



Munis Revenues

*Major Enhancements
Version 10.5
April 21, 2014*

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Munis Revenues

This document provides an overview of the major Revenues enhancements for Munis® Version 10.5. 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.

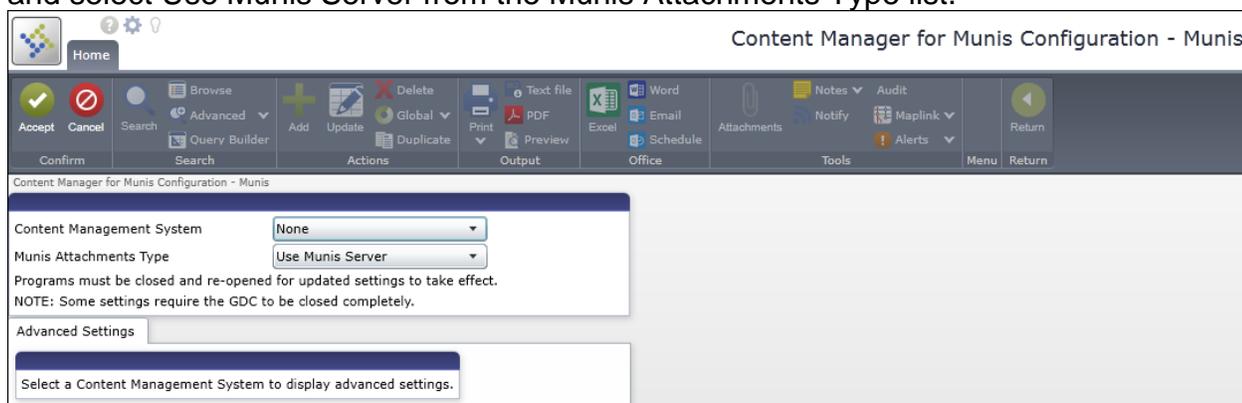
Please refer to the Version 10.5 Munis Release Notes on the Munis Knowledgebase (<http://muniskb.tylertech.com/search.aspx>) for information regarding state-specific updates and all other changes not covered in this document.

Attachments, Tyler Content Manager

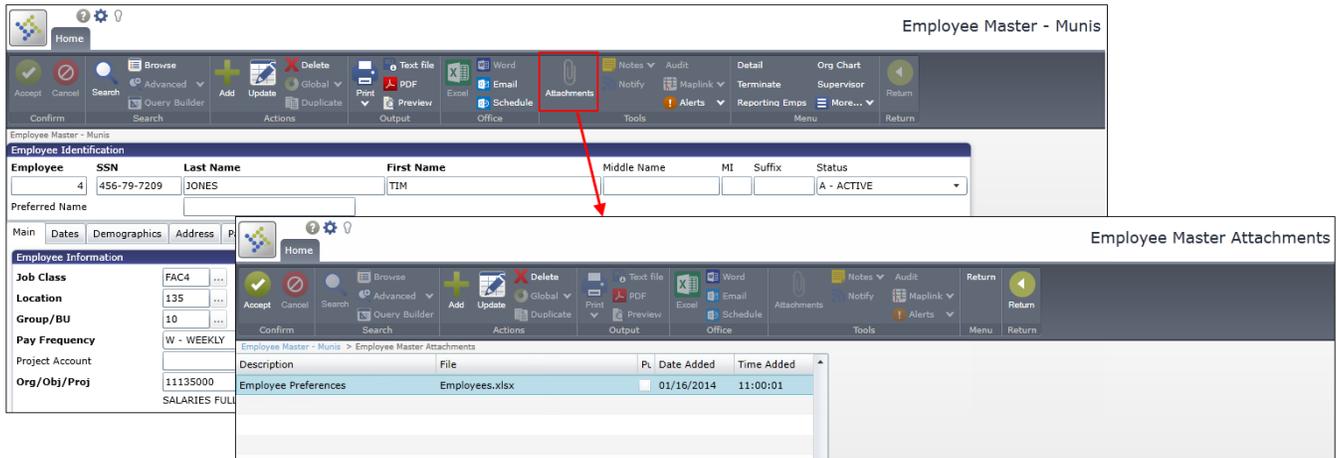
In the Tools group of the ribbon, the TCM [📁] button is removed and the Attachments [📎] button is the single option for attaching and storing documents in Munis.

To use either attachment process in Munis, you must ensure that in the Roles – Munis System program, the View Attachments and Associated Documents check box is selected. This permission makes the Attachments button accessible on the ribbon.

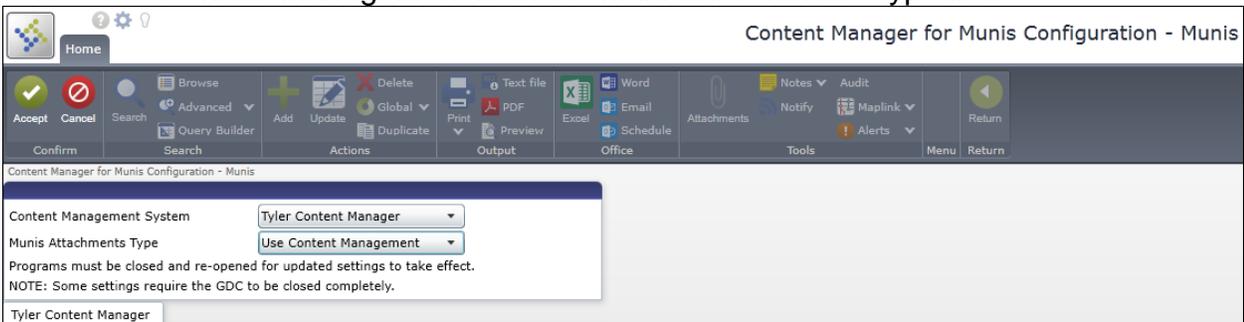
To use the standard Munis attachments screen and store documents on your Munis server, in the TylerCM for Munis Settings program, select None from the Content Manager System list and select Use Munis Server from the Munis Attachments Type list.



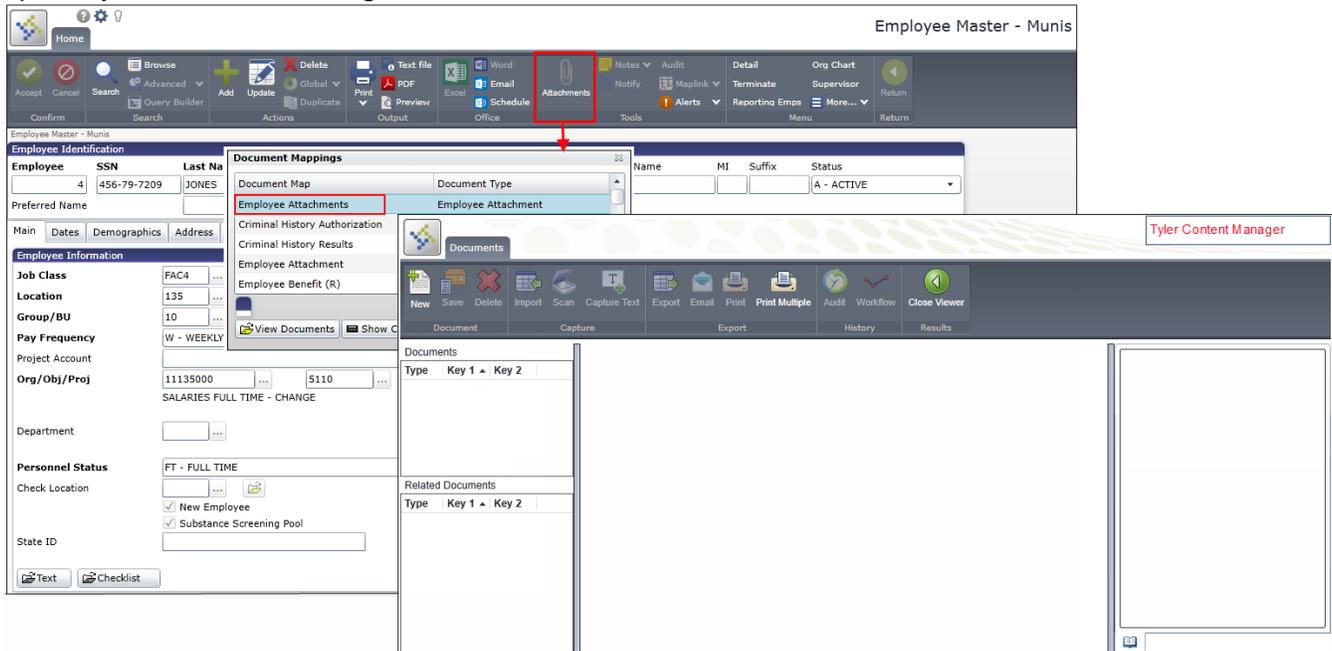
In this case, when you click Attachments in the ribbon, the program displays the standard Munis Attachments screen, where you can attach new document files or maintain existing attachments.



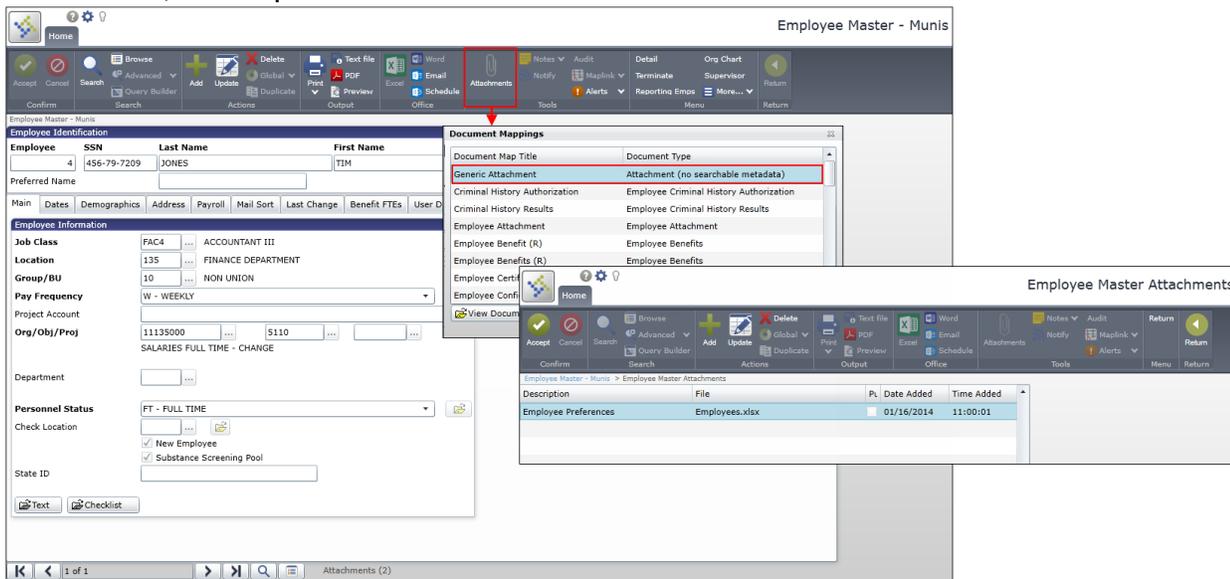
To use Tyler Content Manager to store and retrieve documents, in the TylerCM for Munis Settings program, select Tyler Content Manager from the Content Manager System list and select Use Content Management from the Munis Attachments type list.



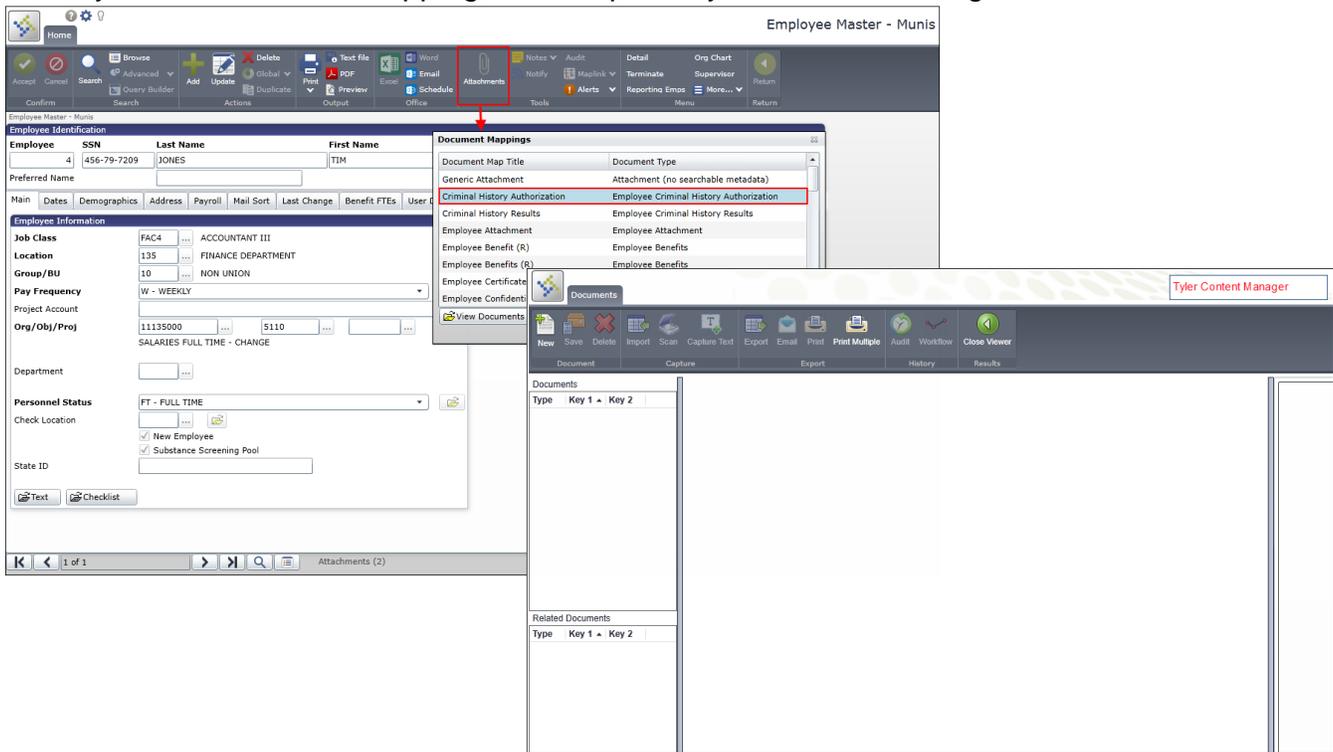
In this case, when you click Attachments, Munis provides the Document Mappings box. Double-click a document map type or highlight a document map and click View Documents to open Tyler Content Manager.



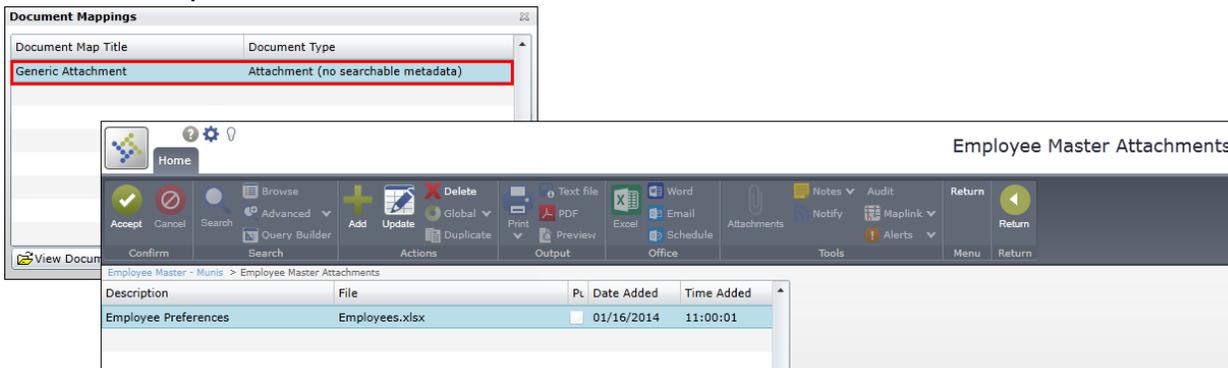
If your organization uses Tyler Content Manager and in the TylerCM for Munis Settings program, the value of the Content Manager System list is Tyler Content Manager and the value of the Munis Attachment Type list is Use Munis Server, when you click Attachments, the Munis program displays the Document Mappings dialog box. When you double-click Generic Attachment, Munis provides the standard Munis attachments screen.



When you double-click a mapping, Munis opens Tyler Content Manager.



If your organization does not use Tyler Content Manager, but the settings in the TylerCM for Munis Settings program are set to Tyler Content Manager and Use Munis Server, when you click Attachments, Munis provides the Document Mappings box with only the Generic Attachment option available.



Double-click this option, or highlight the option and click View Documents, to display the standard Munis Attachments screen.

Once you open either Munis Attachments or Tyler Content Manager, the procedures for managing attachments within those applications have not changed.

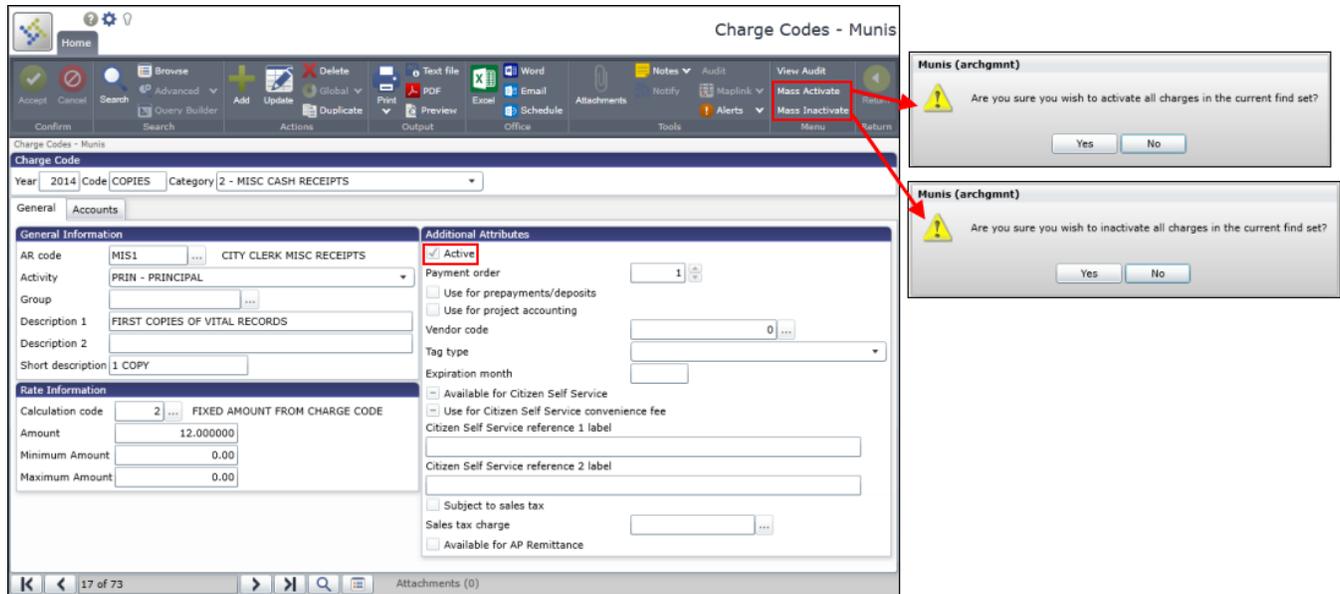
Note: If your organization uses Laserfiche®, the TCM button remains available and there are no changes to the access or use of your content management system.

Accounts Receivable

The following changes apply to Munis Accounts Receivable programs.

Accounts Receivable Charge Codes

The Mass Activate and Mass Inactivate buttons activate or inactivate all charge codes in the current active set. Once you click Mass Activate or Mass Inactivate, the program displays a confirmation message. Click Yes to activate or inactivate the group of charge codes.



The screenshot displays the 'Charge Codes - Munis' application window. The top toolbar includes buttons for 'Mass Activate' and 'Mass Inactivate', which are highlighted with red boxes. Below the toolbar, the 'Charge Code' details are shown for 'Year 2014 Code COPIES Category 2 - MISC CASH RECEIPTS'. The 'General Information' section includes fields for 'AR code' (MIS1), 'Activity' (PRIN - PRINCIPAL), and 'Description 1' (FIRST COPIES OF VITAL RECORDS). The 'Additional Attributes' section includes a checked 'Active' checkbox. The 'Rate Information' section shows a 'Calculation code' of 2 and a 'Fixed Amount from Charge Code' of 12.000000. Two confirmation dialog boxes are shown on the right, one for activation and one for inactivation, both asking 'Are you sure you wish to activate/inactivate all charges in the current find set?' with 'Yes' and 'No' buttons.

The Microsoft® Excel export includes the following general ledger accounts: Abatement, Accounts Receivable, Cash, Deferred Revenue, Deposit, Discount, Exemption, Interest Revenue, Liability, Over Short, and Revenues lines 1 to 5.

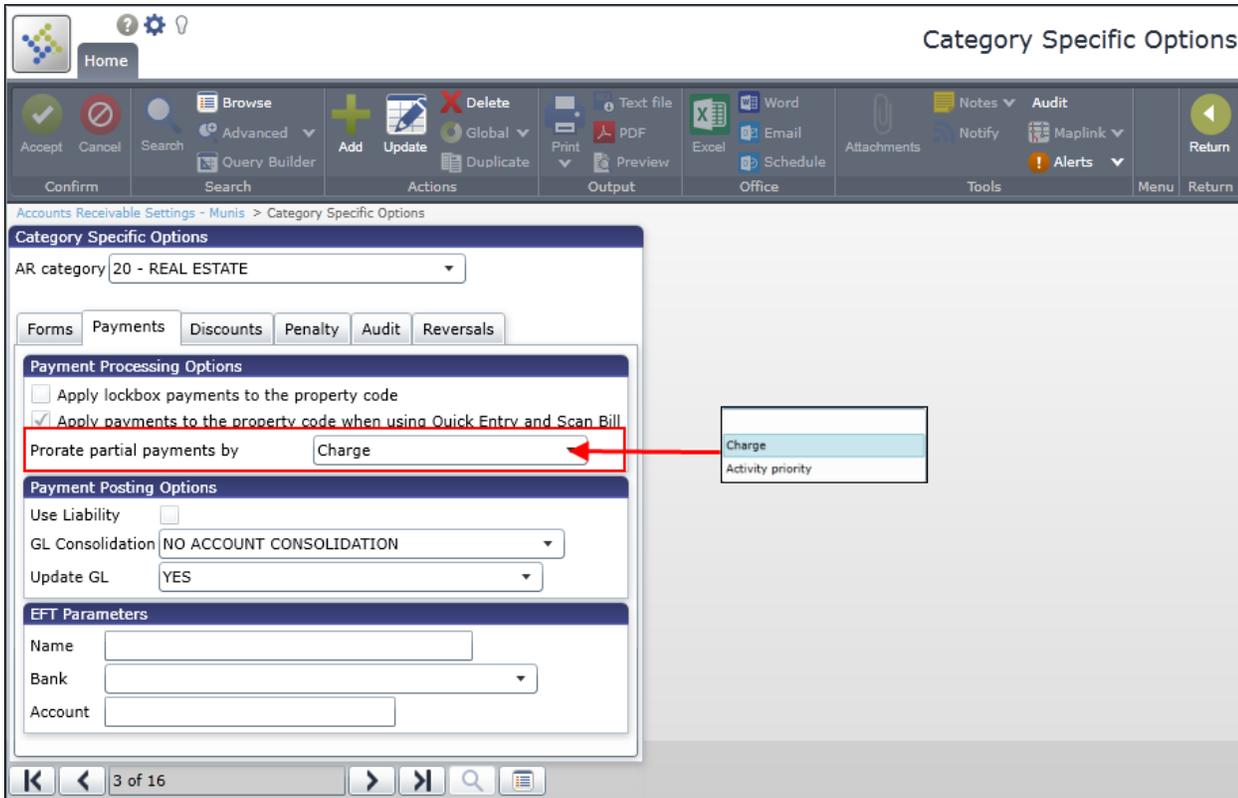
Accounts Receivable Settings

The When Posting Over/Short Write-Offs Against Charge Codes that Use the Cash Accounting Method, Post to the Revenue and Deferred Revenue Accounts in Addition to the Over/Short and Accounts Receivable Accounts check box is available.

When the check box is selected and you post an over/short adjustment batch, the Revenue and Deferred Revenue accounts are included with the Over/Short and Accounts Receivable accounts if the accounts receivable code uses the cash accounting method.

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2014	7	6										
CRW	1000-1200		01/16/2014	cash recpt PP		2104		ACCOUNTS RECEIVABLE			34.47	
CRW	1000-2850		01/16/2014	cash recpt PP		2104		2010 PP TAX		34.47		
CRW	1000-4500		01/16/2014	cash recpt PP		2104		TAX REVENUE			34.47	
CRW	1000-2800		01/16/2014	cash recpt PP		2104		2010 PP TAX		34.47		
CRW	1000-2800		01/16/2014	cash recpt PP		2104		DEFERRED REV			34.47	
CRW	1000-2800		01/16/2014	cash recpt PP		2104		2010 PP TAX			34.47	
2014/7 20140116 WRITEOFFS JOURNAL 2014/07/6										TOTAL	68.94	68.94
2014	7	6										
CRW	1000-3910		01/16/2014					REVENUE CONTROL			34.47	

The Prorate Partial Payments By list is available on the Payments tab of the Category Specific screen for categories other than Category 2 (miscellaneous cash receipts) and Category 45 (payment plans).



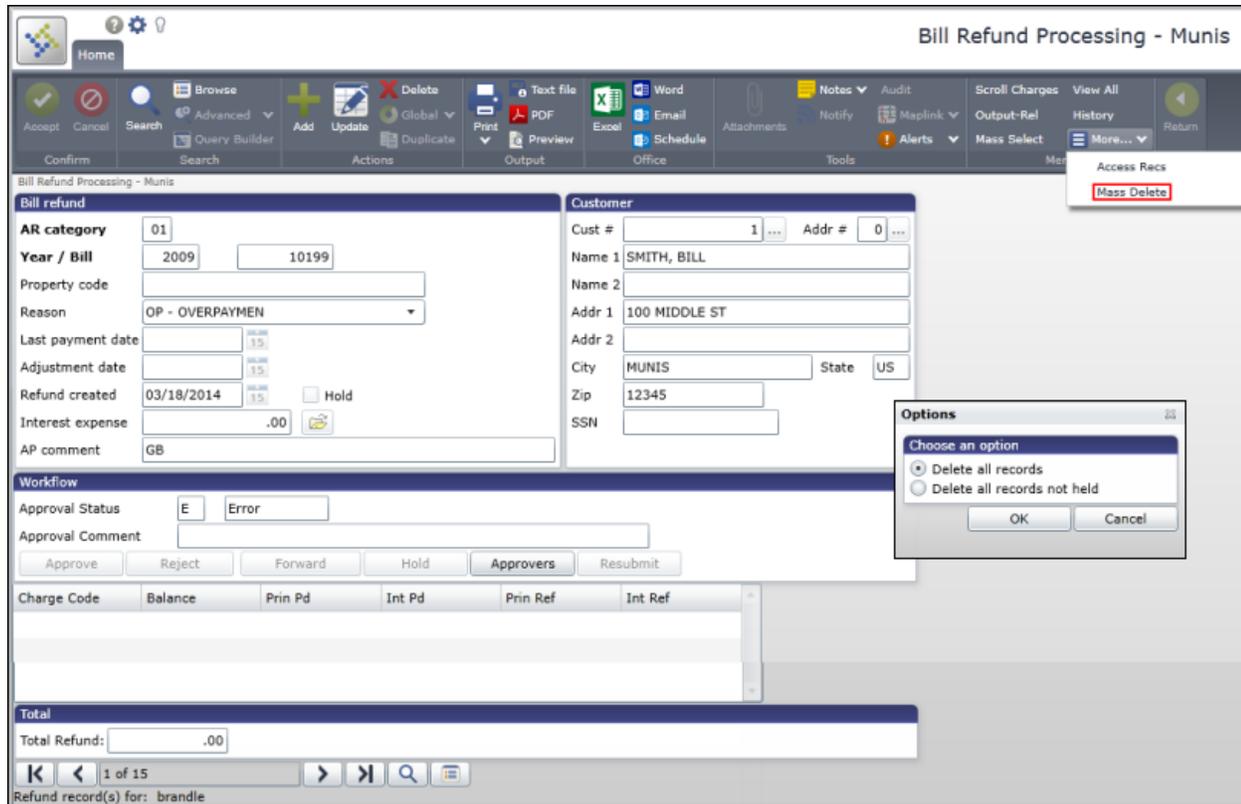
The list includes Charge or Activity Priority options that provide the following results:

- When you select the Charge option, partial payments prorate according to a predefined formula, with all fees and interest paid first.
- When you select the Activity Priority option, the total bill balance divides into three sections: principal-based charges, fees, and interest charges. Calculations determine how much of the total bill each section represents.

Note: This was previously a setting within the Tax Settings program in the Munis Property Tax.

Bill Refund Processing

When you click More in the Menu group and then click Mass Delete, the program provides the option dialog box where you can choose to delete all records or delete only those records that are not held.

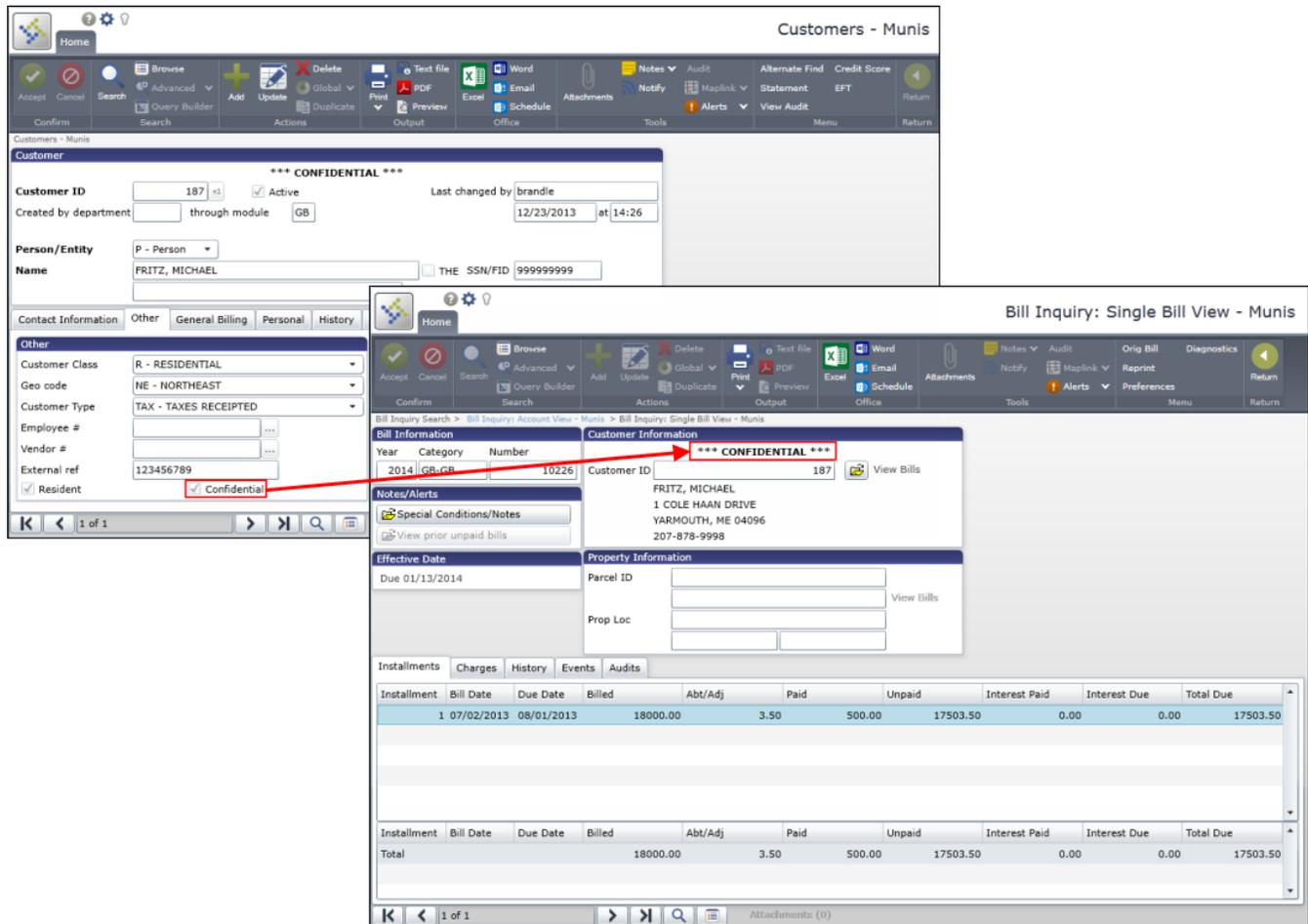


The screenshot displays the 'Bill Refund Processing - Munis' application interface. The main window is titled 'Bill Refund Processing - Munis' and features a ribbon menu with various actions like 'Accept', 'Cancel', 'Search', 'Advanced', 'Add', 'Update', 'Duplicate', 'Delete', 'Global', 'Print', 'Preview', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Attachments', 'Notify', 'Maplink', 'Scroll Charges', 'View All', 'Output-Rel', 'History', 'Return', 'Alerts', 'Mass Select', and 'More...'. The 'More...' menu is open, showing 'Access Recs' and 'Mass Delete' (highlighted in red). The main form is divided into several sections: 'Bill refund' (AR category: 01, Year / Bill: 2009, 10199, Reason: OP - OVERPAYMEN), 'Customer' (Name 1: SMITH, BILL, Addr 1: 100 MIDDLE ST, City: MUNIS, State: US, Zip: 12345), 'Workflow' (Approval Status: E, Error), and 'Total' (Total Refund: .00). A table with columns 'Charge Code', 'Balance', 'Prin Pd', 'Int Pd', 'Prin Ref', and 'Int Ref' is visible below the workflow section. At the bottom, there are navigation controls and a status bar showing 'Refund record(s) for: brandle'.

Once you click OK, a confirmation message prompts you to click Yes, Delete to remove the records.

Customers

When the Confidential check box is selected for a customer on the Other tab in Customers, the Customers, Bill Inquiry, and Payment Entry programs display "Confidential" in bold letters for records related to the customer. The Confidential message displays only if the Restrict to 'Public Access' Use Only check box is not selected on the Munis System Roles screen.



The screenshot displays two windows from the Munis software. The top window, titled "Customers - Munis", shows a customer record for "FRITZ, MICHAEL" with Customer ID 187. The record is marked as "CONFIDENTIAL" in bold letters. The bottom window, titled "Bill Inquiry: Single Bill View - Munis", shows a bill for the same customer. The bill is also marked as "CONFIDENTIAL" in bold letters. A red arrow points from the "Confidential" checkbox in the "Customers" window to the "CONFIDENTIAL" label in the "Bill Inquiry" window.

Customers - Munis

Customer ID: 187
 Created by department: through module GB
 Person/Entity: P - Person
 Name: FRITZ, MICHAEL
 THE SSN/FID: 999999999

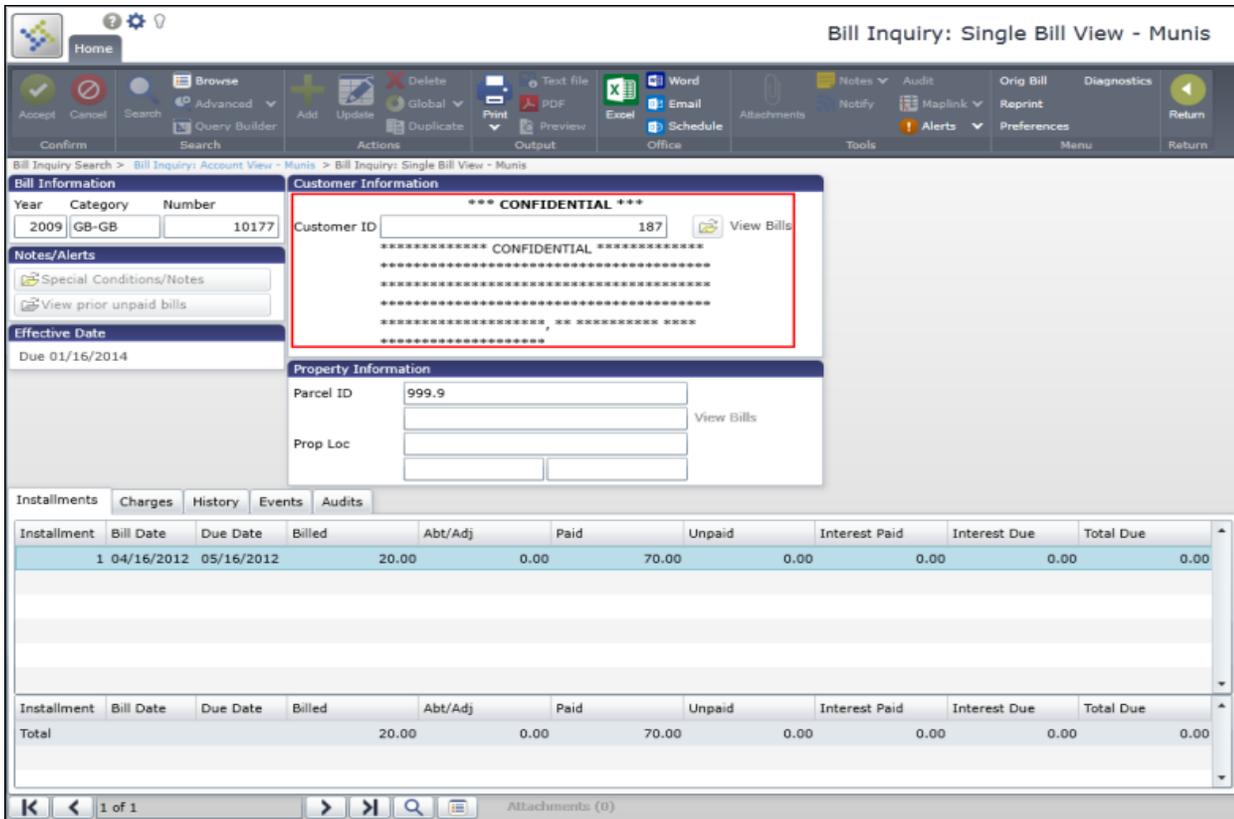
Bill Inquiry: Single Bill View - Munis

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

Year	Category	Number	Customer ID
2014	GB-CB	10226	187

Installment	Bill Date	Due Date	Billed	Abt/Adj	Paid	Unpaid	Interest Paid	Interest Due	Total Due
1	07/02/2013	08/01/2013	18000.00	3.50	500.00	17503.50	0.00	0.00	17503.50
Total			18000.00	3.50	500.00	17503.50	0.00	0.00	17503.50

When the Restrict to 'Public Access' Use Only check box is selected in the Munis System group in Roles, the customer information is masked by asterisks. Reports and export files also contain asterisks for customer information when the Restrict to 'Public Access' Use Only check box is selected.



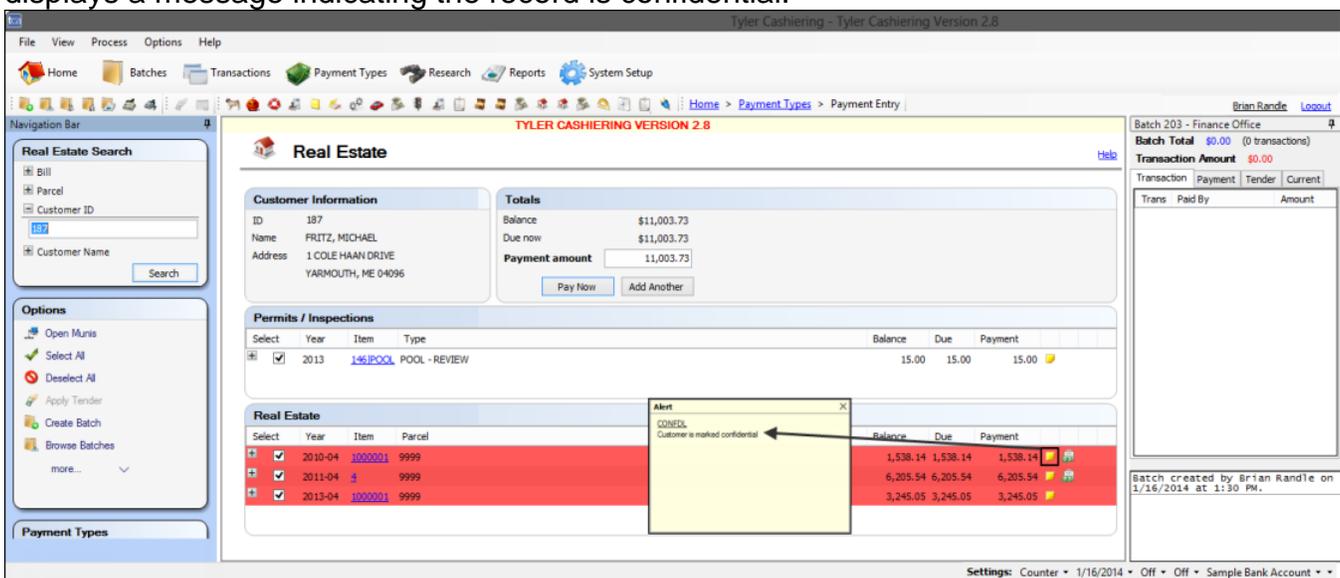
Year	Category	Number
2009	GB-GB	10177

Customer ID: 187

Property Information:
Parcel ID: 999.9
Prop Loc:

Installment	Bill Date	Due Date	Billed	Abt/Adj	Paid	Unpaid	Interest Paid	Interest Due	Total Due
1	04/16/2012	05/16/2012	20.00		0.00	70.00	0.00	0.00	0.00
Total			20.00		0.00	70.00	0.00	0.00	0.00

If your site uses Tyler Cashiering and you click the Alert button, the Payment Entry screen displays a message indicating the record is confidential.



Customer Information:
ID: 187
Name: FRITZ, MICHAEL
Address: 1 COLE HAAN DRIVE, YARMOUTH, ME 04096

Totals:
Balance: \$11,003.73
Due now: \$11,003.73
Payment amount: 11,003.73

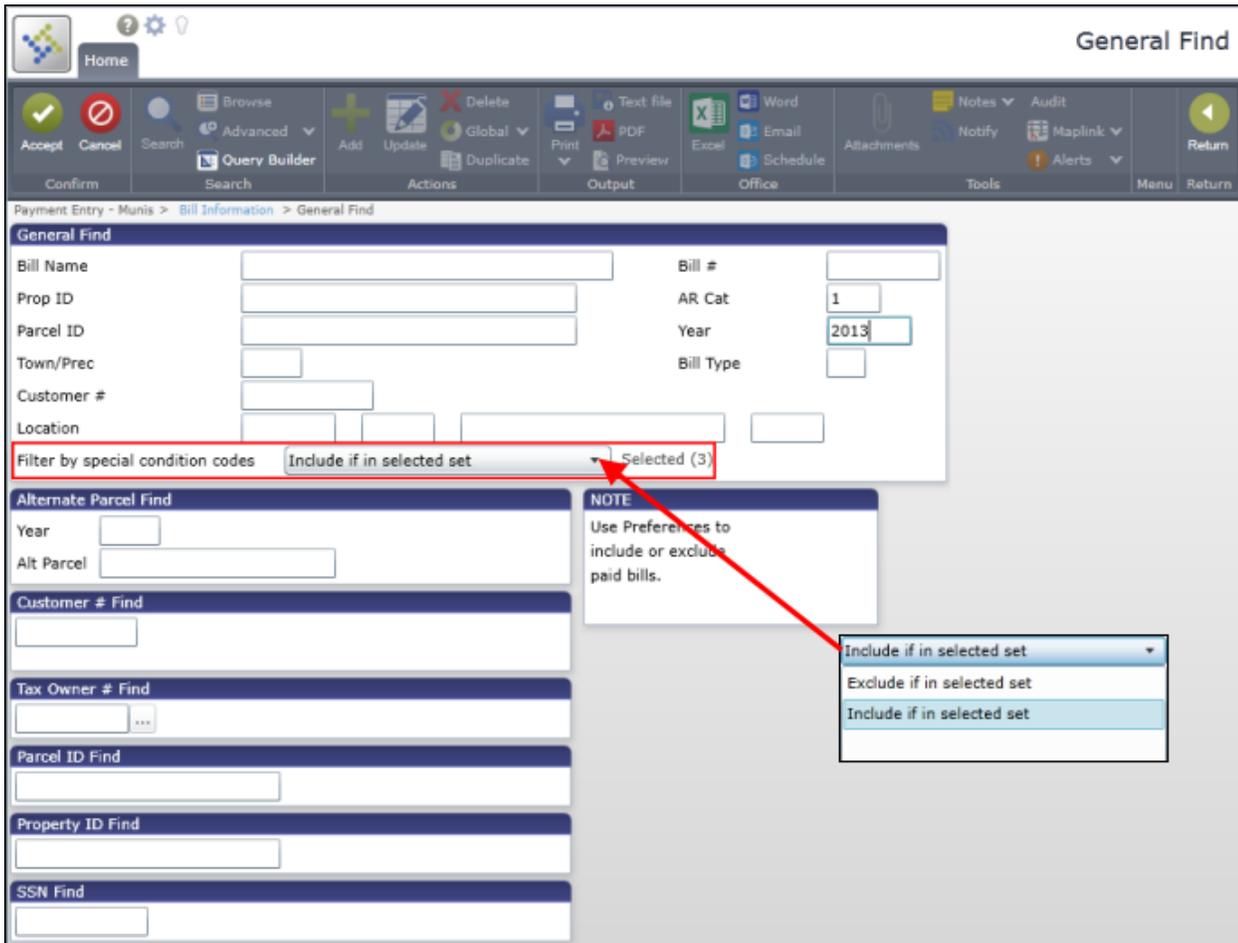
Alert:
Customer is marked confidential

Select	Year	Item	Type	Balance	Due	Payment
<input checked="" type="checkbox"/>	2013	146IPCOOL	POOL - REVIEW	15.00	15.00	15.00

Select	Year	Item	Parcel	Balance	Due	Payment
<input checked="" type="checkbox"/>	2010-04	1002001	9999	1,538.14	1,538.14	1,538.14
<input checked="" type="checkbox"/>	2011-04	3	9999	6,205.54	6,205.54	6,205.54
<input checked="" type="checkbox"/>	2013-04	1002001	9999	3,245.05	3,245.05	3,245.05

Payment Entry, Bill Inquiry

The Filter by Special Condition Codes list is available on the General Find screen of Payment Entry and Bill Inquiry. Use this list to filter special condition codes on bills based on the Exclude if in Selected Set or Include if in Selected Set options. Once you choose an option, click the Selected button to identify the special condition codes to exclude or include in the record search.



The screenshot shows the 'General Find' interface with the following elements:

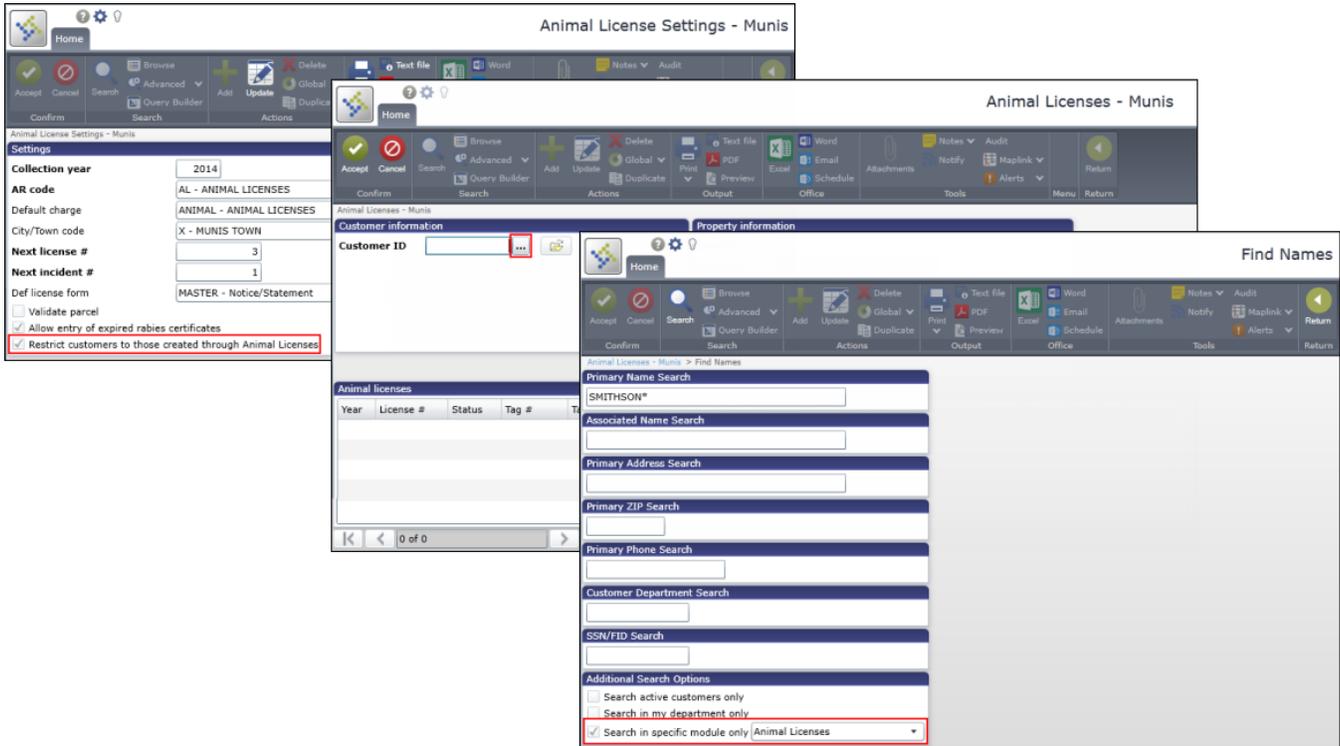
- Navigation:** Home, Search, Query Builder, Add, Update, Duplicate, Print, Preview, Output, Office, Attachments, Tools, Alerts, Menu, Return.
- Form Fields:** Bill Name, Prop ID, Parcel ID, Town/Prec, Customer #, Location, Bill #, AR Cat (1), Year (2013), Bill Type.
- Filter Section:** Filter by special condition codes (Include if in selected set) Selected (3).
- Secondary Menu:**
 - Include if in selected set
 - Exclude if in selected set
 - Include if in selected set
- NOTE:** Use Preferences to include or exclude paid bills.
- Other Sections:** Alternate Parcel Find (Year, Alt Parcel), Customer # Find, Tax Owner # Find, Parcel ID Find, Property ID Find, SSN Find.

Animal Licenses

The following change applies to Munis Animal License programs.

Animal License Settings

When you select the Restrict Customers to Those Created Through Animal Licenses check box, only those customer records that are created through Munis Animal Licenses are available to the Animal Licenses program when searching names on the Find Names screen.



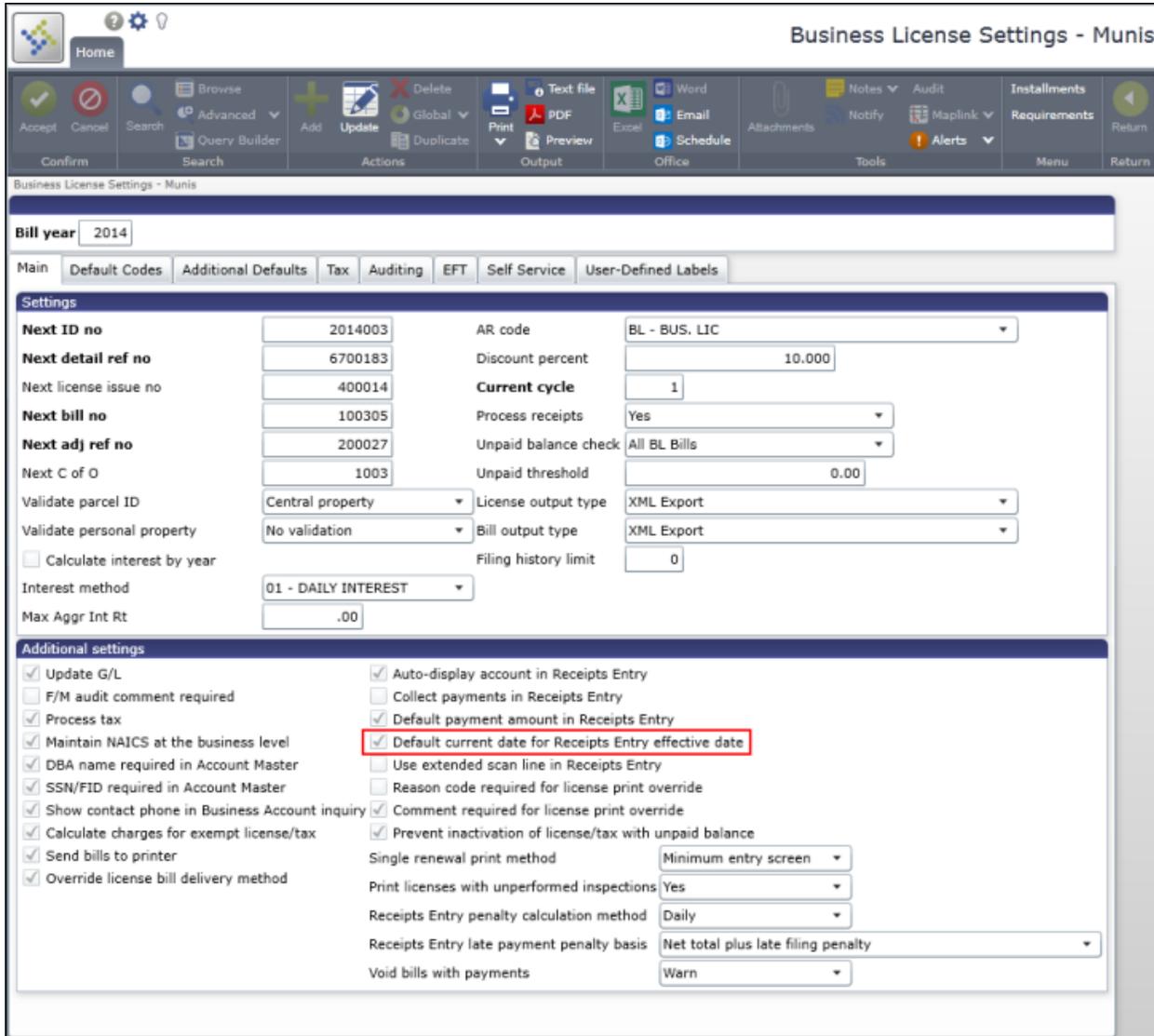
Business Licenses

The following changes apply to Munis Business License programs.

Business License Settings

The Main tab in Business License Settings provides the Default Current Date for Receipts Entry Effective Date check box in the Additional Settings group.

Note: The check box is only available for use when the Collect Payments in Receipts Entry check box is not selected.



Business License Settings - Munis

Home

Accept Cancel Search Browse Advanced Query Builder Confirm Search

Add Update Duplicate Actions

Delete Global Print PDF Preview Output

Text file Word Excel Attachments Tools

Notes Audit Installments Requirements Return

Notify Maplink Alerts Menu

Business License Settings - Munis

Bill year 2014

Main Default Codes Additional Defaults Tax Auditing EFT Self Service User-Defined Labels

Settings

Next ID no 2014003 AR code BL - BUS. LIC

Next detail ref no 6700183 Discount percent 10.000

Next license issue no 400014 Current cycle 1

Next bill no 100305 Process receipts Yes

Next adj ref no 200027 Unpaid balance check All BL Bills

Next C of O 1003 Unpaid threshold 0.00

Validate parcel ID Central property License output type XML Export

Validate personal property No validation Bill output type XML Export

Calculate interest by year Filing history limit 0

Interest method 01 - DAILY INTEREST

Max Aggr Int Rt .00

Additional settings

Update G/L Auto-display account in Receipts Entry

F/M audit comment required Collect payments in Receipts Entry

Process tax Default payment amount in Receipts Entry

Maintain NAICS at the business level Default current date for Receipts Entry effective date

DBA name required in Account Master Use extended scan line in Receipts Entry

SSN/FID required in Account Master Reason code required for license print override

Show contact phone in Business Account inquiry Comment required for license print override

Calculate charges for exempt license/tax Prevent inactivation of license/tax with unpaid balance

Send bills to printer Single renewal print method Minimum entry screen

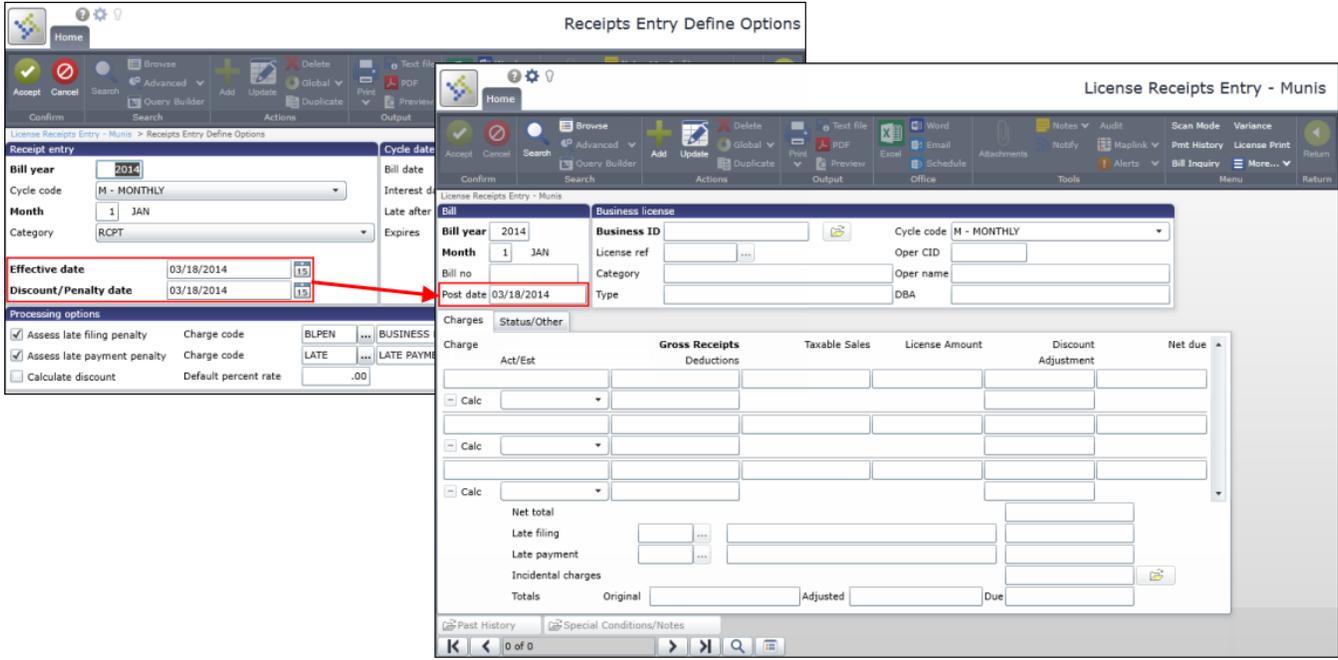
Override license bill delivery method Print licenses with unperformed inspections Yes

Receipts Entry penalty calculation method Daily

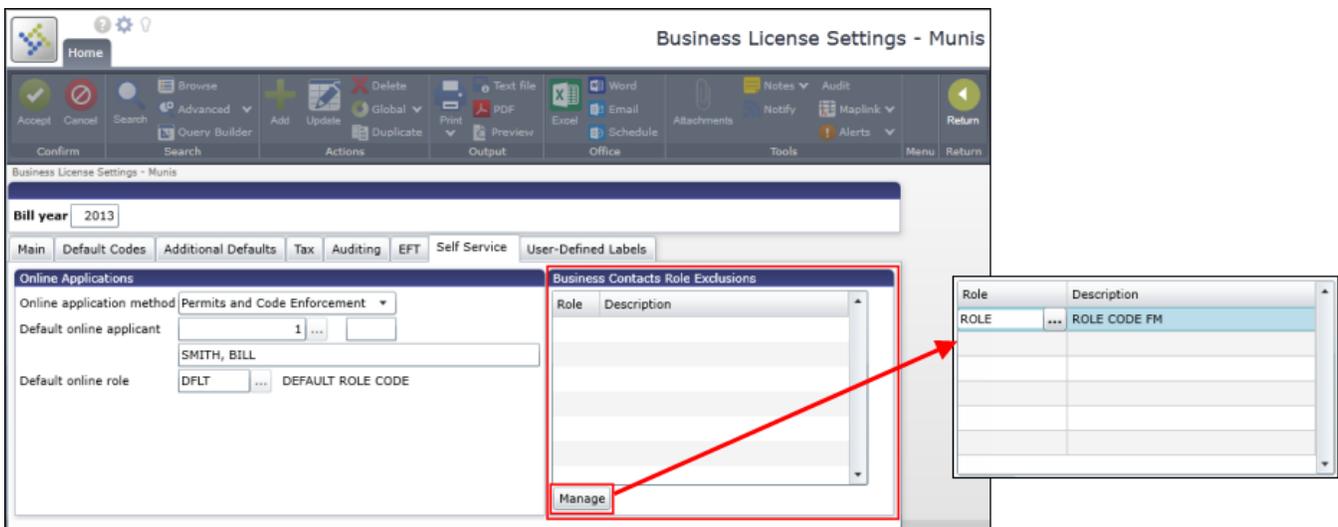
Receipts Entry late payment penalty basis Net total plus late filing penalty

Void bills with payments Warn

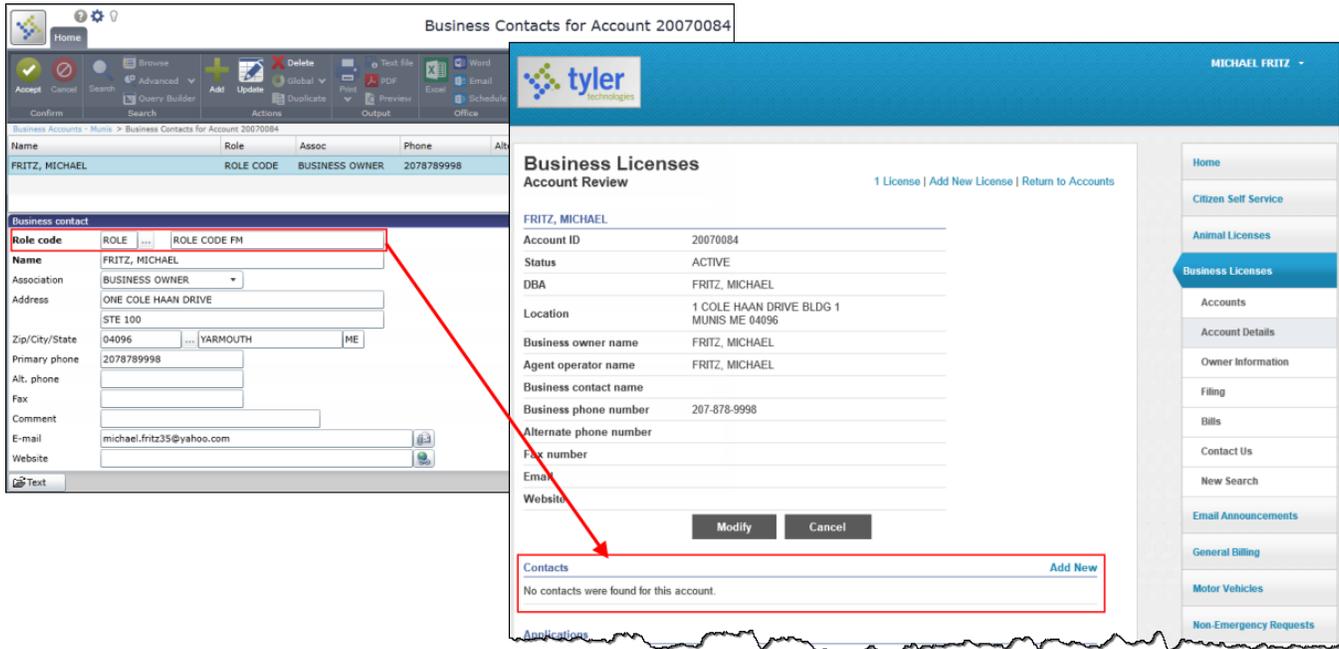
When the Default Current Date for Receipts Entry Effective Date check box is selected, the Receipts Entry program uses the current date for the Effective Date, Discount/Penalty Date, and Post Date instead of the most recent date that was entered. You can override the setting in Receipts Entry by clicking the Define button and then updating the field values, or clicking Alter Settings in the Menu group on the processing screen.



The Self Service tab contains the Business Contact Role Exclusions group. When you click the Manage button, you can select a role for business contacts to exclude in Citizen Self Service.



When the Role is selected for exclusion, the Business License Account Review page in Citizen Self Service does not display the contact in the Contacts group.



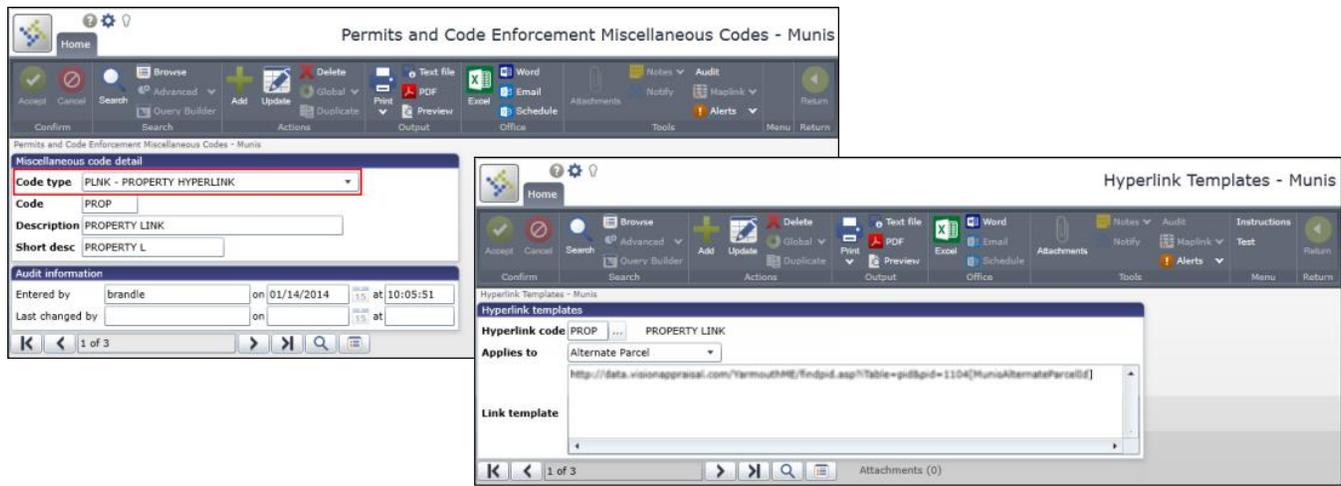
The screenshot displays the 'Business Licenses Account Review' interface for account 20070084. On the left, a 'Business contact' form is visible with the 'Role code' field set to 'ROLE CODE FM'. A red arrow points from this field to the 'Contacts' section on the right. The 'Contacts' section shows a message: 'No contacts were found for this account.' with an 'Add New' link. The right side of the interface shows account details for 'FRITZ, MICHAEL', including account ID, status, address, and phone numbers. A sidebar on the far right contains navigation links such as 'Home', 'Citizen Self Service', and 'Business Licenses'.

Central Property

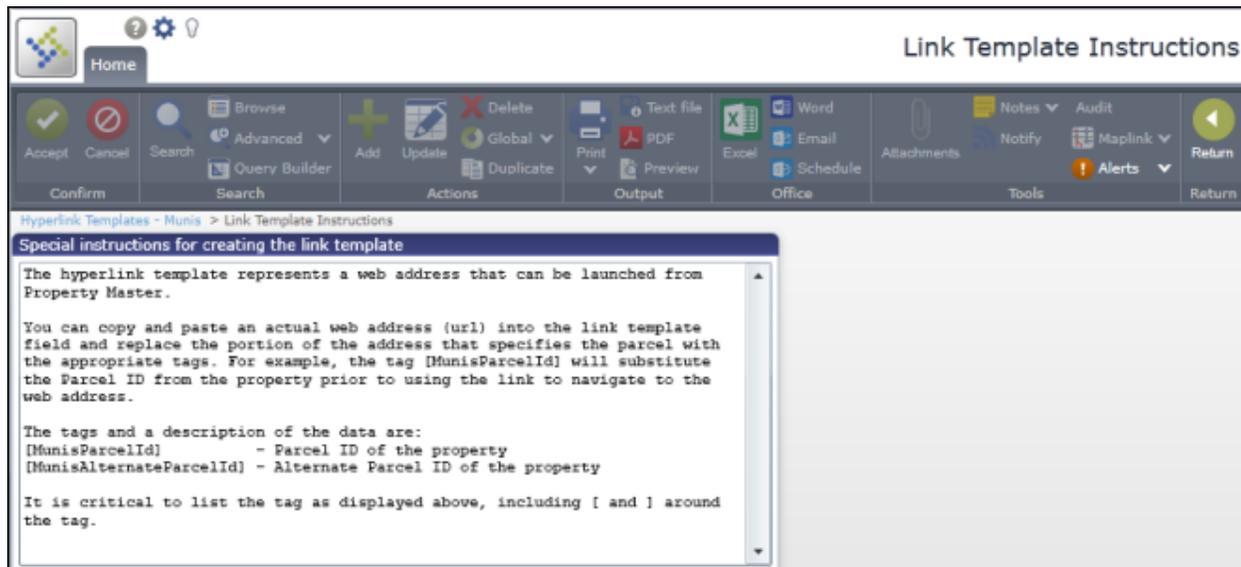
The following changes apply to Munis Central Property programs.

Hyperlink Templates

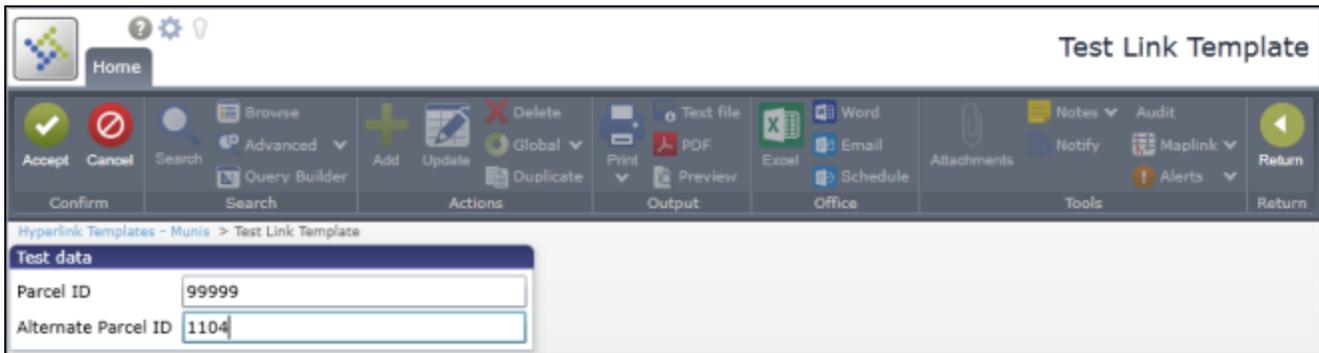
The Hyperlink Templates program uses a code type, which is created in the Permits and Code Enforcement Miscellaneous Codes program, to link a property record in Property Master to a website address that contains the parcel ID or alternate parcel ID of the property record. You may also use the Hyperlink Template to link the parcel to a website that allows you to access the property data, but does not contain the parcel ID or alternate parcel ID in the URL.



Click Instructions in the Menu group of Hyperlink Templates to display instructions for creating the link template.



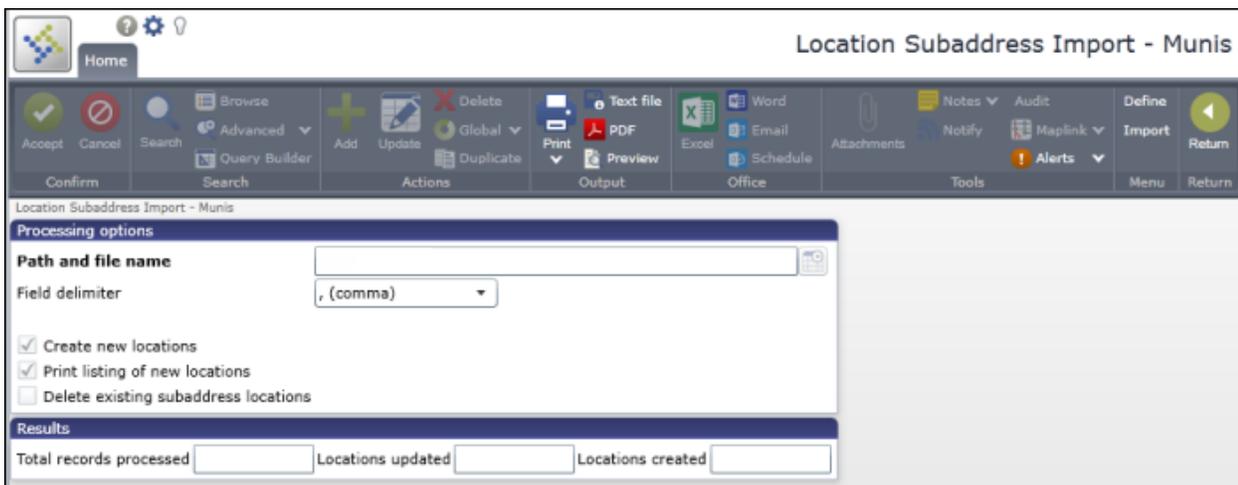
In the Menu group, click Test to test the Parcel ID or Alternate Parcel ID data. After the Parcel ID or Alternate Parcel ID is entered, click the Accept button to test the hyperlink.



If the test is successful, the URL of the website opens for that Parcel ID or Alternate Parcel ID and the Hyperlink Templates program displays a confirmation message.

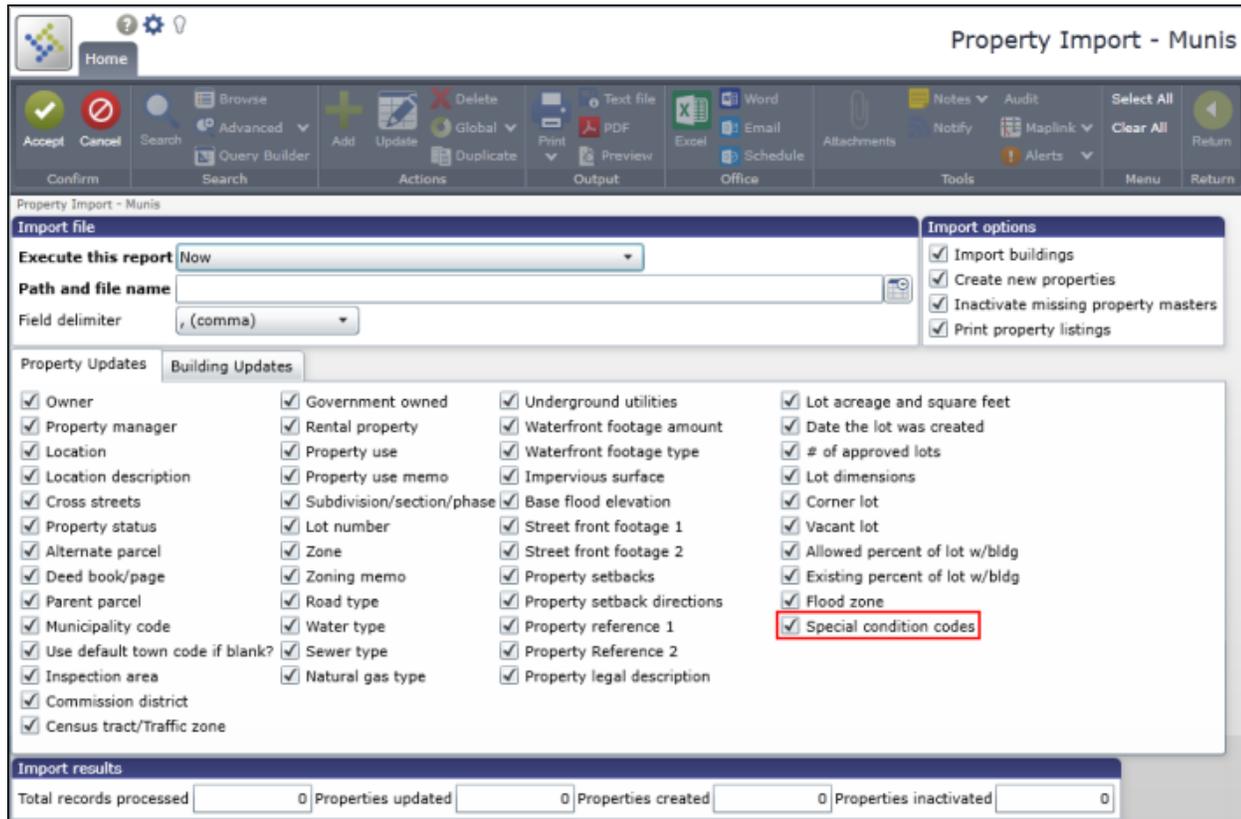
Location Subaddress Import

The Location Subaddress Import program creates new subaddress locations from a delimited file. This program is used by new client sites to import subaddress information. The program is not located within the Munis programs menu and must be run by a System Administrator. Note: Primary locations should be imported using the Standard Property Import program.



Property Import

When the Special Condition Codes check box is selected, the import includes up to five special condition codes with start and end dates that can be linked to the property and property owner. The special condition codes must exist in Special Condition Codes prior to processing the import file. The imported special condition codes display on the Special Conditions/Notes screen accessed through the Property Master program.

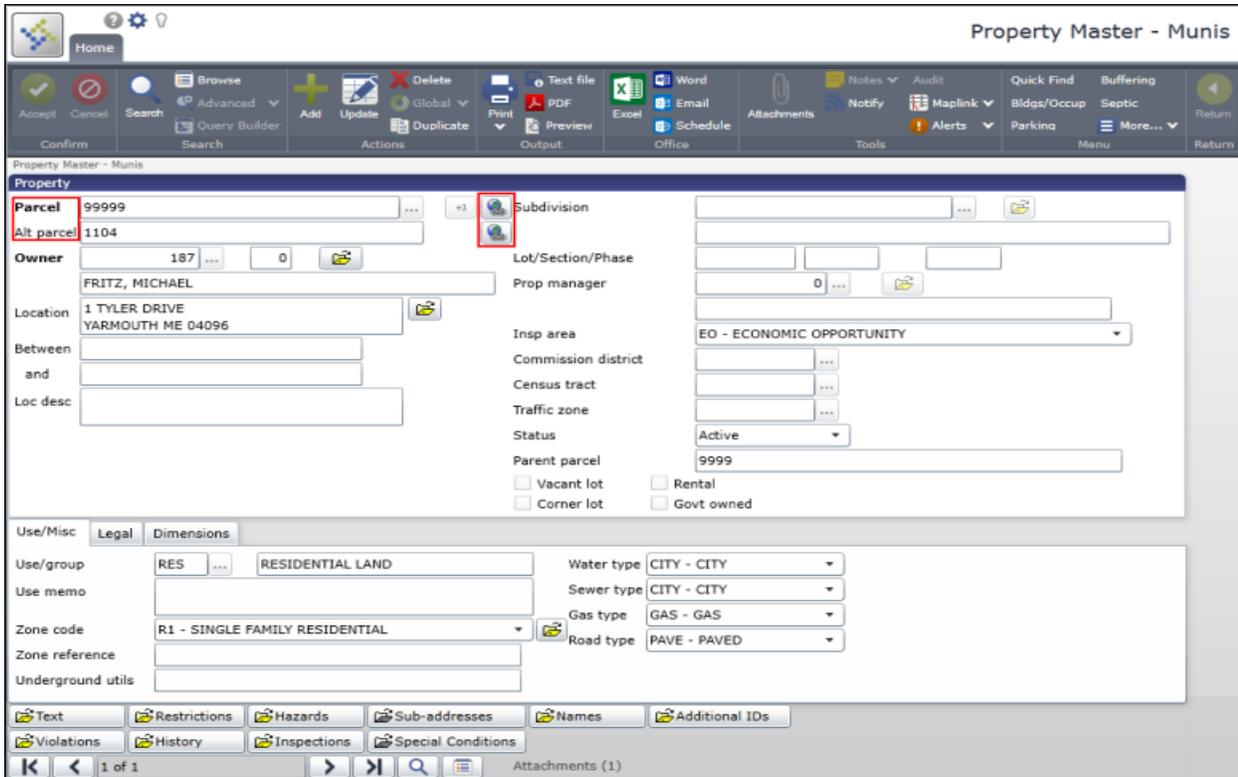


The Property Import program allows up to ten property owners and ten role codes to match the property owners in the import file. The imported owner names and role codes display in the Property Names screen of Property Master.

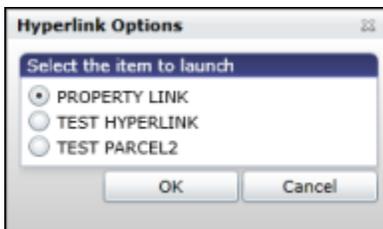
The Standard Property Import includes the primary location ZIP Code™, including the four-digit +4 ZIP Codes, and the property's legal description.

Property Master

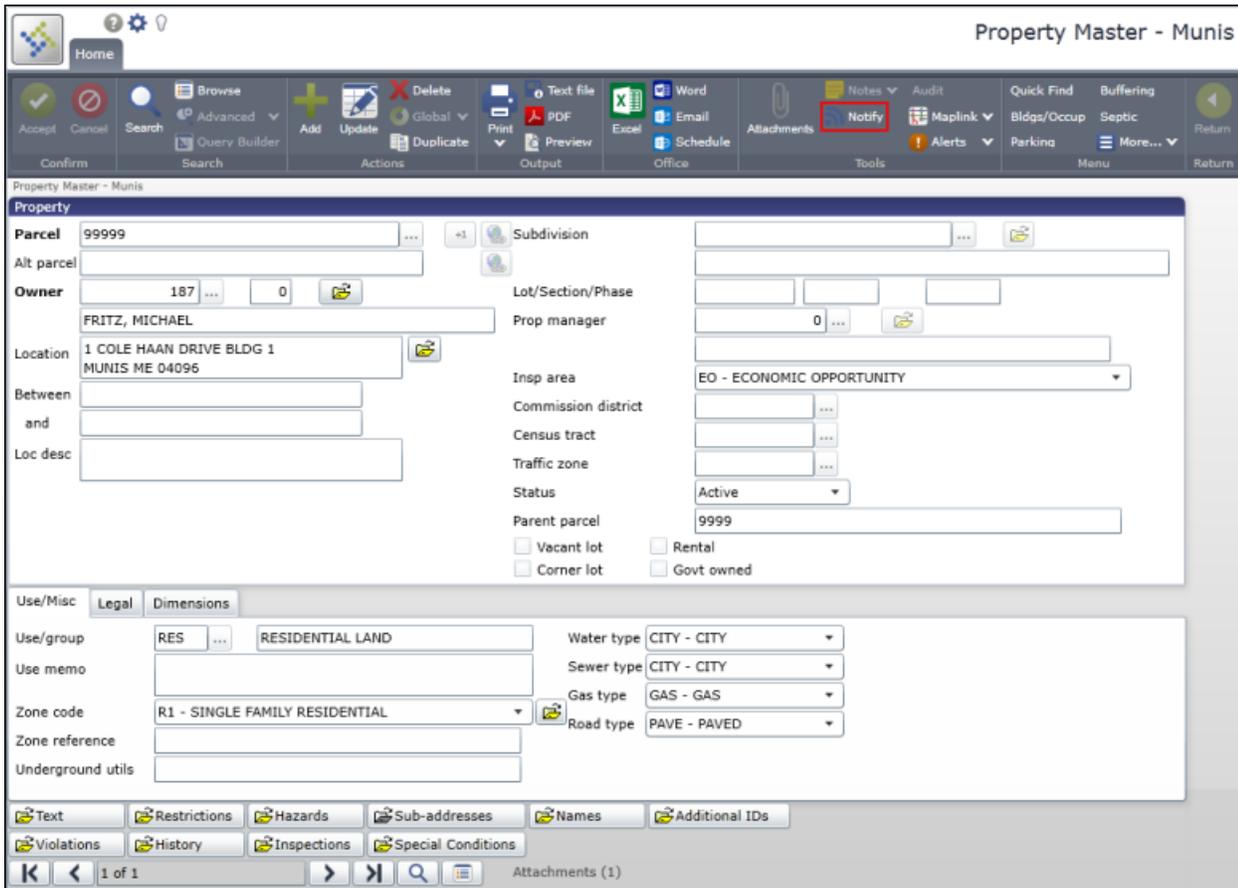
When you click the Hyperlink buttons related to the Parcel or Alternate Parcel fields in the Property Master program, the program displays the Hyperlink Options dialog box.



Select an option on the Hyperlink Options dialog box and the Property Master program inserts the Parcel ID or Alternate Parcel ID into the website address and launches that website.



The Property Master program is integrated with Tyler Notify.



When you click the Notify button in the Tools group on the ribbon, the Notification Recipients screen displays where you can select the type of contact for the notification: Property Owner, Property Manager, or Property Names.



The Property Notifications 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, select the Email and Phone check boxes and the customer will receive the notification message by email and by telephone.


Home
Property Notifications

Accept Cancel Search Browse Advanced Add Update Delete Global Print Text file PDF Excel Word Email Schedule Attachments Notify Audit Maplink Alerts Return

Template

Description:

Notification methods

Email

Phone

Contacts

Notify	Type	Key	Full Name	Phone No / Email	Address 1	Address 2

Rejected contacts

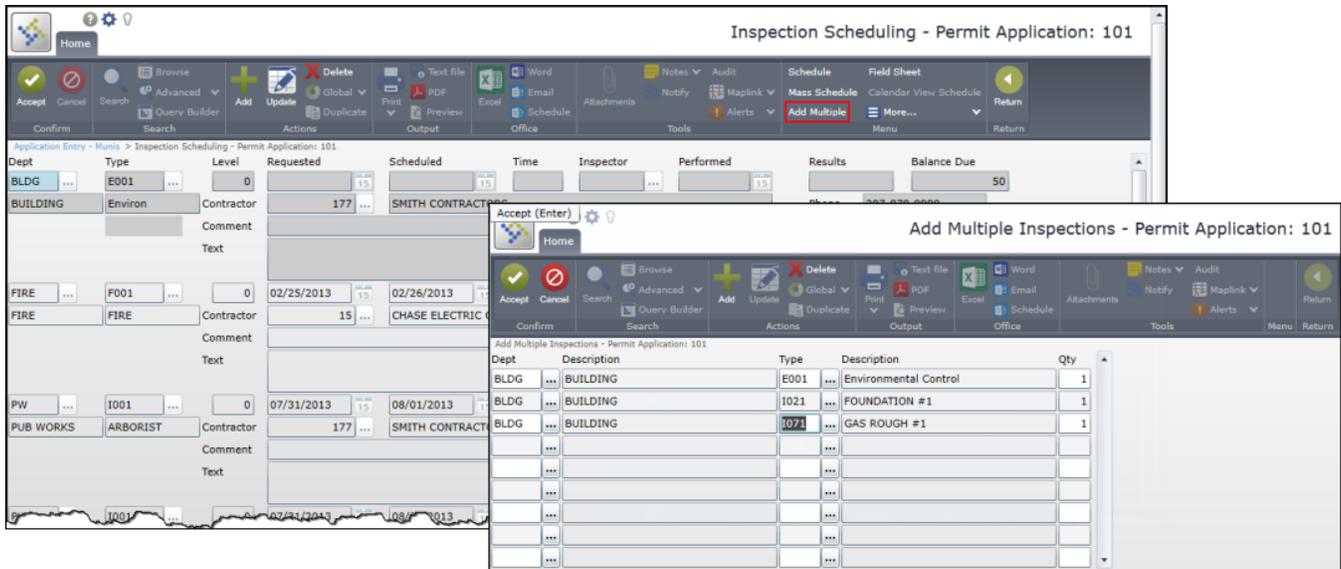
Reason	Type	Key	Full Name	Phone No / Email	Address 1	Address 2

Permits and Code Enforcement

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

Inspection Scheduling

When you click the Add Multiple button, the program allows you to enter multiple inspections on the Scheduling screen. This screen is available when you access Inspection Scheduling through the Inspections folder button in Application Entry, Complaint/Violation Entry, or Property Master, and the Inspections option in the Menu group in Business Accounts.



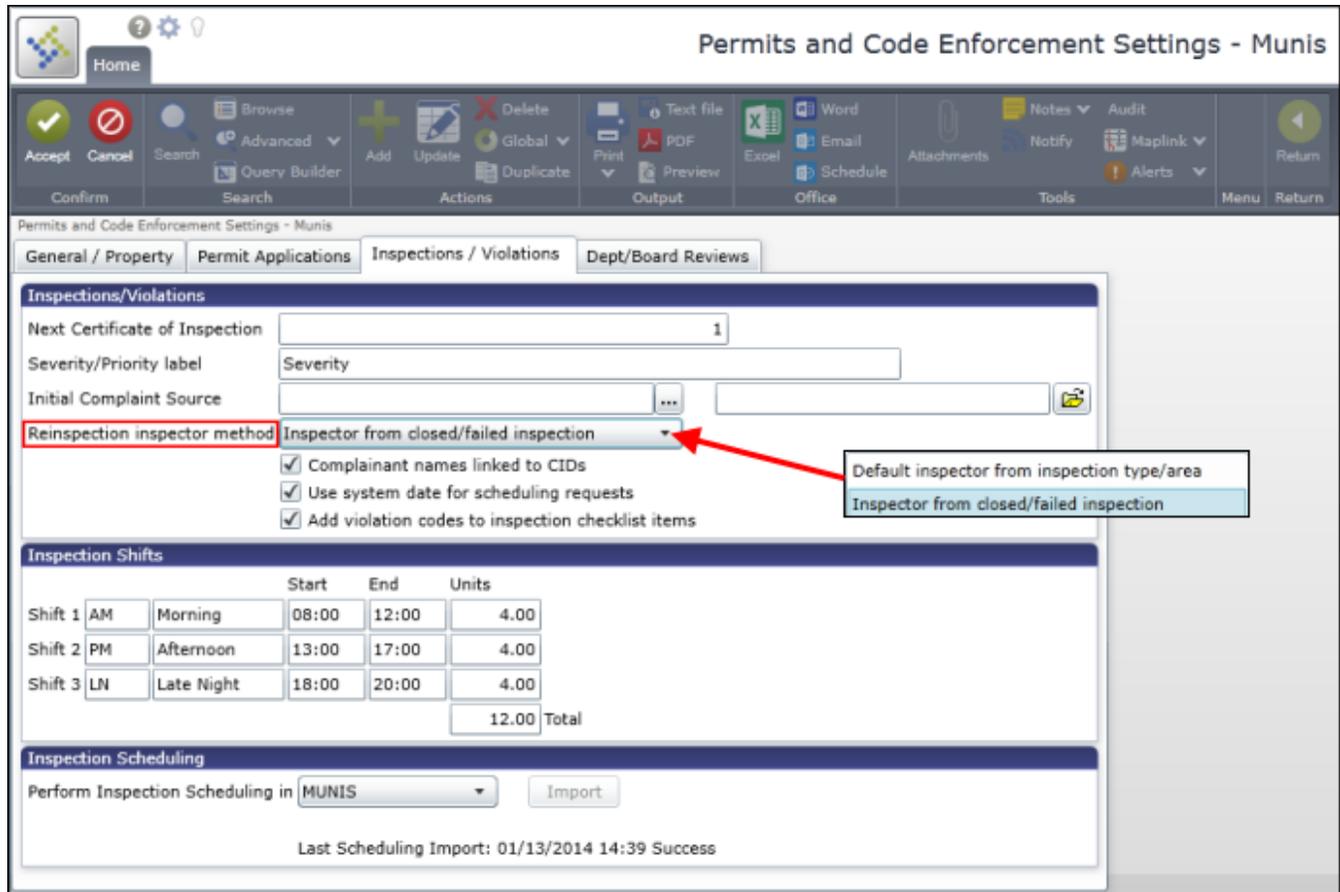
The screenshot displays the 'Inspection Scheduling - Permit Application: 101' interface. The main window shows a table of scheduled inspections with columns for Dept, Type, Level, Requested, Scheduled, Time, Inspector, Performed, Results, and Balance Due. A pop-up window titled 'Add Multiple Inspections - Permit Application: 101' is overlaid, showing a table for adding new inspections with columns for Dept, Description, Type, Description, and Qty.

Dept	Type	Level	Requested	Scheduled	Time	Inspector	Performed	Results	Balance Due
BLDG	E001	0	02/25/2013	02/26/2013	15		15		50
BUILDING	Environ	Contractor	177	SMITH CONTRACT					
FIRE	F001	0	02/25/2013	02/26/2013	15		15		
FIRE	FIRE	Contractor	15	CHASE ELECTRIC					
PW	I001	0	07/31/2013	08/01/2013	15		15		
PUB WORKS	ARBORIST	Contractor	177	SMITH CONTRACT					

Dept	Description	Type	Description	Qty
BLDG	BUILDING	E001	Environmental Control	1
BLDG	BUILDING	I021	FOUNDATION #1	1
BLDG	BUILDING	I021	GAS ROUGH #1	1
...
...
...
...
...
...

Permit and Code Enforcement Settings

The Reinspection Inspector Method list on the Inspections/Violation tab includes the following options: Default Inspector from Inspection Type/Area and Inspector from Closed/Failed Inspection.



Permits and Code Enforcement Settings - Munis

Home

Accept Cancel Search Advanced Query Builder Add Update Duplicate Global Print Preview Excel Word Email Schedule Attachments Notify Maplink Alerts

Permits and Code Enforcement Settings - Munis

General / Property Permit Applications **Inspections / Violations** Dept/Board Reviews

Inspections/Violations

Next Certificate of Inspection 1

Severity/Priority label Severity

Initial Complaint Source

Reinspection inspector method Inspector from closed/failed inspection

- Complainant names linked to CIDs
- Use system date for scheduling requests
- Add violation codes to inspection checklist items

Inspection Shifts

		Start	End	Units
Shift 1	AM Morning	08:00	12:00	4.00
Shift 2	PM Afternoon	13:00	17:00	4.00
Shift 3	LN Late Night	18:00	20:00	4.00
				12.00 Total

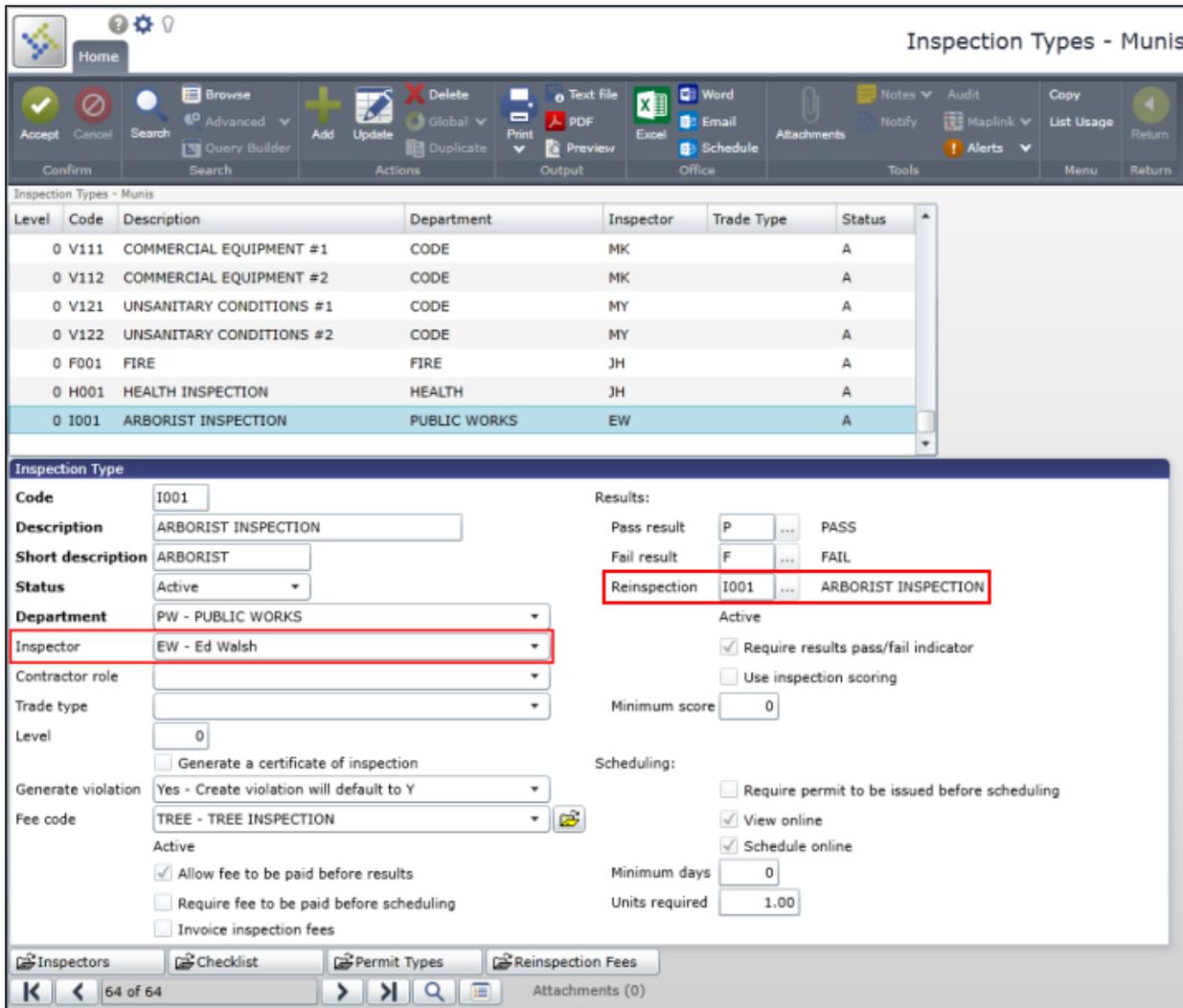
Inspection Scheduling

Perform Inspection Scheduling in MUNIS Import

Last Scheduling Import: 01/13/2014 14:39 Success

The Inspector from Closed/Failed Inspection option uses the inspector on the record at the time the inspection closes.

The Default Inspector from Inspection Type/Area option retrieves the inspector from Inspector list based on the Reinspection type in the Inspection Types program.



Inspection Types - Munis

Level	Code	Description	Department	Inspector	Trade Type	Status
0	V111	COMMERCIAL EQUIPMENT #1	CODE	MK		A
0	V112	COMMERCIAL EQUIPMENT #2	CODE	MK		A
0	V121	UNSANITARY CONDITIONS #1	CODE	MY		A
0	V122	UNSANITARY CONDITIONS #2	CODE	MY		A
0	F001	FIRE	FIRE	JH		A
0	H001	HEALTH INSPECTION	HEALTH	JH		A
0	I001	ARBORIST INSPECTION	PUBLIC WORKS	EW		A

Inspection Type

Code: I001
 Description: ARBORIST INSPECTION
 Short description: ARBORIST
 Status: Active
 Department: PW - PUBLIC WORKS
 Inspector: EW - Ed Walsh
 Contractor role:
 Trade type:
 Level: 0
 Generate a certificate of inspection:
 Generate violation: Yes - Create violation will default to Y
 Fee code: TREE - TREE INSPECTION
 Active:
 Allow fee to be paid before results
 Require fee to be paid before scheduling
 Invoice inspection fees

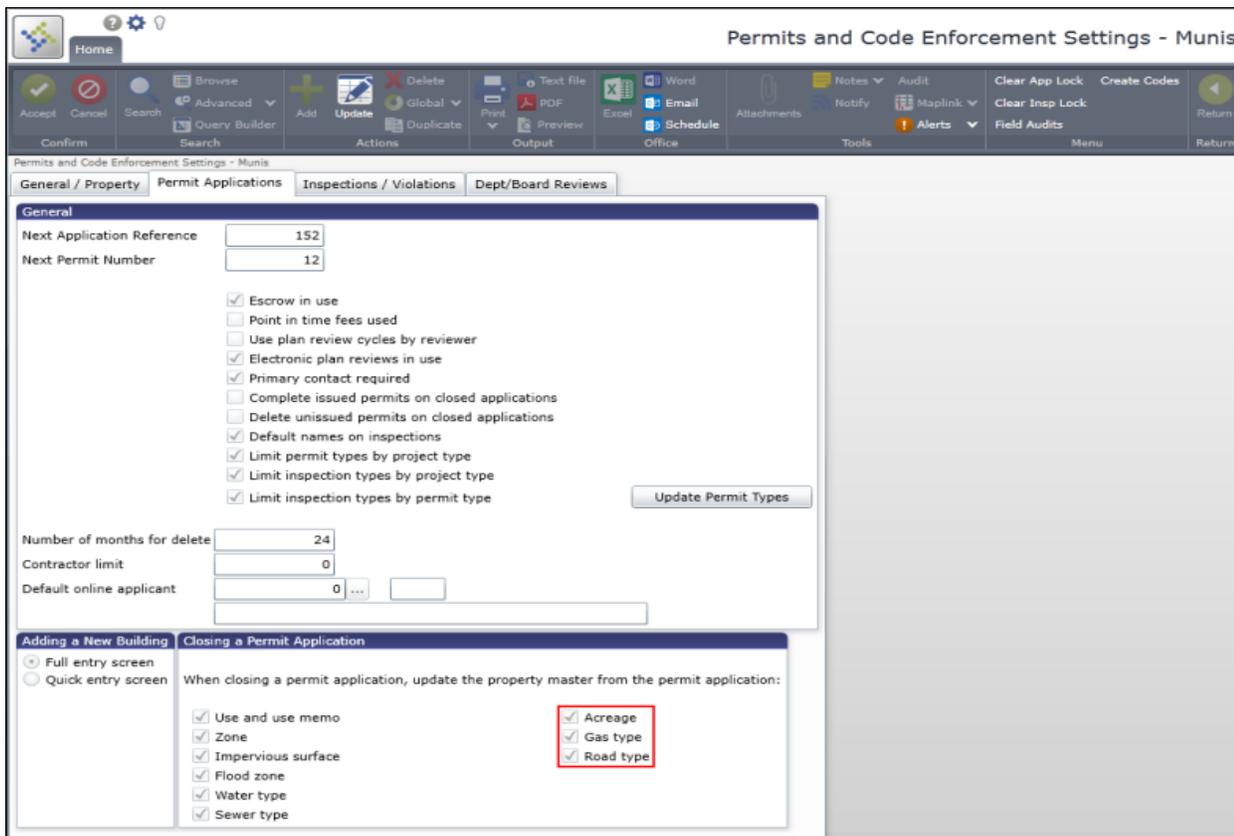
Results:
 Pass result: P ... PASS
 Fail result: F ... FAIL
 Reinspection: I001 ... ARBORIST INSPECTION
 Active
 Require results pass/fail indicator
 Use inspection scoring
 Minimum score: 0

Scheduling:
 Require permit to be issued before scheduling
 View online
 Schedule online
 Minimum days: 0
 Units required: 1.00

Inspectors | Checklist | Permit Types | Reinspection Fees

64 of 64 | Attachments (0)

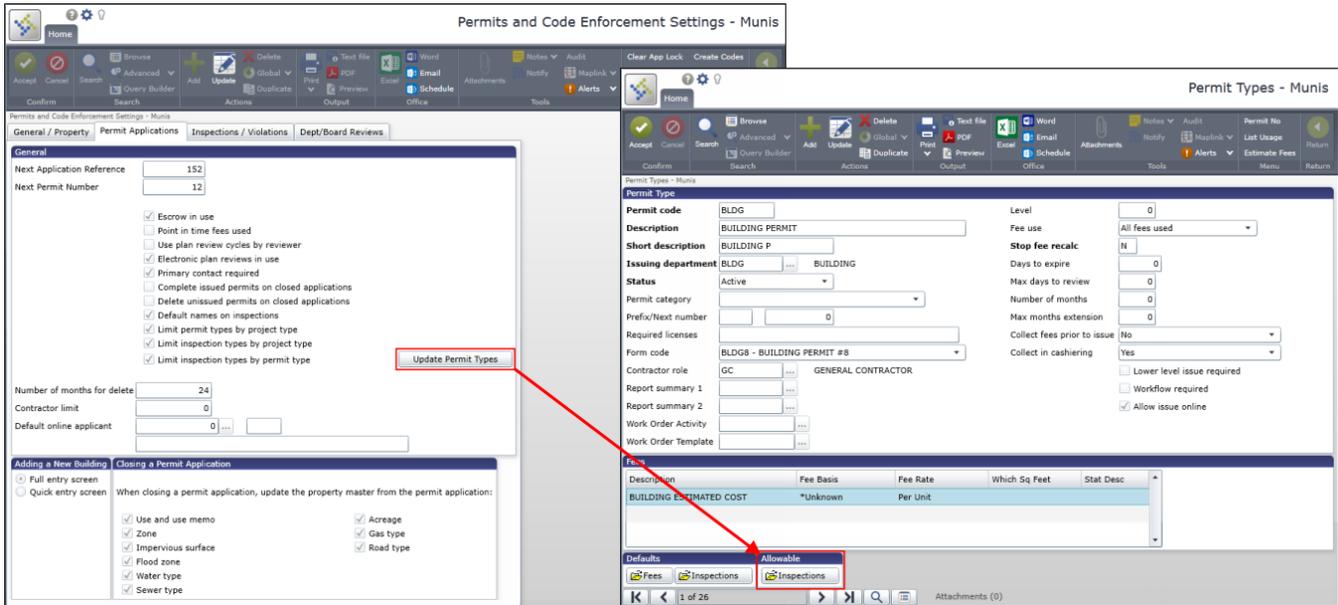
The Acreage, Gas Type, and Road Type check boxes are available on the Permit Applications tab. When selected, these check boxes update the specified data for records in the Property Master program when you close an application.



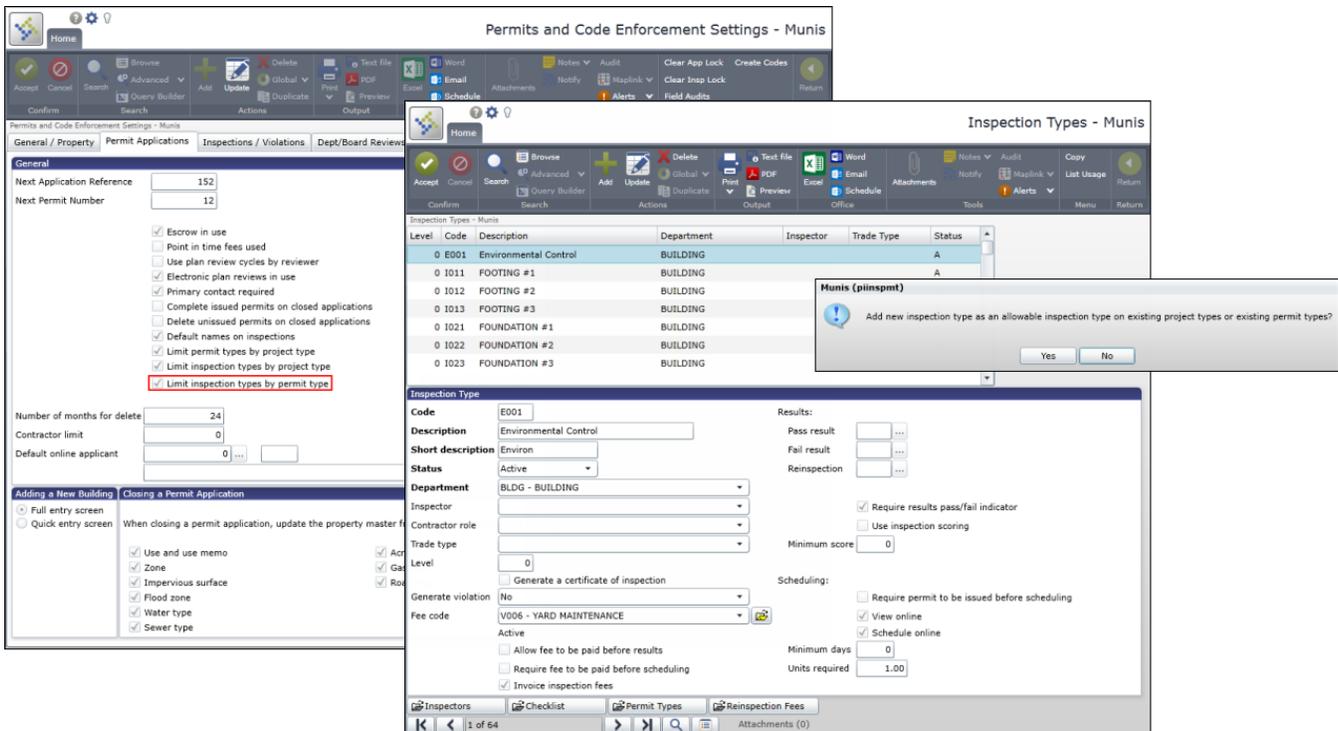
When the permit application closes and the Project Type category is Construction, Demolition, Planning/Zoning, Relocation, or Tank Removal, the following updates occur:

- The Impervious Surface option updates when the project category type is Construction, Demolition, Planning/Zoning, Relocation, or Tank Removal.
- The Existing and Proposed Use, Flood Zone, and Memo options update when the project category type is Construction, Demolition, Planning/Zoning, Relocation, or Tank Removal.
- The Water Type and Sewer Type options update when the project type category is Construction or Planning/Zoning.
- The Acreage, Gas Type, and Road Type options update when the project type category is Planning/Zoning.

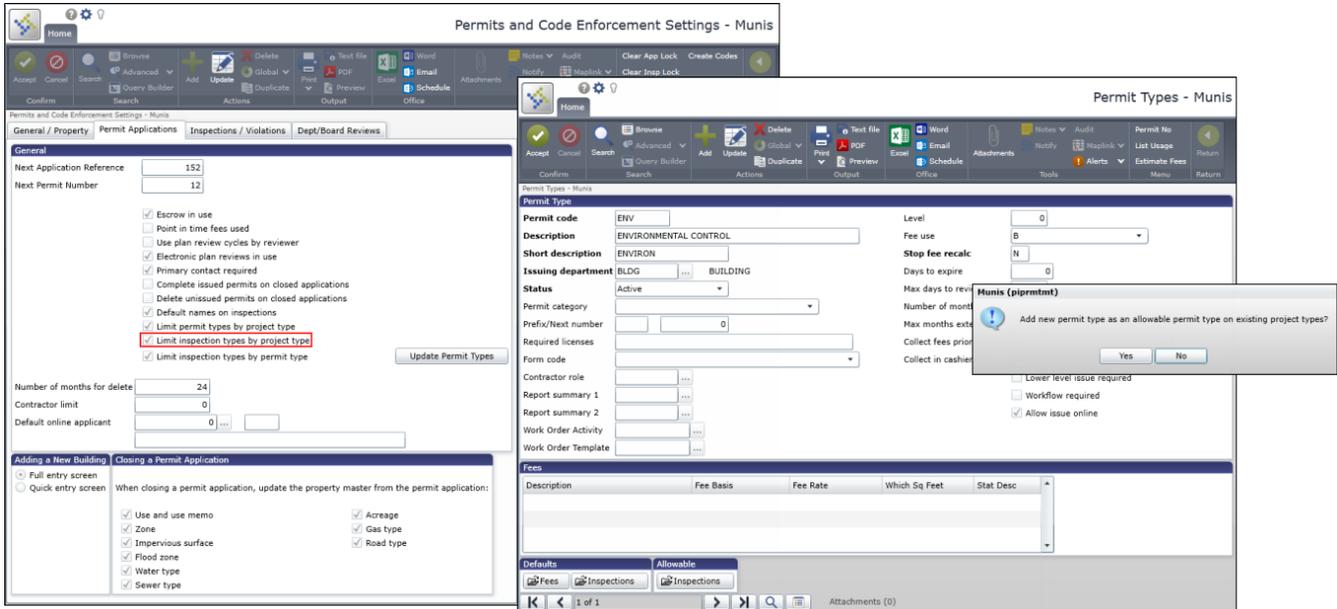
The Update Permit Types button on the Permit Applications tab creates inspection types in the Allowable group in Permit Types by copying the inspection types in the Defaults group.



When the Limit Inspections by Permit Type check box is selected and you create a new inspection type, the Inspection Type program displays a confirmation message. If you click Yes, a new entry is made for each selected permit type in the allowable inspection type list.

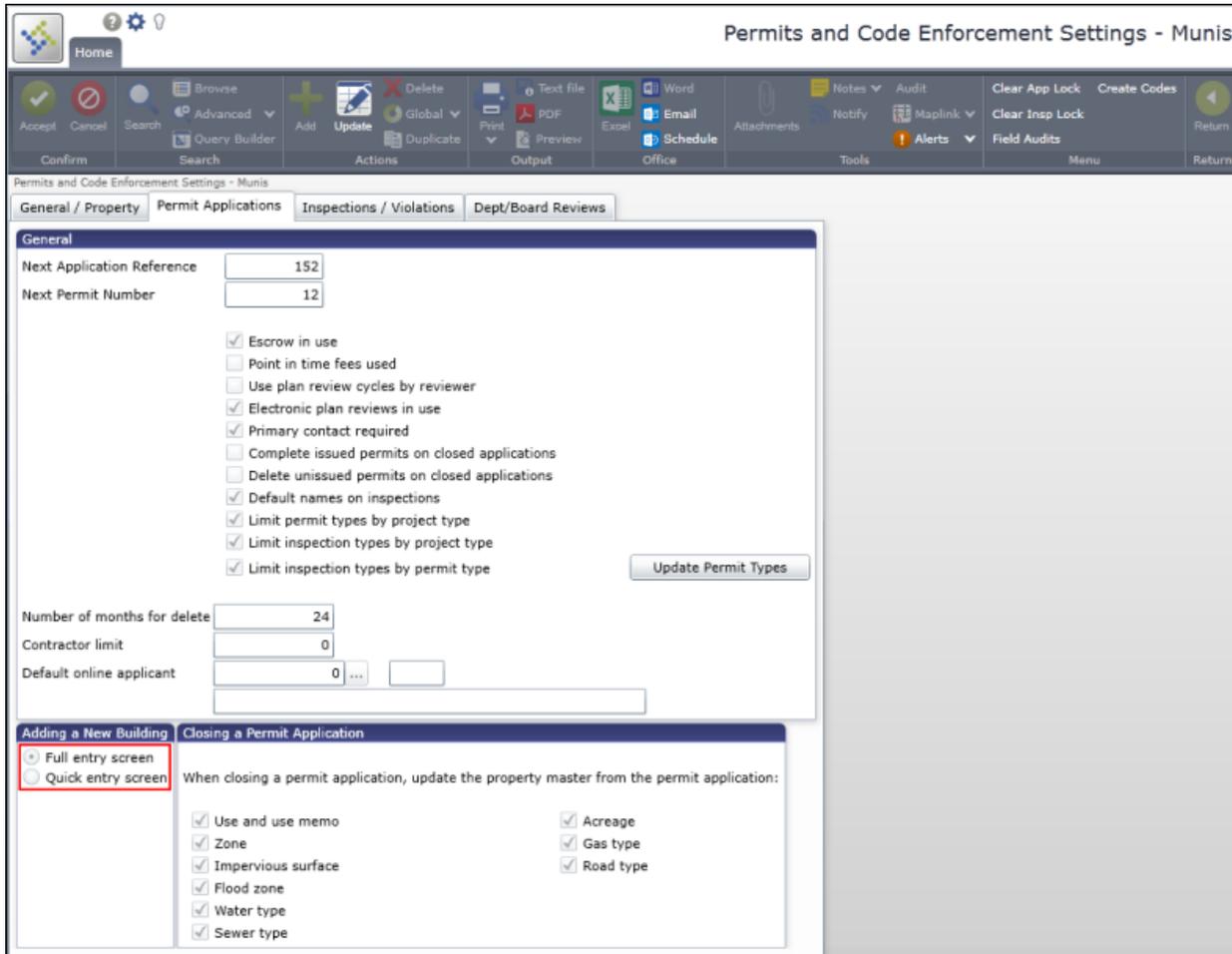


When the Limit Permit Types by Project Type check box is selected and you click the Update Permit Types button, the Project Type program includes Permits in the Allowable group based on the existing permit type in the Defaults group. When you add a new permit type, the program displays a confirmation message. Click Yes to accept the permit type.



When you use allowable inspection types, the main screen of Inspection Entry and the Add Multiple screen (accessible through the Inspection Scheduling option) limit the inspection types to only the allowable inspection types for the permit type. If the inspection is not linked to a permit application, the Permit box is not available for entry.

When you select the Full Entry Screen option under Adding a New Building on the Permit Applications tab, the Application Entry program displays the full Application Construction screen when you click Detail for an application with a construction permit type. If you select Quick Entry Screen, the Application Entry program provides a portion of fields on the Application Construction screen when you click Detail for a construction permit type.



Permits and Code Enforcement Settings - Munis

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Email Attachments Notify Maplink Clear App Lock Create Codes Clear App Lock Clear Insp Lock Return

Confirm Search Actions Output Office Tools Alerts Field Audits Menu Return

Permits and Code Enforcement Settings - Munis

General / Property Permit Applications Inspections / Violations Dept/Board Reviews

General

Next Application Reference

Next Permit Number

Escrow in use

Point in time fees used

Use plan review cycles by reviewer

Electronic plan reviews in use

Primary contact required

Complete issued permits on closed applications

Delete unissued permits on closed applications

Default names on inspections

Limit permit types by project type

Limit inspection types by project type

Limit inspection types by permit type

Number of months for delete

Contractor limit

Default online applicant ...

Adding a New Building Closing a Permit Application

Full entry screen

Quick entry screen

When closing a permit application, update the property master from the permit application:

Use and use memo

Zone

Impervious surface

Flood zone

Water type

Sewer type

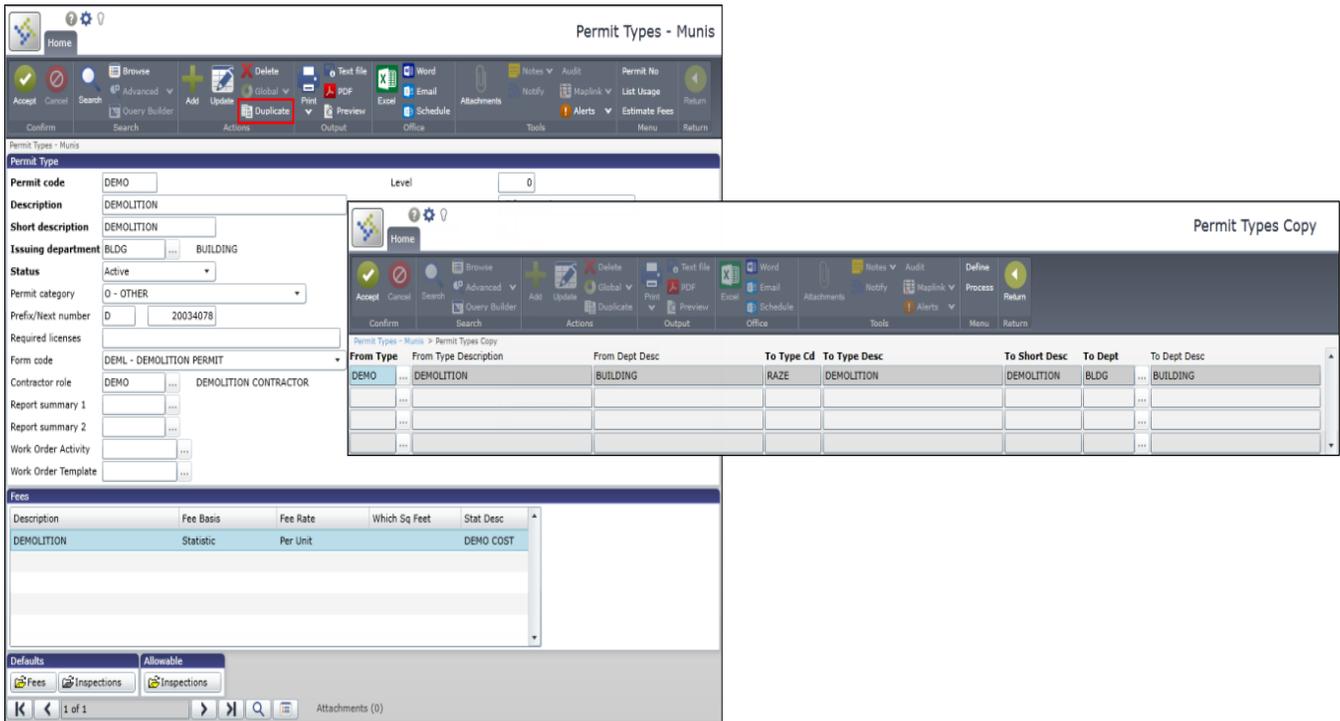
Acreage

Gas type

Road type

Permit Types

The Permit Types Copy screen allows you to enter multiple lines of From Permit Type Codes, To Permit Type Codes, To Permit Type Descriptions, To Permit Type Short Descriptions, and To Departments. In addition to copying the master record, the Permit Types Copy screen also retains the default fees, items/fixtures, default inspection types, and allowable inspection types from the master record.



Permit Types - Munis

Permit Type

Permit code: DEMO Level: 0

Description: DEMOLITION

Short description: DEMOLITION

Issuing department: BLDG BUILDING

Status: Active

Permit category: 0 - OTHER

Prefix/Next number: D 20034078

Required licenses:

Form code: DEML - DEMOLITION PERMIT

Contractor role: DEMO DEMOLITION CONTRACTOR

Report summary 1: ...

Report summary 2: ...

Work Order Activity: ...

Work Order Template: ...

Fees

Description	Fee Basis	Fee Rate	Which Sq Feet	Stat Desc
DEMOLITION	Statistic	Per Unit		DEMO COST

Permit Types Copy

From Type	From Type Description	From Dept Desc	To Type Cd	To Type Desc	To Short Desc	To Dept	To Dept Desc
DEMO	DEMOLITION	BUILDING	RAZE	DEMOLITION	DEMOLITION	BLDG	BUILDING
...
...
...

Defaults: Fees, Inspections, Allowable: Inspections

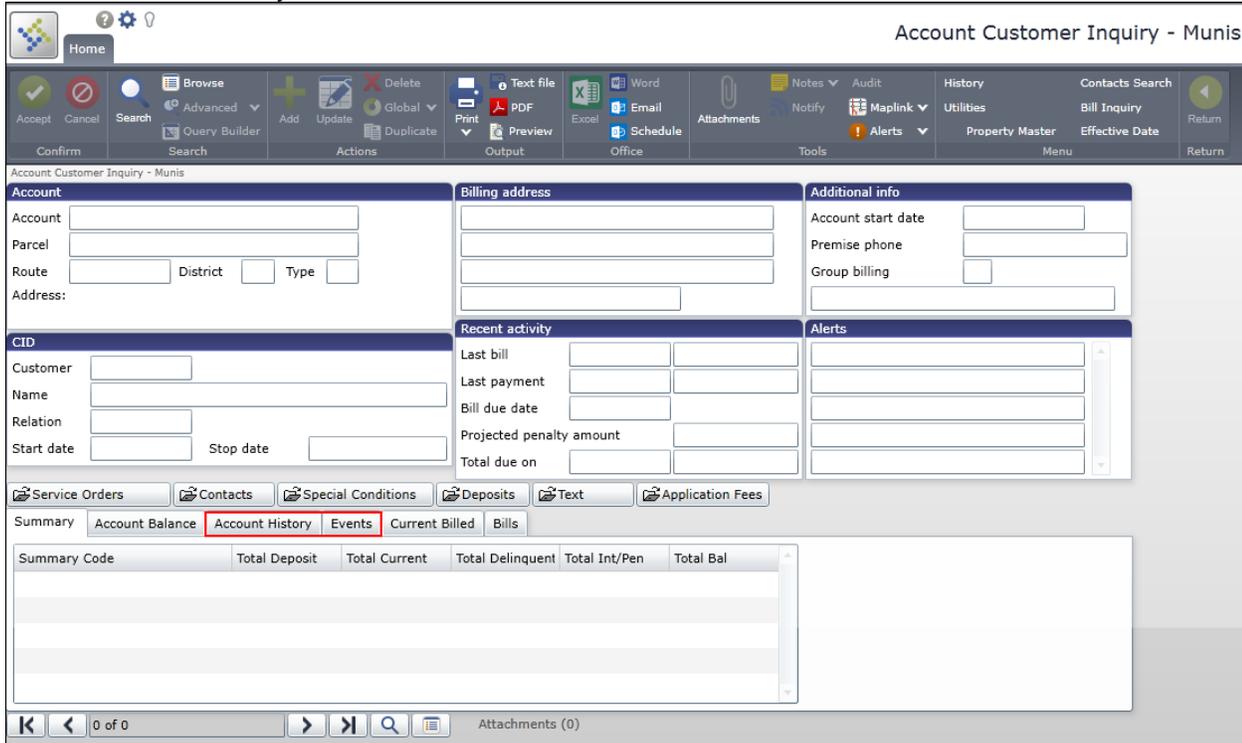
Attachments (0)

Utility Billing - CIS

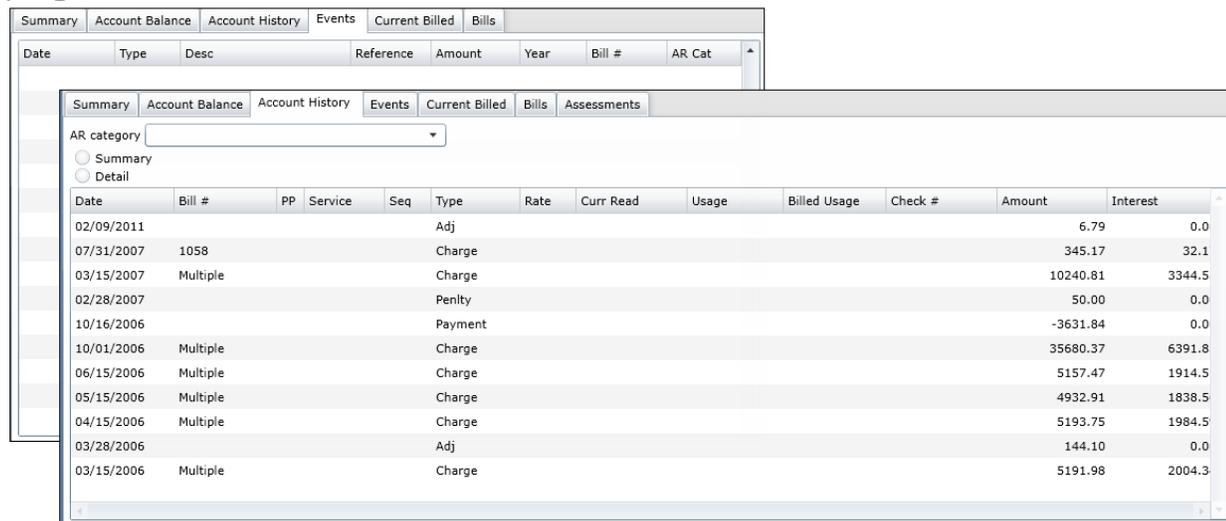
The following changes apply to Munis Utility Billing – CIS programs.

Account Customer Inquiry

The Account History and Events tabs are available.



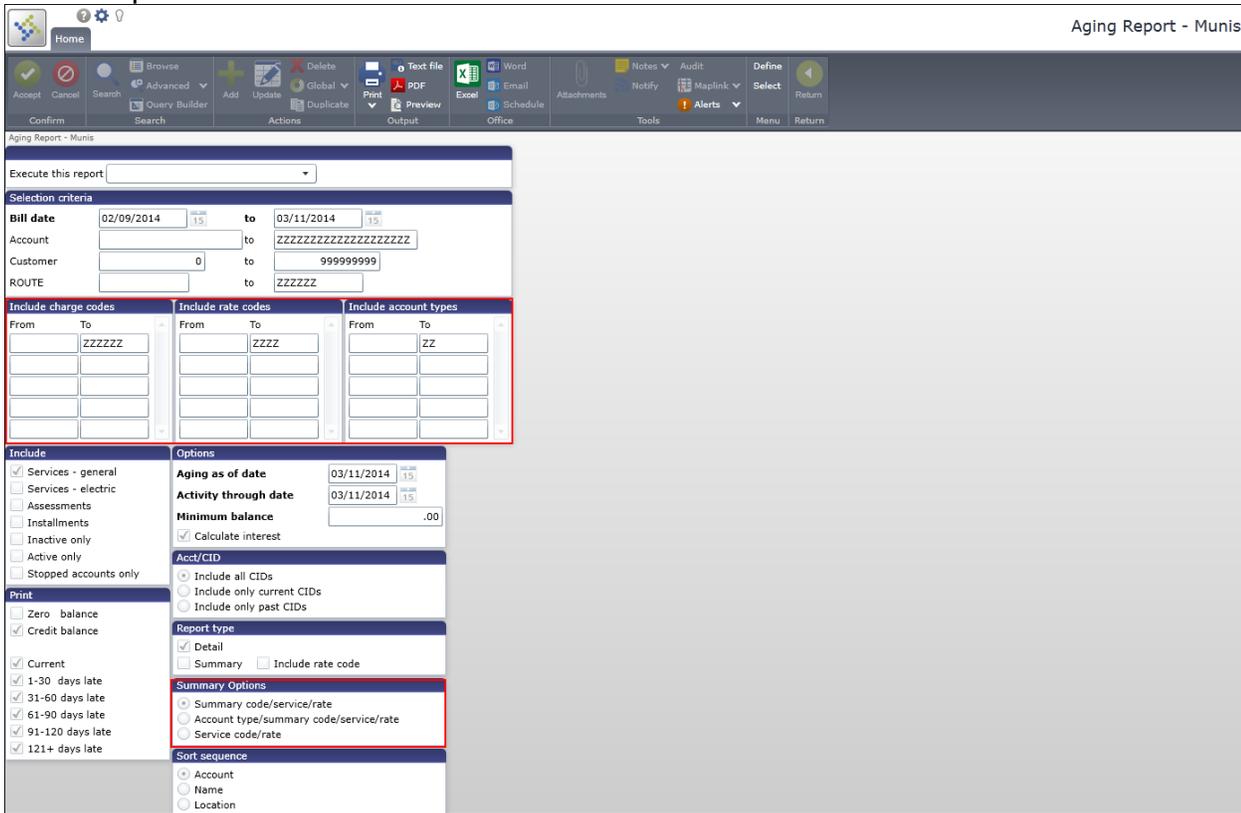
The Events tab displays event history associated with the account/CID and offers filtering capabilities. The Account History tab provides summary and detail transaction data, viewable by AR category. The account history information is also available using the Account History program.



Date	Bill #	PP	Service	Seq	Type	Rate	Curr Read	Usage	Billed Usage	Check #	Amount	Interest
02/09/2011					Adj						6.79	0.0
07/31/2007	1058				Charge						345.17	32.1
03/15/2007	Multiple				Charge						10240.81	3344.5
02/28/2007					Penalty						50.00	0.0
10/16/2006					Payment						-3631.84	0.0
10/01/2006	Multiple				Charge						35680.37	6391.8
06/15/2006	Multiple				Charge						5157.47	1914.5
05/15/2006	Multiple				Charge						4932.91	1838.5
04/15/2006	Multiple				Charge						5193.75	1984.5
03/28/2006					Adj						144.10	0.0
03/15/2006	Multiple				Charge						5191.98	2004.3

Aging Report

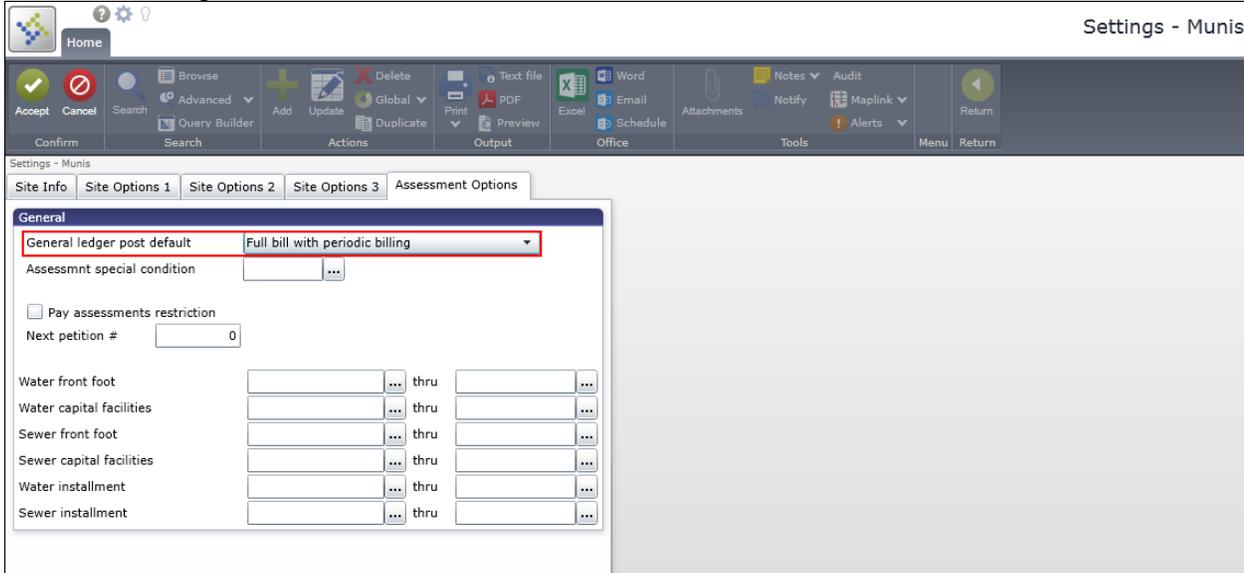
The Include Charge Codes, Include Rate Codes, and Include Account Types groups define up to five ranges of record sets for each category. These ranges provide expanded search criteria for the report data.



If you select the Summary check box in the Report Type group, the Summary Options group is accessible. Select one of these options to specify how the report summarizes amounts.

Assessments

The Assessments program allows the use of calc code 1 - Bill Amount Fixed when the GL Update Method is Full Bill with Periodic Billing. To use this feature, the General Ledger Post Default option on the Assessments tab in the Settings program must be set to Full Bill with Periodic Billing.



Settings - Munis

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Email Attachments Notify Maplink Alerts Return

Settings - Munis

Site Info Site Options 1 Site Options 2 Site Options 3 Assessment Options

General

General ledger post default Full bill with periodic billing

Assessmnt special condition

Pay assessments restriction

Next petition # 0

Water front foot thru

Water capital facilities thru

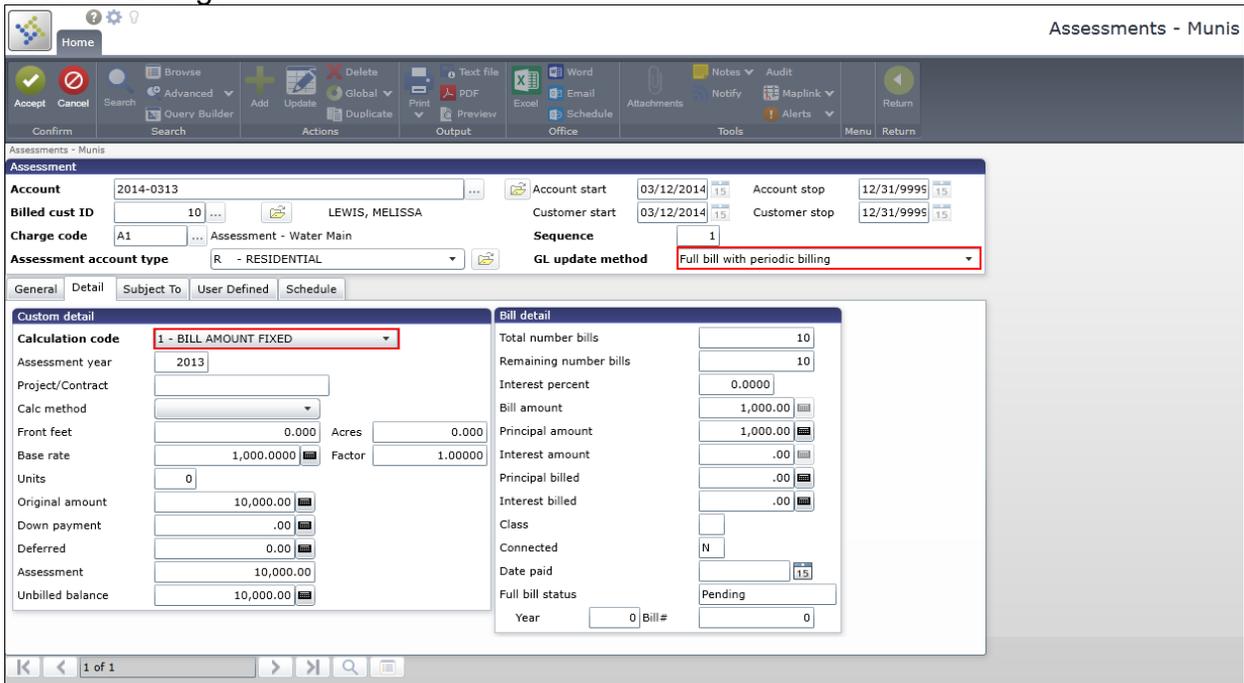
Sewer front foot thru

Sewer capital facilities thru

Water installment thru

Sewer installment thru

You must also have defined a full bill process, including a bill run code for full assessment bills. When settings are complete, the Assessments program accepts a value of 1-Bill Amount Fixed from the Calculation Code list when the value of the GL Update Method list is Full Bill with Periodic Billing.



Assessments - Munis

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Email Attachments Notify Maplink Alerts Return

Assessments - Munis

Assessment

Account 2014-0313 Account start 03/12/2014 Account stop 12/31/9995

Billed cust ID 10 LEWIS, MELISSA Customer start 03/12/2014 Customer stop 12/31/9995

Charge code A1 Assessment - Water Main Sequence 1

Assessment account type R - RESIDENTIAL GL update method Full bill with periodic billing

General Detail Subject To User Defined Schedule

Custom detail

Calculation code 1 - BILL AMOUNT FIXED

Assessment year 2013

Project/Contract

Calc method

Front feet 0.000 Acres 0.000

Base rate 1,000.0000 Factor 1.00000

Units 0

Original amount 10,000.00

Down payment .00

Deferred 0.00

Assessment 10,000.00

Unbilled balance 10,000.00

Bill detail

Total number bills 10

Remaining number bills 10

Interest percent 0.0000

Bill amount 1,000.00

Principal amount 1,000.00

Interest amount .00

Principal billed .00

Interest billed .00

Class

Connected N

Date paid

Full bill status Pending

Year 0 Bill# 0

The Schedule tab determines the appropriate schedule for the full bill assessment.

General	Detail	Subject To	User Defined	Schedule
---------	--------	------------	--------------	----------

Balance

Unbilled balance

Next due date Full bill unpaid interest

Steps

Left	Balance	Interest	Principal	Paymt Total
9	9,000.00	.00	1,000.00	1,000.00
8	8,000.00	.00	1,000.00	1,000.00
7	7,000.00	.00	1,000.00	1,000.00
6	6,000.00	.00	1,000.00	1,000.00
5	5,000.00	.00	1,000.00	1,000.00
4	4,000.00	.00	1,000.00	1,000.00
3	3,000.00	.00	1,000.00	1,000.00
2	2,000.00	.00	1,000.00	1,000.00
1	1,000.00	.00	1,000.00	1,000.00
0	.00	.00	1,000.00	1,000.00

For bill runs that are specifically used to create full assessment bills, the Generate Charges program creates a full bill for the principal amount for an assessment with calculation code 1. The program calculates the appropriate principal and interest amount to be billed when the first and subsequent installment bills are created. If payments are made to a full bill prior to the first/next installment bill, the assessment unbilled balance and principal/interest billed amounts are updated.

In Account Customer Inquiry, the program excludes the full bill balance from the Total Due Amount in the Recent Activity Group and from the Summary, Account Balance, and Bills tabs. The Assessments tab presents the original assessment amount, the total unbilled amount from the full bill, and the total amount due for any unpaid installment bills. The tab also lists all billed assessments with totals.

Account Customer Inquiry - Munis

Home

Accept Cancel Search Advanced Add Update Duplicate Print PDF Excel Email Attachments Notify Maplink Alerts Property Master Effective Date Return

Account Customer Inquiry - Munis

Account
 Account: BCASMT1
 Parcel:
 Route: 85 District: D1 Type: C
 Address: 1000 INDUSTRIAL WAY
 FALMOUTH, ME 04105

Billing address
 1000 INDUSTRIAL WAY
 FALMOUTH, MA 04105
 207 555 9874

Additional info
 Account start date: 03/02/2007
 Premise phone:
 Group billing: N

CID
 Customer: 133
 Name: REAPTIDE, LLC
 Relation: OWNER
 Start date: 03/02/2007 Stop date: 12/31/9999

Recent activity

Last bill	07/31/2007	33930.22
Last payment	02/10/2007	16998.63
Bill due date	08/15/2007	
Projected penalty amount		0.00
Total due on	03/14/2014	74308.10

Alerts

Service Orders Contacts Special Conditions Deposits Text Application Fees

Summary Account Balance Account History Events Current Billed Bills Assessments

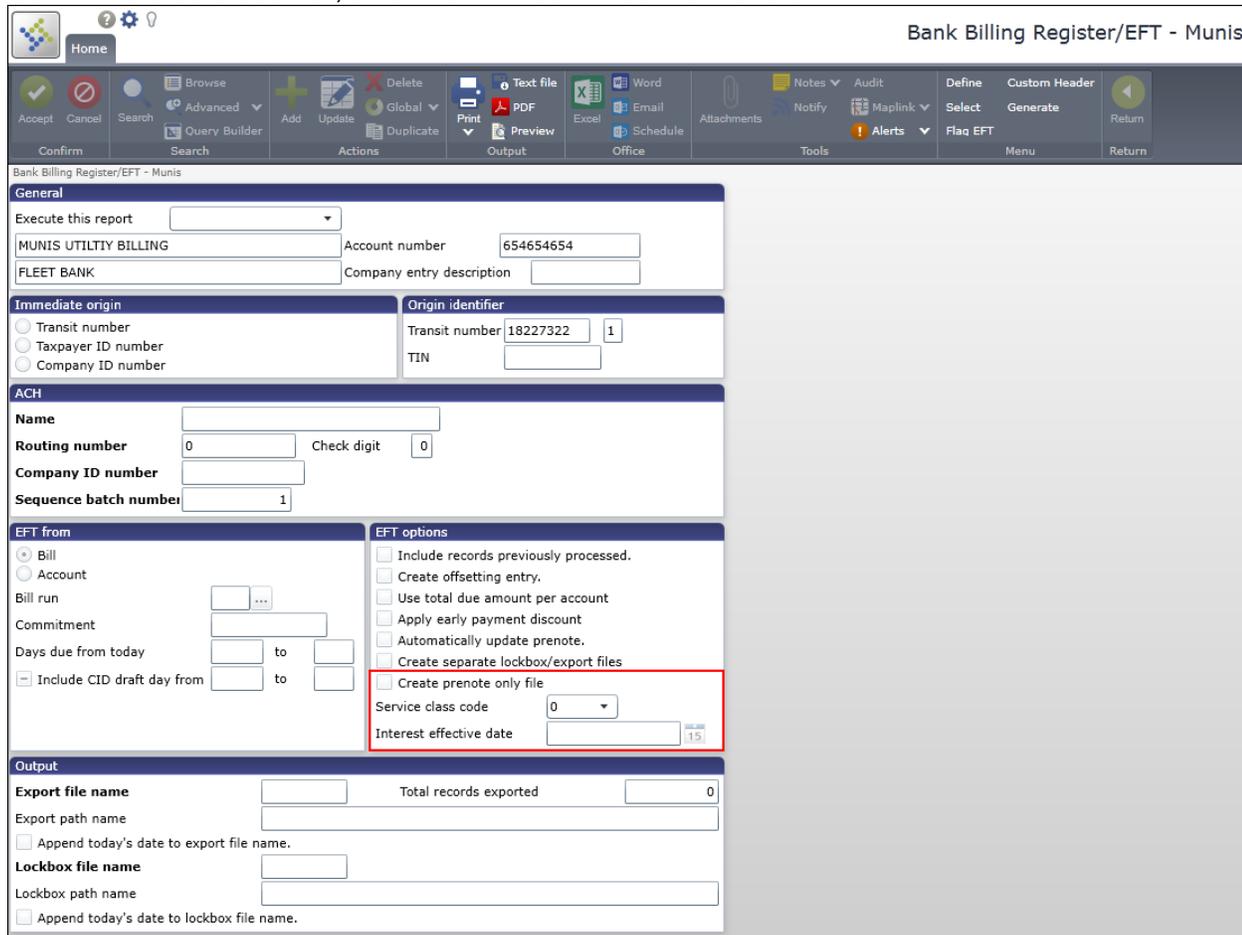
Charge	Original Amt	Unbilled Prin	Unbilled Int	Unbilled Total	Billed Bal	Total Balance	Remaining Bill
ASSESSMENT	600000.00	583263.22	0.00	583263.22	74308.10	657571.32	0
ASSESSMENT	600000.00	566656.42	0.00	566656.42	74308.10	640964.52	24
ASSESSMENT	1500.00	1500.00	0.00	1500.00	74308.10	75808.10	20
Totals	1201500.00			1151419.64	222924.30	1374343.94	

K < 34 of 61 > Attachments (0)

In Account History Inquiry/Report, the program excludes the full assessment bill from the unpaid balance amount on the Detail and Summary screens.

Bank Billing Register/EFT

The Bank Billing Register/EFT program includes the Create Prenote Only File check box, the Service Class Code list, and the Interest Effective Date box.



The screenshot displays the 'Bank Billing Register/EFT - Munis' application window. The interface is organized into several sections:

- General:** Includes fields for 'Execute this report', 'MUNIS UTILITY BILLING' (Account number: 654654654), and 'FLEET BANK' (Company entry description).
- Immediate origin:** Radio buttons for 'Transit number', 'Taxpayer ID number', and 'Company ID number'.
- Origin identifier:** Fields for 'Transit number' (18227322) and 'TIN'.
- ACH:** Fields for 'Name', 'Routing number' (0), 'Check digit' (0), 'Company ID number', and 'Sequence batch number' (1).
- EFT from:** Radio buttons for 'Bill' and 'Account', and a 'Bill run' field.
- EFT options:** A list of checkboxes including 'Include records previously processed.', 'Create offsetting entry.', 'Use total due amount per account', 'Apply early payment discount', 'Automatically update prenote.', 'Create separate lockbox/export files', and 'Create prenote only file' (highlighted with a red box).
- Service class code:** A dropdown menu set to '0' (highlighted with a red box).
- Interest effective date:** A text box for entering a date (highlighted with a red box).
- Output:** Fields for 'Export file name', 'Export path name', 'Lockbox file name', and 'Lockbox path name', along with checkboxes for 'Append today's date to export file name' and 'Append today's date to lockbox file name'.

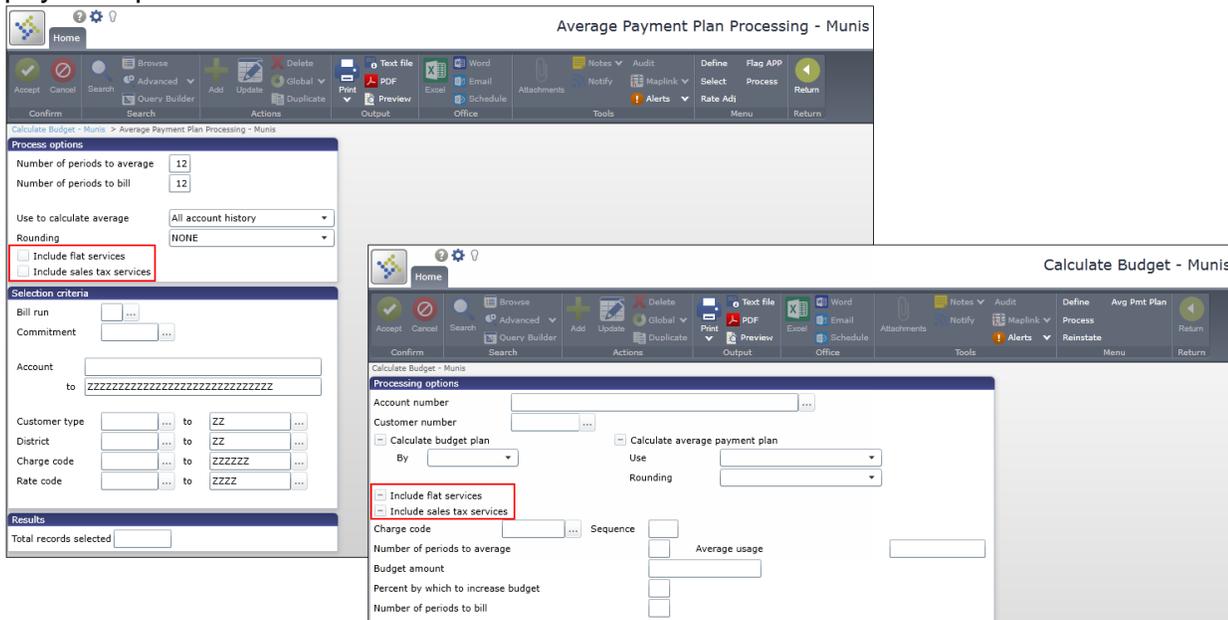
The Create Prenote Only File check box in the EFT Options group allows you to create an EFT prenote outside of the bill run process.

The Service Class Code list determines the service charge code (200 mixed debit and credits or 225 debits only) that is supplied in the output file. If you select the Create Offsetting Entry check box, this list is not accessible.

The Interest Effective Date specifies a date for calculating interest for past due bills. When you enter a value in the Interest Effective Date box, the program uses this date when calculating the interest for a bill and adds the amount to the EFT. If this box is blank, no interest is calculated for the transaction.

Calculate Budget, Average Payment Plan

The Include Flat Services and Include Sales Tax Services check boxes cause budget and payment plan calculations to include flat and sales tax services.



In the Calculate Budget program, these check boxes are used for initial enrollment into budget/payment plans. They are only accessible when the value of the Process By list in the Settings program is Account. In the Average Payment Plan Processing program, these fields are used with the annual recalculation/amortization process.

When you select the Include Flat Services check box, the program includes all regular flat services containing calculation code 69 and sets the budget amount to equal the base/flat amount from the current rate. For the Include Sales Tax Services check box, after budget amounts have been calculated for all other services, the program determines if any sales tax services exist on the account. If sales tax services exist, the program selects the budget amount from all dependency services associated with the sales tax charge code that are identified as being on a budget/payment plan and accumulates a total. The total budget amount is then used to calculate a sales tax budget amount using the applicable sales tax rate. All dependency services should also be enrolled in the budget/payment plan, as any that are not are excluded from the calculated sales tax budget amount.

For Average Payment Plan Processing, these check boxes, if selected, direct the program to use the same functionality as described for the Calculate Budget process during the annual recalculation/amortization process.

Cutoff Process

In the Actions to Process group, the Apply Charges Now or Later option is available. When you select Later, you can apply fees to the account after a service has been completed. In this case, the fees are not posted.

Home
Cutoff Process - Munis

Accept Cancel Search Advanced Browse Add Update Delete Global Text file Word Notes Audit Define Report Output

Confirm Query Builder Actions Print PDF Excel Email Attachments Notify Maplink Generate Retain Lines Return

Cutoff Process - Munis

Processing options

Execute this process

Cutoff fee based on

Service category

Cutoff by

Due dates to

Cutoff date

Days late to

Cutoff notice type

Actions to process

Apply charges
 Now Later

Create service orders

Add special conditions

Past due

Initial cutoff selection

Include miscellaneous charges

Include interest in minimum/calculations

Minimum balance Minimum by

Charges

Create additional deposits

Use subject to fee codes

Fee year

Fee charge code

Calculation code

Fee amount/%

Selection criteria

Bill run

ROUTE to

Account to

Account type to

District to

Owner responsible for tenant-occupied

Include charge codes

From	To
<input type="text"/>	<input type="text" value="ZZZZZZ"/>
<input type="text"/>	<input type="text"/>

General ledger posting

Effective date

Year

Period

Reference

Move to final bill

Move to final bill

Include all services

Service stop date

Service status after final

Service priority

First

Second

Third

Fourth

Service orders

Include all metered services on one service order if multiples exist

Type

Reason code

Department

Assigned to

Comment

Report options

Create event history records

Include report for total due by age group

Include next payment plan amount

Sequence

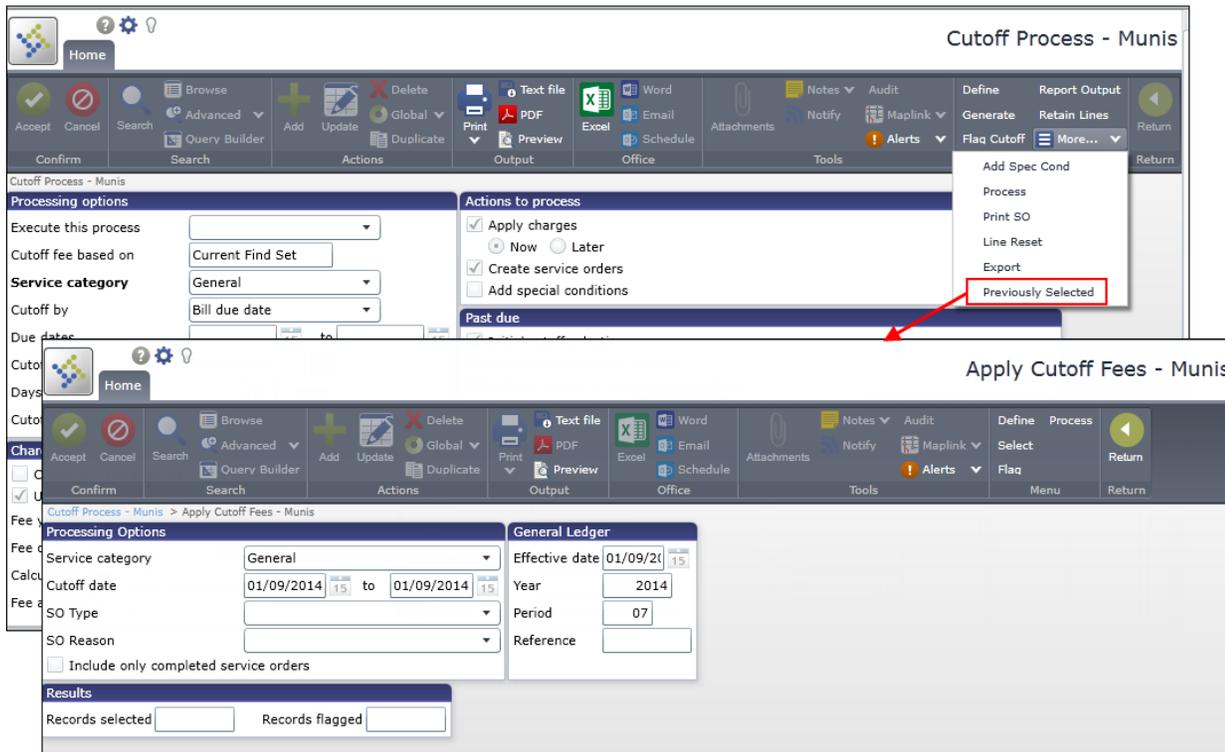
Output

Print user defined field

Results

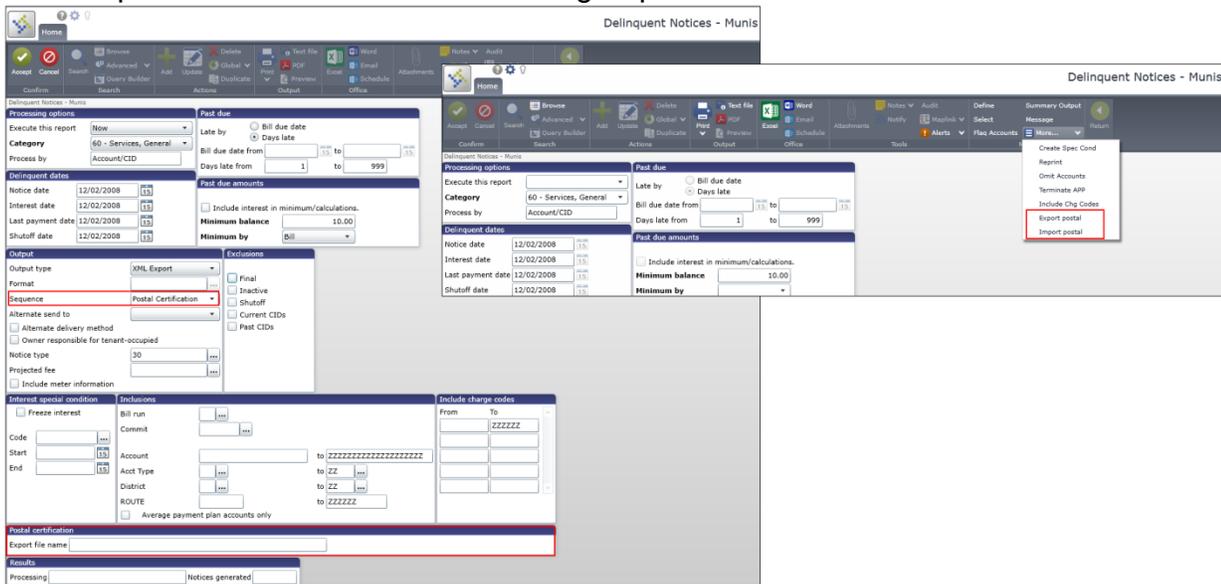
Records selected Records flagged

When you chose to apply charges later, use the Previously Selected option on the Menu group of the ribbon to process these charges.



Delinquent Notices

When the Process Postal Certification check box is selected in the Settings program, the program uses postal certification processing when importing and exporting files. In this case, the default value of the Sequence list is Postal Certification, and the Export Postal and Import Postal options are available in the Menu group of the ribbon.

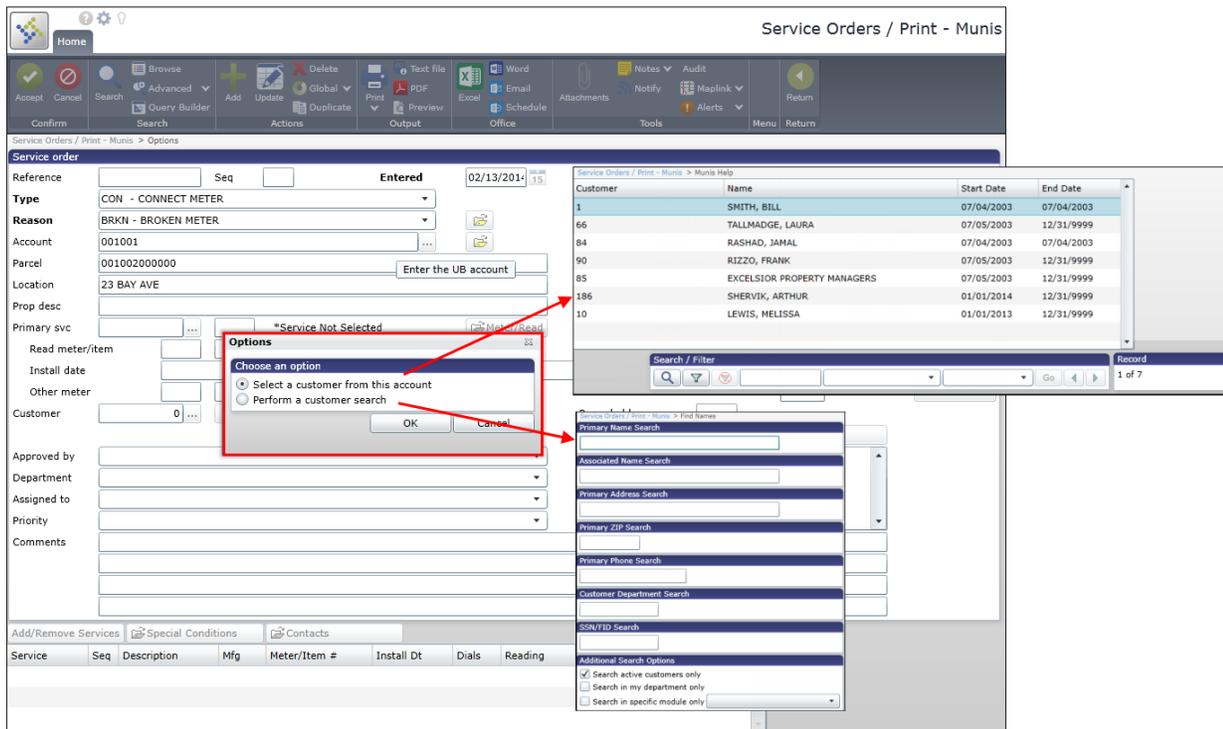


After the Select step is complete, click Export Postal to export a flat file to the spool directory. Once the file is stored on the spool directory, the program displays a query box that provides the option to send the file to your PC. When you click Yes, the program displays the file path. Update the file to include the output sequence order for the XML file. Once the file is updated, click Import Postal from the Menu group of the ribbon to import the updated file back into the Munis database. The program automatically resorts the bills.

If you are using postal certification processing and you select an output option prior to updating the postal file, the program displays a reminder.

Service Order/Print

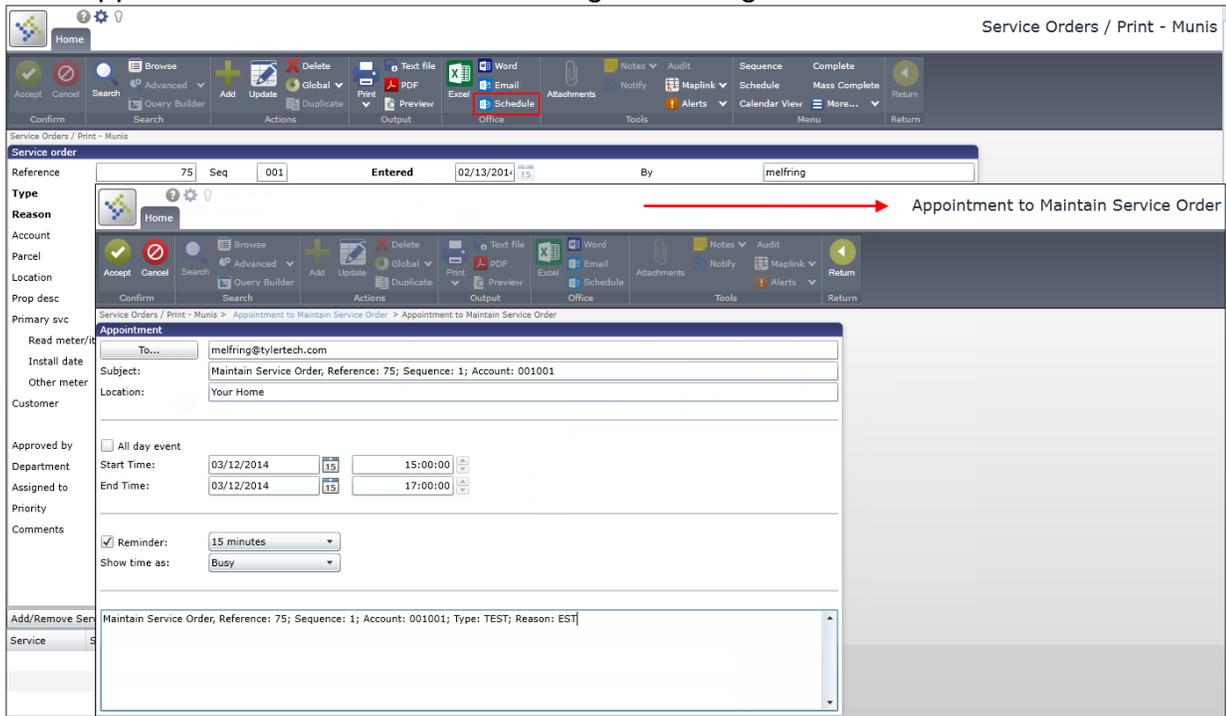
When you search for a service order using the account number and you do not enter a value in the Primary Svc box, when you click the field help button in the Customer box, the program displays an Options dialog box. Use the Select a Customer from this Account option to narrow the search results to only customers associated with the specified account, or select Perform a Customer Search option to display the Find Names customer search box, which you can use to find any Munis customer.



The screenshot shows the 'Service Order/Print - Munis' application window. The main form contains fields for Reference, Type, Reason, Account, Parcel, Location, Prop desc, Primary svc, Read meter/item, Install date, Other meter, Customer, Approved by, Department, Assigned to, Priority, and Comments. A red box highlights the 'Options' dialog box that appears when the 'Customer' field is clicked. The dialog has two radio buttons: 'Select a customer from this account' and 'Perform a customer search'. To the right, a table lists customer information with columns for Customer, Name, Start Date, and End Date. Below the table is a search filter section with various search criteria like Primary Name Search, Associated Name Search, Primary Address Search, Primary ZIP Search, Primary Phone Search, Customer Department Search, SSN/FID Search, and Additional Search Options.

Customer	Name	Start Date	End Date
1	SMITH, BILL	07/04/2003	07/04/2003
66	TALLMADGE, LAURA	07/05/2003	12/31/9999
84	RASHAD, JAMAL	07/04/2003	07/04/2003
90	RIZZO, FRANK	07/05/2003	12/31/9999
85	EXCELSIOR PROPERTY MANAGERS	07/05/2003	12/31/9999
186	SHERVIK, ARTHUR	01/01/2014	12/31/9999
10	LEWIS, MELISSA	01/01/2013	12/31/9999

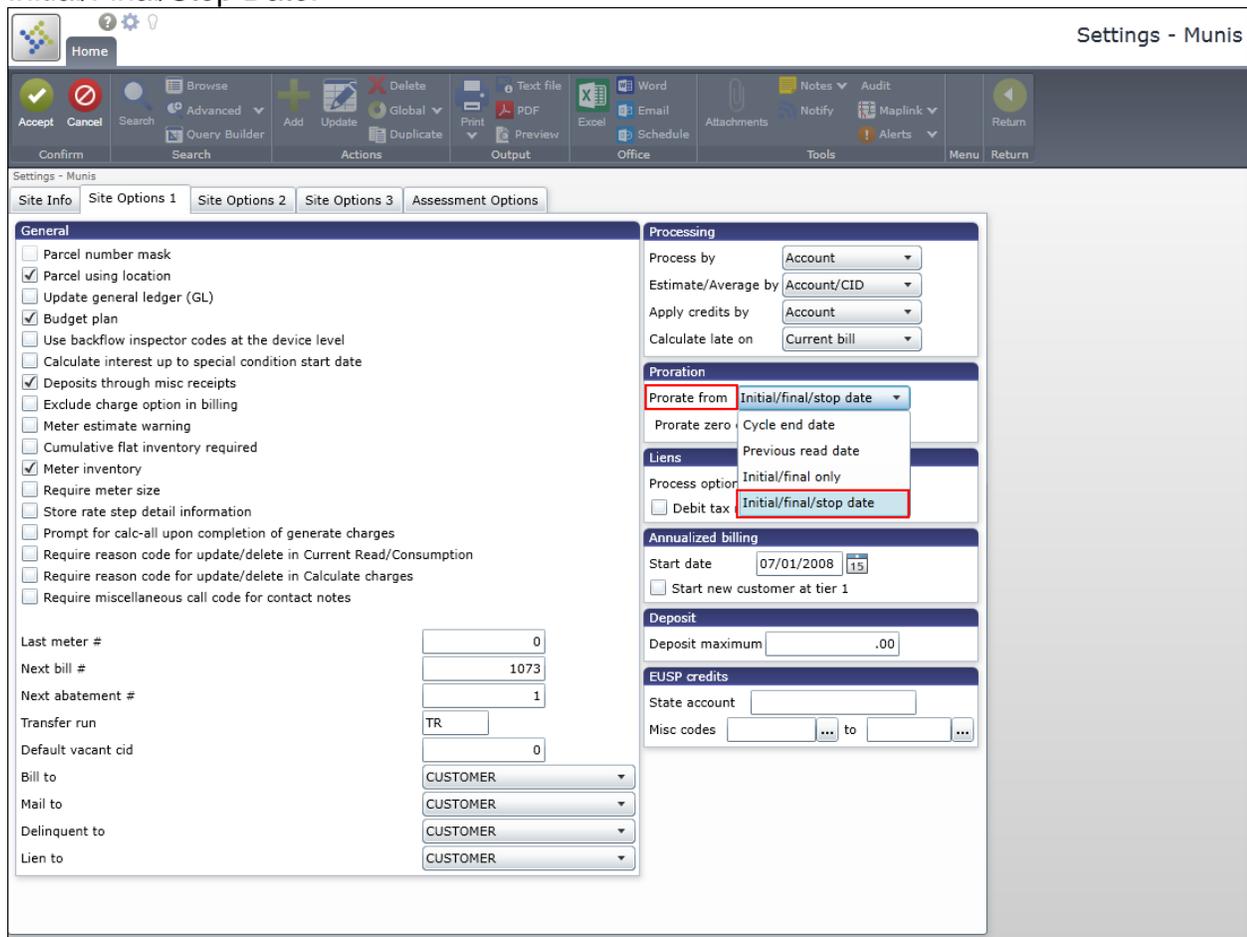
For service assignees with a valid email address, use the Schedule button in the ribbon to send appointment notifications to the assignees using email.



When you enter an email address on the Appointment to Maintain Service Order screen, the program verifies that the email address is valid. If you enter an email address that is not valid, you cannot continue.

Settings

The Prorate From list on the Site Options 1 tab of the Settings program includes the Initial/Final/Stop Date.

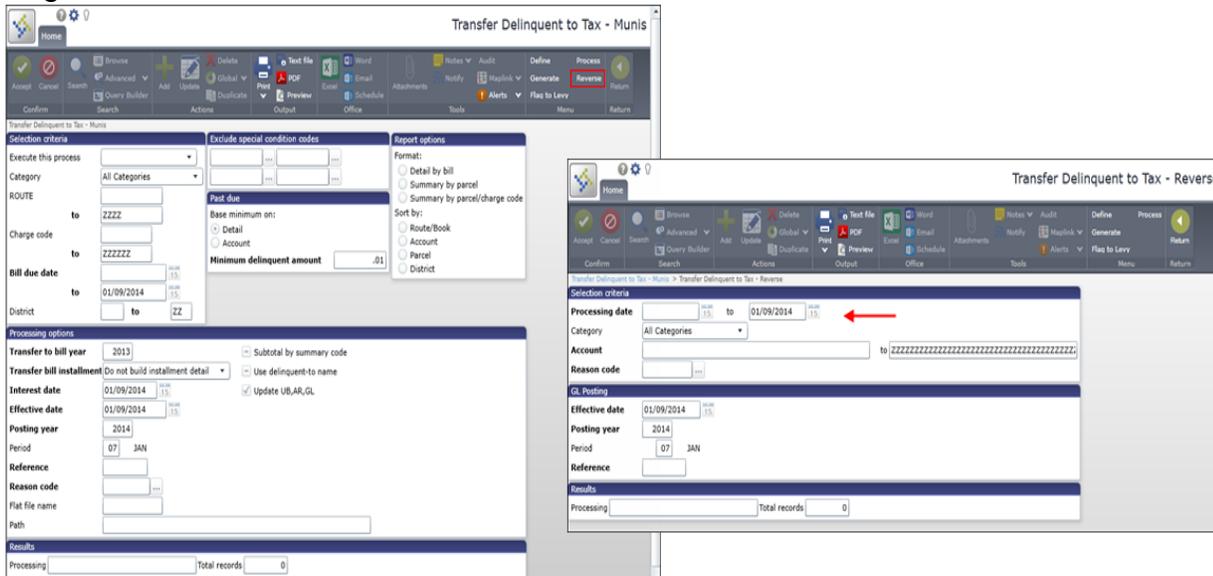


The screenshot shows the 'Settings - Munis' application window. The 'Site Options 1' tab is active. The 'Proration' section is expanded, and the 'Prorate from' dropdown menu is open, showing the following options: 'Initial/final/stop date' (selected), 'Cycle end date', and 'Previous read date'. The 'Process option' dropdown is also open, showing 'Initial/final only' and 'Initial/final/stop date' (selected). The 'Annualized billing' section shows a start date of 07/01/2008. The 'Deposit' section shows a deposit maximum of .00. The 'EUSP credits' section shows a state account field and misc codes fields.

This option accommodates flat charge proration by stop date for a regular (that is, nonfinal) bill cycle. When you select this option, charge calculations prorate flat services that have been stopped in the middle of a regular bill cycle.

Transfer Delinquent to Tax

The Transfer Delinquent to Tax program includes the Reverse option. When you select Reverse, the program displays the Reverse screen, where you can define the processing date range for which the bills were transferred to Munis Tax.



The image displays two screenshots of the 'Transfer Delinquent to Tax' software interface. The left screenshot shows the main configuration screen with fields for Selection criteria, Processing options, and Results. The right screenshot shows the 'Reverse' screen, which includes a 'Processing date' field with a red arrow pointing to the date '01/09/2014'.

When you generate the reversal, use the Flag to Levy option to identify each account to which the reversal applies. When you click Process, the program completes the reversal.

For completed reversals, Account Customer Inquiry includes the amounts that are once again included on the utility bill.

Transfer Delinquent to Tax, Account Event History

The Transfer Delinquent to Tax program creates specific Account Event History records for interest amounts included in the process. The Account Event History browse screen provides the Charge Code, Amount, Reference, Bill Year, Bill Category, and Bill Number values. The Reference field displays "Interest" for those records providing the interest amounts.

Account Event History - Munis

Account Event History - Munis [Virtual Server v.10.4 UBC15 Aug 9 2013]

Event

Account TYLER2

Event type TDT TRANSFER DELINQUENT TO TAX

Effective date 02/21/2013 Sequence 2

Customer 210 Address # 0 JOHN ADAMS

Reference **INTEREST**

Service order SO sequence

Run/Commit

AR category 60 SERVICES

Year 2013 Bill 648 Multiple bills

Charge code 8000 LIEN PRINCIPAL CHARGE CODE

Meter manufacturer Meter #

Quantity 0.00 Amount 1010.00 Receipt

Reason UBLLI Volume Page

Action

Form used

Comment(s) U/B Bill LIEN

Created by meagan.toulouse Entered 02/21/2013 Time 09:55:42

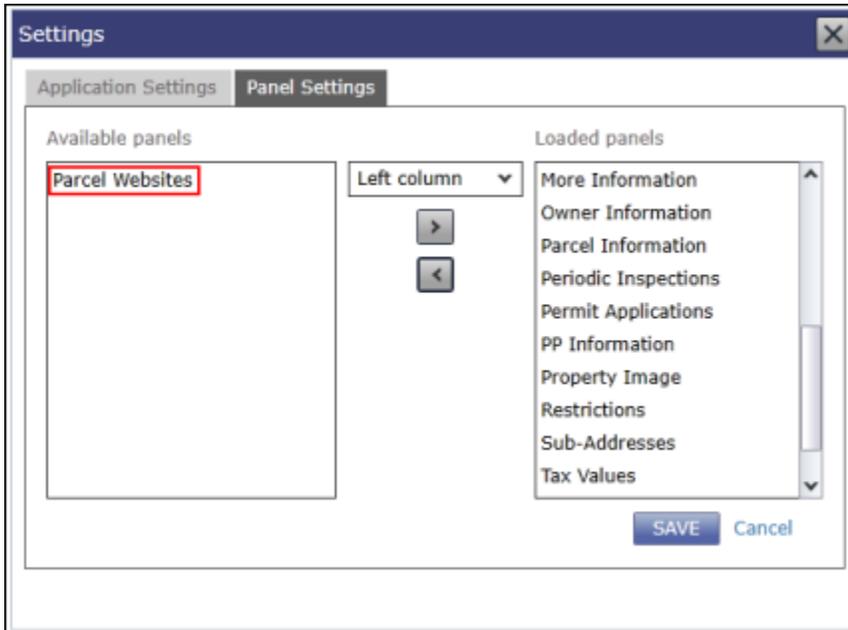
16 of 16 Attachments (0)

Munis Centrals Programs

The following changes apply to Munis Centrals programs.

Property Central

The Available Panels group on the Settings screen includes the Parcel Websites option. Prerequisites for using this pane include the creation of the hyperlink code in Permits and Code Enforcement Miscellaneous Codes and the link to the parcel or alternate parcel through the Hyperlink Templates program in Munis Central Property. Refer to the Central Property section of this document for additional information.



When you click a link for a parcel of alternate parcel record, the program connects you to the website address that contains the parcel ID or alternate parcel ID.

Parcel Websites	
Type	Description
AltParcel	PROPERTY LINK
AltParcel	TEST HYPERLINK
AltParcel	TEST PARCEL2

System Administration - Revenue Roles

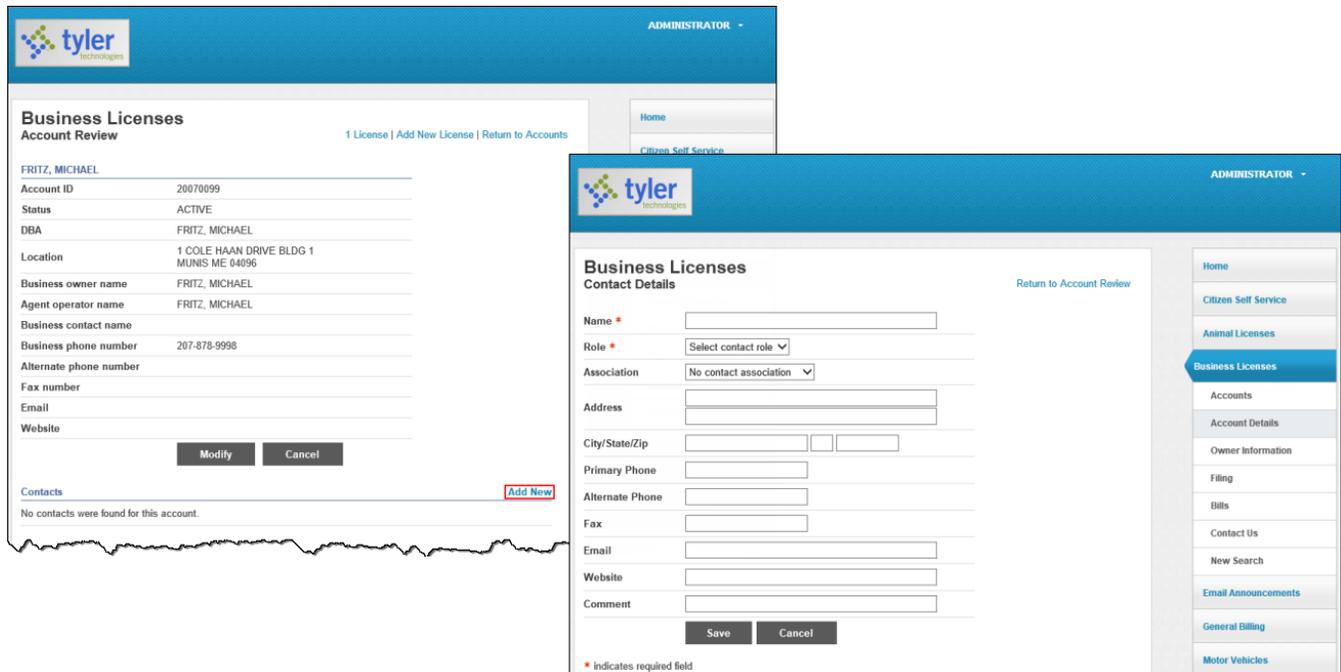
Module	Field Name	Description
Permits and Code Enforcement		
		<p>The Permits and Code Enforcement Roles screen is reorganized to include the Permit Applications/Contractors, Inspections/Violations, and Collections/Others tabs, in addition to the Property Role Permissions tab.</p> <p>The Permit Applications/Contractors tab includes the Add Plan Reviews, Update Plan Reviews, Delete Plan Reviews, Access Electronic Plan Reviews, Start Electronic Plan Reviews, Add Plan Reviews to Application with ePlans, Update Plan Reviews on Application with ePlans, and Delete Plan Reviews from Application with ePlans check boxes for use with electronic plan review software.</p> <p>Note: The default permission value for the Add Plan Reviews, Update Plan Reviews, and Delete Plan Reviews check boxes is a cleared check box value and you will need to select the check boxes.</p>

Citizen Self Service

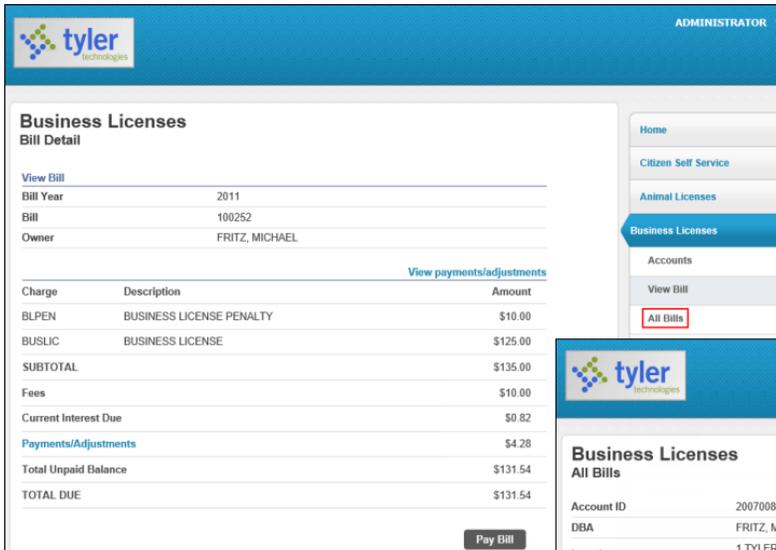
Citizen Self Service (CSS) provides citizen access to Munis Revenues programs. The following changes apply to the Munis Citizen Self Service programs.

Business Licenses

When you click Accounts in Munis Business Licenses, the Add New button allows you to provide contact information. The Modify button on the Contacts Detail page allows you to update contact information.



The All Bills page displays bills associated with a specific account when you search business license records on the Business Licenses Search page, click the Details option on the Search Results screen, and then click the All Bills option in the Business Licenses menu.



Business Licenses
Bill Detail

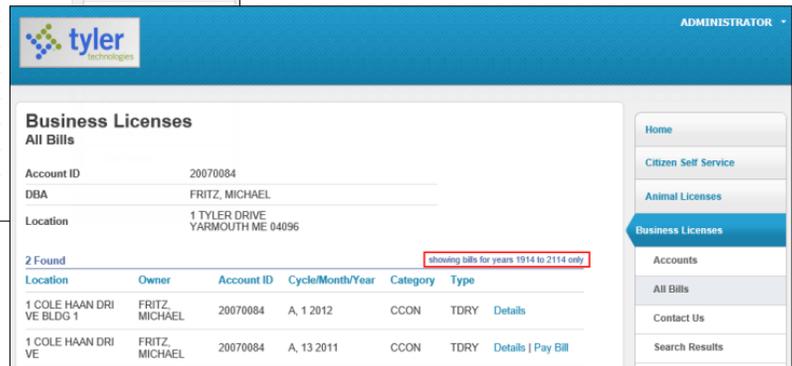
View Bill

Bill Year	2011
Bill	100252
Owner	FRITZ, MICHAEL

View payments/adjustments

Charge	Description	Amount
BLPEN	BUSINESS LICENSE PENALTY	\$10.00
BUSLIC	BUSINESS LICENSE	\$125.00
SUBTOTAL		\$135.00
Fees		\$10.00
Current Interest Due		\$0.82
Payments/Adjustments		\$4.28
Total Unpaid Balance		\$131.54
TOTAL DUE		\$131.54

Pay Bill



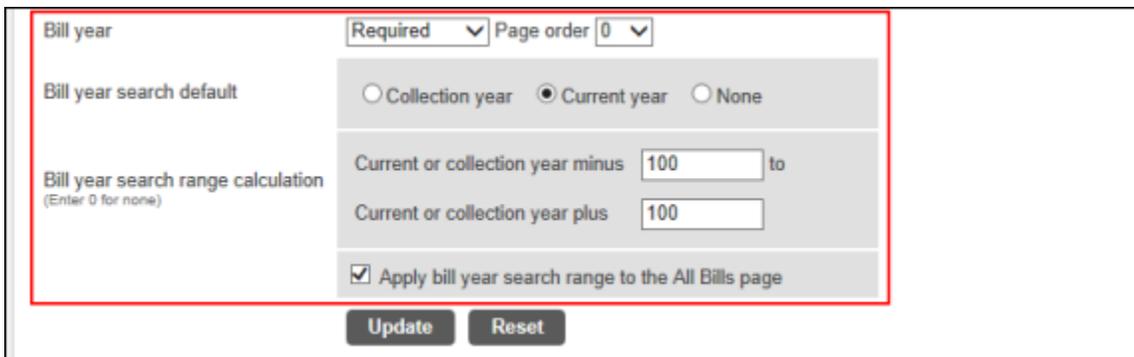
Business Licenses
All Bills

Account ID 20070084
DBA FRITZ, MICHAEL
Location 1 TYLER DRIVE YARMOUTH ME 04096

2 Found showing bills for years 1914 to 2114 only

Location	Owner	Account ID	Cycle/Month/Year	Category	Type
1 COLE HAAN DRIVE BLDG 1	FRITZ, MICHAEL	20070084	A, 1 2012	CCON	TDRY Details
1 COLE HAAN DRIVE	FRITZ, MICHAEL	20070084	A, 13 2011	CCON	TDRY Details Pay Bill

The bills that display on the All Bills page are available when your system administrator selects the Apply Bill Year Search Range to the All Bills Page check box in the Business License Administration page. When that check box is selected, the specified year range in the Bill Year Search Range Calculation is applied to the content of the All Bills page, which displays the year range above the available records.



Bill year Required Page order 0

Bill year search default
 Collection year Current year None

Bill year search range calculation
 (Enter 0 for none)
 Current or collection year minus 100 to
 Current or collection year plus 100

Apply bill year search range to the All Bills page

Update Reset

Permits and Inspections

The Estimated Cost box on the Apply Online page of Permits and Inspections allows you to enter an estimated cost as part of the permit application.


MICHAEL FRITZ ▾

Permits and Inspections

Apply Online

Step 4 of 5: Details of project/activity Step 1 2 3 **4** 5

Department	BUILDING
Project	CONSTRUCT POOL

Describe location

Describe project/activity

Your role in project *

Reason for applying

Estimated cost

Proposed start date

Proposed end date

Contractor (or applicant if no contractor) *

Name *

Address

City

State

Zip

Phone *

Fax

Email *

Additional information

Any additional information you would like to provide

- Home
- Citizen Self Service
- Animal Licenses
- Business Licenses
- Email Announcements
- General Billing
- Motor Vehicles
- Non-Emergency Requests
- Miscellaneous Receipts
- Parking Tickets
- Permits and Inspections
- Contact Us
- Personal Property
- Real Estate
- Tax Relief
- Utility Billing

Once the online application is processed, the estimated cost updates the application and related permits which allows the correct fees to be paid.

Home
Application Entry - Munis

Accept Cancel Search
Browse Advanced
Add Update Global
Delete Duplicate
Print PDF
Text file Excel Word
Email Schedule
Attachments
Notify Maplink
Audit
Alerts
Detail Collect
Overview Close/Deny
Quick Find More...

Application

<p>Application 154</p> <p>Status: 0 ON-LINE</p> <p>Department: BLDG - BUILDING</p> <p>Project/Activity POOL CONSTRUCT POOL Active</p> <p>Description 1: INSTALL OLYMPIC-SIZE POOL AT THE REC CENTER. EIGHT LANES, 25</p> <p>Description 2: YARD (4425 SQ FT) PLUS 15 FOOT DECK (5400 SQ FT).</p> <p>Applicant: CONC - CONCRETE CONTRACTOR</p> <p>Estimated cost 453,000 Fees effective 02/19/2014</p>	<p>Owner: 187 FRITZ, MICHAEL</p> <p>Contractor:</p> <p>Business:</p> <p>Status code: ONEW - New Online Application</p> <p>Status memo:</p> <p>Assigned to:</p> <p>Permit:</p>
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Property/Use: Legal Desc Dates/Misc Project Tracking Permits User Defined

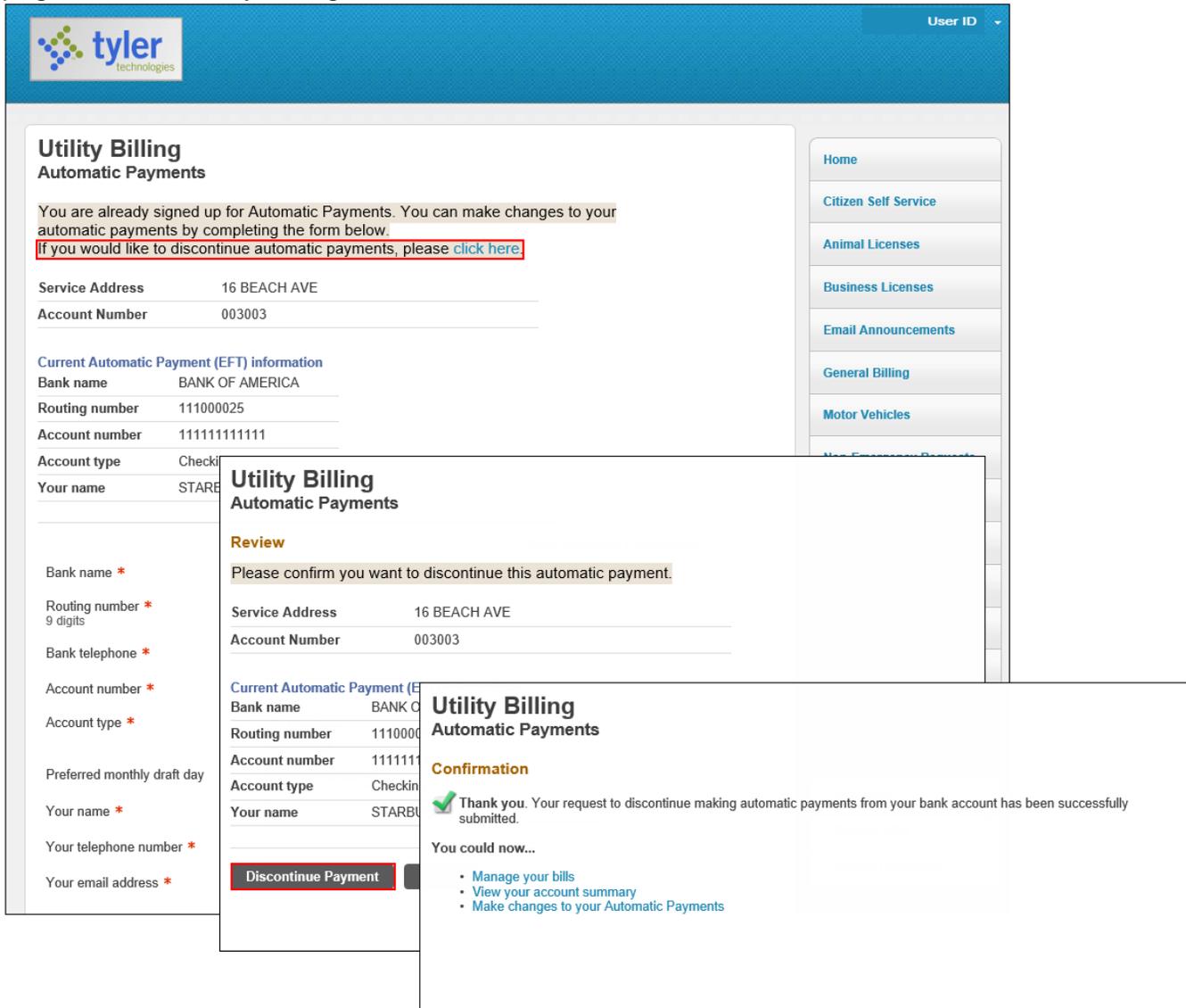
<p>Parcel: 99999</p> <p>Location: 1 TYLER DRIVE YARMOUTH ME 04096</p> <p>Municipality:</p> <p>Subdivision:</p> <p>Lot/Section/Phase:</p> <p>Between and:</p> <p>Location desc: RECREATION CENTER</p>	<p>Existing use: RES RESIDENTIAL LAND</p> <p>zoning: R1 - SINGLE FAMILY RESIDENTIAL</p> <p>memo:</p> <p>flood zone:</p> <p>Proposed use:</p> <p>zoning:</p> <p>memo:</p> <p>flood zone:</p> <p>Impervious surface: 0</p>
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Prerequisites	Hazard/Restr	Names	Contractors	Bonds	Sub-Adrrs	Text	Plan Reviews
Buffering	Parking	Septic	Well		Locations	Find Related	Find by Parcel
Prior History	Inspections	Violations	Dept/Board Reviews	Open Items	Warnings	Special Conditions	

K < 1 of 1 > Attachments (0)

Utility Billing

When the Activate Automatic Account Payments and the Update Munis EFT When Users Modify Automatic Payment Settings check boxes are selected in CSS Administration for Utility Billing, the Discontinue Automatic Payments option is available on the Automatic Payments page in CCS - Utility Billing.



The screenshot shows the 'Utility Billing Automatic Payments' page in the Tyler Technologies system. The page is divided into several sections:

- Header:** Tyler Technologies logo and 'User ID' dropdown.
- Navigation:** A sidebar menu with options: Home, Citizen Self Service, Animal Licenses, Business Licenses, Email Announcements, General Billing, and Motor Vehicles.
- Main Content:**
 - Utility Billing Automatic Payments:** A heading followed by a message: 'You are already signed up for Automatic Payments. You can make changes to your automatic payments by completing the form below.' Below this is a red-bordered box with the text: 'If you would like to discontinue automatic payments, please [click here](#).'
 - Service Address:** 16 BEACH AVE
 - Account Number:** 003003
 - Current Automatic Payment (EFT) information:**
 - Bank name: BANK OF AMERICA
 - Routing number: 111000025
 - Account number: 11111111111
 - Account type: Checkin
 - Your name: STARB
 - Form Fields:** A list of required fields with asterisks: Bank name, Routing number (9 digits), Bank telephone, Account number, Account type, Preferred monthly draft day, Your name, Your telephone number, and Your email address.
 - Review Section:** A 'Review' heading followed by the message: 'Please confirm you want to discontinue this automatic payment.' It repeats the Service Address and Account Number.
 - Confirmation Section:** A 'Confirmation' heading with a green checkmark icon and the message: 'Thank you. Your request to discontinue making automatic payments from your bank account has been successfully submitted.' Below this is a 'You could now...' section with three links: 'Manage your bills', 'View your account summary', and 'Make changes to your Automatic Payments'.
 - Buttons:** A red 'Discontinue Payment' button is visible at the bottom of the form.

When you select this option, CSS displays the automatic payment details for review, along with the Discontinue Payments button. When you click Discontinue Payments, the program displays a confirmation page and removes the EFT information for the account from Munis.