116.67 | |
| | | Current Total: | | | 466.66 | |
| 31-60 Days | 44 | Invoice No. 44 | | 04/01/2013 | 583.33 | |
| | | 31-60 Days Total: | | | 583.33 | |
| | | Customer Total: | | | 1,049.99 | |
| DOE, JAMES | 6 | -58.33 | 58.33 | 0.00 | 0.00 | 0.00 |
| Aging Group | Reference Number | Transaction Description | | Date | Amount | |
| Current | 50 | Invoice No. 50 | | 05/01/2013 | 58.33 | |
| | | Invoice No. 50 | | 05/01/2013 | -58.33 | |
| | | Payment Receipt No. 142 | | 05/01/2013 | -58.33 | |
| | | Current Total: | | | -58.33 | |
| 31-60 Days | 45 | Invoice No. 45 | | 04/01/2013 | 58.33 | |
| | | 31-60 Days Total: | | | 58.33 | |
| | | Customer Total: | | | 0.00 | |
| Retiree, James T | 8 | 116.66 | 93.33 | 183.33 | 256.66 | 649.98 |
| Aging Group | Reference Number | Transaction Description | | Date | Amount | |
| Current | 54 | Invoice No. 54 | | 05/01/2013 | 183.33 | |
| | | Credit Memo No. 3 | | 04/30/2013 | -66.67 | |
| | | Current Total: | | | 116.66 | |
| 31-60 Days | 46 | Invoice No. 46 | | 04/01/2013 | 183.33 | |
| | | Credit Memo No. 2 | | 05/01/2013 | -90.00 | |
| | | 31-60 Days Total: | | | 93.33 | |

Recurring Bill Analysis

The Accounts Receivable Recurring Bill Analysis is a report reflecting the recurring item or service description and the original amount billed, amount paid, and amount remaining to be billed for that item or service based on a selected date range.

Access to Recurring Bill Analysis

1. Open the Reports menu tree.
2. Open the Customer Reports menu tree.
3. Click the Recurring Bill Analysis option.

The Recurring Bill Analysis Report window displays.

Demo CSD - Recurring Bill Analysis Report

Recurring Bill Analysis Report

This report will list all Recurring Billing Items for Customers under the selected criteria.

Report Criteria

Start Date: 07/01/2012

End Date: 06/30/2013

Customer(s): All

Customer Type(s): All

Status: All


Shared ☐ Editable ☐

Run Cancel

Use this window to select the reporting criteria.

Running the Recurring Bill Analysis Report

1. Enter the **starting** and **ending date range** of the billing reporting period in MM/DD/YYYY format.
2. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.

- Choose one, multiple, or all **Customer Types**. Leave the default value to report on **All** customer types. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer type(s) in the listing and click **OK** to return to the report criteria selection window.
- Use the **Status** drop-down arrow to select the status of the customers whose recurring invoice information is to be displayed on the report.

Select **All** to display Active and Inactive customer information.

Select **Active** to display only Active customer information.

Select **Inactive** to display only Inactive customer information.


- Click  to run the report.

The Recurring Bill Analysis Report provides the following information: customer name, customer ID, customer type, billing item/service description, recurring billing start/end date, total billing amount, amount per bill, amount billed, and remaining amount to be billed.

A sample report follows:

Demo CSD

Recurring Bill Analysis From 7/1/2012 - 6/30/2013



| Customer | Customer ID | Customer Type | Billing Item | Start Date | End Date | Total Billing Amount | Amount Per Bill | Amount Billed | Remaining |
|-------------------|-------------|---------------|-----------------------|------------|----------|----------------------|-----------------|---------------|-----------|
| ADAMS, JAMES T | 5 | | | | | | | | |
| | | | BS - Ind - Cobra | 07/01/2012 | | 7,000.00 | 583.33 | 6,416.63 | 583.37 |
| DOE, JAMES | 6 | Retiree | | | | | | | |
| | | | BS - Ind - Ret | 07/01/2012 | | 700.00 | 58.33 | 583.30 | 116.70 |
| Retiree, James T | 8 | | | | | | | | |
| | | | BS - Family - Retiree | 07/01/2012 | | 2,200.00 | 183.33 | 2,016.63 | 183.37 |
| SMITH SR, JAMES P | 10 | | | | | | | | |
| | | | Tuition - Outside | 07/01/2012 | | 10,000.00 | 1,000.00 | 8,000.00 | 2,000.00 |
| Smith, John T | 9 | | | | | | | | |
| | | | BS - Family - Cobra | 07/01/2012 | | 13,000.00 | 1,083.33 | 11,916.63 | 1,083.37 |
| Grand Totals: | | | | | | 32,900.00 | | 28,933.19 | 3,966.81 |

Transaction Reports

Invoice Listing

The Invoice Listing is a report reflecting the historical transactions for regular and/or recurring invoices for selected customers based on a specified invoice date range. The report reflects the invoice amount and date, any credit amount that was applied, payment amount, and Accounts Receivable schedule.

Access to Invoice Listing

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Invoice Listing option.

The Invoice Listing window displays.

Invoice Listing

This report will list all invoices under the selected criteria.

Report Criteria

Customer(s): All Start Date: 07/01/2012

Sort By: Customer Name End Date: 06/30/2013


Report Type: Summary Invoice Starting Number: 0

Status: All Invoice Ending Number: 999999

Shared Editable Run Cancel

Use this window to select the reporting criteria.

Running the Invoice Listing

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.

2. Choose the **sort order** for the report.

Choose **Customer Name** to sort data in alphabetical order by customer name.

Choose **Customer ID** to sort data in numerical order by customer number.

3. Use the drop-down to choose the **Report Type**.

Set the drop-down to **Summary** to display summarized invoice transaction information – customer name and ID, invoice number, invoice date, invoice type, schedule number, amount billed, credits, payments, and amount due. Customer invoice subtotals and report grand totals are provided.

Set the drop-down to **Detail** to display details of the invoice transaction – customer name and ID, invoice number, invoice date, invoice type, schedule number, description of each invoice item(s) billed, billed amount, total credit and payment amounts, and amount due. Customer invoice subtotals and report grand totals are provided.

4. Choose the invoice **status**.

Choose **All** to report on outstanding invoices as well as those with no balance.

Choose **Outstanding** to report only on outstanding invoices.

5. Enter the starting and ending **invoice date range** for the reporting period in MM/DD/YYYY format. Enter the same date in the starting and ending fields to restrict the report to invoices entered on that particular date.
6. Leave the default **starting** and **ending invoice number** to include ALL invoices within the specified invoice date range. Change the starting and ending invoice numbers to restrict the report to invoices entered between the specified date range.

7. Click  to run the report.

Sample report follows:

Invoice Listing – Summary

Demo CSD



Invoice Listing (Summary) By Customer Name For 7/1/2012 - 6/30/2013

| Customer Name | Customer ID | Invoice Number | Invoice Date | Type | Schedule | Billed | Credits | Paid | Amount Due |
|------------------|-------------|---------------------------|--------------|-----------|----------|----------|---------|----------|------------|
| ADAMS, JAMES T | 5 | 1 | 07/01/2012 | Recurring | A - 12 | 583.33 | | 583.33 | 0.00 |
| | | 5 | 08/01/2012 | Recurring | A - 11 | 583.33 | | 583.33 | 0.00 |
| | | 9 | 09/01/2012 | Recurring | A - 10 | 583.33 | | 583.33 | 0.00 |
| | | 14 | 10/31/2012 | Recurring | A - 9 | 583.33 | | 583.33 | 0.00 |
| | | 18 | 11/01/2012 | Recurring | A - 8 | 583.33 | | 583.33 | 0.00 |
| | | 24 | 12/31/2012 | Recurring | A - 7 | 583.33 | | 583.33 | 0.00 |
| | | 29 | 01/01/2013 | Recurring | A - 6 | 583.33 | | 583.33 | 0.00 |
| | | 34 | 02/01/2013 | Recurring | A - 5 | 583.33 | | 583.33 | 0.00 |
| | | 39 | 03/01/2013 | Recurring | A - 4 | 583.33 | | 583.33 | 0.00 |
| | | 44 | 04/01/2013 | Recurring | A - 3 | 583.33 | | | 583.33 |
| | | 55 | 05/01/2013 | Recurring | A - 2 | 583.33 | 116.67 | | 466.66 |
| | | Customer Invoice Balance: | | | | 6,416.63 | 116.67 | 5,249.97 | 1,049.99 |
| DOE, JAMES | 6 | 2 | 07/01/2012 | Recurring | A - 12 | 58.33 | | 58.33 | 0.00 |
| | | 6 | 08/01/2012 | Recurring | A - 11 | 58.33 | | 58.33 | 0.00 |
| | | 10 | 09/01/2012 | Recurring | A - 10 | 58.33 | | 58.33 | 0.00 |
| | | 15 | 10/31/2012 | Recurring | A - 9 | 58.33 | | 58.33 | 0.00 |
| | | 19 | 11/01/2012 | Recurring | A - 8 | 58.33 | | 58.33 | 0.00 |
| | | 25 | 12/31/2012 | Recurring | A - 7 | 58.33 | | 58.33 | 0.00 |
| | | 30 | 01/01/2013 | Recurring | A - 6 | 58.33 | | 58.33 | 0.00 |
| | | 35 | 02/01/2013 | Recurring | A - 5 | 58.33 | | 58.33 | 0.00 |
| | | 40 | 03/01/2013 | Recurring | A - 4 | 58.33 | | 58.33 | 0.00 |
| | | 45 | 04/01/2013 | Recurring | A - 3 | 58.33 | | | 58.33 |
| | | 50 | 05/01/2013 | Recurring | A - 2 | 58.33 | | | 58.33 |
| | | 50 | 05/01/2013 | Void | A - 2 | -58.33 | | | -58.33 |
| | | Customer Invoice Balance: | | | | 583.30 | 0.00 | 524.97 | 58.33 |
| Retiree, James T | 8 | 3 | 07/01/2012 | Recurring | A - 12 | 183.33 | | 183.33 | 0.00 |
| | | 7 | 08/01/2012 | Recurring | A - 11 | 183.33 | | 183.33 | 0.00 |
| | | 11 | 09/01/2012 | Recurring | A - 10 | 183.33 | | 183.33 | 0.00 |
| | | 16 | 10/31/2012 | Recurring | A - 9 | 183.33 | | 183.33 | 0.00 |
| | | 20 | 11/01/2012 | Recurring | A - 8 | 183.33 | | 183.33 | 0.00 |
| | | 26 | 12/31/2012 | Recurring | A - 7 | 183.33 | | 183.33 | 0.00 |
| | | 31 | 01/01/2013 | Recurring | A - 6 | 183.33 | | 110.00 | 73.33 |

Invoice Listing - Detail

| Demo CSD | | | | | | | | |
|--|----------------|--------------|-----------|-------------|------------------|--------|---------|------------|
| Invoice Listing (Detail) By Customer Name For 7/1/2012 - 6/30/2013 | | | | | | | | |
| Customer Name | Invoice Number | Invoice Date | Type | Customer ID | Billing Item | Billed | Credits | Paid |
| | | | | Schedule | | | | Amount Due |
| ADAMS, JAMES T | | | | 5 | | | | |
| | 1 | 07/01/2012 | Recurring | A - 12 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 5 | 08/01/2012 | Recurring | A - 11 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 9 | 09/01/2012 | Recurring | A - 10 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 14 | 10/31/2012 | Recurring | A - 9 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 18 | 11/01/2012 | Recurring | A - 8 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 24 | 12/31/2012 | Recurring | A - 7 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 29 | 01/01/2013 | Recurring | A - 6 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 34 | 02/01/2013 | Recurring | A - 5 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 39 | 03/01/2013 | Recurring | A - 4 | BS - Ind - Cobra | 583.33 | | 583.33 |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 44 | 04/01/2013 | Recurring | A - 3 | BS - Ind - Cobra | 583.33 | | |
| | | | | | Invoice Total: | 583.33 | 0.00 | 583.33 |
| | 55 | 05/01/2013 | Recurring | A - 2 | BS - Ind - Cobra | 583.33 | 116.67 | |
| | | | | | Invoice Total: | 583.33 | 116.67 | 466.66 |

Invoice History

The Invoice History shows the sequence of transactions against invoices for selected or all customers based on a specified reporting date range.

Access to Invoice History

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Invoice History option.

The Invoice History Report window displays.

Demo CSD - Invoice History Report

Invoice History Report

This report will show a history of the selected invoices by date.

Report Criteria

Customer(s): All
Sort By: Customer Name
Report Type: Summary
Status: All


Invoice Start Date: 07/01/2012
Invoice End Date: 06/30/2013
Invoice Starting Number: 0
Invoice Ending Number: 999999

Shared
Editable

Run Cancel

Use this window to select the reporting criteria.

Running the Invoice History

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.

2. Choose the **sort order** for the report.

Choose **Customer Name** to sort data in alphabetical order by customer name.

Choose **Customer ID** to sort data in numerical order by customer number.

3. Use the drop-down to choose the **Report Type**.

Set the drop-down to **Summary** to display summarized invoice history information – customer name and ID, invoice number, reference number, transaction type (e.g., invoice, credit memo, payment, void, etc.), transaction date, schedule number, and transaction amount. Invoice subtotals and customer invoice grand totals are provided. The report concludes with grand totals

Set the drop-down to **Detail** to display details of the invoice history – customer name and ID, invoice number, reference number, transaction type (e.g., invoice, credit memo, payment, void, etc.), transaction date, schedule number, billing item the transaction was applied to, and amount billed/paid/credited/voided. Individual invoice subtotals and customer invoice grand totals are provided. The report concludes with grand totals.

4. Choose the invoice **status**.

Choose **All** to report on outstanding invoices as well as those with no balance.

Choose **Outstanding** to report only on outstanding invoices.

5. Enter the starting and ending **invoice date range** for the reporting period in MM/DD/YYYY format. Enter the same date in the starting and ending fields to restrict the report to invoices entered on that particular date.
6. Leave the default **starting** and **ending invoice number** to include ALL invoices within the specified invoice date range. Change the starting and ending invoice numbers to restrict the report to invoices entered between the specified date range.


7. Click  to run the report.

Sample reports follow:

Invoice History – Summary

Demo CSD

Invoice History Report By Customer Name For 7/1/2012 - 6/30/2013 (Summary)



| Customer Name | Customer ID | Invoice Number | Reference Number | Type | Date | Schedule | Amount | |
|------------------|-------------|------------------|------------------|---------|------------|----------|---------|------|
| ADAMS, JAMES T | 5 | 1 | | Invoice | 07/01/2012 | A - 12 | 583.33 | |
| | | | 129 | Payment | 04/21/2013 | A - 20 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 5 | | Invoice | 08/01/2012 | A - 11 | 583.33 | |
| | | | 133 | Payment | 04/22/2013 | A - 15 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 9 | | Invoice | 09/01/2012 | A - 10 | 583.33 | |
| | | | 133 | Payment | 04/22/2013 | A - 15 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 14 | | Invoice | 10/31/2012 | A - 9 | 583.33 | |
| | | | 133 | Payment | 04/22/2013 | A - 15 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 18 | | Invoice | 11/01/2012 | A - 8 | 583.33 | |
| | | | 133 | Payment | 04/22/2013 | A - 15 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 24 | | Invoice | 12/31/2012 | A - 7 | 583.33 | |
| | | | 133 | Payment | 04/22/2013 | A - 15 | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 29 | | Invoice | 01/01/2013 | A - 6 | 583.33 | |
| | | | 139 | Payment | 04/22/2013 | A - 12 | -583.33 | |
| Invoice Balance: | | | | | | 0.00 | | |
| 34 | | Invoice | 02/01/2013 | A - 5 | 583.33 | | | |
| | 139 | Payment | 04/22/2013 | A - 12 | -583.33 | | | |
| Invoice Balance: | | | | | | 0.00 | | |

Invoice History – Detail

Demo CSD

INVISION

Invoice History Report By Customer Name For 7/1/2012 - 6/30/2013 (Detail)

| Customer Name | Customer ID | Invoice Number | Reference Number | Type | Date | Schedule | Billing Item | Amount |
|----------------|-------------|------------------|------------------|------------|------------|------------------|------------------|--------|
| ADAMS, JAMES T | 5 | 1 | | Invoice | 07/01/2012 | A - 12 | BS - Ind - Cobra | 583.33 |
| | | | | | | | Invoice Amount: | 583.33 |
| | | 129 | Payment | 04/21/2013 | A - 20 | BS - Ind - Cobra | -583.33 | |
| | | | | | | Payment Amount: | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 5 | | Invoice | 08/01/2012 | A - 11 | BS - Ind - Cobra | 583.33 |
| | | | | | | | Invoice Amount: | 583.33 |
| | | 133 | Payment | 04/22/2013 | A - 15 | BS - Ind - Cobra | -583.33 | |
| | | | | | | Payment Amount: | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | 9 | | | Invoice | 09/01/2012 | A - 10 | BS - Ind - Cobra | 583.33 |
| | | | | | | | Invoice Amount: | 583.33 |
| | | 133 | Payment | 04/22/2013 | A - 15 | BS - Ind - Cobra | -583.33 | |
| | | | | | | Payment Amount: | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | | 14 | | Invoice | 10/31/2012 | A - 9 | BS - Ind - Cobra | 583.33 |
| | | | | | | | Invoice Amount: | 583.33 |
| | | 133 | Payment | 04/22/2013 | A - 15 | BS - Ind - Cobra | -583.33 | |
| | | | | | | Payment Amount: | -583.33 | |
| | | Invoice Balance: | | | | | | 0.00 |
| | 18 | | | Invoice | 11/01/2012 | A - 8 | BS - Ind - Cobra | 583.33 |
| | | | | | | | Invoice Amount: | 583.33 |

Invoices Waiting to Print

The Invoices Waiting to Print routine provides a listing of invoices that are linked to a current open schedule and have not yet been printed. Enter a specific starting and ending date range to restrict the report to invoices entered between the specified range or select a range of invoice numbers. Leave the default dates and invoices to include all unprinted invoices from the selected schedule.

Access to Invoices Waiting to Print

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Invoices Waiting to Print option.

The Invoices Waiting to Print report window displays.

Demo CSD - Invoices Waiting To Print Report

Invoices Waiting To Print Report

This report will list all invoices that have not been printed under the selected criteria.

Report Criteria

Transaction Schedule:

Start Date:



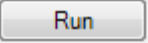
End Date:

Invoice(s):

☐ Shared ☐ Editable

Use this window to select the reporting criteria.

Running the Invoices Waiting to Print Report

1. Use the lookup  to choose the appropriate open **Receivables transaction schedule**.
2. To report on invoices with dates between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format.
3. Choose one, multiple, or all **invoices**. Leave the default value to report on **All** invoices. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate invoice(s) in the listing and click **OK** to return to the report criteria selection window.
4. Click  to generate the report.

The Invoices Waiting to Print Report provides the following information: invoice number, invoice date, customer name and number, amount billed, credit or adjustment amount (if any), and amount due. The report concludes with the total amount of invoices waiting to print based on the selected reporting criteria.

A sample report follows:

| Demo CSD | | | | | | |
|---|--------------|---------------|-------------|--------|---------|------------|
| Invoices Waiting To Print From 5/1/2013 - 5/31/2013 For Schedule A - 2: May 2013 Invoices | | | | | | |
| Invoice Number | Invoice Date | Customer Name | Customer ID | Billed | Credits | Amount Due |
| 57 | 05/01/2013 | DOE, JAMES | 6 | 58.33 | | 58.33 |
| Grand Totals: | | | | 58.33 | 0.00 | 58.33 |

Voided Invoices

The Voided Invoices Report lists those invoices that were voided between a specified date range.

Access to Voided Invoices Report

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Voided Invoices option.

The Voided Invoices Report window displays.

Demo CSD - Voided Invoices Report

Voided Invoices Report

This report will list all voided invoices under the selected criteria.

Report Criteria

Start Date: 07/01/2012

End Date: 06/30/2013

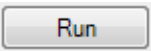
Shared ☐

Editable ☐

Run Cancel

Use this window to select the reporting criteria.

Running the Voided Invoices Report

1. To report on invoices that were voided between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format.
2. Click  to generate the report.

The Voided Invoice Report provides the following information: invoice number, void date, customer name, customer ID, and invoice amount due.

A sample report follows:

| Demo CSD | | | | |
|--|------------------|----------------------|--------------------|-------------------|
| Voided Invoice Report From 7/1/2012 - 6/30/2013 | | | | |
| Invoice Number | Void Date | Customer Name | Customer ID | Amount Due |
| 50 | 05/01/2013 | DOE, JAMES | 6 | 58.33 |
| 53 | 05/01/2013 | SMITH SR, JAMES P | 10 | 1,000.00 |
| Grand Total: | | | | 1,058.33 |

Credit Memo Listing

The Credit Memo Listing Report lists all credit memos within a specified date range for all or selected customers.

Access to Credit Memo Listing Report

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Credit Memo Listing option.

The Credit Memo Listing report window displays.

Demo CSD - Credit Memo Listing

Credit Memo Listing

This report will list all credit memos under the selected criteria.

Report Criteria


| | | | |
|--------------|---------------|------------------------------|------------|
| Customer(s): | All | Start Date: | 07/01/2012 |
| Report Type: | Summary | End Date: | 06/30/2013 |
| Sort By: | Customer Name | Credit Memo Starting Number: | 0 |
| Status: | All | Credit Memo Ending Number: | 999999 |

☐ Shared ☐ Editable

Run Cancel

Use this window to select the reporting criteria.

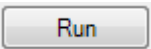
Running the Credit Memo Listing

1. Choose one, multiple, or all **customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.
2. Using the drop-down, choose the report type – **Summary** or **Detail**.
The Credit Memo **Summary** Listing includes the following information: customer name, customer ID number, credit memo number, credit memo date, schedule ID, credit amount, applied credit amount, and credit balance. Credit memo subtotals are provided for each customer. The report concludes with the grand total credit amounts.
The Credit Memo **Detail** Listing includes the following information: customer name, customer ID number, credit memo number, credit memo date, schedule ID, invoice number, credit application date, billing item, and credit amount.
Customer credit memo subtotals and report grand totals are also provided.
3. Choose the **sort order** for the report.

Choose **Customer Name** to sort credit memos in alphabetical order by customer name.

Choose **Customer ID** to sort credit memos in numerical order by customer number.
4. Choose the credit memo **status** to include on the report.

Choose **All** to include all credit memos (applied to invoices and unapplied).


Choose **Outstanding** to include only unapplied credit memos.
5. To report on credit memo transactions that occurred between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format.
6. Enter the **starting and ending credit memo number** to restrict the report to a range of credit memo transactions. Leave the default entries in the starting and ending Credit Memo Number fields to include all credit memos in the report.
7. Click  to generate the report.

Sample reports follow:

Credit Memo Summary Listing

Demo CSD

Credit Memo Listing (Summary) By Customer Name For 7/1/2012 - 6/30/2013




| Customer Name | Customer ID | Credit Memo Number | Credit Memo Date | Schedule | Credit Amount | Applied Credit Amount | Credit Balance |
|------------------|-------------|-------------------------------|------------------|----------|---------------|-----------------------|----------------|
| ADAMS, JAMES T | 5 | 1 | 04/24/2013 | A - 3 | 116.67 | 116.67 | 0.00 |
| | | Customer Credit Memo Balance: | | | 116.67 | 116.67 | 0.00 |
| Retiree, James T | 8 | 2 | 05/01/2013 | A - 2 | 90.00 | 90.00 | 0.00 |
| | | 3 | 04/30/2013 | A - 3 | 66.67 | 66.67 | 0.00 |
| | | Customer Credit Memo Balance: | | | 156.67 | 156.67 | 0.00 |
| Smith, John T | 9 | 4 | 04/30/2013 | A - 3 | 100.00 | 100.00 | 0.00 |
| | | Customer Credit Memo Balance: | | | 100.00 | 100.00 | 0.00 |
| Grand Total: | | | | | 373.34 | 373.34 | 0.00 |

Credit Memo Detail Listing

Demo CSD

Credit Memo Listing (Detail) By Customer Name For 7/1/2012 - 6/30/2013



| Customer Name | Customer ID | Credit Memo Number | Credit Memo Date | Schedule | Invoice Number | Application Date | Billing Item | Credit Amount |
|------------------|-------------|--------------------|------------------|----------|----------------|------------------|-------------------------------|---------------|
| ADAMS, JAMES T | 5 | 1 | 04/24/2013 | A - 3 | | | BS - Ind - Cobra | 116.67 |
| | | | | | 55 | 05/01/2013 | BS - Ind - Cobra | -116.67 |
| | | | | | | | Credit Memo Balance: | 0.00 |
| | | | | | | | Customer Credit Memo Balance: | 0.00 |
| Retiree, James T | 8 | 2 | 05/01/2013 | A - 2 | | | BS - Family - Retiree | 90.00 |
| | | | | | 46 | 04/24/2013 | BS - Family - Retiree | -90.00 |
| | | | | | | | Credit Memo Balance: | 0.00 |
| | | 3 | 04/30/2013 | A - 3 | | | BS - Family - Retiree | 66.67 |
| | | | | | 54 | 05/01/2013 | BS - Family - Retiree | -66.67 |
| | | | | | | | Credit Memo Balance: | 0.00 |
| | | | | | | | Customer Credit Memo Balance: | 0.00 |
| Smith, John T | 9 | 4 | 04/30/2013 | A - 3 | | | BS - Family - Cobra | 100.00 |
| | | | | | 56 | 05/01/2013 | BS - Family - Cobra | -100.00 |
| | | | | | | | Credit Memo Balance: | 0.00 |
| | | | | | | | Customer Credit Memo Balance: | 0.00 |
| | | | | | | | Grand Total: | 0.00 |

Payment Listing

The Payment Listing Report lists all payment receipts within a specified date range for all or selected customers.

Access to Payment Listing Report

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Payment Listing option.

The Payment Listing report window displays.

Payment Listing

This report will list all payments under the selected criteria.


Report Criteria

Customer(s): All
Report Type: Summary
Start Date: 07/01/2012
End Date: 06/30/2013
Sort By: Customer Name
Receipt Starting Number: 0
Receipt Ending Number: 99999999

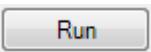
Shared
Editable
Run Cancel

Use this window to select the reporting criteria.

Running the Payment Listing

1. Choose one, multiple, or all **Customers**. Leave the default value to report on **All** customers. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate customer(s) in the listing and click **OK** to return to the report criteria selection window.
2. Using the drop-down, choose the report type – **Summary** or **Detail**.
The Payment **Summary** Listing includes the following information: customer name, customer ID number, receipt number, payment date, schedule ID, payments applied, payment credits, and payment amount.
The Payment **Detail** Listing includes the following information: customer name, customer ID number, receipt number, payment date, schedule ID, receipt description, payment method, payment reference number, billing item, and payment amount.
Customer payment subtotals and report grand totals are provided in both report types.
3. To report on cash receipt transactions that occurred between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format.
4. Choose the **sort order** for the report.

Choose **Customer Name** to sort payment records in alphabetical order by customer name.


Choose **Customer ID** to sort payment records in numerical order by customer number.
5. Enter the **starting and ending cash receipt number** to restrict the report to a range of cash receipt transactions. Leave the default entries in the starting and ending Receipt Number fields to include all receipts in the report.
6. Click  to generate the report.

Sample reports follow:

Payment Summary Listing

Demo CSD

Payment Listing (Summary) By Customer Name For 7/1/2012 - 6/30/2013



| Customer Name | Customer ID | Receipt Number | Payment Date | Schedule | Payments Applied | Payment Credits | Payment Amount |
|--------------------------|-------------|--------------------------|--------------|----------|------------------|-----------------|----------------|
| ADAMS, JAMES T | 5 | 129 | 07/31/2012 | A - 20 | 583.33 | 0.00 | 583.33 |
| | | 133 | 12/31/2012 | A - 15 | 2,916.65 | 0.00 | 2,916.65 |
| | | 139 | 03/31/2013 | A - 12 | 1,166.66 | 0.00 | 1,166.66 |
| | | 144 | 04/24/2013 | A - 11 | 583.33 | 116.67 | 700.00 |
| | | Customer Payment Totals: | | | 5,249.97 | 116.67 | 5,366.64 |
| DOE, JAMES | 6 | 130 | 07/27/2012 | A - 20 | 58.33 | 0.00 | 58.33 |
| | | 135 | 12/31/2012 | A - 15 | 291.65 | 0.00 | 291.65 |
| | | 140 | 03/01/2013 | A - 12 | 58.33 | 0.00 | 58.33 |
| | | 142 | 05/01/2013 | A - 10 | | 0.00 | 58.33 |
| | | 143 | 04/24/2013 | A - 11 | 58.33 | 0.00 | 58.33 |
| | | 145 | 04/30/2013 | A - 11 | 58.33 | 0.00 | 58.33 |
| Customer Payment Totals: | | | 524.97 | 0.00 | 583.30 | | |
| Retiree, James T | 8 | 131 | 07/31/2012 | A - 20 | 183.33 | 0.00 | 183.33 |
| | | 132 | 12/31/2012 | A - 15 | 733.32 | 0.00 | 733.32 |
| | | 146 | 04/30/2013 | A - 11 | 183.33 | 66.67 | 250.00 |
| | | 148 | 04/30/2013 | A - 11 | 110.00 | 0.00 | 110.00 |
| Customer Payment Totals: | | | 1,209.98 | 66.67 | 1,276.65 | | |
| SMITH SR, JAMES P | 10 | 136 | 12/31/2012 | A - 15 | 4,000.00 | 0.00 | 4,000.00 |
| | | 138 | 03/31/2013 | A - 12 | 3,000.00 | 0.00 | 3,000.00 |
| Customer Payment Totals: | | | 7,000.00 | 0.00 | 7,000.00 | | |
| Smith, John T | 9 | 134 | 12/31/2012 | A - 15 | 6,499.98 | 0.00 | 6,499.98 |
| | | 137 | 03/01/2013 | A - 12 | 3,249.99 | 0.00 | 3,249.99 |
| | | 147 | 04/30/2013 | A - 11 | | 0.00 | 100.00 |
| Customer Payment Totals: | | | 9,749.97 | 0.00 | 9,849.97 | | |
| Grand Totals: | | | | | 23,734.89 | 183.34 | 24,076.56 |

Payment Detail Listing

| Demo CSD | | | | | | | nVISION | |
|--|--------------|----------|--------------------------------|------------------|---------------------------------|--------------------------|---------|----------------|
| Payment Listing (Detail) By Customer Name For 7/1/2012 - 6/30/2013 | | | | | | | | |
| Receipt Number | Payment Date | Schedule | Description | Payment Method | Payment Reference | | | |
| | | | | Reference Number | Billing Item | | | Payment Amount |
| ADAMS, JAMES T - 5 | | | | | | | | |
| 129 | 07/31/2012 | A - 20 | A/R Receipt for ADAMS, JAMES T | Check | 123 | | | |
| | | | | 1 | BS - Ind - Cobra | | | 583.33 |
| | | | | | | Payment Totals: | | 583.33 |
| 133 | 12/31/2012 | A - 15 | A/R Receipt for ADAMS, JAMES T | Check | 9675 | | | |
| | | | | 24 | BS - Ind - Cobra | | | 583.33 |
| | | | | 18 | BS - Ind - Cobra | | | 583.33 |
| | | | | 14 | BS - Ind - Cobra | | | 583.33 |
| | | | | 9 | BS - Ind - Cobra | | | 583.33 |
| | | | | 5 | BS - Ind - Cobra | | | 583.33 |
| | | | | | | Payment Totals: | | 2,916.65 |
| 139 | 03/31/2013 | A - 12 | A/R Receipt for ADAMS, JAMES T | Check | 5318 | | | |
| | | | | 34 | BS - Ind - Cobra | | | 583.33 |
| | | | | 29 | BS - Ind - Cobra | | | 583.33 |
| | | | | | | Payment Totals: | | 1,166.66 |
| 144 | 04/24/2013 | A - 11 | A/R Receipt for ADAMS, JAMES T | Check | 4567 | | | |
| | | | | 39 | BS - Ind - Cobra | | | 583.33 |
| | | | | 1 | Over Payment - BS - Ind - Cobra | | | 116.67 |
| | | | | | | Payment Totals: | | 700.00 |
| | | | | | | Customer Payment Totals: | | 5,366.64 |
| DOE, JAMES - 6 | | | | | | | | |
| 130 | 07/27/2012 | A - 20 | A/R Receipt for DOE, JAMES | Check | 456 | | | |
| | | | | 2 | BS - Ind - Ret | | | 58.33 |
| | | | | | | Payment Totals: | | 58.33 |
| 135 | 12/31/2012 | A - 15 | A/R Receipt for DOE, JAMES | Check | 1876 | | | |
| | | | | 25 | BS - Ind - Ret | | | 58.33 |
| | | | | 19 | BS - Ind - Ret | | | 58.33 |
| | | | | 15 | BS - Ind - Ret | | | 58.33 |

Print Payment Receipts

Once a payment has been entered, a receipt can be printed for the customer via the Print Payment Receipts option.

Access to Print Payment Receipts

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Print Payment Receipts option.

The Print Payment Receipts report window displays.

Setauket Central School District - Print Payment Receipts

Print Payment Receipts

This report will print all payment receipts for the selected customer(s).

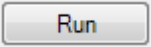
Report Criteria

Starting Receipt Number:

Ending Receipt Number:

Use this window to select the reporting criteria.

Printing Payment Receipts

1. Enter the **starting** and **ending receipt number**. To print one receipt, enter the same number in the starting and ending fields. Leave the default entries in the starting and ending Receipt Number fields to print all receipts.
2. Click  to generate the report.

A sample receipt follows:

Setauket Central School District
Payment Receipt

Received From:
Customer ID: 120
Customer Name: Huntington Schools
A/R Receipt for Huntington Schools

Receipt Number: 9516404
Payment Reference: 7789789
Payment Date: 04/09/2013

| Ref Number | Billing Item | Billing Item Description | Amount |
|----------------|--------------------------|--------------------------|--------|
| 2167 | Blue Shield Family COBRA | Blue Shield Family COBRA | 500.00 |
| Payment Total: | | | 500.00 |

Signature

Cash Receipt Query

The Cash Receipt Query provides a detailed report of selected cash receipts for a selected date range.

Access to Cash Receipt Query

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Cash Receipt Query option.

The Cash Receipt Query report window displays.

Demo CSD - Cash Receipt Query

Cash Receipt Query

This report will list all of the details of all of the selected Cash Receipts.

Report Criteria

Starting Cash Receipt:

Ending Cash Receipt:

Starting Amount:

Ending Amount:

Start Date:

End Date: ☐ Prior Year


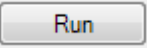
Fund(s):

☐ Shared ☐ Editable


Use this window to select the reporting criteria.

Running the Cash Receipt Query

1. Enter the **starting and ending cash receipt number** to restrict the report to a range of cash receipt transactions. Leave the default entries in the starting and ending Cash Receipt Number fields to include all cash receipts in the report.
2. Use the **Starting** and **Ending Amount** fields to restrict the report to cash receipts within a specified dollar range.

- To report on cash receipt transactions that occurred between a specified **date range**, enter the **starting** and **ending dates** of the reporting period in MM/DD/YYYY format. Check the **Prior Year** box to report on cash receipts for the previous year.
- Choose one, multiple, or all **Funds**. Leave the default value to report on **All** funds. Otherwise, change the drop-down arrow to **Selection** and click the lookup button . Highlight the appropriate fund(s) in the listing and click **OK** to return to the report criteria selection window.
- Click  to generate the report.

The Cash Receipt Query provides the following information: reference number, receipt date, receipt description, and account distribution. Cash receipt subtotals and report grand totals are also provided. A sample report follows:

| Demo CSD | | | | |  | |
|---|-----------|----------------------------------|---------------------|------------|---|--|
| Cash Receipt Query Report from 7/1/2012 to 6/30/2013 in between \$0.00 and \$999,999,999.99 | | | | | | |
| Ref# | Date | Receipt Entry / Explanation | Account | Debits | Credits | |
| | | | Cash Receipt Total: | 58.33 | 58.33 | |
| 144 | 4/24/2013 | A/R Receipt for ADAMS, JAMES T | | | | |
| | | | A200 | 116.67 | 0.00 | |
| | | | A200 | 583.33 | 0.00 | |
| | | | A380 | 0.00 | 116.67 | |
| | | | A380 | 0.00 | 583.33 | |
| | | | Cash Receipt Total: | 700.00 | 700.00 | |
| 145 | 4/30/2013 | A/R Receipt for DOE, JAMES | | | | |
| | | | A200 | 58.33 | 0.00 | |
| | | | A380 | 0.00 | 58.33 | |
| | | | Cash Receipt Total: | 58.33 | 58.33 | |
| 146 | 4/30/2013 | A/R Receipt for Retiree, James T | | | | |
| | | | A200 | 66.67 | 0.00 | |
| | | | A200 | 183.33 | 0.00 | |
| | | | A380 | 0.00 | 66.67 | |
| | | | A380 | 0.00 | 183.33 | |
| | | | Cash Receipt Total: | 250.00 | 250.00 | |
| 147 | 4/30/2013 | A/R Receipt for Smith, John T | | | | |
| | | | A200 | 100.00 | 0.00 | |
| | | | A380 | 0.00 | 100.00 | |
| | | | Cash Receipt Total: | 100.00 | 100.00 | |
| 148 | 4/30/2013 | A/R Receipt for Retiree, James T | | | | |
| | | | A200 | 110.00 | 0.00 | |
| | | | A380 | 0.00 | 110.00 | |
| | | | Cash Receipt Total: | 110.00 | 110.00 | |
| | | | Grand Total: | 207,538.23 | 207,538.23 | |

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Cash Receipt Schedules

The Cash Receipt Schedules report lists the cash receipt transactions for a selected open or closed schedule.

Access to Cash Receipt Schedules

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Cash Receipt Schedules option.

The Cash Receipt Schedules report window displays.

Demo CSD - Cash Receipt Schedules

Cash Receipt Schedules

This report will list all the Cash Receipts for the selected Schedule under the specified criteria.

Search ▾ Fund: (All) ▾ Status: Open ▾

| Schedule | Description | StartDate | EndDate |
|----------|--------------------------|------------|------------|
| A - 10 | May 2013 Cash Receipts | 05/01/2013 | 05/31/2013 |
| A - 11 | April 2013 Cash Receipts | 04/01/2013 | 04/30/2013 |
| A - 12 | March 2013 Cash Receipts | 03/01/2013 | 03/31/2013 |
| A - 9 | June 2013 Cash Receipts | 06/01/2013 | 06/30/2013 |
| | | | |
| | | | |
| | | | |

Report Criteria

Starting Cash Receipt No.:

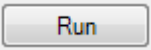
Ending Cash Receipt No.:

Include Account Distribution: No ▾

Run Cancel

Use this window to select the reporting criteria.

Running the Cash Receipt Schedules Report

1. If necessary, use the **Fund** drop-down arrow to restrict the listing to those schedules associated with a specific fund.
2. Use the **Status** drop-down arrow above the listing to select the **type** of schedule - **Open** or **Closed**. The listing displays open or closed Cash Receipt schedules based on your selection.
3. In the listing, highlight the appropriate **schedule**.
4. Enter the **starting and ending cash receipt number** to restrict the report to a range of cash receipt transactions. Leave the default entries in the starting and ending Cash Receipt Number fields to include all cash receipts from the selected Cash Receipt schedule in the report.
5. Set the **Include Account Distribution** drop-down to **Yes** if the report should include schedule distribution totals by account by fund.
6. Click  to generate the report.

The Cash Receipt Schedules Report provides the following information when the **Include Account Distribution** flag is set to **NO**: receipt number, receipt date, receipt description, customer name, customer ID number, and amount received. Deposit totals are provided by day. The report concludes with the total cash receipt count and schedule totals. When the **Include Account Distribution** flag is set to **YES**, the report provides the receipt number, receipt date, receipt description, additional explanation, account code with debit/credit amount, and schedule distribution totals by account by fund.

Sample reports follow:

Cash Receipt Schedules Report – Include Distribution = No

| Demo CSD | | | | | | NVISION | |
|---|-----------|----------------------------------|------------|------------------|-----------------|----------|--|
| Cash Receipt Schedule Report For A - 11: April 2013 Cash Receipts | | | | | | | |
| Receipt | Date | Receipt Description | CustomerID | Customer Name | Amount | | |
| 143 | 4/24/2013 | A/R Receipt for DOE, JAMES | 6 | DOE, JAMES | 58.33 | | |
| 144 | 4/24/2013 | A/R Receipt for ADAMS, JAMEST | 5 | ADAMS, JAMES T | 700.00 | | |
| Day's Deposit Total: | | | | | 758.33 | | |
| 145 | 4/30/2013 | A/R Receipt for DOE, JAMES | 6 | DOE, JAMES | 58.33 | | |
| 146 | 4/30/2013 | A/R Receipt for Retiree, James T | 8 | Retiree, James T | 250.00 | | |
| 147 | 4/30/2013 | A/R Receipt for Smith, John T | 9 | Smith, John T | 100.00 | | |
| 148 | 4/30/2013 | A/R Receipt for Retiree, James T | 8 | Retiree, James T | 110.00 | | |
| Day's Deposit Total: | | | | | 518.33 | | |
| Total Cash Receipt Count: 6 | | | | | Schedule Total: | 1,276.66 | |

Cash Receipt Schedules Report – Include Distribution = Yes

| Demo CSD | | | | | | NVISION | |
|---|-----------|----------------------------------|----------------------------------|---------|---------------------------|----------|----------|
| Cash Receipt Schedule Report For A - 11: April 2013 Cash Receipts | | | | | | | |
| Receipt | Date | Receipt Description | Additional Explanation | Account | Debits | Credits | |
| 143 | 4/24/2013 | A/R Receipt for DOE, JAMES | A/R Receipt for DOE, JAMES | A200 | 58.33 | 0.00 | |
| | 4/24/2013 | A/R Receipt for DOE, JAMES | A/R Receipt for DOE, JAMES | A380 | 0.00 | 58.33 | |
| 144 | 4/24/2013 | A/R Receipt for ADAMS, JAMEST | A/R Receipt for ADAMS, JAMEST | A200 | 116.67 | 0.00 | |
| | 4/24/2013 | A/R Receipt for ADAMS, JAMEST | A/R Receipt for ADAMS, JAMEST | A200 | 583.33 | 0.00 | |
| | 4/24/2013 | A/R Receipt for ADAMS, JAMEST | A/R Receipt for ADAMS, JAMEST | A380 | 0.00 | 116.67 | |
| | 4/24/2013 | A/R Receipt for ADAMS, JAMEST | A/R Receipt for ADAMS, JAMEST | A380 | 0.00 | 583.33 | |
| 145 | 4/30/2013 | A/R Receipt for DOE, JAMES | A/R Receipt for DOE, JAMES | A200 | 58.33 | 0.00 | |
| | 4/30/2013 | A/R Receipt for DOE, JAMES | A/R Receipt for DOE, JAMES | A380 | 0.00 | 58.33 | |
| 146 | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A200 | 66.67 | 0.00 | |
| | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A200 | 183.33 | 0.00 | |
| | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A380 | 0.00 | 66.67 | |
| | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A380 | 0.00 | 183.33 | |
| 147 | 4/30/2013 | A/R Receipt for Smith, John T | A/R Receipt for Smith, John T | A200 | 100.00 | 0.00 | |
| | 4/30/2013 | A/R Receipt for Smith, John T | A/R Receipt for Smith, John T | A380 | 0.00 | 100.00 | |
| 148 | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A200 | 110.00 | 0.00 | |
| | 4/30/2013 | A/R Receipt for Retiree, James T | A/R Receipt for Retiree, James T | A380 | 0.00 | 110.00 | |
| Total Cash Receipt Count: 6 | | | | | General Ledger Totals: | 1,276.66 | 1,276.66 |
| | | | | | Subsidiary Ledger Totals: | 0.00 | 0.00 |

Receivables Schedules

The Receivables Schedules routine is used to generate a report displaying those printed and unprinted invoices and credit memos linked to a selected open or closed Accounts Receivable schedule. The report displays invoices and credit memos for a selected schedule in transaction number order and includes the transaction date, transaction type, customer name, customer ID, and transaction amount. You can enter a starting transaction number to restrict the report to a specific range of transactions or include all transactions for the selected schedule. Options are provided to print a Summary or Detail report, where the Detail report includes the billing item, debit and credit accounts, and invoice and credit memo amounts for each line item. Both the Summary and Detail reports conclude with subsidiary totals by account by fund and general ledger account entries by fund.

Access to Receivables Schedules

1. Open the Reports menu tree.
2. Open the Transaction Reports menu tree.
3. Click the Receivables Schedules option.

The Receivables Schedules report window displays.

Receivables Schedules

This report will list all invoices and details for the selected schedule.

Search Fund: (All) Status: Open

| Schedule | Description | StartDate | EndDate |
|----------|---------------------|------------|------------|
| A - 1 | June 2013 Invoices | 06/01/2013 | 06/30/2013 |
| A - 2 | May 2013 Invoices | 05/01/2013 | 05/31/2013 |
| A - 3 | April 2013 Invoices | 04/01/2013 | 04/30/2013 |
| A - 4 | March 2013 Invoices | 03/01/2013 | 03/31/2013 |

Report Criteria

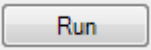
Transaction Starting Number: 0 Report Type: Summary

Transaction Ending Number: 999999

Shared Editable Run Cancel

Use this window to select reporting criteria.

Running the Receivables Schedules Report

1. If necessary, use the **Fund** drop-down arrow to restrict the listing to those schedules associated with a specific fund.
2. Using the **Status** drop-down arrow above the listing, select the **type** of schedule - **Open** or **Closed**. The listing displays open or closed Accounts Receivables schedules based on your selection.
3. In the listing, highlight the appropriate **schedule**.
4. Enter the **starting and ending transaction number** to restrict the report to a range of invoice and credit memo transactions. Leave the default entries in the starting and ending Transaction Number fields to include all invoices and credit memos from the selected Accounts Receivable schedule in the report.
5. Set the drop-down to **Summary** or **Detail** to indicate the type of report to generate. The Detail report includes the billing item and debit and credit accounts for each transaction.
6. Click  to generate the report.

The Receivables Schedules Report provides the following information: transaction number, transaction date, transaction type (e.g., Invoice, Credit Memo), customer name, customer ID number, and transaction amount.

Sample reports follows:

Receivables Schedules Report For A - 3 From 4/1/2013 - 4/30/2013

05/03/2013

Receivables Schedules Summary Report – Page 2

Demo CSD



Receivables Schedules Report For A - 3 From 4/1/2013 - 4/30/2013

Subsidiary Account Breakdown

| Account | Total |
|----------------------|-----------------|
| A2230 | 1,000.00 |
| A2770 | 1,908.32 |
| A Fund Total: | 2,908.32 |
| Grand Total: | 2,908.32 |

General Ledger Account Breakdown

| Account | Debits | Credits | Total |
|-----------------------|-----------------|-----------------|-------------|
| A380 | 2,908.32 | | 2,908.32 |
| A980 | | 2,908.32 | -2,908.32 |
| A Fund Totals: | 2,908.32 | 2,908.32 | 0.00 |
| Grand Totals: | 2,908.32 | 2,908.32 | 0.00 |

05/03/2013

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Receivables Schedules Detail Report – Page 1

| Demo CSD | | | | | | | | |
|--|------------------|------------------|-------------------|-------------|-----------------------|----------------|--------------------|----------|
| Receivables Schedules Report For A - 3 From 4/1/2013 - 4/30/2013 | | | | | | | | |
| Transaction Number | Transaction Date | Transaction Type | Customer Name | Customer ID | Billing Item | Credit Account | Debit Account | Amount |
| 1 | 04/24/2013 | Credit Memo | ADAMS, JAMES T | 5 | BS - Ind - Cobra | A 2770 | A 380 | -116.67 |
| | | | | | | | Credit Memo Total: | -116.67 |
| 3 | 04/30/2013 | Credit Memo | Retiree, James T | 8 | BS - Family - Retiree | A 2770 | A 380 | -66.67 |
| | | | | | | | Credit Memo Total: | -66.67 |
| 4 | 04/30/2013 | Credit Memo | Smith, John T | 9 | BS - Family - Cobra | A 2770 | A 380 | -100.00 |
| | | | | | | | Credit Memo Total: | -100.00 |
| 44 | 04/01/2013 | Invoice | ADAMS, JAMES T | 5 | BS - Ind - Cobra | A 2770 | A 380 | 583.33 |
| | | | | | | | Invoice Total: | 583.33 |
| 45 | 04/01/2013 | Invoice | DOE, JAMES | 6 | BS - Ind - Ret | A 2770 | A 380 | 58.33 |
| | | | | | | | Invoice Total: | 58.33 |
| 46 | 04/01/2013 | Invoice | Retiree, James T | 8 | BS - Family - Retiree | A 2770 | A 380 | 183.33 |
| | | | | | | | Invoice Total: | 183.33 |
| 47 | 04/01/2013 | Invoice | Smith, John T | 9 | BS - Family - Cobra | A 2770 | A 380 | 1,083.33 |
| | | | | | | | Invoice Total: | 1,083.33 |
| 48 | 04/01/2013 | Invoice | SMITH SR, JAMES P | 10 | Tuition - Outside | A 2230 | A 380 | 1,000.00 |
| | | | | | | | Invoice Total: | 1,000.00 |
| Schedule Total: | | | | | | | | 2,624.98 |
| 05/03/2013 | | | | | | | | |
| Page | | | | | | | | 1/2 |

Receivables Schedules Detail Report – Page 2

Demo CSD



Receivables Schedules Report For A - 3 From 4/1/2013 - 4/30/2013

Subsidiary Account Breakdown

| Account | Total |
|----------------------|-----------------|
| A2230 | 1,000.00 |
| A2770 | 1,908.32 |
| A Fund Total: | 2,908.32 |
| Grand Total: | 2,908.32 |

General Ledger Account Breakdown

| Account | Debits | Credits | Total |
|-----------------------|-----------------|-----------------|-------------|
| A380 | 2,908.32 | | 2,908.32 |
| A980 | | 2,908.32 | -2,908.32 |
| A Fund Totals: | 2,908.32 | 2,908.32 | 0.00 |
| Grand Totals: | 2,908.32 | 2,908.32 | 0.00 |

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