MMS2 UTILITIES MANUAL

File Maintenance

Account Maintenance

Changes made to an address, rate, service type, or status on an account should be made in the account maintenance. The account number should always be nine digits long. The account name, if not a residential account, should be keyed as read. If an account is residential, always key as follows: last name, comma, first name. (For example: John A. Doe Sr. would be keyed Doe Sr., John A.) The comma must be keyed on residential accounts.

General Tab

Mailing Address:	First line - in care of or contact name (is not required). Second line - mailing address. Third line – city, state, and zip code.
Bar Code Zip:	This information is provided with a Cass Certification, leave this blank.
Soc Sec #:	Key the social security number without dashes.
DL #:	Enter Drivers License number
Race:	Select from the list the race of the account holder.
Telephone:	Key the telephone number, including the area code, without dashes.
Cell Phone:	Key the cell phone number, including the area code, without dashes.
Svc Addr:	Key the house/building number in the first field. The street name should be keyed in the second field. Be consistent with spelling and punctuation. Click on the first icon […] to bring up a list of street address. Maintaining and using this option will insure correct street names. If you have internet capabilities you can click on the second icon to the right of the street address and you will be taken to a map of the street address.
Type:	Select from the list the type of account to determine a tax rate.
Status:	Active – will receive a bill. Inactive – will not receive a bill. Final – will receive a bill and will become inactive after deposit refunds are completed. New Account – will not receive a bill and will become active after the month is closed. Vacant – will not receive a bill. Disconnected – will not receive a bill.
Beat Number:	Enter Beat or Ward number for service address. Enter 99 in the beat number if this account is set up for a well.
Credit Code:	Change the number as needed to represent the number of returned checks this account holder has written.
Late Charge:	This box must be checked if the account is ever to receive a late charge.
Current Period:	The system will give the current period, this field is not changeable.
Balance Due:	The system will give the balance due for the account, this field is not changeable.
Date Opened:	This field will be entered by the system with the system date account was created.
Date Terminated:	This field will be entered by the system with the date account goes through deposit refunds and is closed.
Bank:	Select from the list which bank the account holder will use for bank draft.

Acct: Key the customer’s bank account number here. If the customer is not using bank draft this field must be empty.
Note: This field is for notes and reminders against this account.
Email: Enter customer email address. You have places for two email addresses.
House Lat: Enter Latitude for service address.
House Long: Enter Longitude for service address.

Water Tab

Water Rate: Select the water rate from the list.
Sewer Rate: Select the sewer rate from the list.
Meter No.: Key the meter number here.
Type: Select gallon or cubic foot as the water type.
Size: Select the size of meter from the list.
Num Units: Key the number of houses connected to this meter. (System recognizes 0 as one user)
Meter Dials: Key the number of rotating dials on this meter. (Assists in rollovers.)
Fixed Zeros: Key the number of zeros that follow each reading and are not manually keyed.
Water Well: Key in the number for the water will this account draws from
Latitude: Key in the latitude for the meter.
Longitude: Key in the longitude for the meter.
Meter Loc/Note: This field is provided to keep notes about the location of the meter. Any information keyed in the Meter Loc. field will print on the meter sheets and appear on the Handheld screen.
Reading Date/Time: The handheld provides this information and inserts the date and time along with the readings; leave this blank.
Present/Previous: The system will rotate the readings and display them here.
Avg/YTD Usage: The system automatically calculates the average and year-to-date usage of the account and displays the information here.
Square Feet: Key in square footage for location
Test Circle Code: Key in Test Circle Code for GPA device
Device Code: Key in Device Code for GPA device.
MIU/MXU: Key in Code
Do not add to Cut-off List: Hit the space bar to but a check mark in this field if this account should not be added to the cut-off list

Other Services Tab

Select the garbage rate or other miscellaneous rates from this screen. (For example: fire protection, sprinkler rates, dumpster rates) Sanitation Expire Date: Key in the date the Sanitation Expires Garbage Pickup Schedule: Check days this account get garbage picked up.

Deposits Tab

The name of the person who paid the deposit should be keyed in the Name field. The receipt number, date of receipt, and receipt amount should then be keyed in the corresponding fields. Also refund information is entered on this screen when deposit refunds are done.

Back Flow Tab

Valve Type: Select the type of back flow valve from the list.
Valve Location: Notes can be made here to specify where the valve is located.
Date Installed: Key the date that the back flow valve was installed.

Letter Sent: Keep track of how many letters have been sent by selecting the corresponding number from the list.
Month to Check: Select from the list the month the back flow valve should be inspected.
Insp. Date: Key the date of the last inspection.
Inspection Desc: Notes regarding the last inspection can be kept here.

Notes Tab

Notes entered on this screen will show on the Inquiry Screens.

Work Orders Tab

Any work orders saved regarding this account will display here. Work orders <u>cannot</u> be added from this screen.

Bank Maintenance

Bank No.: Key the number to represent the bank.
Name and Address: On the lines provided, key the bank name, the mailing address, and the city, state and zip code.
Bank ID: The routing number of the bank should be keyed here.

Rate Maintenance

Service: Select the service to be changed/added.
Rate: Key the rate number to be changed/added.
Desc: Key a short description to represent the rate. (For example: "Flat15" could represent a flat rate of $15.00)

The table is read from left to right, top to bottom. Each line is a statement.
For example, the table below is read as follows:

"From 0 to 2,000 gallons is a base rate of $13.00.
"From 2,000 to 4,000 gallons there is a charge of $1.15 per thousand.
"From 4,000 to 99,999,999 gallons there is a charge of $1.00 per thousand."

From	To	Per Thousand	Base
0	2000	.0000	13.00
2000	4000	1.150	.0000
4000	99999999	1.000	.0000

Control Maintenance

BBI Software Technicians set-up the Control Maintenance screen for you, but on few occasions you must enter this screen to update information. Upon entering the Control Maintenance screen key the number one as the Record # and press tab.

To change the billing message, click the Billing Tab. The two lines under Message on Bill are where you can key your billing message. Each line can hold 30 characters including spaces and punctuation. Once the new message has been keyed, click Save.

To change your Clerk ID number or to add a new operator, click the Posting Tab. Each operator name, Clerk ID number, and sequence number is listed here. To add a new operator simply key the operator’s name, Clerk ID number, and a sequence number of “1” in the next available fields. To change a Clerk ID, delete the original Clerk ID and key the new Clerk ID as a replacement. Once the changes have been made, click Save.

Revenue Maintenance

To aid in collection definition, miscellaneous revenue codes can be entered here. All revenues list as an option of Transaction Type on the Water Collections screen.

To create new revenue, key the number that is to represent this revenue in the Code field. After pressing the tab key the system will prompt with the message “Not on file – do you wish to add?” Click Yes.

Next, key a short description to represent the revenue. Keep in mind this is what will appear on the Water Collections screen.

If posting a payment with this revenue code should decrease the balance of an account, check the Update Customer Account field; otherwise, this field should remain unchecked.

Finally, if posting a payment with this revenue code should post to the BBI Budgetary system, key the debit and credit account numbers to where it should post in the corresponding fields and press tab.

Once all information is keyed, click Save.

Account Transfer

Transfer From: Key the account number of the existing account and press tab.
Transfer To: Key the account number you wish to transfer the account to and press tab.
Click Save.

Billing

Meter Reader

Build Route File

To build a route file for the handheld, the books must be specified. If all books are to be included, check the All Books checkbox and click Save. For all other book selections, key the book number in the Book to Build field and then click Save.
Once the book has been built, the system will prompt you with the number of accounts added to the route file. If there are multiple books to be added, key each book number and click Save without exiting the screen.

Print Readings Report

Key the reading From and To dates in the corresponding field. Make sure to tab off each field for the slashes to appear between the date. Click Print and the accounts will flash through the Account Printing field as they print. This report can only be printed once and that is at the time of Handheld Upload.

Readings Corrections

Here corrections can be made to misreads and rereads can be entered.

Key the account number in the Acct No field and press tab. The system will display any information that it has on this account. Simply tab to the field that needs correcting and change the information. Make sure to tab off the reading fields so the system can recalculate the consumption. Click Save to save the changes.

Correct Reading Dates

The reading dates can be corrected by book or all accounts. Enter the correct dates and click on Update.

Error Reports Menu

Zero Usage Report - gives report for accounts with zero usage.
Error Code Report - gives report for accounts with error codes entered on handheld.
Rollover Report - gives report for accounts that have encountered a rollover situation.
Status Code Report - gives a report by status.
High Usage Report - gives a report on accounts with high usage according to variance percentages.
Acct With N Readings - gives a report with accounts that had no readings entered on the handheld.

Manual Reading

Readings Entry

Here readings can be entered and corrected as necessary.

Key the account number in the Acct No field and press tab. The system will display the account name and move the cursor to the From date field. Key the reading From and To dates in the corresponding fields and press tab.

Key the present reading and make sure to tab off the field so the system can calculate the consumption. Click Save.

The system will automatically display the next account's information and keep the reading From and To dates. The cursor is moved to the present reading field for the next reading.

Print Readings Report

To print the Readings Report specify which book to print. To print a single book, key the book number in the Book field and click Print. To print all books, leave the Book field blank and click Print.

Correct Reading Dates

The reading dates can be corrected by book or all accounts. Enter the correct dates and click on Update

Final Readings Report

The Final Readings Report prints all books and gives a total, per book, of the number of accounts on the report.

Bill Calculation

Run this step only when you are ready to bill. Click Save to calculate. The account numbers will flash in the white field as they are calculated.

Bill Re-Calculation

This feature is used to re-calculate a single account. Key the account number in the Acct No field and press tab. The system will display any readings that were keyed in previously. Simply tab to the field that needs correcting and change the information. Make sure to tab off the field so the system can recalculate the bill. Click Save.

Billing Reports

Billing Register

The Billing Register prints a report of every account billed in numerical order by the account number. The report is broken down by account and shows service addresses, readings, consumption, and the amount billed for each account.

To print the Billing Register by book, key the desired book number in the Book field and click Print. To print the entire Billing Register, leave the Book field blank and click Print.

To print bills with credits, zero balances or to print inactive accounts be sure to put a check mark in options desired.

Alpha Billing Register

The Alpha Billing Register prints an alphabetical list of each account billed. The report is broken down by service per account and totals at the end of the report.

Print Bills

Key the Due Date as it will appear on the bill. Select the desired print option from the list and refer to the following list of special instructions:

Select Account:	Key the desired account number in the Acct No field. Tab off the field to see the account name. Click Print.
Select Book:	Key the desired book number in the Book field and click Print.
All Books:	Click Print.
By Zip Code:	Click Print. Click Yes to extract.

Once the bills have printed, the system will display a message that shows the number of bills printed.

When a restart is needed, leave all setting as they were when first printing. Check the Re-Start checkbox. Tell the system where to begin by keying the account number in the Account No. field. Make sure to tab off the field. Click Print to begin the restart.

Print Zip Code Report

Zip code report will give number of accounts for each zip code billed.

Print Bank Drafts

Bank Drafts may be printed at any time after calculation but must be printed before posting the Bank Draft Receipts.

To print Bank Drafts key the Transaction Date as it will appear on the drafts. Make sure to tab off the field so the slashes appear in the date. Click Print. The accounts will flash in the Acct No field as they print.

Build ACH Bank File
To build the ACH Bank File for transmittal, key the Transaction Date as it will appear on the drafts. Click Save. Always build the ACH Bank File <u>before</u> posting the Bank Draft Receipts.

Close Billing Cycle
To close the Billing Cycle key today's date in the Date field and press tab. Click Print. This action will print the Billing Summary.Once the Billing Cycle is closed, any calculation errors found will need to be adjusted. Re-Calculation is no longer an option at this point.

Calculate No Update
This is a calculator. By calling up an account, readings can be entered to calculate what a bill will be. This feature does not affect accounts.

Collections

Manual/Scan Receipts
Upon entering this screen enter a Clerk ID and a Date. Key the account number in the Account Number field and tab off. This will cause the current balance due to display in the Balance Due field. You may also find account by hitting enter or tab while the cursor is in the account number field this will being up a search screen with accounts in alphabetical order. Or you may click on the search option at the upper left corner of the window you can then search by name, or street address. If you click on the receipts option you will only see accounts already receipted.

Next choose your Transaction Type from the list. The system will default this field to "Payment".

Any note regarding this collection may be keyed in the Comment field; an entry is not required.

The Check No. field determines how the currency will post on the Receipts Journal.

For cash	=	Must be a zero (0).
For check	=	Must be a number greater than zero (0).
For credit card	=	Must be One (1).
For money order	=	Must be 9999. Money order numbers are usually several digits long and can be keyed in the Comment field for record keeping.

The Amount Paid field should match the amount of collection. The system will default the Amount Paid field to show the Balance Due. If the amount shown differs from what was collected, change the amount in the Amount Paid field. Click Save.

You will see the breakdown of amount due in the grid on the lower right side of the screen. These fields are for information purposes only they cannot be changed.

Once all receipts have been keyed and saved, a Receipts Journal must be printed and updated before receipts affect account balances.

At any time you may click on the green dollar sign at the top of the screen to see a collection total by cash, check or money order along with a batch total. This does not print, update or in any way change the entries it is for information only.

To print the Batch Report, click the Batch Report Icon on the Water Collections screen. When the Batch Receipts Journal screen appears, click Print. Once the Batch Receipts Journal has printed, the system will display a similar message as to “Drawer Balance >>$51.23 Ready to Close?” Always check the report against your collections for a difference in balance before answering this question. Errors in receipt entry can be corrected up until this point.

If for any reason the report is incorrect, click No. To correct any errors, always delete the original receipt that is incorrect and re-enter the receipt correctly. Click on Search – Reciepts, this will give you a list of receipts entered into this batch, choose the receipt in question, delete the receipt by clicking on the red X, then enter the receipt correctly. Once all incorrect receipts have been deleted and then reentered print the report again and once the report is correct, click Yes to update the report.

Bank Draft Receipts

Upon entering this screen enter a Clerk ID and today’s date. Click Save and the system will post the bank drafts receipts.

A Receipts Journal must be printed and updated before the bank drafts receipts affect each account.

Bank Draft Journal/Update

Click Print. Once the Receipts Journal has printed, the system will display a message “Report Printed? Ready to update?” Always check the report against your bank draft deposit amount and your bank draft listing for a difference in balance before answering this question. Errors in receipt entry can be corrected up until this point.

Adjustments

Upon entering this screen enter a Clerk ID and a Date. Key the account number and press tab. The Balance Due and breakdown of current amount due will appear. The Comment field may be used for notes or remarks regarding the adjustment; comments are not required.

In the Adjust Amount field, key the total amount of adjustment. Remember to use the minus (-) symbol for crediting an account. Tab off the Adjust Amount field to see the calculated New Balance.

In the table under the Adjustment Column, distribute the adjustment amount as necessary. Remember to use the minus (-) symbol for crediting an account. The Total of the Adjustment Column must match the Adjust Amount. Click Save.

Once all adjustments have been saved, an Adjustments Journal must be printed and updated before the adjustments take affect.

Click Print to print the Adjustments Journal. Once the Adjustments Journal has printed the system will prompt with a message: “Report printed? Ready to update?”. Always check the report for errors. Once the report is correct, click Yes to update the report.

If for any reason the report is incorrect, click No. To correct any errors, always delete the original receipt that is incorrect and re-enter the receipt correctly.

Multiple adjustments can be made before printing a single Adjustment Journal.

Past Due Processing

Cut Off List

To print a single book's cut off list, key the book number in the Book field. To print all books, leave the Book field blank.

Select from the options the desired cut off list.

Keying an amount in the Minimum Balance to Cut Off field will shorten the report by not printing the accounts with a lesser balance of the keyed amount.

Late Notices/Reminder Notices (Optional)

Date:	This will appear as the due date on the notice. Should commonly be today's date.
Cut Off Date:	This will appear as the cut off date on the notice.
Minimum Balance to Cut Off:	This amount will limit the cut off notices printed to customers with an equal or greater balance than amount keyed.
Include Accounts:	Select from the options the group of past due accounts that cut off notices should print for.
Message:	The message that will print on the cut off notices will display here. To change the message go to – File Maintenance/ Control Maintenance / Late Notices Tab.

When a restart is needed, leave all setting as they were when first printing. Check the Re-Start checkbox. Tell the system where to begin by keying the account number in the Account No. field. Make sure to tab off the field. Click Print to begin the restart.

Apply Late Charges

Key the date late charges should be applied in the Date field. Remember to tab off the date so the slashes appear. Click Print. Once the report has printed, the system will prompt with a message: "Report printed? Ready to update?" Always check the report before updating. Late charge amounts do not apply until the report is updated.

If for any reason the report is incorrect, click No; otherwise click Yes to apply late charges.

The system will allow late charges to be applied more than once so be careful. To correct multiple applied late charges, adjustments must be made.

Apply Cut Off Penalties

Key the date penalties should be applied in the Date field. Remember to tab off the date so the slashes appear. Click Print. Once the report has printed, the system will prompt with a message: "Report printed? Ready to update?" Always check the report before updating. Penalty amounts do not apply until the report is updated.

If for any reason the report is incorrect, click No; otherwise click Yes to apply penalties.

The system will allow penalties to be applied more than once so be careful. To correct multiple applied penalties, adjustments must be made.

Work Orders

Work Order Entry:

To enter a work order Press enter at the WO No: field and the system will ask if you want to add. You can then click YES. The date of the work order will show the current system date but you can change this if needed. Then you will need to enter the status of the work order, the service type and work order type. You may right click at the account number to get search options. When you select the account number on the Account Tab and Press enter the system will input the account information, name, address, service address and telephone numbers. You will then be able to enter the information for the work order, click save and print a hard copy. Once a work order is completed you will need to change the status to COMPLETE so your Open Work Orders report will be accurate

Inquiry/Reports

All reports listed here are miscellaneous reports that can be printed at any time.

Account Inquiry

To display an account's current information, key the account number in the Acct field and press tab. From this point an account's history can be viewed or printed. The system cannot print and display at the same time.

To print a history report of a certain time frame, key a from and to date in the From and To fields in the middle of the screen. Make sure to tab off each field so slashes appear in the dates. Click Print.

To print a history report including all history records, simply click Print without entering any dates.

To view the history of an account, click Display. At the bottom of the screen each record shows the present and previous readings, the consumption, and the amount billed for that month.
To view more details of a certain period, click the period in the history display at the bottom of the screen. An Account Detail Inquiry screen will appear with the selected period's information. The breakdown of the bill and all payments and/or adjustments made to the account during the month will show here.

The blue arrows at the top of the Account Detail Inquiry screen allow you to move forward or backward within the history records. You may right click on any payment for an option to show the payment information.

Master Listing

The Master Listing report prints a summary of each account in account number order.

Deposit Report

The Deposit Report prints a list of all accounts that have a deposit amount keyed on the maintenance screen. Select which deposit/s the report should check for before clicking Print.

Bank Draft Listing

The Bank Draft Listing prints a list of all accounts on bank draft, their selected bank, and current balance due. The report also totals the number of accounts per bank.

Print Meter Books

The Meter Books report prints each account's service address, previous reading, previous consumption, and provides a line for the current reading to be written.

Alpha Listing
The Alpha Listing prints an alphabetical list of all accounts with a balance and shows the age of each account. The report totals each column to provide a breakdown of the arrears.

Exception Report
The Exception Report checks the system for errors and prints a report of each account that was found with error. If anything prints, call BBI for assistance before continuing.

Print Back Flow Report
The system can a list of Back Flow accounts by month to be inspected or by all back flow customers.

Alpha Code Listing
The Alpha Code Listing prints an alphabetical list of every account and shows the type, service rate codes, and size of meter.

Service Address Listing
The Service Address Listing prints a list in service address order and includes service address, account number and name. This report can be printed for all accounts or active accounts only.

Sanitation Listing
The Sanitation Listing prints a list in account number order and includes, name, address, service address, and garbage code. This report can be printed for residential, commercial or both or it can be printed for accounts without garbage.

Recon Report
This is a report printed in real time that calculates Beginning Balance + Current Billing - Receipts - Adjustments giving a Ending Balance.

Well Report
The Well Report gives totals by well number. Includes number of customer, consumption, water billed amount, water tax amount and miscellaneous amounts per well.

Race Report
The Race Report gives totals by race. Includes number of customer, consumption, water billed amount, water tax amount and miscellaneous amounts for each race.

Beat Report
The Beat Report gives totals by Beat. Includes number of customer, consumption, water billed amount, water tax amount and miscellaneous amounts for each beat.

Water Rate Review
Water Rate Review report gives rate review by customer type and/or inside or outside account.

Water Usage Report
The water usage report gives consumption and active accounts by account type and includes totals by book.

Summary Acct Status
The Summary Acct Status report gives totals for each account status.

Notes Follow Up Report
The Notes Follow Up Report gives Account Number, Account Name, Follow Up Date and Note for selected date.

Water Loss Report
This will report will compare the consumption for master meters against the consumption sold for a specific period of time. (In order to use this report you must have your master meters set up as accounts with no service codes and a beat number of 99, and all the accounts will need to have well numbers associated with them.)

Collection Report By Type
The Collection report gives you a list of collections by type for a specific time period.

YTD Analysis
The YTD Analysis prints a report with charges and revenues for a specific year.

Meter Size
This report will give the number of meters by size.

Acct Status
This report will give the number of accounts by status.
Duplicate Meter Number
Generates a list of meters with duplicate meter numbers

Billing Query
Allows you to create a report by $ amount billed or # of gallons consumed for a specific billing period.

Expired Sanitation Date
The Expired Sanitation Date Report prints a report of all accounts that have expired.

Inactive Account List
This will produce an inactive accounts list.

Multiple Units
The Multiple Units report prints a list of accounts that have multiple units.

Garbage Pick-Up
The Garbage Pick-Up report generates a report of accounts with garbage pickup either by day or all accounts. To use this option the Garbage Pickup Schedule in Maintenance must be completed.

Billing Comparison
This report will allow you to compare billings from one date range to another.

BDISS

This option allows you to track bad debt customers when they get water service from other water associations or cities in the state of MS. "Build a BDISS" file will build a file of all your bad debt customers. "UPLOAD BDISS" will take you out to the Internet where you will be able to send that file to BBI for comparison with other water providers. You will be sent an email with any information that has been acquired. In order to utilize this option, accounts must be transferred to Bad Debts prior to building the file.

Deposit Refunds

Finals Listing

The Finals Listing prints a list of all accounts with a status of final. The report also lists the amount of the final bill, deposit, refund, and balance due.

Apply Deposits

This will print a deposits receipts journal and list amount of each deposit that was applied to a final bill. Check this report before updating.

Refund Listing

The Refund Listing prints a list of all finalized accounts and shows the amount to be refunded or the balance due.

Balance Due Notices (Optional)

To print the Balance Due Notices, click Print.

Print Refund Checks

Enter the date you wish to appear on the checks in the Date field. Make sure to tab off the date so that slashes appear. Enter the beginning check number in the Check No. field. Click Print.

The system will include a check written to the city/association for the amount of applied deposits.

Deposit Refund Check Register

The Deposit Refund Check Register lists each check that the system printed along with amounts and check numbers. Check the report before updating.

This report must be updated in order for the system to zero out ($0.00) each account’s deposit amount in Account Maintenance and set the status to inactive.

Monthly

Ageing Report

The Ageing Report prints the age of each account's balance.

Account Activity Report

The Account Activity Report prints a list of accounts that have a balance and breaks the balance down by period and type of service.

MTD Receipts Report

The Month-to-Date Receipts Report prints a list of all receipts that were posted and updated throughout the month. Enter the month's ending date and click Print. Remember to tab off the date so the slashes appear.

MTD Adjustments Report

The Month-to-Date Adjustments Report prints a list of all adjustments that were posted and updated throughout the month. Enter the month's ending date and click Print. Remember to tab off the date so the slashes appear.

Monthly Rate Review

The Monthly Rate Review gives usages by rate for each month.

Sales Tax Report

The Sales Tax Report lists each account that was taxed during billing this month. The report shows each account's name, account number, and the amount of tax that was billed to each account; this amount includes taxable water usage and taxable late charges.

A/R EOM Update

The Accounts/Receivable End-of -Month Update <u>does not print</u>. This step closes the month and moves information to history records. No other programs should be running when processing this step. Enter the month's ending date and click Save. Each account will flash in the white field as it is closed.

Bad Debt Processing

Bad Debt Transfer

To transfer an account into Bad Debts, key the account number in the Acct field and press tab. The name of the account will display in the other field. Click Save.

Once all accounts that are to be transferred have been saved, a Bad Debt Transfers Report must be printed. Click Print to generate the report.

Check this report carefully before updating, because once an account has been transferred to Bad Debts it cannot be transferred back to your active system. If all accounts are correct, click Yes to update the report.

Bad Debt Maintenance

Bad Debt Maintenance operates the exact same as Account Maintenance. Refer to pages one and two for instruction.

Bad Debt Collections

Manual Receipts

Upon entering this screen enter a Clerk ID and a Date. Key the account number in the Account Number field and tab off. This will cause the current balance due to display in the Balance Due field.

Next choose your Transaction Type from the list. The system will default this field to "Payment".

Any note regarding this collection may be keyed in the Comment field; an entry is not required.

The Check No. field determines how the currency will post on the receipts journal.

For cash	=	Must be a zero (0).
For check	=	Must be a number greater than zero (0).
For money order	=	Must be 9999. Money order numbers are usually several digits long and can be keyed in the Comment field for record keeping.

The Amount Paid field should match the amount of collection. The system will default the Amount Paid field to show the Balance Due. If the amount shown differs from what was collected, change the amount in the Amount Paid field.

In the table under the Payment Column, distribute the payment amount as necessary. Remember to use the minus (-) symbol for crediting an account. The total of the Payment Column must match the Payment Amount.

Click Save.

Once all receipts have been keyed and saved, a receipts journal must be printed and updated before receipts affect account balances.

Receipts Journal/Update

Click Print. Once the receipts journal has printed, the system displays a message "Report Printed? Ready to update?" Always check the report against your collections for a difference in balance before answering this question. Errors in receipt entry can be corrected up until this point.

If for any reason the report is incorrect, click No. To correct any errors, always delete the original receipt that is incorrect and re-enter the receipt correctly. Once the report is correct, click Yes to update the report.

Bad Debt Inquiry

Bad Debt Inquiry operates the exact same as Account Inquiry. Refer to pages seven and eight for instruction.

Bad Debt Listing

The Bad Debt Listing Report will print a list of all accounts in Bad Debt and their balance.

Additional Print Options

Preview - Choosing preview generates the report and displays it on the screen for immediate viewing. Your may choose to print the report from the viewer or save it to a special file name. However, you may exit the viewer at any time without saving or printing.

Archive Report - This option allows you to archive a report to your hard drive. You can then go into **Archive Viewer** and view or print them at any time. You also have the option to print only certain pages while in the viewer. Using this option would allow you to archive the Account Activity Report each month instead of printing. You would then view it to check the totals with your Ageing Report for balancing purposes. These reports are backed up each day along with your other BBI files.

Municipal Management Systems II
System Icons

Save	Beginning of file
Print	Previous record
Delete	Next record
Display	End of file
Search	Exit
Cancel	Batch Report
Help on current field	
Help on any field	