



Munis Revenues

*Major Enhancements
Version 10.4
November 1, 2013*

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Munis Revenues

This document provides an overview of the major Revenues enhancements for Munis® Version 10.4. Revenues programs include Citizen Self Service (CSS) and central programs.

The Munis Revenues product contains General Revenues and Property Revenues:

- General Revenues includes Accounts Receivable, Animal Licenses, General Billing, Maine Vehicle Registration, Parking Tickets, Slip Reservations, Vehicle Stickers, and Virginia State Income Tax.
- Property Revenues includes Accounts Receivable, Business Licenses, Central Property, Permits and Code Enforcements, Property Tax Billing, and Utility Billing.
- Revenues central programs include Customer Central, Property Central, UB Central, Contractor Central, and Permit Central.

Please refer to the Version 10.4 Munis Release Notes on the Munis Knowledgebase (<http://muniskb.tylertech.com/search.aspx>) for information regarding state-specific updates and all other changes not covered in this document.

Accounts Receivable

The following changes apply to Munis Accounts Receivable programs.

Accounts Receivable Charge Codes

When you select the Use for Citizen Self Service Convenience Fee check box for a charge code, that charge code is only available in Citizen Self Service as the Convenience Fee charge code for credit cards and eChecks and is not available on the Other Options page for miscellaneous payments.

The screenshot displays the Tyler Munis Accounts Receivable interface. The top section shows the 'Charge Codes - Munis' configuration page. The 'General Information' tab is active, showing details for a charge code with AR code 'MS', Activity 'PRIN - PRINCIPAL', and Description 'CREDIT CARD CONVENIENCE FEE'. The 'Additional Attributes' section includes a checked box for 'Use for Citizen Self Service Convenience Fee'. A red box highlights the 'CREDIT' charge code in the 'Global Convenience Fees' section of the 'Payment Settings' page. A red arrow points from this box to the 'Miscellaneous Receipts' page, where a text box states: 'The Credit charge code is not available as it is selected to use for convenience fees.' The 'Miscellaneous Receipts' page shows a list of items for purchase, including 'LARGE T-SHIRT' for \$10.00, 'MEDIUM T-SHIRT' for \$8.00, 'NORMAL TRANSFER' for \$5.00, 'SMALL T-SHIRT' for \$5.00, 'TOWN HAT' for \$5.00, and 'TOWN PENS' for \$3.00. A red arrow points from the text box to the 'Miscellaneous (6)' link in the list.

Account Receivables Settings, Accounts Receivable User Preferences

The Bill Inquiry Display tab in Accounts Receivable Settings provides check boxes for items to display on the Single Bill View screen in Bill Inquiry for all users. The Bill Inquiry Display tab in Accounts Receivable User Preferences allows you to determine which items to display when you view the Single Bill View screen in Bill Inquiry.

The image displays two screenshots of the Accounts Receivable Settings and User Preferences interfaces. The top screenshot shows the 'Accounts Receivable Settings - Munis' window with the 'Bill Inquiry Display' tab selected. The bottom screenshot shows the 'Accounts Receivable User Preferences - Munis' window for user 'Brian Randle', also with the 'Bill Inquiry Display' tab selected. Both windows feature a 'Display Columns' list with various items checked for display.

Accounts Receivable Settings - Munis (Bill Inquiry Display tab):

- Display Columns:
 - Bill date
 - Due date
 - Interest date
 - Penalty date
 - Billed
 - Adjustments
 - Abatements
 - Abatements/Adjustments
 - Paid
 - Discounts
 - Refunds
 - Write-offs
 - Payments/Credits
 - Total unpaid
 - Interest held
 - Interest paid
 - Interest due
 - Total due
 - Next interest

Accounts Receivable User Preferences - Munis (Brian Randle):

Current user: **brandle** Name: **Brian Randle**

General Options | Default Receipt Options | **Bill Inquiry Display**

- Display Columns:
 - System Default
 - User Default
 - Bill date
 - Due date
 - Interest date
 - Penalty date
 - Billed
 - Adjustments
 - Abatements
 - Abatements/Adjustments
 - Paid
 - Discounts
 - Refunds
 - Write-offs
 - Payments/Credits
 - Total unpaid
 - Interest held
 - Interest paid
 - Interest due
 - Total due
 - Next interest

Bill Inquiry

Bill Inquiry is modified to display the Bill Inquiry Search screen as the program opens. Search options on the screen include:

- Bill
- Customer
- Parcel
- Property ID
- Tax Owner
- Statement
- Utility Account (accesses the Utility Account search screen)
- Motor Vehicle
- Parking Ticket

The screenshot displays the 'Bill Inquiry Search' interface. At the top right, the title 'Bill Inquiry Search' is visible. Below the title is a navigation bar with buttons for 'Home', 'Accept', 'Cancel', 'Search', 'Advanced', 'Query Builder', 'Add', 'Update', 'Duplicate', 'Delete', 'Global', 'Print', 'Preview', 'Output', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Notes', 'Attachments', 'Maplink', 'Tools', 'Notify', 'Alerts', 'Return', and 'More...'. The 'More...' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Tax Title', 'Statement', 'Utility Account', 'Motor Vehicle', 'Parking Ticket', 'Quick Entry', 'Scan Bill', and 'Preferences'. The 'More...' button and the first five items in the dropdown menu are also highlighted with red boxes. Below the navigation bar is a 'Bill Find' form with fields for 'Year', 'Category', 'Bill Number', and 'Bill Type'. Below these fields are several text input fields for 'Bill Name', 'Property ID', 'Parcel ID', 'Town/Prec', 'Customer ID', 'Location', 'Original Owner', and 'Special Condition Codes'. A dropdown menu for 'Special Condition Codes' shows 'Selected (0)'. The interface also includes a 'Home' button and a 'Return' button.

Other options include Quick Entry, Scan Bill, and Preferences (Accounts Receivable User Preferences).

Once the records are found, the program opens the Single Bill View screen for specific records or the Account View screen with a list of records for the account.

Single View Bill provides information for one bill.

Account View provides a list of all bills related to the customer.

Bill Inquiry: Single Bill View - Munis

Customer Information: FRITZ, MICHAEL, 187, 1 COLE HAAN DRIVE, YARMOUTH, ME 04096, 207-878-9998

Effective Date: 10/09/2013

Installment	Bill Date	Due Date	Interest Date	Billed	Adjustments	Abatements	Paid
1	06/27/2013	07/27/2013	07/28/2013	2500.00	750.00	0.00	0.00
4	10/02/2013			0.00	0.00	0.00	0.00

Bill Inquiry: Account View - Munis

Customer Information: FRITZ, MICHAEL, 187, 1 COLE HAAN DRIVE, YARMOUTH, ME 04096, 207-878-9998

Effective Date: 10/09/2013

Year	Cat	Bill	Reference	Bill Date	Due Date	Interest Date	Billed	Adjustments	Abatements	Paid	Pmt/Ord	Unpaid	Interest Paid	Interest Due	Total Due
2009	1	10177	04/16/12 187	04/16/2012	05/16/2012	05/31/2012	20.00	0.00	0.00	50.00	30.00	0.00	0.00	0.00	0.00
2009	1	10178	04/16/12 187	04/16/2012	05/16/2012	05/31/2012	1000.00	0.00	0.00	50.00	50.00	950.00	0.00	0.00	950.00
2009	1	10180	06/22/12 187	06/22/2012	07/22/2012	08/06/2012	100.00	0.00	0.00	110.00	110.00	-10.00	0.00	0.00	-10.00
2009	1	10189	01/02/13 187	01/02/2013	02/01/2013	02/16/2013	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00
2009	1	10188	01/04/13 187	01/04/2013	02/03/2013	02/18/2013	5.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	5.00
2009	1	10193	01/08/13 187	01/08/2013	02/07/2013	02/22/2013	1200.00	0.00	0.00	0.00	0.00	1200.00	0.00	0.00	1200.00
2009	1	10197	01/08/13 187	01/08/2013	02/07/2013	02/22/2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	20	1000001	1 COLE HAAN DRN	02/15/2010	02/15/2010	03/18/2010	4250.00	0.00	0.00	571.39	571.39	3678.61	228.61	9.07	3687.68
2009	50	1	ME-CALSR - P-A	03/13/2012	04/12/2012	04/12/2012	10.00	0.00	0.00	5.00	5.00	5.00	0.00	0.00	5.00
2009	55	100247	JAN: 6700134/CC	01/31/2012	01/31/2012	03/01/2012	35.00	0.00	0.00	10.00	10.00	25.00	0.00	5.64	30.64
2010	1	10172	02/20/12 187	02/20/2012	03/21/2012	04/05/2012	50.00	30.00	0.00	85.00	85.00	-5.00	0.00	0.00	-5.00
2010	1	10173	02/20/12 187	02/20/2012	03/21/2012	04/05/2012	100.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00
2010	1	2411201	02/20/12 187	02/20/2012	03/21/2012	04/05/2012	100.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00
2010	20	1000001	1 COLE HAAN DRN	04/01/2010	04/01/2010	05/01/2010	1550.00	0.00	0.00	0.00	0.00	1550.00	0.00	479.01	2029.01
2010	25	1000001	1 COLE HAAN DRN	04/01/2010	04/01/2010	05/01/2010	150.00	0.00	0.00	153.63	150.00	0.00	21.37	0.00	0.00
2010	55	100251	FEB: 6700138/TAX	01/01/2011	01/01/2011	01/31/2011	35.00	0.00	0.00	35.00	35.00	0.00	0.00	0.00	0.00
2011	1	10200	01/08/13 187	01/08/2013	02/07/2013	02/22/2013	45.19	0.00	0.00	50.00	50.00	-4.81	0.00	0.00	-4.81
2011	1	10204	01/14/11 187	01/14/2011	02/13/2011	02/28/2011	500.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00
2011	20	4	1 COLE HAAN DRN	04/01/2011	04/01/2011	05/01/2011	4700.00	220.00	0.00	0.00	0.00	5020.00	0.00	1049.38	6069.38
Year	Cat	Bill	Reference	Bill date	Due date	Interest date	Billed	Adjustments	Abatements	Paid	Pmt/Ord	Penalty date	Interest paid	Interest due	Total due
Total							80281.83	146455.00	0.00	3655.66	3622.03	223114.80	278.51	12153.34	234003.14

Miscellaneous Cash Payments Import

When the miscellaneous payment import file contains a line type of "G", the program allows you to override the default general ledger accounts on the charge code and use what is specified in the import file.

The screenshot displays the 'Miscellaneous Cash Payments Import - Munis' interface. A Notepad window titled 'Misc Cash Import - Notepad' shows the following content:

```

File Edit Format View Help
|201309232013FRITZ, MICHAEL 1
  MS0000000187
DVTAL 0000020000<--REF1--><--REF2-->
G1000 4500 0000020000
  
```

A red arrow points from the 'G1000 4500' line in the Notepad to the 'Charge Allocation' table in the 'Receipts - Munis' window. The 'Charge Allocation' table is as follows:

Line	Org	Obj	Proj	Interest	Principal	Adjustment
1	1000	4500		.00	200.00	.00

A callout box on the left states: "Receipts reflects the GL accounts used in the Miscellaneous Cash payment Import file."

Over-Short Adjustment Process

The Special Condition list includes the Include if in Selected Set and Exclude if in Selected Set options. Select Include if in Selected Set to include the special condition codes that are available when you click Selected. Select Exclude if in Selected Set to exclude those same special condition codes.

Over-Short Adjustment Process - Munis

Home

Accept Cancel Search Advanced Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule TCM Attachments Maplink Notify Alerts Return

Over-Short Adjustment Process - Munis

Scheduling

Execute this report Now

Selection Criteria

Customer number [] BL category code []

Bill year range [0] to [9999] MV cycle/comm range [000] to [999]

Include bills with [] UB days late range [1] to [9999]

AR category range [1 - GENERAL BILLING] to [63 - UB SERVICES - ELECTRIC] UB account status []

AR Code []

Bill number range [0] to [999999999]

Write-off bill balances between [-1.00] and [1.00]

Only write-off charge [] Only if it is the last charge due []

Exclude bills that have no payment activity

Print the charge detail

Special condition codes [] Selected (0)

Exclude if in selected set

Include if in selected set

Processing Options

Department [PW - PUBLIC WORKS]

Write-off reason []

Attach special condition []

Batch number [456]

Effective date [Today] [09/26/2013]

GL effective date [Current date] [09/26/2013]

GL year/period [2014] [3] SEP

Results

Records selected [0]

Records printed [0]

Records posted [0]

Payment Entry

The following changes apply to the Payment Entry program.

Miscellaneous Cash Receipts

When the Print GL Accounts check box is selected on the Completing Receipt screen, the program includes the project string and the project description when printing miscellaneous cash receipts and printing validations.

Completing Receipt 2046

Payment Entry - Munis > Bill Information > Miscellaneous Receipts > Completing Receipt 2046

Complete Receipt

Last receipt for customer

Payment method: 1 - CHECK

Check/reference #: 123456

Add'l payment ref: []

Receipt option: 3 - INDIV & SUMMARY

Receipt copies: 1

Indv. receipt format: RCTMS40 - RECEIPT-MS-40WIDE

Printer: display

Print GL accounts

Validate

Effective date: 09/26/2013

Total this receipt: []

Total for customer: []

Reference: []

Paid by customer #: 0

Paid by reference: CUSTOMER

Total remitted: 3,000.00

Change due: .00

Enter NSF check data

More Options Continue

MISCELLANEOUS PAYMENT RECPT#: 2046
MUNIS
370 U.S. Route 1
Yarmouth MA 04103

DATE: 09/26/13 TIME: 09:35
CLERK: brandle DEPT:
CUSTOMER#: 0

COMMENT:

CHG: IST07 TESTING 0722 3000.00

REVENUE:

1	1000	7650	TSI07	2550.00
			TECHNOLOGY SOFTWARE	
			TSI07-F - -	
			TESTING 0722	
			REF1: REF2:	
2	1000	4500		450.00
			TAX REVENUE	
			REF1: REF2:	

CASH:

1000	1010	3000.00
		CASH

AMOUNT PAID: 3000.00

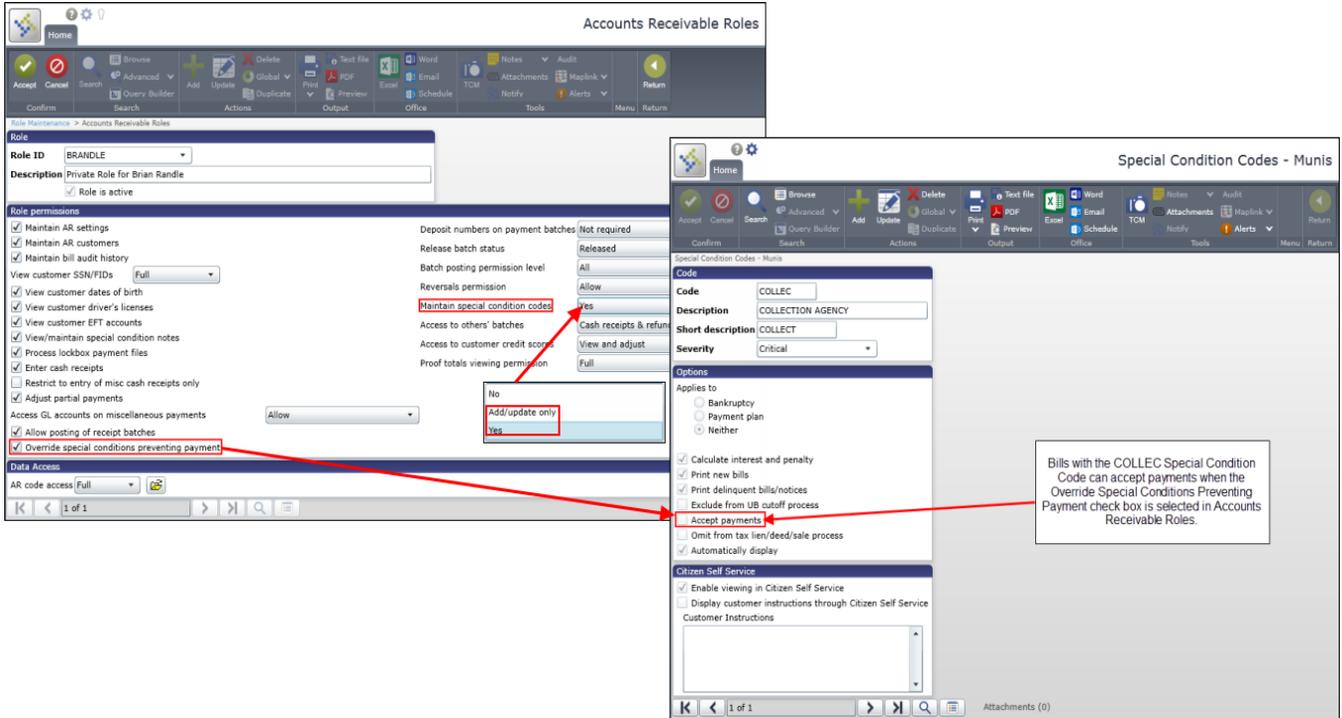
PAID BY: CUSTOMER
PAYMENT METH: CHECK
123456

REFERENCE:

AMT TENDERED: 3000.00
AMT APPLIED: 3000.00
CHANGE: .00

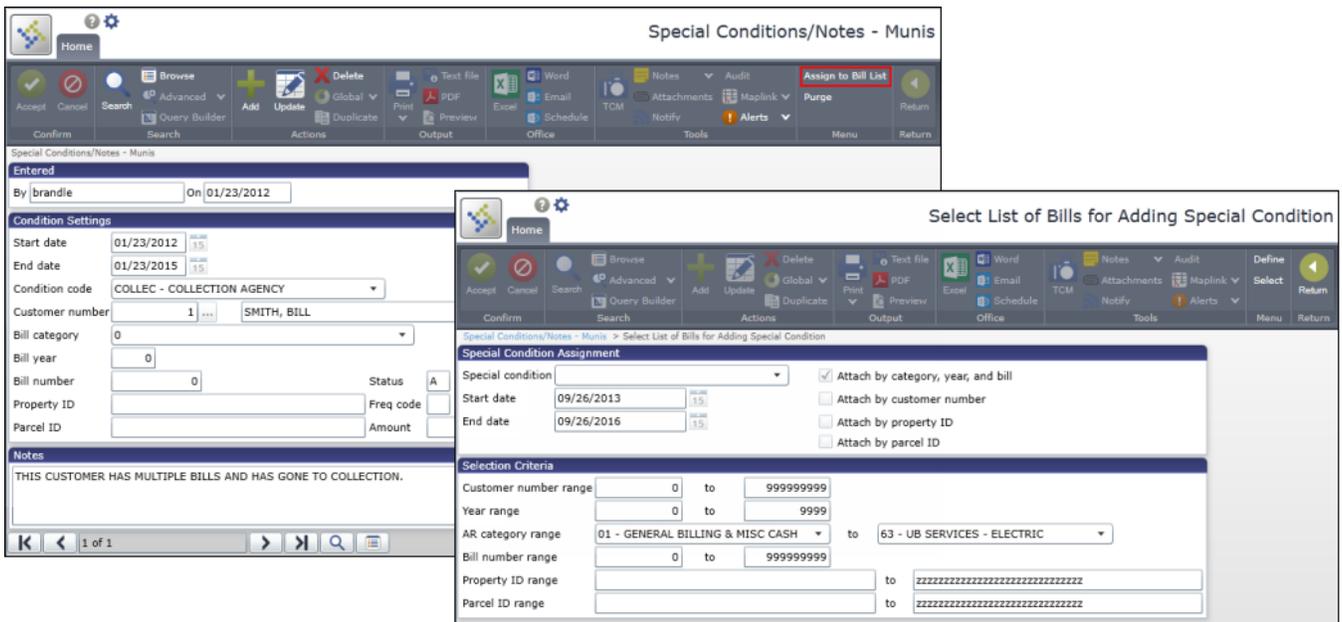
Special Conditions

When the Override Special Conditions Preventing Payment check box is selected on the Account Receivables Roles screen of Roles and the Maintain Special Condition Codes list option selected is Yes or Add/Update Only, the Payment Entry program allows you to override the special conditions preventing payment completion.



Special Conditions/Notes

When you click the Assign to Bill List button on the main screen of Special Conditions/Notes, the program displays the Select List of Bills for Adding Special Condition screen where you can assign a special condition code to multiple bills.



Animal Licenses

The following change applies to Munis Animal License programs.

Print Notices

When the Include Scanline check box is selected in the Output Options group on the Print Animal License Notices screen, a scan line is printed that can be read by the Payment Entry or Bill Inquiry programs through use of a handheld scanner.

Print Animal License Notices - Munis

Scheduler

Selection criteria

Collection year

Effective date

Customer ID range 0 to 999999999

License # range 0 to 999999999

Tag type ALL

Tag # range 0 to 999999999

Animal type ALL

Charge range

Include inactive licenses

Include unpaid licenses only

Include licenses with

Output options

Order by Zip code

Records per form

Form code

Update notice dates

Export as XML file

Include scanline

Results

Records selected

Records printed

Central Property

The following changes apply to Munis Central Property programs.

Location Master and Property Master

When you click the Quick Find button on the main screen, define the field values, and click Accept, the program displays a browse screen for the selected records.

The first screenshot shows the 'Location Master - Munis' screen with a 'Quick Find' button highlighted in the top toolbar. The main area contains a form for entering location details.

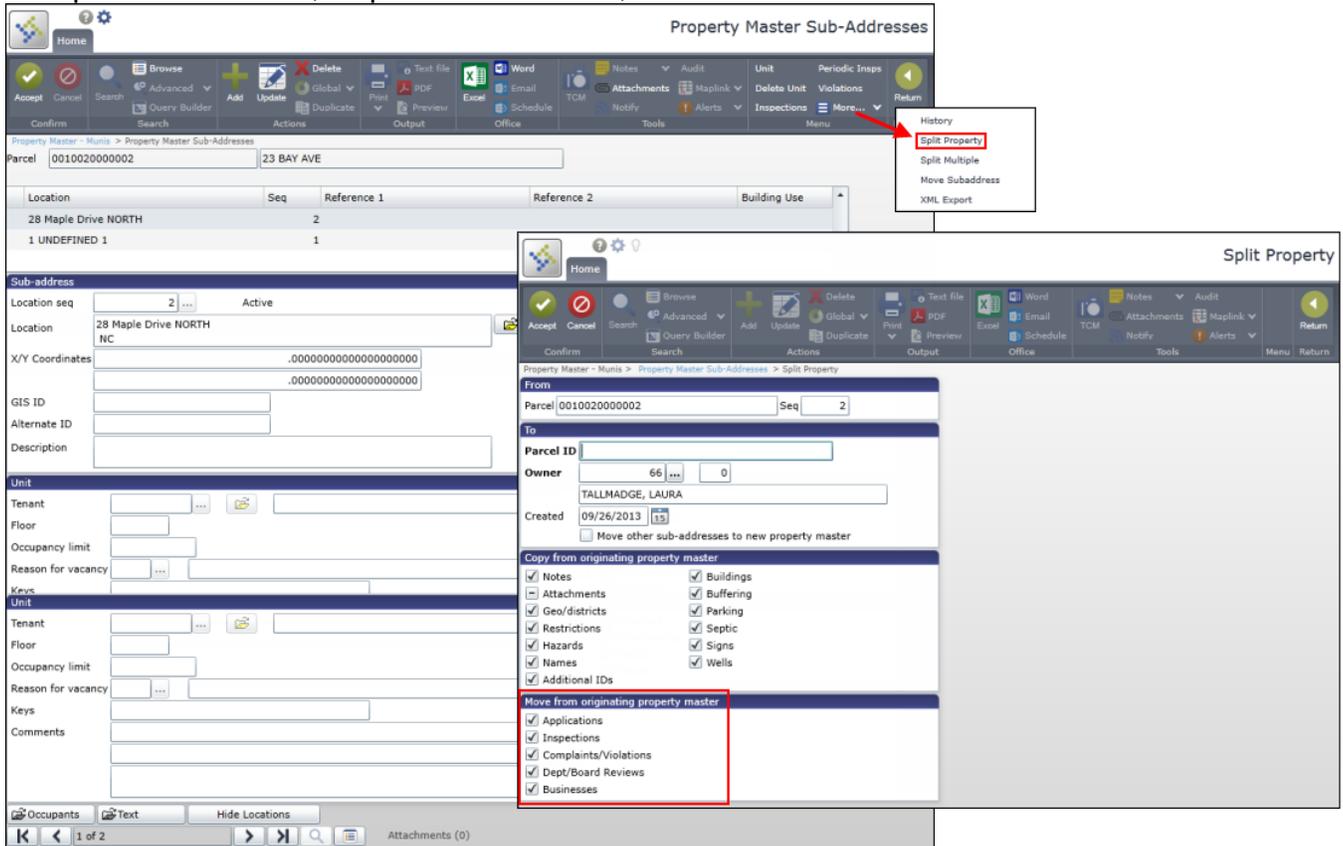
The second screenshot shows the 'Location Master - Munis' screen with the 'Accept' button highlighted in the top toolbar. The form fields are populated with data, including 'Parcel' 9999 and 'Location ID' 58.

The third screenshot shows the 'Location Masters' screen displaying a table of search results. The table has the following columns: Record ID, Parcel, Seq, Location ID, Is Primary, Property Addr, Out of Area, Loc No, Suffix, Pre Dir, Street ID, Name, Street Type, Post Dir, Unit Type, Loc Unit, and Street Sort. The data row shows: Record ID 71, Parcel 9999, Seq 0, Location ID 58, Is Primary Yes, Property Addr Yes, Out of Area No, Loc No 1, Suffix, Pre Dir, Street ID, Name COLE HAAN DRIVE, Street Type, Post Dir, Unit Type, Loc Unit, and Street Sort COLE HAAN DRIVE H 1.

Record ID	Parcel	Seq	Location ID	Is Primary	Property Addr	Out of Area	Loc No	Suffix	Pre Dir	Street ID	Name	Street Type	Post Dir	Unit Type	Loc Unit	Street Sort
71	9999	0	58	Yes	Yes	No	1				COLE HAAN DRIVE					COLE HAAN DRIVE H 1

Property Master

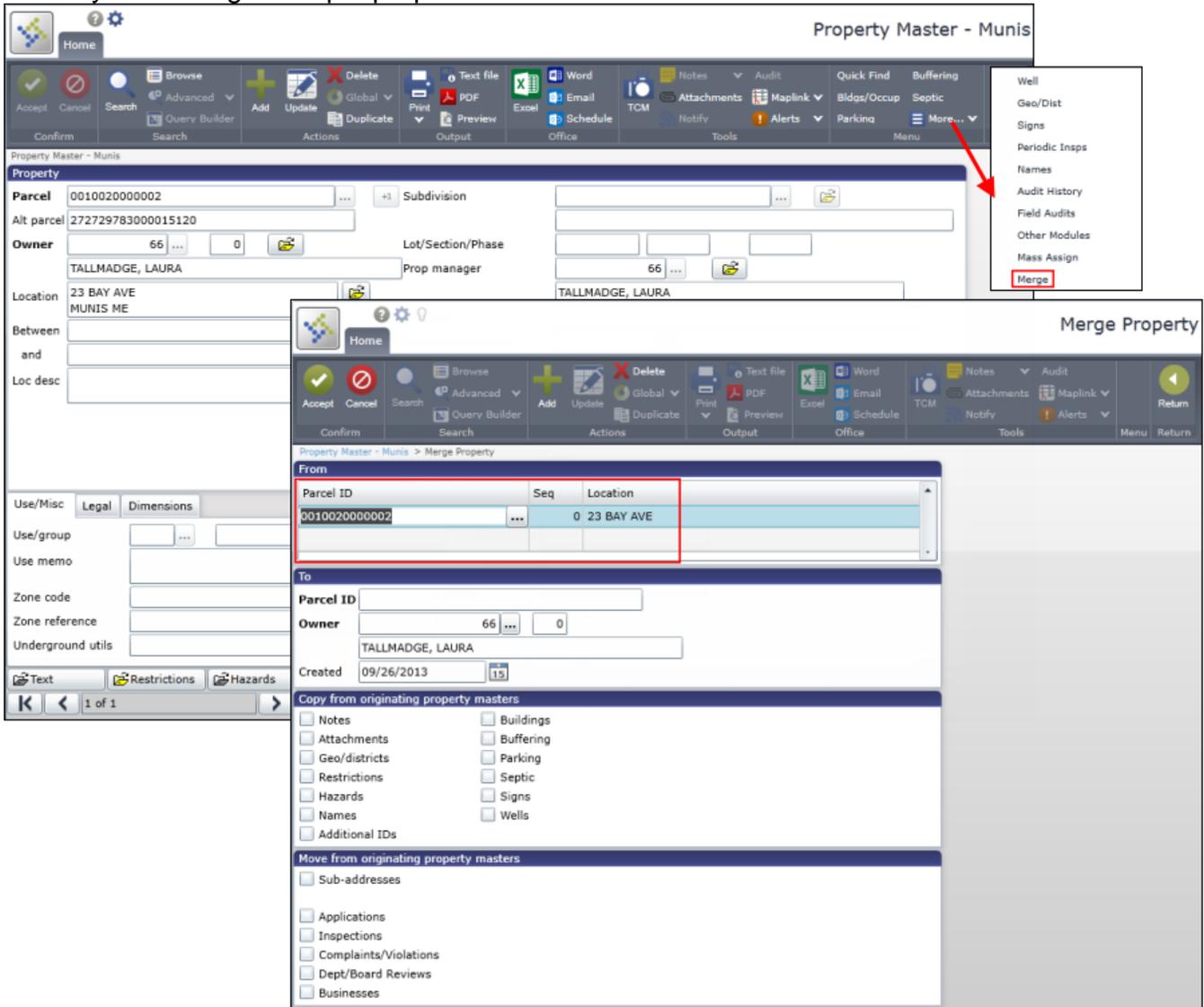
When you click the Split Property button on the Sub-Addresses screen of Property Master, the Move from Originating Property Master group includes the Applications, Inspections, Complaints/Violations, Dept/Board Reviews, and Businesses check boxes.



When you click the Split Multiples button on the Sub-Addresses screen of Property Master, the Multiple Property screen allows you to enter the From and To properties and to select the individual items to copy or move.

The image shows two overlapping screenshots from the Property Master software. The top screenshot is the 'Property Master Sub-Addresses' screen, displaying a table with columns for Location, Seq, Reference 1, Reference 2, and Building Use. A dropdown menu is open, showing options: History, Split Property, Split Multiple (highlighted with a red box), Move Subaddress, and XML Export. The bottom screenshot is the 'Multiple Property Split' screen, which features a 'From' and 'To' selection area. The 'From' field contains 'Parcel 001002000002'. The 'To' field contains 'Owner TALLMADGE, LAURA' and 'Created 09/26/2013'. Below this is a table with columns: Seq, Location, New Parcel ID, Note, Att, Geo, Rstr, Hazd, Name, IDs, Bldg, Buff, Park, Sept, Sign, Well, Move, Appl, Insp, Viol, Dept, Bus. The table lists two items: '1 UNDEFINED 1' and '2 28 Maple Drive NORTH'. At the bottom of the 'Multiple Property Split' screen, there are checkboxes for 'Mental', 'Vacant', 'Child occupants', and 'Deeded'.

When you click the Merge button on the Property Master screen, the Merge Property screen allows you to merge multiple properties.

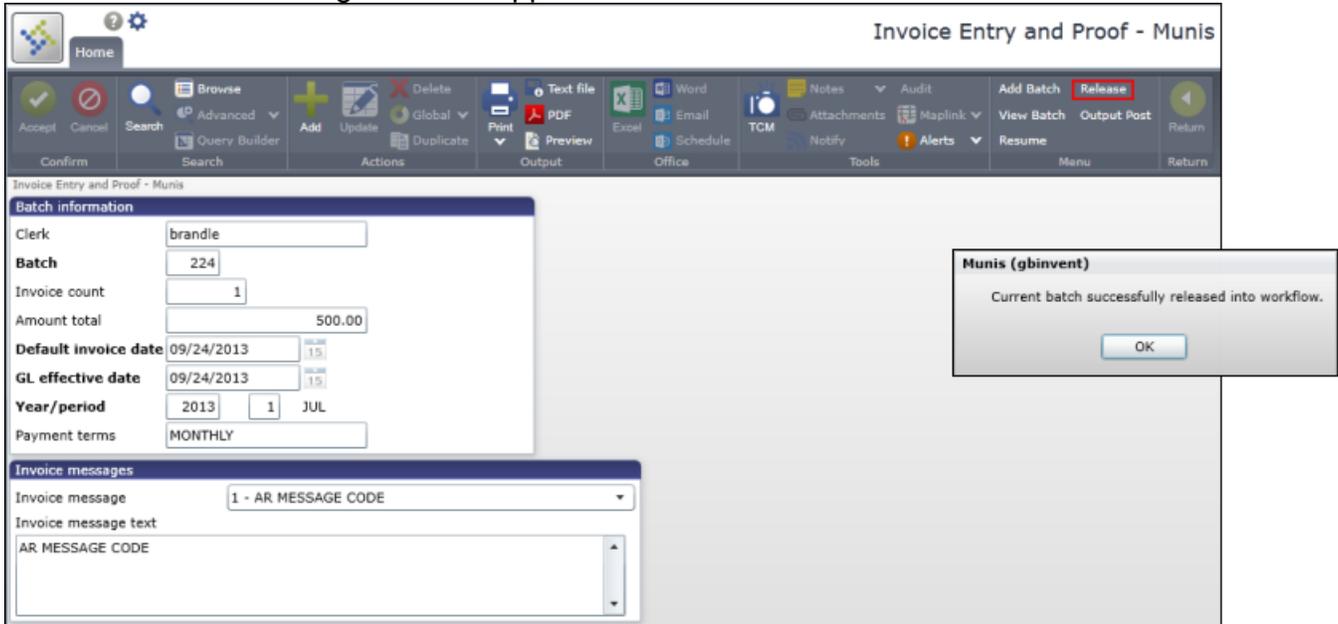


General Billing Enhancements

The following changes apply to Munis General Billing programs.

Invoice Entry and Proof

The Release button is available on the main screen of Invoice Entry and Proof, specifically for users that are submitting workflow approval invoices in a batch.



Recurring Invoices

When the Project Accounting Invoice check box is selected on the Recurring Invoice tab and the invoices are generated through Generate Invoice, the project string from the recurring invoice is transferred to the invoice account record in Invoice Entry and Proof.

The image displays two screenshots of the 'Recurring Invoices - Munis' application interface.

Left Screenshot: Invoice Header

- Customer:** 187, FRITZ, MICHA
- Address:** 0
- AR code:** GB - GENERAL BILLING
- Invoice prefix:** 241126
- Contract:** [Blank]
- Contract amount:** 0.00
- Billed amount:** 0.00
- Discount code:** [Blank]
- Discount percent:** .00
- Department:** [Blank]
- Cash account:** 1000, 1010
- Parcel:** [Blank]
- Recurrence pattern:** Monthly (selected)
- Monthly:** Recur the Second week of every 3 month(s)
- Recurrence details:** Start date: 15, End date: 15, Last date in: [Blank]

Right Screenshot: Invoice Detail

- Line:** 1
- Charge code:** RENTF - RENTAL OF FACILITIES
- Qty:** 1.00
- Price:** 100.000000
- Bill amt:** 100.00
- Accounts Table:**

Pro	Project Account	Org	Obj	Proj	Description	Total Amt
		1000	4200		GENERAL BILLING REVENUE	100.00
	Funt TST07-F - -	1000	7650	TST07	TECHNOLOGY SOFTWARE	85.00

Total: Allocation 100.00

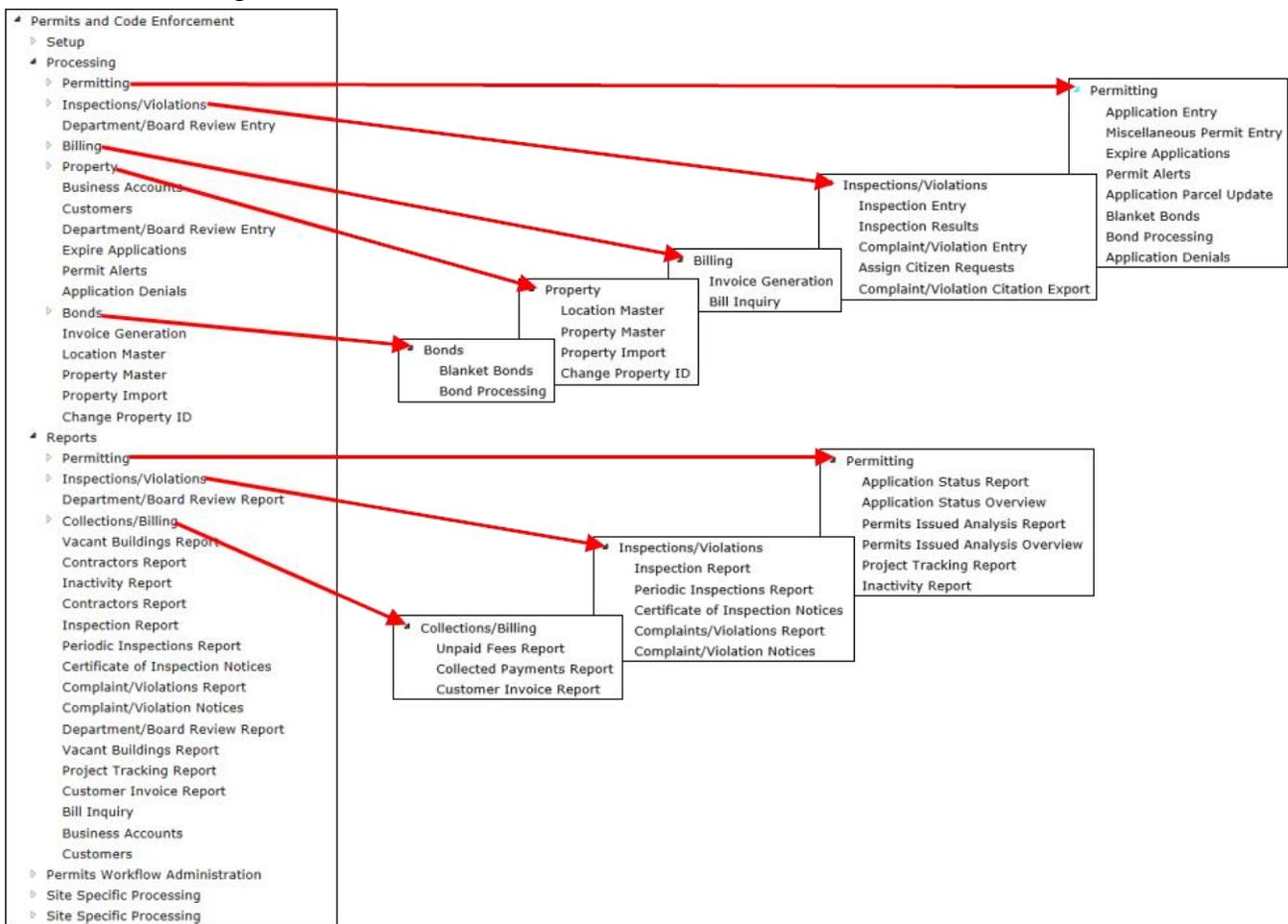
Permits and Code Enforcement

The following changes apply to Munis Permits and Code Enforcement programs.

Permit and Code Enforcement Menu

The Permits and Code Enforcement menu is restructured. The following list includes programs that moved from one menu to another menu:

- The Citizen Request Settings option moved from Processing to Setup > Inspections/Violations.
- The Blanket Bonds and Bond Processing options are located in the Bonds submenu and the Permitting submenu under Processing.
- The Assign Citizen Requests option moved to the Inspections/Violations submenu under Processing.
- The Change Parcel ID - Restricted option, relabeled as Application Parcel Update (which allows you to change the parcel ID on a Permit Application), moved from its own menu to the Permitting submenu under Processing.
- The Business Accounts and Customers options moved from the Reports menu to the Processing menu.



Application Entry, Department/Board Review Entry, Inspection Entry

When you click the Quick Find button on the main screen and complete the required fields, the program displays a browse screen for the selected records.

The screenshot illustrates the workflow in the Munis software. It starts with the 'Application Entry - Munis' main screen, where the 'Quick Find' button is highlighted in red. Clicking this button leads to the 'Quick Find' search screen, which contains various input fields for searching records, such as Application, Location, Parcel, and Application status. Below the search fields is a table of results. The table is titled 'Applications' and contains the following data:

Application Ref	Project/Activity	Location	Lot no	Subdivision	Municipality	Owner
134	NEW AMUSEMENT SOCIAL REC	1 COLE HAAN DRIVE		MUNIS	FRITZ, MICHAEL	
138	NEW DUPLEX	1 COLE HAAN DRIVE		MUNIS	FRITZ, MICHAEL	
139	NEW SHED	1 COLE HAAN DRIVE		MUNIS	FRITZ, MICHAEL	

At the bottom of the Applications screen, there is a search/filter bar and a record count of '1 of 3'.

Inspection Entry

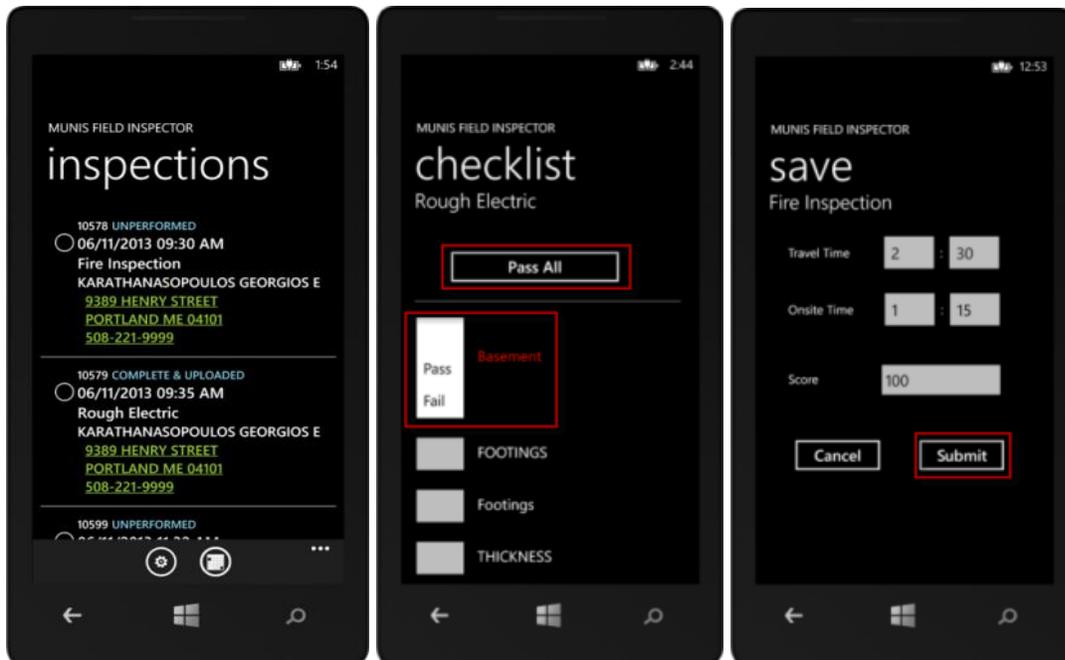
The Mass Schedule button in Inspection Entry displays a screen where you can enter a single requested date, scheduled date/time, inspector, and comment to be applied to each unscheduled inspection. The Mass Schedule Inspections screen presents a browse screen that allows you to select multiple inspections to be included in the scheduling update.

The screenshot displays the 'Inspection Entry - Munis' software interface. The top navigation bar includes a 'Home' button and a 'Mass Schedule' button highlighted in red. Below the navigation bar, the 'Inspection' section contains fields for Inspection ID (452), Source (APP), Violation ref, Application ref (92), Parcel (99999), Seq (0), Project/Activity (NEW OTHER SHELTER), Location ID, Location (FRITZ, MICHAEL, 1 COLE HAAN DRIVE BLDG 1, MUNIS ME 04096), and Municipality (MUNIS TOWN). The 'Scheduled' section includes fields for Inspection type (1041), Trade type (ELECTRIC ROUGH #1), Level (0), Requested on, Priority, Scheduled for, Inspector, Permit, Permit number (MULTIPLE), and Contractor. The 'Inspection Scheduling' section features fields for Requested date, Scheduled date, Time preference, Inspector, Comment, and Notes, along with checkboxes for 'Override requested date', 'Override scheduled date', 'Override scheduled time', 'Override inspector', and 'Override comment'. A 'Comment' section at the bottom has a 'Comment code' field. The bottom status bar shows '1 of 1' and 'Attachments (0)'. The interface is styled with a blue and white color scheme and includes a comprehensive toolbar with icons for various actions like 'Accept', 'Cancel', 'Search', 'Advanced', 'Add', 'Update', 'Delete', 'Global', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'TCM', 'Attachments', 'Maplink', 'Results', 'Quick Find', 'Notify', 'Alerts', 'Field Sheet', 'More...', 'Menu', and 'Return'.

Munis Field Inspector Phone Application

The Munis Field Inspector phone application is available from the Microsoft Windows 8 App Store. This mobile application allows you to complete a field inspection checklist, as well as manage property photographs and inspection notes, while on-site at an inspection location. When you complete the inspection checklist, enter the Pass or Fail indicator, and finalize the inspection, the data automatically transfers to your organization's Munis database. If you do not have internet access at the time the inspection is completed, the data is stored until internet access is available.

Note: This app requires a valid login to your Munis database. Once you have downloaded the app, contact osdba@tylertech.com for connectivity assistance.

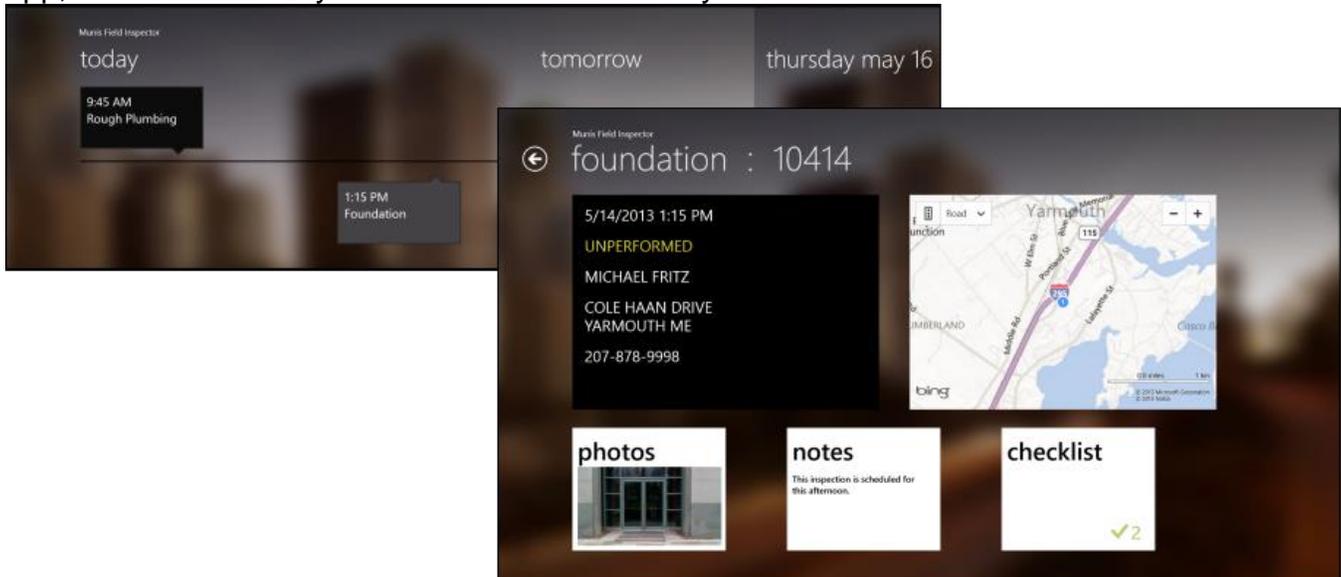


Please refer to the [Munis Field Inspector Application – Windows 8 Phones](#) document in the Munis KnowledgeBase for more information about the application.

Munis Field Inspector Tablet Application

Munis Field Inspector is available from the Microsoft Windows 8 App Store. This mobile application allows you to complete a field inspection checklist, as well as manage property photographs and inspection notes, while on-site at an inspection location. When you complete the inspection checklist, enter the Pass or Fail indicator, and finalize the inspection, the data automatically transfers to your organization's Munis database. If you do not have internet access at the time the inspection is completed, the data is stored until internet access is available.

Note: This app requires a valid login to your Munis database. Once you have downloaded the app, contact osdba@tylertech.com for connectivity assistance.



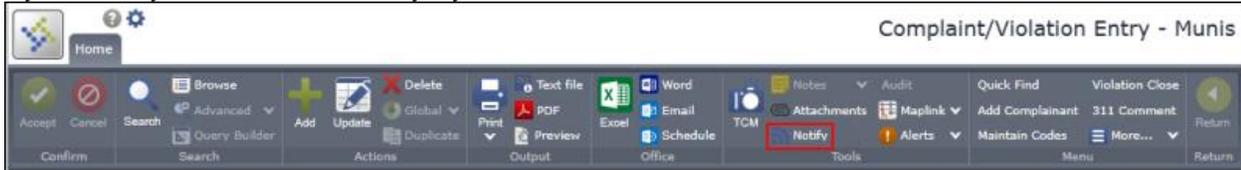
Please refer to the [Munis Field Inspector Application – Windows 8 Tablet](#) document in the Munis KnowledgeBase for more information about the application.

System Administration - Revenue Roles

Module	Field Name	Description
General Billing		
	View Others Invoices	When the View Other's Invoices check box is selected, you can review all invoices; when the check box is cleared, other invoices are not displayed.
	Modify Others' Invoices	When the Modify Other's Invoices check box is selected, you can update the Proof Header and add, delete, and update invoice lines in the Proof Detail; when the check box is cleared, you do not have access to other invoices.
Permits and Code Enforcement		
	Add Permit Applications Update Permit Applications Delete Permit Applications	These three check boxes replace the single Maintain Permit Applications check box available in previous Munis versions. These check boxes assign permissions according to the specific actions of adding, updating, or deleting applications. The default value for these check boxes is not selected (No). For existing records, the value for the Update Permit Applications check box is assigned according to the value of the previous Maintain Permit Applications check box.

Tyler Notify

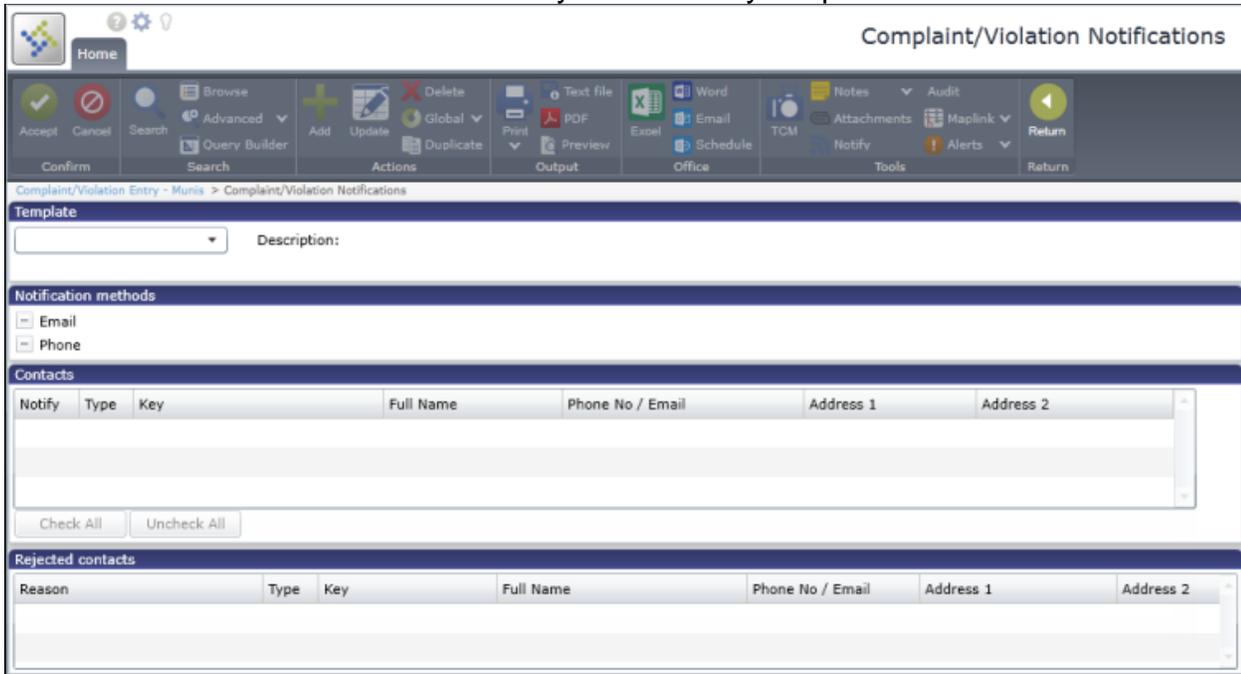
Munis is integrated with Tyler Notify to provide automated electronic notifications through telephone calls or emails. This feature requires that you purchase and install Tyler Notify. Once installed, the connection to Tyler Notify must be configured by entering the Tyler Notify base URL and Tyler Notify Munis Integration URL on the Application Integration screen of the Munis Site Settings program. Templates and message content for programs enabled to use Tyler Notify are maintained by system administrators.



The following Munis Revenues programs are enhanced with Tyler Notify in version 10.4:

- Business Licenses
 - Inactivate Expired Licenses
- Permits and Code Enforcement
 - Complaint/Violation Entry
 - Complaint/Violation Notices
 - Inspection Entry

When you click the Notify button in the Tools group of a program, the Notification screen displays. The Notification screen provides a predefined template and the notification methods to send the message. If the customer record has a telephone number and an email address, the customer receives the notification by email and by telephone.



Utility Billing - CIS

The following changes apply to Munis Utility Billing – CIS programs.

Delinquent Notices, Cutoff Process

The Delinquent Notices and Cutoff Process programs provide the option for sending delinquent notices to the tenant's owner account. In the Delinquent Notices program, the Owner Responsible for Tenant-occupied check box is available.

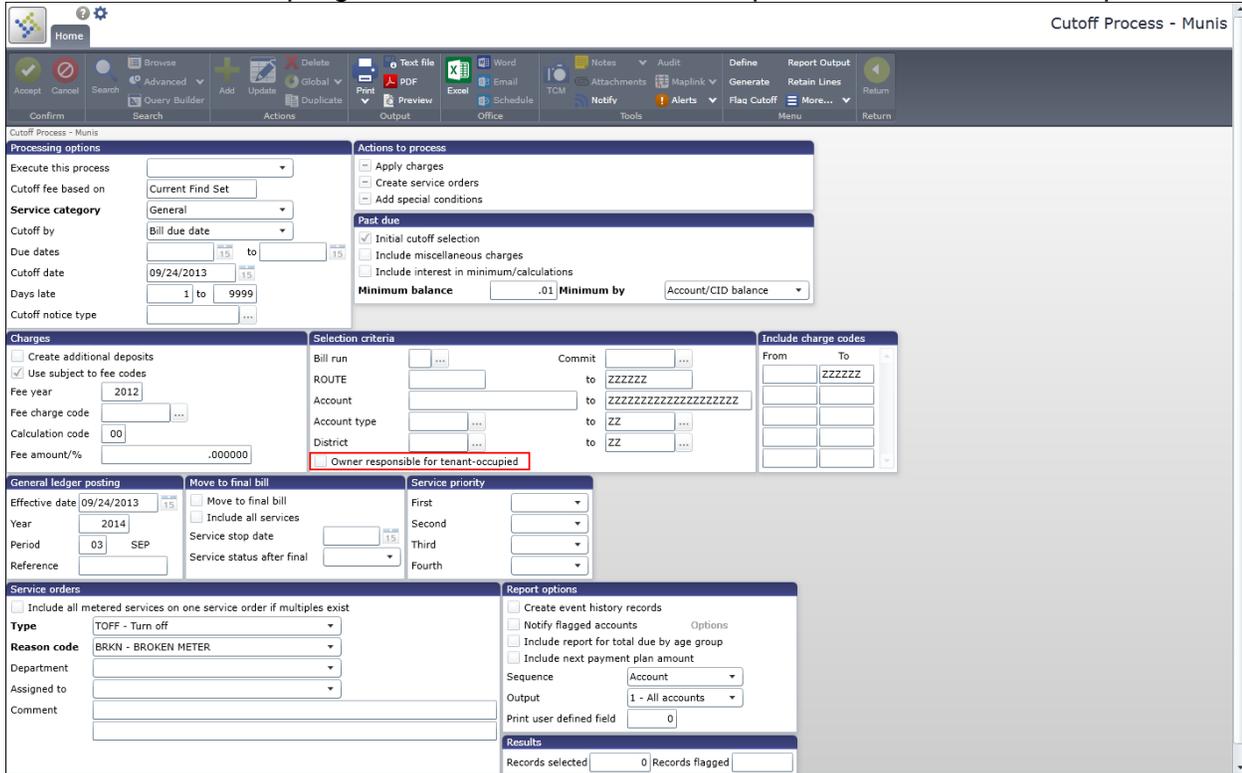
The screenshot shows the 'Delinquent Notices - Munis' application window. The 'Owner responsible for tenant-occupied' checkbox is highlighted with a red box. The interface includes the following sections:

- Processing options:** Execute this report, Category (60 - Services, General), Process by (Account/CID).
- Past due:** Late by (Bill due date, Days late), Bill due date from (15) to (15), Days late from (1) to (999).
- Delinquent dates:** Notice date (12/02/2008), Interest date (12/02/2008), Last payment date (12/02/2008), Shutoff date (12/02/2008).
- Past due amounts:** Include interest in minimum/calculations (checkbox), Minimum balance (10.00), Minimum by (dropdown).
- Output:** Output type, Format, Sequence, Alternate send to, Alternate delivery method (checkbox), Owner responsible for tenant-occupied (checkbox), Notify flagged accounts (checkbox), Notice type (30), Projected fee, Include meter information (checkbox).
- Exclusions:** Final, Inactive, Shutoff, Current CIDs, Past CIDs (checkboxes).
- Interest special condition:** Freeze interest (checkbox), Code, Start, End.
- Inclusions:** Bill run, Commit, Account, Acct Type, District, ROUTE, Average payment plan accounts only (checkbox).
- Include charge codes:** From, To (ZZZZZZ).
- Results:** Processing, Notices generated (0).

When you select this check box, access to the Alternate Send To list is restricted. In addition, this check box, if selected, causes one of the following outcomes for the XML file generated:

- If the delinquent customer does not have an owner on the account, or the customer is the actual owner on the account, the program generates the new XML fields, but does not include values for them.
- If the delinquent customer does have an owner on the account and the owner does not live in the defined city, the program generates the new XML fields, indicating that the owner does not live in the city and providing the owner's contact information.
- If the delinquent customer does have an owner on the account and the owner lives in the defined city, the program generates the new XML fields, indicating that the owner does live in the city and providing the owner's account and contact information.

The Cutoff Process program includes the Owner Responsible for Tenant-occupied check box.



If selected, this check box restricts the Fee Charge Code value to calc code 60–Flat Amount and when the process completes, one of the following results:

- The program generates a cutoff notice for the owner's account (not the tenant's) if the owner's account is also in the defined city.
- If the owner's account is not in the defined city, the program clears the tenant account from the cutoff process records.
- If the CID is the owner on the account, then the program results are standard cutoff process results with no changes.

For delinquent notice processing, event history records are created for owner accounts, and for cutoff processing, event history records are created for the owner and tenant accounts, as appropriate.

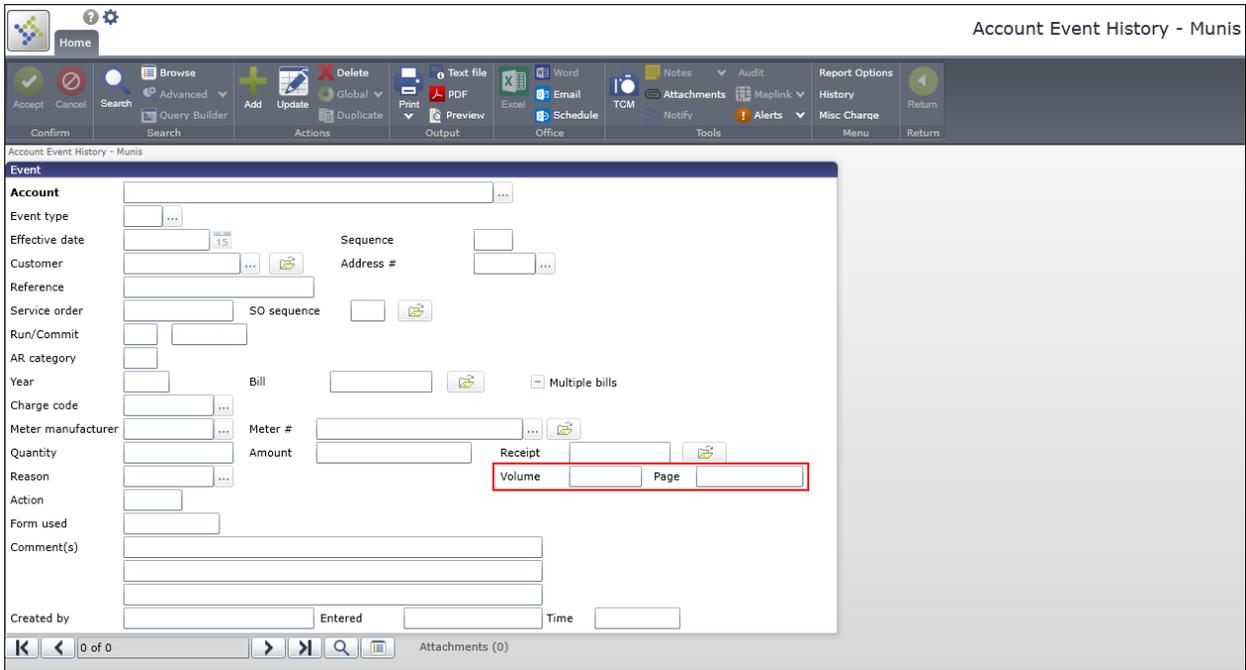
Lien Delinquent Bills

The Lien Delinquent Bills program includes the Assign Volume and Page Per Bill check box processing option. This option assigns the volume and page numbers to liens.

The screenshot shows the 'Lien Delinquent Bills - Munis' application window. The 'Processing options' section is expanded, and the 'Assign volume and page per bill' checkbox is checked and highlighted with a red box. Below this checkbox are three input fields: 'Volume', 'Starting Page #', and 'Liens per page'. Other sections visible include 'General ledger' with fields for 'GL effective date', 'Posting year', 'Period', 'Reference', and 'Reason code'; 'Report/notice options' with checkboxes for 'Use delinquent-to name', 'Send notice to lien-to', 'Notify flagged accounts', and 'Include' options; and 'Include charge codes' with a table for 'From', 'To', and 'Collection charge cod'.

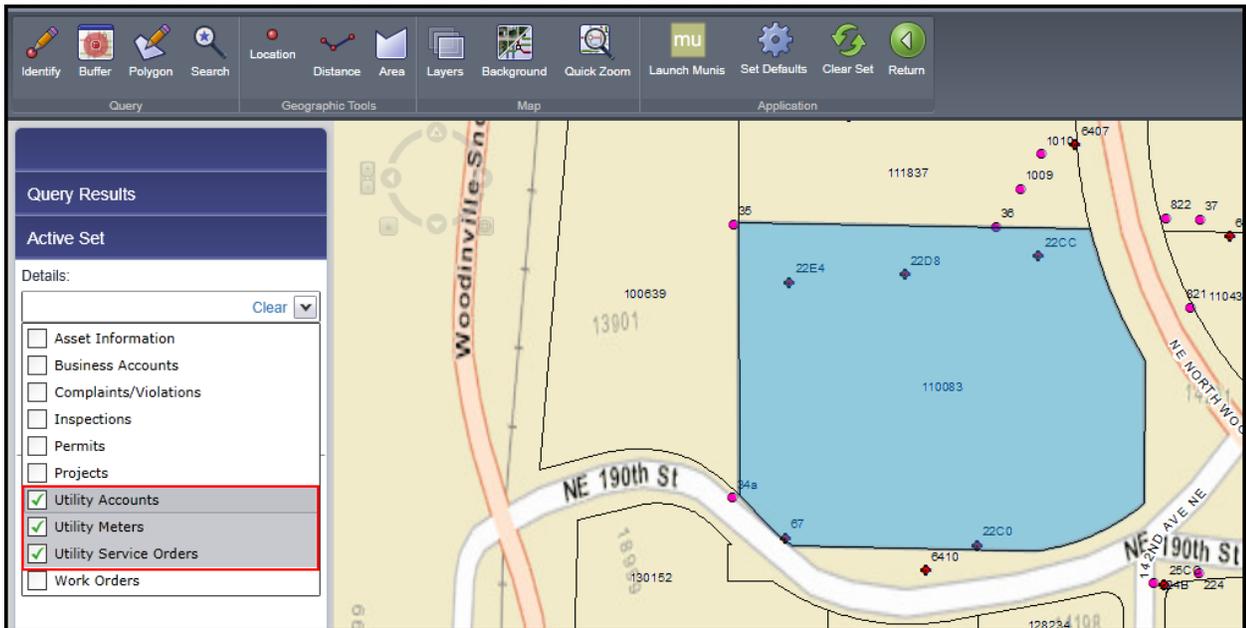
Using a single volume number, a starting page number, and a standard number of liens per page, the program assigns these values to all the liens processed. The Microsoft Word and Microsoft Excel output files include the volume and page values.

When the event history type code is TDT–Transfer Delinquent to Tax, the Account Event History program includes the Volume and Page boxes and creates an event history record for each amount per lien bill.

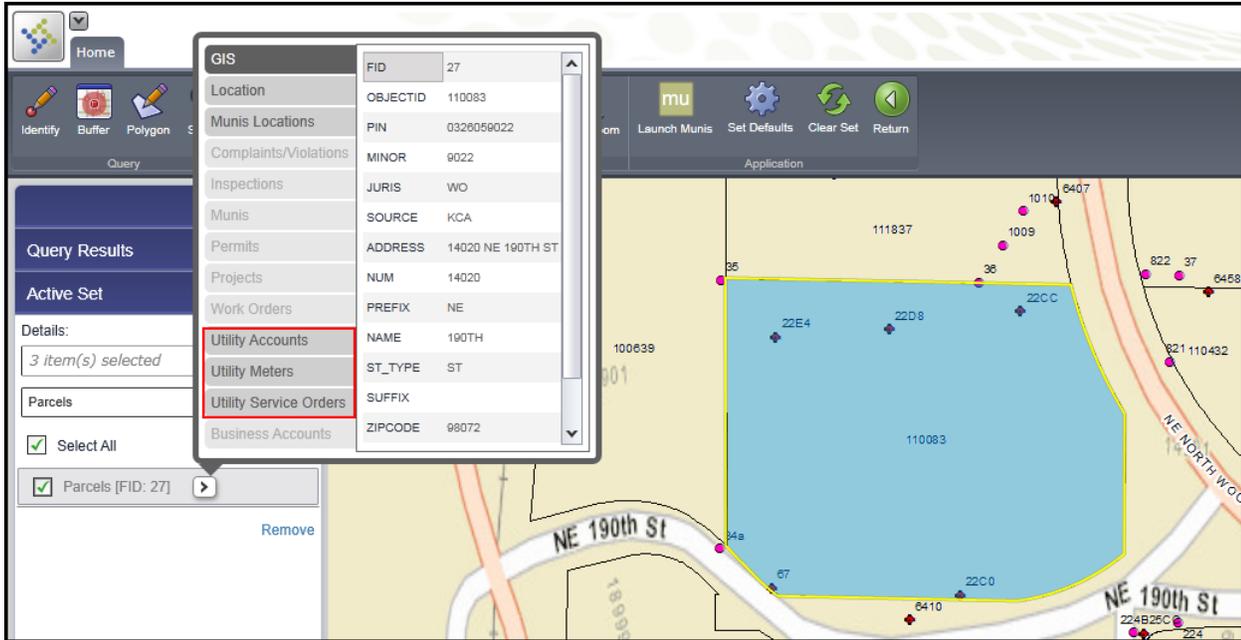


MapLink

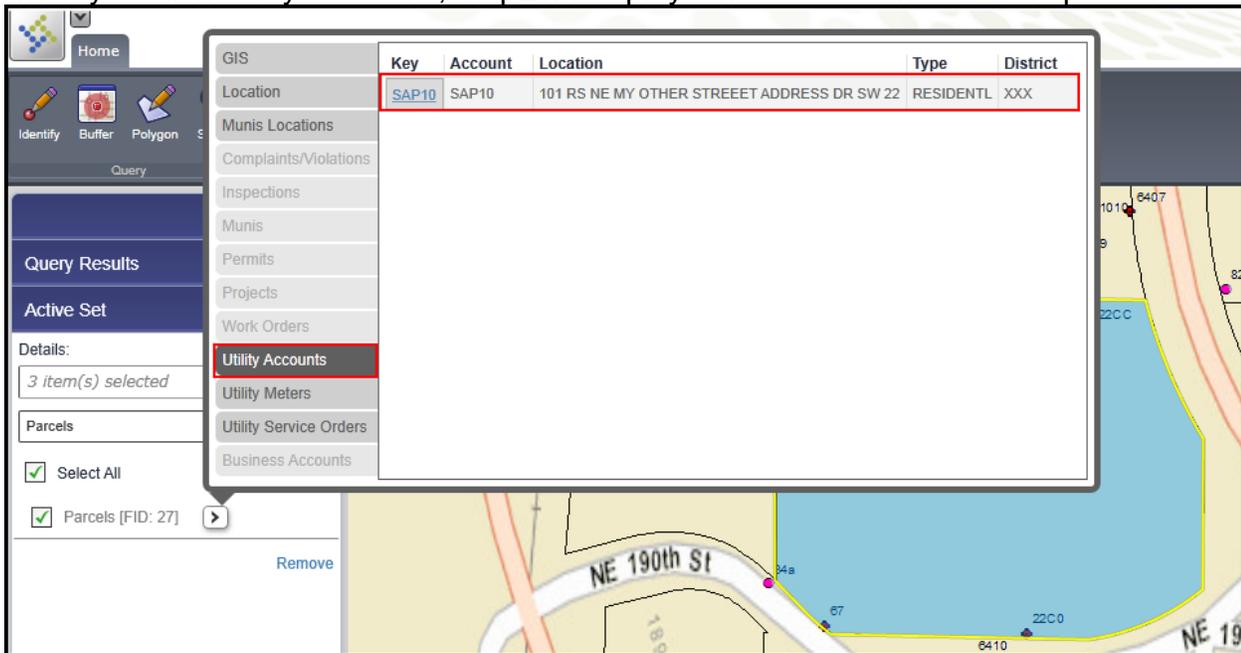
Munis MapLink for Utility Billing–CIS includes the Utility Accounts, Utility Meters, and Utility Service Orders on the Detail Items list for the active set of records.



When you select one of these options, MapLink adds the details to the list of parcel information for the active set.



Selecting one of these options provides the applicable details for the parcel. For example, when you click Utility Accounts, MapLink displays the account linked to the parcel.

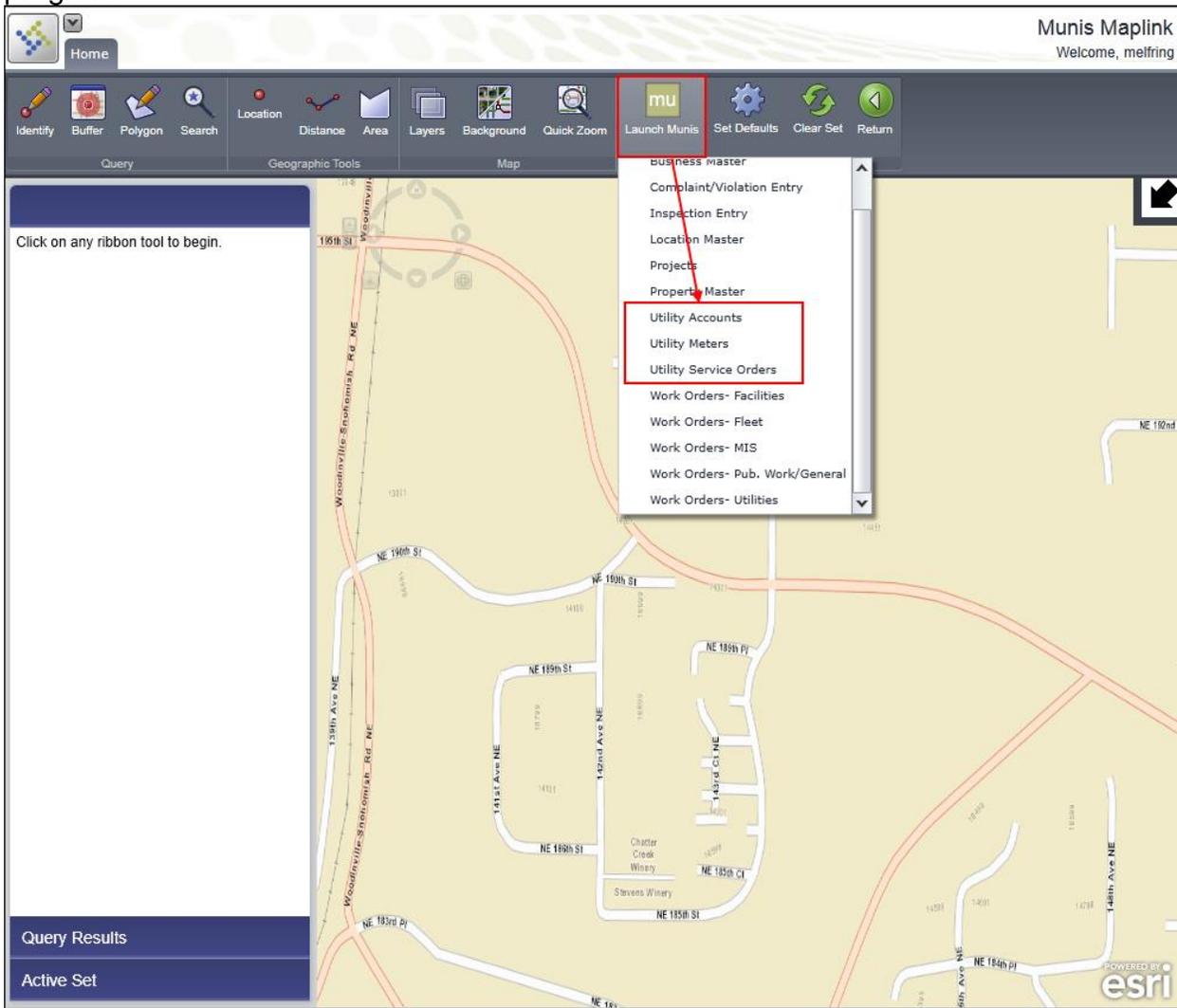


Clicking the Key hyperlink opens the Utilities program with the associated account as the active record.

If you select Utility Meters, MapLink provides a list of meters for the parcel and the Key hyperlink opens the Meter Inventory program with the selected meter as the active record.

If you select Utility Service Orders, MapLink provides a list of service orders attached to the parcel and when you click the Key hyperlink for a specific service order, the Munis Service Order/Print program opens with the selected service order as the active record.

The Launch Munis ribbon option includes the Utility Accounts, Utility Meters, and Utility Service Orders options, which provide direct access to the selected programs in Munis. When the Munis program opens, the MapLink active set is also the selected active set for the Munis program.



Rate Masters

Minimum Usage

The Rate Masters program includes the Minimum Billed Usage box, which defines a minimum usage value. This minimum usage value becomes the billed usage whenever actual usage is less than the defined value. During the billing process the Minimum Billed Usage value is evaluated against the actual usage. If the actual usage falls below the minimum, the billed usage is set to the defined minimum usage.

Rates - Munis

Home

Accept Cancel Search Advanced Query Builder Add Update Duplicate Global Print Preview Excel Word Notes Attachments TCM Notify Alerts Rate Table History Copy/Delete Return

Rates - Munis

Rates

Charge code

Rate code

Effective date Calc code

General Average/Surcharge Demand Drought

General processing

Summary code

Service type

Charge type

Rate effective

Use drought rates

Averaging

Method # Per

Exclude high/low

Usage

Default

Seasonal minimum

Previous compares

High usage for zero average

Exclude from winter avg calc

Prorate averages

Minimum billed usage

Special processing

Rate 1 Rate 2

Usage 1 Usage 2

Percent Cycle method

Additional

UOM UOM desc

Base/flat

Prorate

Discount Taxable

Charge amount min Max

Based on other Other # per

Average payment plan

Usage high warning %

Usage low warning %

Default bill cycle

Default deposit

Deposit rate code

UOM allowance

Estimate maximum

Fuel adjustment

Tax credit factor

Acreege exponent

Round usage down Default for SO

Default for final

Qualify method Order

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The Calculate Charges and Bill Adjustments programs are updated so that when billed usage is determined, the usage minimum from the Rate Masters program is evaluated against the actual usage and replaces the actual usage as the billed usage when it is less. The comparison of actual usage to a usage minimum only occurs when there is a minimum usage value defined in the Rates Master program.

The UB Original Bill Inquiry program includes the Billed Usage column in the Detail table. In addition, Account Customer Inquiry, Consumption History/Inquiry, Account History/Inquiry Report programs display both billed and actual usage. Each will display the minimum usage as the billed usage whenever actual usage is less.

Winter Quarter Calculations

For winter quarter sewer calculations, the Rate Masters program includes the W-Lesser--Current or Avg w/Min field value option for the Use Usage/Average list on the Average/Surcharge tab. This calculation is based on the lesser of the current or average usage

from the prior fiscal year if the account has more than three nonzero usages.

The screenshot shows the 'Rates - Munis' application window. At the top, there is a navigation bar with 'Home' and 'Rates - Munis'. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Global', 'Print', 'PDF', 'Preview', 'Excel', 'Word', 'Email', 'Schedule', 'TCM', 'Notify', 'Alerts', 'Menu', and 'Return'. The main content area is titled 'Rates' and contains several fields: 'Charge code' (E2SR), 'Rate code' (STND), 'Effective date' (01/01/2005), and 'Calc code' (62). Below these fields are two 'Compare dates' sections, (A) and (B), each with 'Evaluation' and 'Adjustment' date ranges. The 'Options' section includes a 'Rate type' dropdown set to 'A - USE COMPARE DATES (A)', a 'Number of periods in average' field set to 1, and a 'Maximum number of estimates' field set to 0. There are three checkboxes: 'Include zeros in average', 'Ineligible if previous is an estimate', and 'Ineligible if current is an estimate'. A dropdown menu for 'Use usage/average' is open, showing a list of options: 'A - AVERAGE USAGE', 'B - LOWEST HISTORY USAGE', 'E - EXCESS USE', 'G - GREATER -- CURRENT OR AVERAGE', 'L - LESSER -- CURRENT OR AVERAGE', 'M - MEDIAN OR CURRENT USAGE', 'P - LOWEST PREV EVAL PERIOD A/B', and 'W - LESSER -- CURRENT OR AVG W/MIN'. The 'W' option is highlighted with a red box. At the bottom of the window, there is a status bar showing '1 of 1'.

For correct processing, the Minimum Number of Reads value on the Site Options 2 tab in the Settings program tab must be three (3) and the Include Zeros in Average check box on the Average/Surcharge tab in the Rate Masters program must be cleared.

Settings, Current Read/Consumption, Calculate Charges

The Site Option 1 tab in the Settings program contains the Require Reason Code for Update/Delete in Current Read/Consumption and Require Reason Code for Update/Delete in Calculate Charges check boxes.

The screenshot shows the 'Settings - Munis' application window. The 'Site Options 1' tab is selected. The 'General' section contains several check boxes, with two highlighted in red: 'Require reason code for update/delete in Current Read/Consumption' and 'Require reason code for update/delete in Calculate charges'. The 'Processing' section includes dropdown menus for 'Process by', 'Estimate/Average by', 'Apply credits by', and 'Calculate late on'. The 'Proration' section has a dropdown for 'Prorate from' and a text box for 'Prorate zero days as'. The 'Liens' section has a dropdown for 'Process option' and a checkbox for 'Debit tax receivable'. The 'Annualized billing' section has a date field for 'Start date' and a checkbox for 'Start new customer at tier 1'. The 'Deposit' section has a text box for 'Deposit maximum'. The 'EUSP credits' section has a text box for 'State account' and a range of 'Misc codes'.

If you select either or both of these check boxes, users must enter a reason code when updating or deleting data in the respective program. To use this functionality, you must also create the following Utility Billing miscellaneous codes:

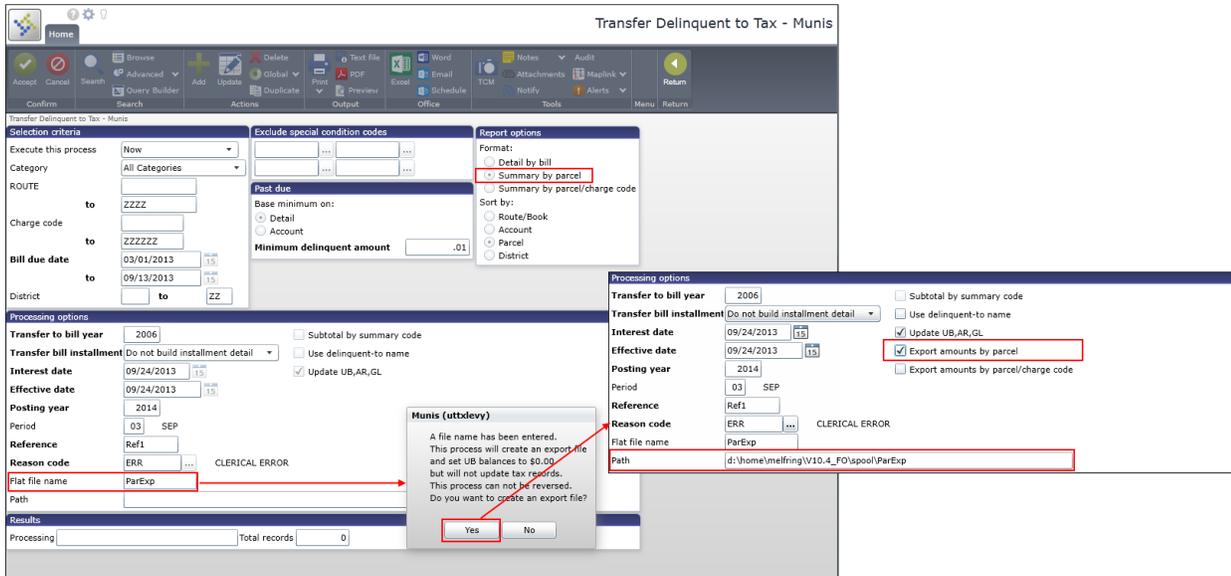
- Calculate Charges Reasons Codes for the code type CCR
- Current Read/Cons Reason Codes for the code type CRC

Transfer Delinquent to Tax

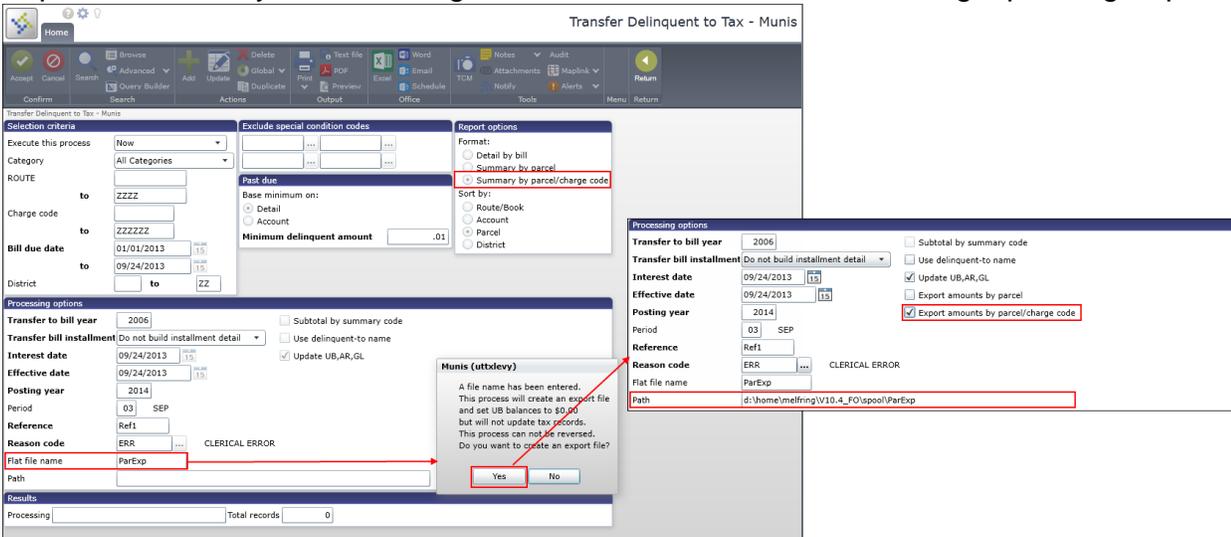
The Transfer Delinquent to Tax program provides an option to create an export file that groups amounts by parcel or parcel/charge code if you enter a value in the Flat File Name box.

To create a summary report by parcel, select Summary by Parcel as the Report Option format. In the Processing Options group, enter a value for the Flat File Name box and press Tab. The program displays a File Name message; click Yes and the screen refreshes to complete the Path box with the path to your spool directory and to include the Export check boxes. Select

the Export Amounts by Parcel check box and click Accept to complete the process.



To create a summary report by parcel and charge code, in Report Options, select Summary by Parcel/Charge Code and then follow the same procedure as for the Parcel report, selecting the Export Amounts by Parcel/Charge Code check box in the Processing Options group.



Workflow System Information, Workflow Business Rules

The Workflow System Information Maintenance program (a restricted-access program) includes the Allow Step Level Entry check box on the Process Code tab. If this check box is selected and the Workflow Process Access list in the Munis System Roles program is set to Full, the Workflow Business Rules program accommodates two steps of approvers for the UTB - UB Bill Adjustment business rule.

The screenshot displays the 'Business Rules - Munis' application interface. At the top, there is a navigation bar with a 'Home' button and a settings icon. Below this is a ribbon menu with various tool categories: Confirm, Search, Actions, Output, Office, Tools, and Menu. The main content area shows a 'Business rule setup' form. The 'Process' field is highlighted with a red box and contains the text 'UTB ... UB Bill Adjustment'. To the right of this field, there are 'Other Options' including a checked 'Deliver immediately' checkbox and an unchecked 'Catchall rule' checkbox. The 'Rule ID' field contains the value '146'. The 'Department' field is currently empty.

The two-step process sends an email notification to the first-level approver, and then after the first-level approver approves the workflow item, it sends a follow-up email to the second approver indicating that the second-level approval is now required. Once the second level approval is complete, the second-level approver can post the adjustment.

Citizen Self Service

The Munis Self Service programs available for the Revenues product are included in Citizen Self Service (CSS). The following changes apply to Munis Citizen Self Service programs.

Permits and Inspections

View Plan Reviews

When the Allow Plan Reviews to be Viewed check box is selected on the Citizen Administration Permits and Inspections Settings page, the Permits and Inspections Detail page provides the View Plan Reviews option that accesses the Plan Reviews page.

The image shows two screenshots of the Tyler Technologies web application interface. The left screenshot is the 'Permits and Inspections Settings' page, and the right screenshot is the 'Permits and Inspections' detail page for application reference 134.

Permits and Inspections Settings Page:

- Contact telephone: 07-555-8282
- Contact email: csmith@tyler.com
- Query text: [Empty search box]
- Global bill display name: Permits and Inspections
- Checkboxes:
 - Allow Inquiries?
 - Allow editing of contractor information in permits
 - Limit Permit Issuing to Associated Contractors?
 - Limit Inspection Scheduling to Associated Contractors?
 - Allow Plan Reviews to be viewed

Permits and Inspections Detail Page (Application reference 134):

- Status: ACTIVE / NEW
- Project/Activity: NEW AMUSEMENT SOCIAL REC
- Location: 1 COLE HAAN DRIVE, MUNIS
- Owner: FRITZ, MICHAEL
- Parcel ID: 9999
- View Application Information: [View Plan Reviews](#) (highlighted with a red box)

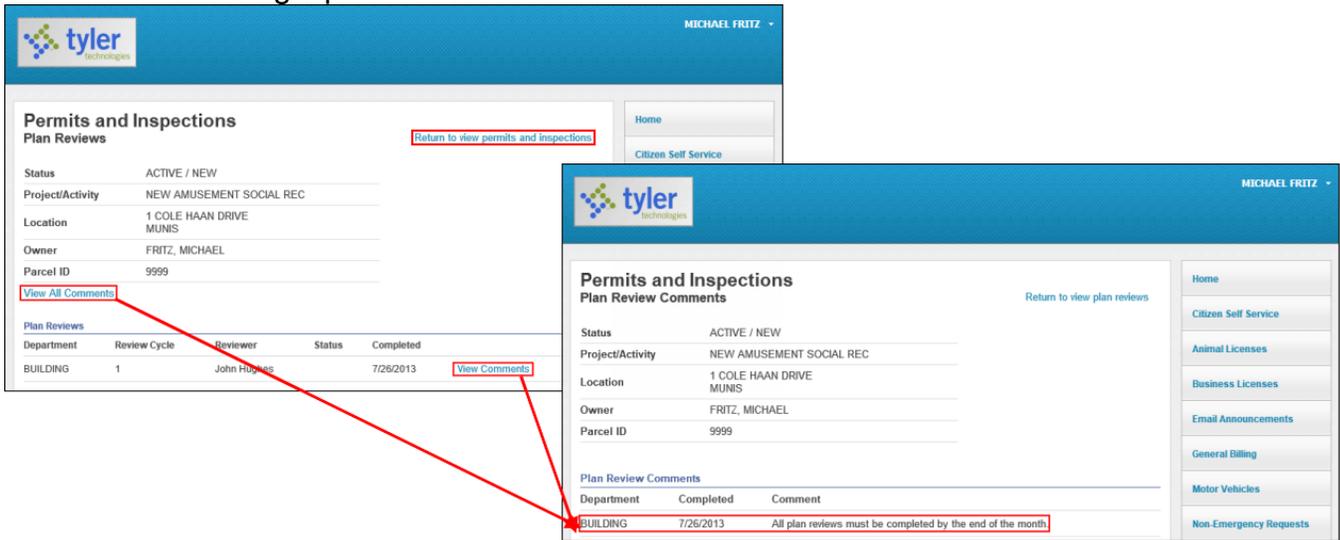
Permits (9 found) Table:

Permit Type	Status	Total Fees	Balance Due	Details	Alert
<input checked="" type="checkbox"/> Pay BLDG EST	ISSUED	\$15.00	\$7.50	Details	Alert
<input type="checkbox"/> Pay COO	REVIEWING	\$0.00	\$0.00	Details	Alert
<input checked="" type="checkbox"/> Pay ELECTRIC	ISSUED	\$25.00	\$25.00	Details	Alert

Right Sidebar (MICHAEL FRITZ):

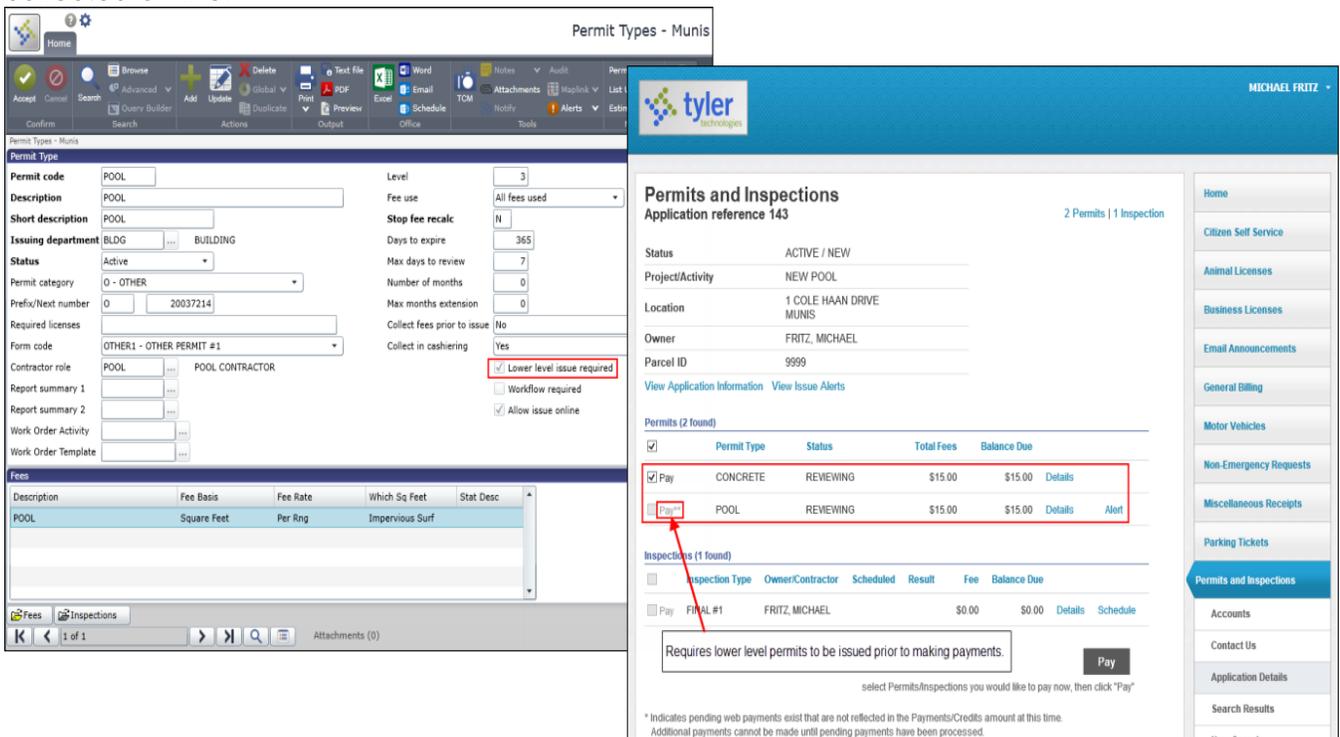
- Home
- Citizen Self Service
- Animal Licenses
- Business Licenses
- Email Announcements
- General Billing
- Motor Vehicles
- Non-Emergency Requests
- Miscellaneous Receipts
- Parking Tickets

On the Plan Reviews page, the Return to View Permits and Inspections option returns you to the previous page. The View All Comments option displays the Plan Reviews Comments page where detailed plan review information is available. The View Comments option displays comments for a single plan review.



Issue Lower Level Permits

When the Lower Level Issue Required check box in the Munis Permit Types program is selected, the “Requires that lower level permits be issued prior to making payment” message in Citizen Self Service specifies lower level permits must be issued prior to permit fees being collected online.



Utility Billing

As Of Dates

On the Manage Bills or Bills Details pages in CSS-Utility Billing, the As Of date box recalculates the amount due for outstanding charges according to the interest rate applied.

When you position your cursor in the As Of date box, the program displays a calendar. Navigate to the accrual date for which to see the changes in interest and penalties. When you click the new date, the program recalculates the Balance Due amounts for the individual bills and updates the Total Due amount.

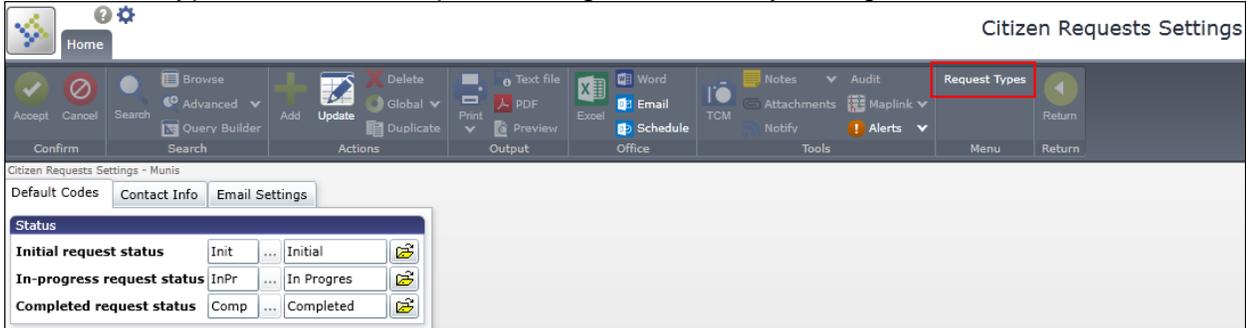
The screenshot displays the 'Utility Billing Manage Bills' interface. The 'As of' date is set to 10/03/2013. A calendar is shown for November 2013, with the date 11/29/2013 selected. The table below shows the recalculated balance due amounts for various bills.

Bill	Bill Date	Pay By	Charges	Balance Due	Bill Details	
<input checked="" type="checkbox"/>	1068	7/15/2005	8/1/2005	\$54.32	\$140.84	Bill Details
<input checked="" type="checkbox"/>	1098	8/15/2005	9/1/2005	\$59.06	\$151.79	Bill Details
<input checked="" type="checkbox"/>	1127	9/15/2005	10/1/2005	\$49.59	\$127.52	Bill Details
<input checked="" type="checkbox"/>	1156	10/15/2005	11/1/2005	\$63.80	\$161.65	Bill Details
<input checked="" type="checkbox"/>	1186	11/15/2005	12/1/2005	\$63.80	\$160.70	Bill Details
<input checked="" type="checkbox"/>	1215	12/15/2005	1/1/2006	\$63.80	\$154.73	Bill Details
<input checked="" type="checkbox"/>	1244	1/15/2006	2/1/2006	\$59.06	\$142.33	Bill Details
<input checked="" type="checkbox"/>	1274	2/15/2006	3/1/2006	\$63.80	\$152.87	Bill Details
<input checked="" type="checkbox"/>	1303	3/15/2006	4/1/2006	\$63.80	\$151.90	Bill Details
<input checked="" type="checkbox"/>	1332	4/15/2006	5/1/2006	\$63.80	\$150.95	Bill Details
<input checked="" type="checkbox"/>	1362	5/15/2006	6/1/2006	\$63.80	\$149.98	Bill Details
<input checked="" type="checkbox"/>	1391	6/15/2006	7/1/2006	\$63.80	\$149.03	Bill Details
<input checked="" type="checkbox"/>	1420	10/1/2006	12/1/2006	\$1,324.00	\$1,324.00	Bill Details
<input checked="" type="checkbox"/>	1049	2/28/2007	3/15/2007	\$44.35	\$44.35	Bill Details
<input checked="" type="checkbox"/>	1007	3/15/2007	4/15/2007	\$364.54	\$364.54	Bill Details
<input type="checkbox"/>	1056	7/31/2007	8/15/2007	\$100.00	\$213.38	Bill Details
				Total Due:	\$3740.56	

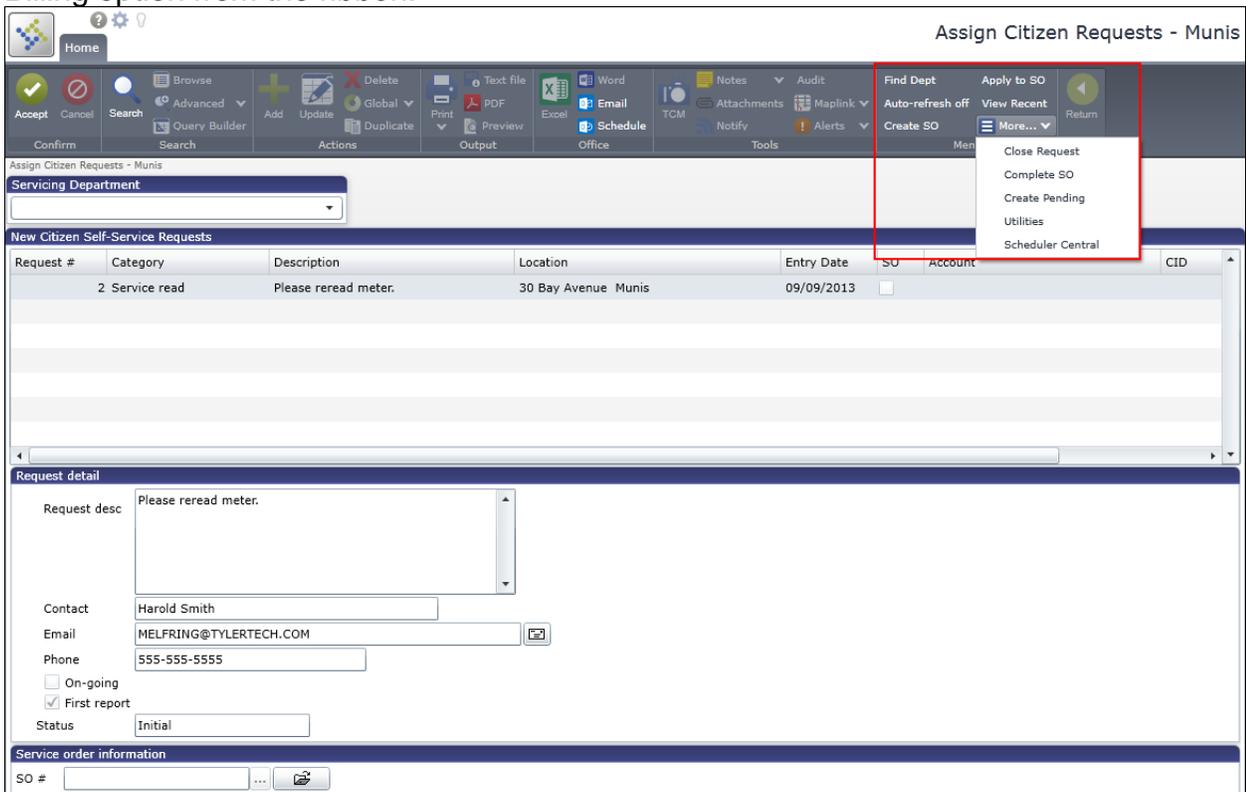
Using the As Of box to refresh bill amounts according to specified dates allows you to see how much interest, penalties, and so on, would accrue if you postpone paying the bill. There are no permanent changes as a result of using this recalculation feature.

Service Requests

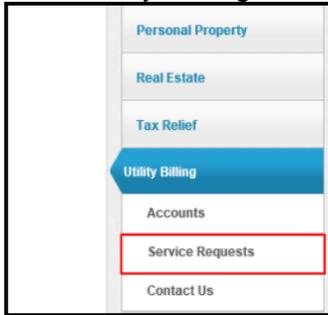
CSS – Utility Billing, in conjunction with the Munis Citizen Request Settings and Assign Citizen Requests programs, accepts and processes nonemergency service requests for utility billing accounts. Using Citizen Request Settings from the Munis Utility Billing menu, you can define the service types that are accepted through CSS–Utility Billing.



When service requests are made using CSS, the Assign Citizen Requests program receives the requests and provides direct access to Munis programs that manage service request processing. To display service request details, double-click the request item or select a Utility Billing option from the ribbon.

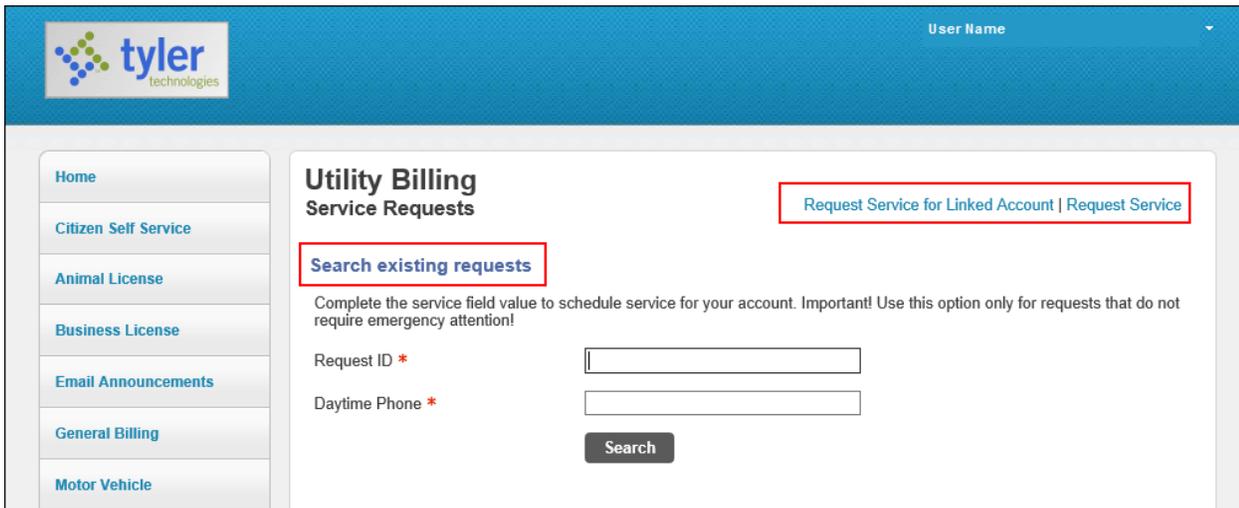


Once the service request set up is complete in CSS Administration, the Utility Billing menu in CSS-Utility Billing includes the Service Requests item.

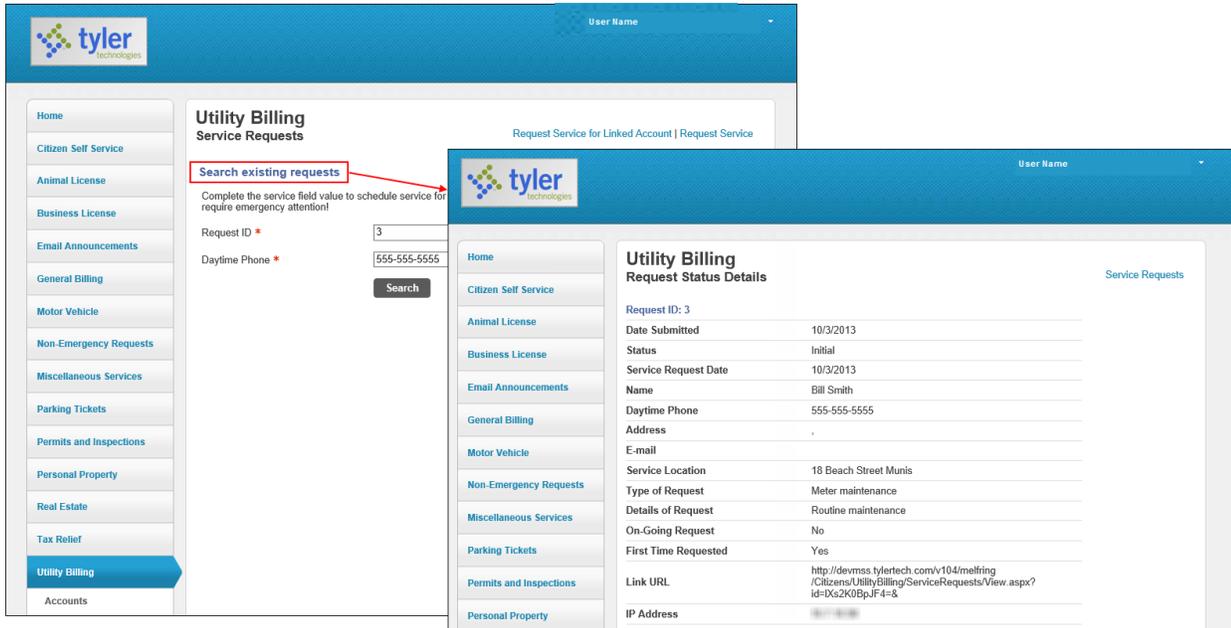


The main Service Requests page provides three options:

- Search for Existing Requests
- Request Service for Linked Account
- Request Service

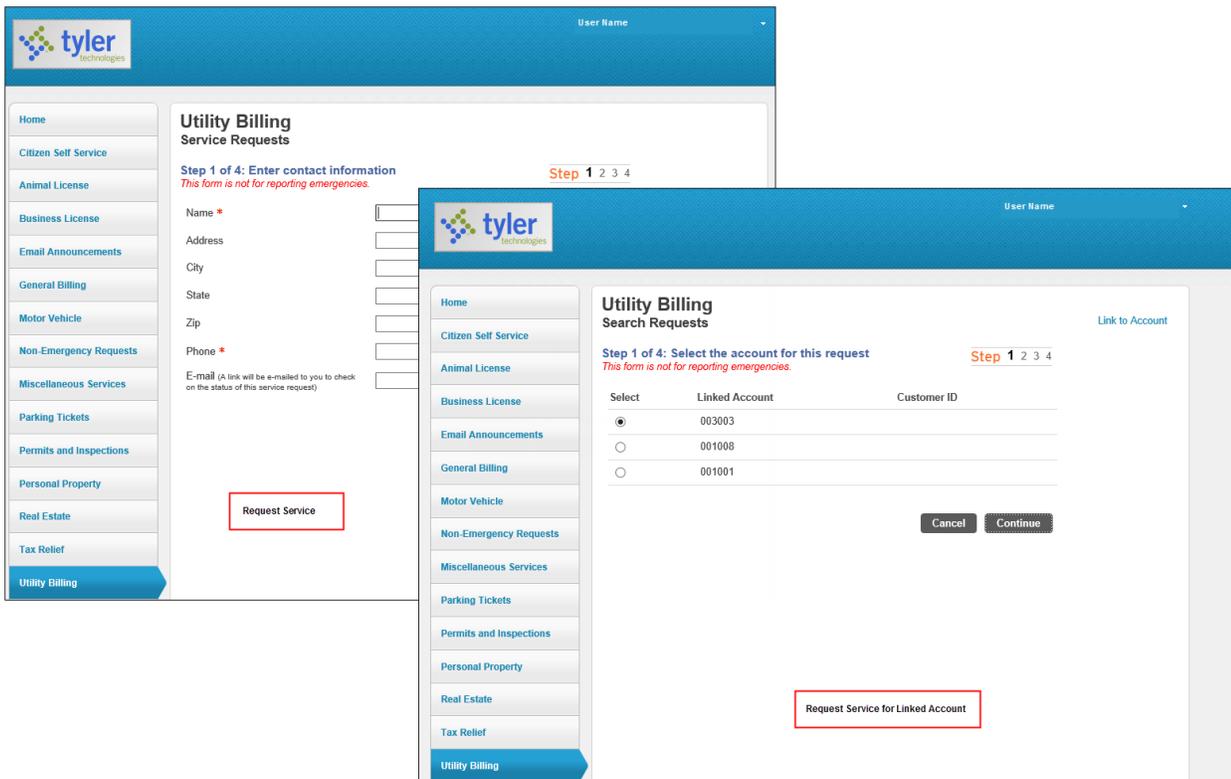


The Search Existing Requests option provides searching for existing service requests by the request ID number and requestor's telephone number.

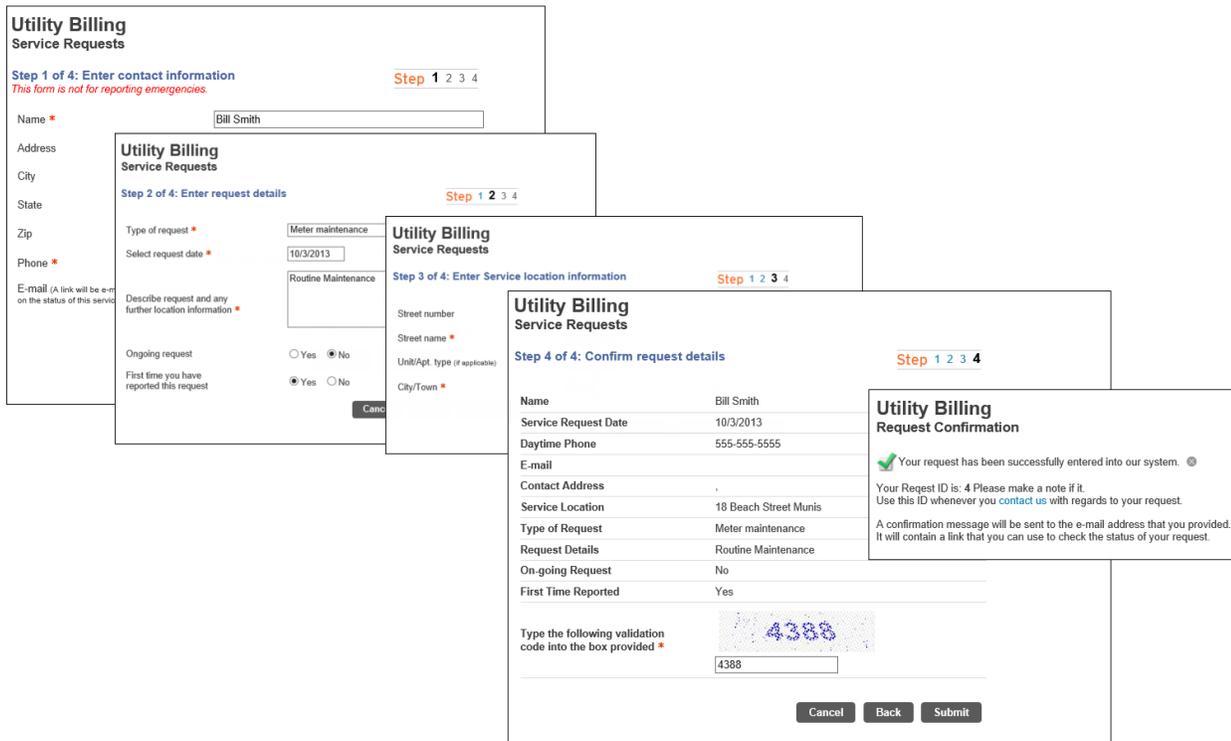


Selecting Request Service displays a Step 1 page that provides the Name, Address, Phone, and Email fields. Only the Name and Phone values are required, but to receive an email confirmation for the request, you must complete the Email box.

Selecting Service Request for Linked Account provides a Step 1 page that includes available linked accounts to which you can associate the service request. When you select an account, the customer details are completed according to that account.



The process for completing a service request includes four steps, after which the program displays an on-screen confirmation and also sends a confirming email message.



Account Summary

The Account Details page in CSS-Utility Billing is relabeled Account Summary. This updated page includes the Your Current Balance and About Your Payments groups. The Your Current Balance group displays the current amount due and provides the Pay Now option to initiate a payment to the specified bill.

The screenshot shows the Tyler Technologies Utility Billing Account Summary page. The page has a blue header with the Tyler Technologies logo and a 'User Name' dropdown. A left sidebar contains navigation links for various services. The main content area is titled 'Utility Billing Account Summary' and includes sections for Billing Account, Your Current Balance, About Your Payments, Customer Information, and Services. Red arrows point to the 'Utility Billing Account Summary' title, 'Your Current Balance' section, and 'About Your Payments' section. A red box highlights the 'Manage Bills' button and the navigation links 'Link to Account | Request Change of Address | Service Requests'.

Service	Code	Start Date	Stop Date	Status	Consumption History
ELECTRICITY COMMERCIAL	ELECTC	3/8/2006		ACTIVE	View Consumption

The About Your Payments group displays the last posted payment, provided this amount is greater than zero. A maximum of five payment activity records are available and each row has a Details link that displays the Payments and Adjustment page for the bill.

The Account Summary page also provides the Link to Account, Sign Up for Automatic Payments, Request Changes of Address, and Service Request option. These options are available according to the CSS Administration setup for Utility Billing.

Manage Bills

The CSS Administration–Utility Billing page includes the Require Full Payment of Past-Due Bills, Oldest First setting. When this setting is enabled, the Utility Bills Manage Bills page

automatically selects outstanding bills for payments, beginning with the oldest bills.

tyler technologies User Name

Utility Billing [Manage Bills](#) [Account Summary](#)

Service Address: 16 BEACH AVE
 Account Number: 003003
 As of: 10/03/2013

Before payment of newer bills will be accepted, all past-due bills must be included, starting with the oldest.

Outstanding Bills [Show Past Bills](#)

	Bill	Bill Date	Pay By	Charges	Balance Due	
<input type="checkbox"/>	1090	7/15/2005	8/1/2005	\$1,295.36	\$3,202.84	Bill Details
<input checked="" type="checkbox"/>	1119	8/15/2005	9/1/2005	\$1,260.61	\$3,097.64	Bill Details
<input type="checkbox"/>	1148	9/15/2005	10/1/2005	\$1,323.10	\$3,231.62	Bill Details
<input checked="" type="checkbox"/>	1178	10/15/2005	11/1/2005	\$1,079.21	\$2,619.43	Bill Details
<input type="checkbox"/>	1207	11/15/2005	12/1/2005	\$1,094.83	\$2,641.15	Bill Details
<input type="checkbox"/>	1236	12/15/2005	1/1/2006	\$1,093.82	\$3,020.96	Bill Details
<input type="checkbox"/>	1266	1/15/2006	2/1/2006	\$1,184.83	\$2,822.04	Bill Details
<input type="checkbox"/>	1295	2/15/2006	3/1/2006	\$1,187.93	\$2,813.02	Bill Details
<input type="checkbox"/>	1324	3/15/2006	4/1/2006	\$1,188.96	\$2,797.28	Bill Details
<input type="checkbox"/>	1354	4/15/2006	5/1/2006	\$1,186.47	\$2,773.87	Bill Details

Automatic Payments

The Utility Billing Automatic Payments page displays existing automatic payment details for the specified utility billing account. To update this information, use the Copy Current EFT Information option, which copies the existing data and presents it in edit mode. This allows you

to update only those values that require changes.

Utility Billing

Automatic Payments

You are already signed up for Automatic Payments. You can make changes to your automatic payments by completing the form below.
If you would like to discontinue automatic payments, please [contact us](#).

Service Address	23 BAY AVE
Account Number	001001

Current Automatic Payment (EFT) information

Bank name	BANK OF AMERICA
Routing number	111000025
Account number	888-888-8888
Account type	Checking
Preferred draft day	15
Your name	RIZZO, FRANK

[Copy current EFT information](#)

Bank name *

Routing number *

If the Allow Users to Specify a Preferred Draft Day permission is enabled in CSS Administration for Utility Billing, the Preferred Monthly Draft Day list is included on the Automatic Payments page. Use this list to identify the day of the month that the electronic funds transfer should occur.

Current Automatic Payment (EFT) information

Bank name	BANK OF AMERICA
Routing number	111000025
Account number	888-888-8888
Account type	Checking
Preferred draft day	15
Your name	RIZZO, FRANK

Note: Automatic payments are applicable to linked accounts only.