

How to Create Reports by Billing Item / Bill Code

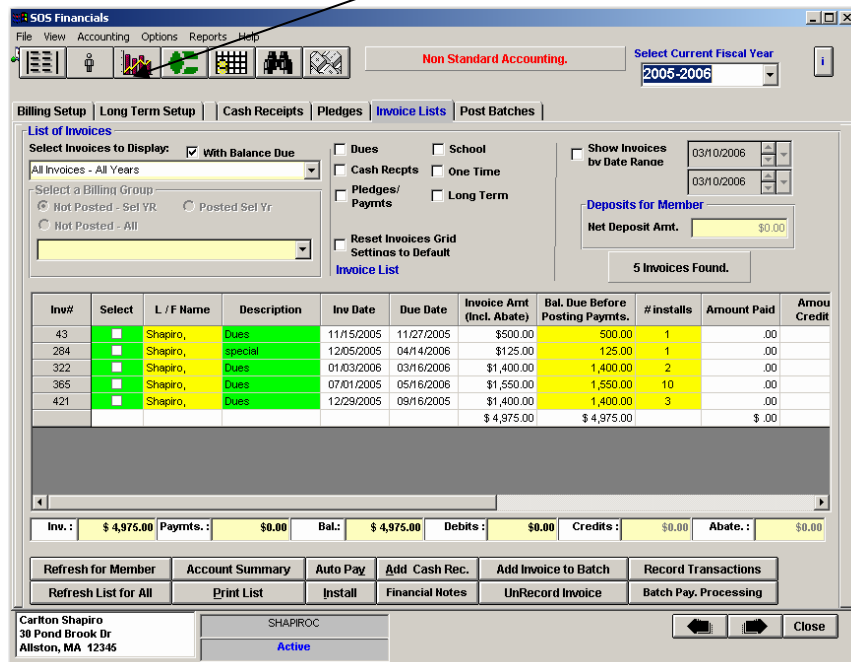
Updated March 2006

SOS How to:

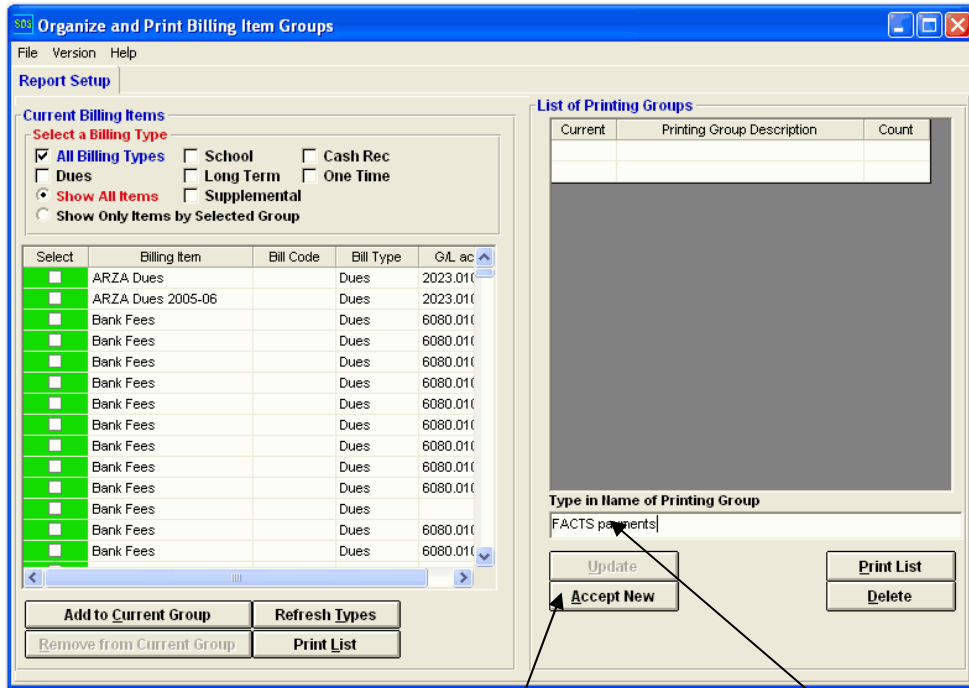
You want to create a collections report (who owes what) by Billing Item (aka Bill Code). The SOS help, will step you through the process.

Billing Codes are added when you setup the Billing Items. This is done in Account List Admin screen or on the Add New Billing Item on the Billing Setup screen.

- 1: Open the Member Finances screen and click on Management Reports icon.
 You can move the mouse over the icon, to see the tool tip associated with each icon.

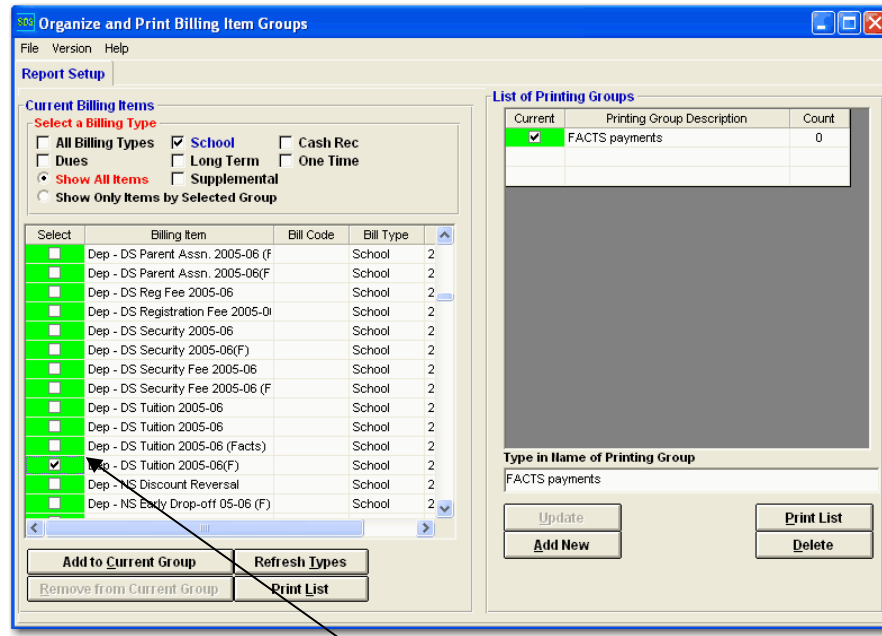


2: When the Management Reports window opens, at the top of the window, click on Setup Billing Item Groups. The following screen will appear.



Click on the Add New Button (it changes to Accept New) and enter the Printing Group name. Then click Accept New. You've now setup a printing group. Next you'll add Billing Item(s) to the Group you just created. You can have as many groups as you want and as many billing items in a group as you want.

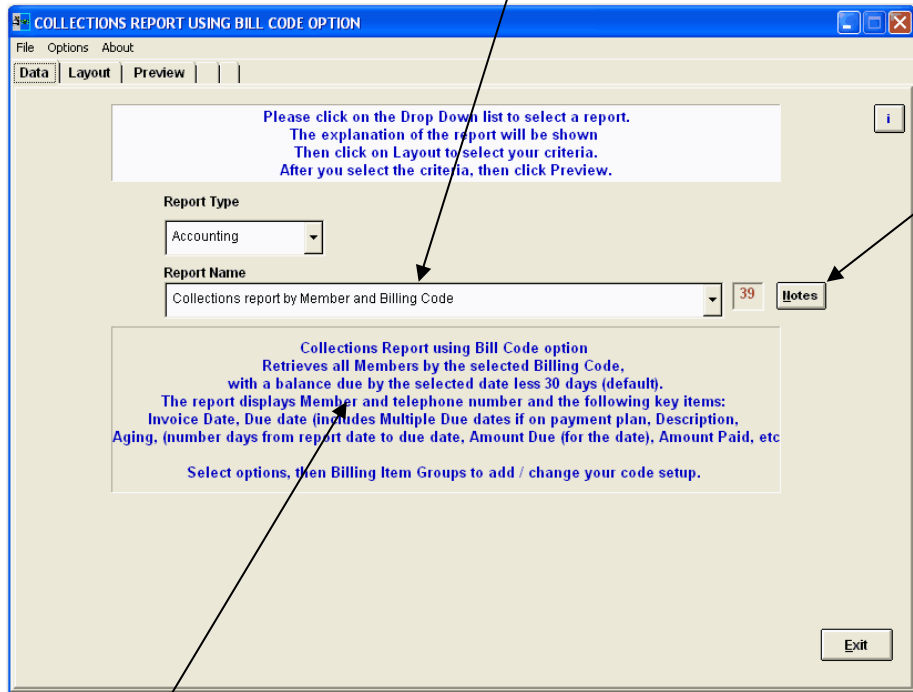
3: Next you will want to add Billing Items / Bill Codes to the Report Group.:



Click on the check box to the left of the Billing Item. The Bill code will be displayed just to the right Billing Item. You can add as many Billing Items/Bill codes to the Printing Group as you want. Then click on Add to Current Group. Now you've setup the Printing Group and your ready to run the report.

Close the window and your back at the Management Reports Data screen.

4: Next, in the Report Name, select Collections report by Member and Billing Group #39.



To save your notes, per report click here.

Just below the Report name displays a summary of report options.

5: Next click on Layout tab (near the top of the window and set your variables.

Select the Printing Group Name, from the list.

The date is used as a starting date (defaults to today's date) and the number (def = 30) is the number days to calculate and locate past due invoices.

6: Analysis for the Collections report by Member and Billing Group, report #39:

The report has 12 columns

1: Member Number

2: Name Telephone

3: Invoice Number (Inv #)

4: Invoice Date (Inv Date)

Date entered on the Billing Setup Screen

5: Due Date

If the invoice had multiple due dates (Payment Plan) the same invoice number will be listed several times along with the same Invoice date and a Due Date for each.

6: Description

This is the Billing Item added in Account List Admin screen or on the Add New Billing Item on the Billing Setup screen. A Description / Billing Item is also the same as a Billing Code.

7: Aging

This would be the number of days the invoice is past due.

For example, on the Layout screen, if you select 4/04/2006 and 30, and the invoice has a due date of 1/20/2006, then the aging is 44. 4/04/2006 less 30 as the starting date. Then its 44 days to the actual due date 1/20/2006. The starting date and number of days is a variable.

8: Amt Due is the amount due for the installment

9: Amt Paid is the amount paid for the installment

10: Inv Amount is the original invoice amount for the installment

11: Amt Cr is the amount credited for the installment

12: Amt Db is the amount debited for the installment.

Please note that the dollar amounts will not change if you change the starting date. SOS keeps a running balance due.

You can change the due date of any invoice. From the Invoice List, click on Install. Enter the invoice number and click Search. There is more detail in the Help.

Technical Support:

If you have any problems or questions pertaining to the operation of SOS, please be sure to call technical support or email SOSsupport@ansintech.com

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