

BILLING

CUSTOMER

READINGS

PAYMENTS

REPORTS

JUS

Jayhawk Utility Suite



Quality Products and Friendly Support for more than 25 years

Accounting and Balancing Simplified:

- ♦ Accounting Integration for all Transactions (Billing, Payments, Late Charges, Deposits)
- ♦ Journal Reports for verification of Accounting Entries prior to Posting

Other Useful Features of JUS:

- ♦ Print Single Service Orders and List of All Service Orders
- ♦ Single Reading Entry for mid-cycle Final Billings
- ♦ Level-Payment-Plan Billing Option
- ♦ AMR/Handheld Device Option
- ♦ Electronic Payment (ACH) support
- ♦ Data Export for Word Merge or other database tools
- ♦ Landlord Billing Options
- ♦ User-Defined Fields on Customer and Premise

More Great Reasons to Use JUS:

- ♦ Friendly Customer Support with Fast Response Time
- ♦ Multi-User Network Support
- ♦ Multi-level security for system users
- ♦ SQL compliant database
- ♦ Population-based Leasing Program or Purchase Option

We would like to ***THANK YOU*** for taking the time to look at the features Jayhawk Utility Suite has to offer.

If you would like more information, please contact us:

(866) 800-5156

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Jayhawk Software
P.O. Box 826
Iola, Kansas 66749

Jayhawk Utility Suite

System Requirements

	<u>Required</u>	<u>Recommended</u>
Processor	Pentium III	Pentium IV or higher
Memory (RAM)	512 MB	1 GB or more
Disk Space	512 MB	5 GB or more
Operating System	Win 98 or NT	Windows 2000, XP or Vista
Printer	Laser Printer	Lexmark T Series Printers (for Post Card Bills)
Other Software	Jayhawk Live Support with High-speed Internet	Jayhawk Live Support with High-speed Internet

Jayhawk Live Support

Software required for remote connection from Jayhawk Tech Support.



We utilize this secure remote connection software so files can be saved for backup purposes, applications can be accessed, updated and tested, and most importantly troubleshooting procedures can be completed in a much shorter amount of time.

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Flexible Report Options allow you to select and sort based on your needs

The 'Report Selection' dialog box is divided into 'Sort', 'Select', and 'Other' tabs. Under the 'Select' tab, there are several sections:

- Status:** A list of 'All Items' (Collections, Disconnected, Final, Inactive, NonBillable) with arrows pointing to an 'On Report' box containing 'Active'.
- Routes:** A list of 'All Items' (00, 02, 09) with arrows pointing to an 'On Report' box containing '02'.
- Class:** A list of 'All Items' (Commercial, Government, Industrial, Religious, School) with arrows pointing to an 'On Report' box containing 'Residential'.
- Billing Cycle:** A list of 'All Items' (Monthly, Monthly 2, Quarterly) with arrows pointing to an empty 'On Report' box.
- Category:** A list of 'All Items' (In City Limits, In County, Out of City, Sewer 03) with arrows pointing to an empty 'On Report' box.

The 'Report Selection' dialog box, 'Other' tab, contains:

- Select other options for your report.**
- Date Range:** (To select ALL dates, leave both dates at 1/1/1900) From: 8/1/2008 To: 8/31/2008
- Include on Report:** Details

Select Status, Route, Class, Category, Billing Cycle or combination of them to filter out just the customers you want on your report. Depending on the report, other helpful options are available including dates, more details, etc.

12/31/2004 Customer A/R Aging

Acct#	Name	Sales ID	Date	Status	Route	Prem#	Class	Category	91 - 120	### & over	Prt	Pos
	Type			Rate ID	0 - 30	31 - 60	61 - 90					
0002	Faye M. Perrin	2	11/1/04	Active	01	0002						
	BILL			Wat01			(26.44)				Y	Y
				Sew01			11.00				Y	Y
				T.V01			1.00				Y	Y
		3	12/1/04	Wat01	22.00						Y	N
				Sew01	11.00						Y	N
				T.V01	1.00						Y	N
Total Acct #	0002				19.56	34.00	(14.44)	0.00	0.00	0.00		
0004	Junny Berry	5	12/1/04	Active	01	0004						
	BILL			Wat01	38.05						Y	N
				Sew01	11.00						Y	N
				T.V01	1.00						Y	N
Total Acct #	0004				50.05	50.05	0.00	0.00	0.00	0.00		
Grand Total:	1,758				\$986,999.46	\$7,205.37	\$979,794.09	\$0.00	\$0.00	\$0.00		

The 'Report Selection' dialog box, 'Sort' tab, contains:

- Select how you would like your report sorted. Choose up to three fields.**
- Sort first by:** Class
- Then by:** Route
- Then by:** Last Name

You can sort by up to three fields including:

- Account #, Name, Mailing Address, City, State, Zip
- Status
- Premise #, Service Address, City, State, Zip
- Route
- Class
- Category
- Meter #



JUS includes comprehensive reporting to meet your needs

Account Reports:

- Account List
- A/R Aging
- Labels

Customer Reports:

- Labels
- List
- User Defined Fields Report
- Statistical Report
- Transaction Register
- Transaction Register for Rate

Meter Reports:

- Readings and Usage
- Usage History
- List
- Unread Meters Report
- Meters not in Reading Group
- Loss Tracking Report

Billing Reports:

- Register
- Late Charges
- Journal with Amount Limit
- Usage Summary
- Adjustments for Journal for Period
- Journal for Period
- Unposted Sales

Payment Reports:

- Bank Deposit
- Receipts List for Period or for Date Range
- Posted/Unposted Receipts List
- Applied Batch Detail
- Adjustment Journal for Period

Deposit Reports:

- Deposit List
- Period Deposits
- Interest Accrued
- Interest Applied/Refunds
- Paid/Refunded List

Additional Reports:

- Accounts with/without Charge
- Charge Overrides
- Transaction History
- Adjustment Summary for Period
- Monthly History
- Billing for Specific Rate
- Posted Billings/Posted Payments
- Receipts List by Charge
- GL Report for Specified GL Account
- AMR/Handheld
- Tap Fee List
- Service Order List
- Audit Trail
- User Defined Fields Report by Premise

Enter Payments Quickly by the Batch

The Payment Batches screen allows you to have more than one group of payments being entered by one or more persons and combine them into one bank deposit.

Batch	Created Date	Description	Deposit #	Entries
▶ 04042008-lp	4/3/2008			6
04042008-1c	4/4/2008	04/04/08 Pmts - TC	254	2

Track typical payment information plus:

- Date entered *and* date of payment
- Type of Payment (check, cash, etc.)
- Text Reference (check #, authorization #, etc.)

2/27/04
Your City or District Name
Customer Receipt

Payment for: Acct#: 0006 Premise#: 0006
CHRISTINE JONES
PO BOX 206
POMONA, KS 66076

Beg Bal	140.39
Current Bill	109.23
Bal Due	249.62
02/27/2004 Payment	249.62 CSH
Balance After Payment	0.00

04/04/08 Pmts - TC

Payment Date: 04 04 2008 Bank Deposit #: 254

Default Pay Type: 1-CHK Always Print Receipt

Name: SHELLY CARVER

Acct #	Balance	Payment	Date	New Balance	Type	Reference
* 1125	59.61	50.00	Dist 04/04/2008	9.61	1-CHK	698
▶ 1112	\$26.37	\$26.37	4/4/2008	\$0.00	1-CHK	123
1120	\$116.82	\$100.00	4/4/2008	\$16.82	2-CASH	

You also can print a customer receipt and/or a report for your bank deposit. See Bank Deposit sample on reverse.

With the click of a button you can distribute a payment to a specific charge and/or fund(s) that you choose.

Charge	Rate	Beg Bal	Current	Paid	Balance	All	Apply	Paid
WATER	WAT16	24.27	24.27	24.27	24.27	<input checked="" type="checkbox"/>		24.27
SEWER	SEW03	18.91	18.91	18.91	18.91	<input checked="" type="checkbox"/>		18.91
GARBAGE...	TRA01	14.00	14.00	14.00	14.00	<input checked="" type="checkbox"/>		4.39
L/C	L/C01	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
TAX	TAX01	2.43	2.43	2.43	2.43	<input checked="" type="checkbox"/>		2.43
MISC1	NSF	0.00	0.00	0.00	0.00	<input type="checkbox"/>		
MISC1	RTCHK	0.00	0.00	0.00	0.00	<input type="checkbox"/>		

Paid: 50.00
Left: 0

Payments can also be entered through our optional cash drawer module to apply one payment to multiple utility accounts and other fees or fines. JUS supports multiple cash drawers and multiple types of payments.



Print Customer Receipts and Payment Reports

Batch Payment Receipts Detail				
Payment	Account Name		Payment Reference	Amount
04/04/2008	0115 JAMES L. DAVIS		CHK 25469	44.04
	WATER	27.31		
	GARBAGE	14.00		
	TAX	2.73		
04/04/2008	0239 JOYCE JONES		CHK 4568	61.28
	WATER	25.79		
	SEWER	18.91		
	GARBAGE	14.00		
	TAX	2.58		
2 CHK Payments				105.32
04/04/2008	0146 LEON ALLEN		CSH	50.00
	WATER	24.87		
	GARBAGE	14.00		
	TAX	1.60		
	L/C	7.50		
04/04/2008	0232 JAMES JOHNSON		CSH	16.45
	WATER	15.15		
	TAX	1.30		
2 CSH Payments				66.45
4 Payments				171.77

Totals By Charge	
Charge	Amount
WATER	
WAT16	95.12
Total:	95.12
SEWER	
SEW03	18.91
Total:	18.91
GARBAGE	
TRAC1	42.00
Total:	42.00
TRX	
TAX01	8.24
Total:	8.24
L/C	
L/C01	7.50
Total:	7.50
Grand Total:	171.77

Payment Reports:

- Bank Deposit - payments listed by deposit number that can be sent to the bank (see sample below)
- Receipts Lists for Period or Date Range
- Batch Detail - payments grouped by batch with charge details (see sample at left)
- Adjustment Journal for Period - to view only adjustments and payments

Bank Deposit Report				
Batch	Batch Description	Total Paid	Type	Date Created Reference #
Account #	Name			
09/30/2008				
Bank Deposit #: 254				
CC				
04042008-cc	04/04/08 Pmts - TC			04/04/2008
1234	PATRICIA BEALS	22.35	CC	236
Total # of Payments: 1		Total:	22.35	
Total # of Payments: 1		Total:	22.35	
CHK				
04042008-cc	04/04/08 Pmts - TC			04/04/2008
1112	SCHL. BUS GARAGE	26.37	CHK	123
1125	SHELLY CARVER	50.00	CHK	698
1256	CLARA BLITCH	34.01	CHK	546
Total # of Payments: 3		Total:	110.38	
Total # of Payments: 3		Total:	110.38	
CSH				
04042008-cc	04/04/08 Pmts - TC			04/04/2008
1120	BERNICE GREENE	100.00	CSH	
1542	JOE BELL	34.01	CSH	2
1123	MARY C. MILLER	40.67	CSH	
Total # of Payments: 3		Total:	174.68	
Total # of Payments: 3		Total:	174.68	
MNO				
04042008-cc	04/04/08 Pmts - TC			04/04/2008
1178	JAMES RICHARD SANDERS	37.35	MNO	14566748
Total # of Payments: 1		Total:	37.35	
Total # of Payments: 1		Total:	37.35	
Total # of Payments: 8		Deposit Total:	344.76	
Total # Payments Received: 8		Total Paid:	344.76	

Meter Readings are simple to enter and edit manually or by AMR device

Create a reading group by selecting your customers by your user-defined routes or categories.

Group	Created Date	Meters	Unread	Description
Aug 2008- First	09/15/2008	1013	1004	Route 1

Create New Group

Group Name: Aug 2008-First
 Description:

Create Empty Group

Routes

All Items: 00, 02, 03, 09
 Selected Items: 01

Category

All Items: Sewer 03
 Selected Items:

OK Cancel

09/15/2008 Meter Reading Worksheet

Premise	Route	Name	Service Address	Meter Number	Type	Read Date	Reading	Usage	Current
0060	01	ARMILLA HARRIS		01005	WAT	03/27/2008 02/22/2008	1213 1208	5	
0416	01	SOPHIA KIRKLAND		01010	WAT	03/27/2008 02/22/2008	322 315	7	
0761	01	GERALDINE HARTSFIELD		01035	WAT	03/27/2008 02/22/2008	1344 1337	7	
1259	01	HANDELARA PETERSON		01037	WAT	03/27/2008 02/22/2008	1121 1115	6	
0248	01	LOUISE BROWN		01098	WAT	03/27/2008 02/22/2008	323 322	1	
0607	01	MARY BATTLES		01039	WAT	03/27/2008 02/22/2008	1051 1039	12	
0247	01	IDELLA HALL		01040	WAT	03/27/2008 02/22/2008	2959 2957	2	
1705	01	LISA CALHOUN		01041	WAT	03/27/2008 02/22/2008	88 81	7	
1222	01	WILEY WALKER 158 NR 118 STREET		01050	WAT	03/27/2008 02/22/2008	222 222	0	
0929	01	KATRINA SMITH 143 NR 118 STREET		01060	WAT	03/27/2008 02/22/2008	927 921	6	

Enter the readings then calculate your customers' bills.

You can sort reading group by up to three of these fields and choose Ascending or Descending order:

- Premise #
- Service Address
- Route
- Read Sequence
- Category
- Service
- Book Number
- Meter #
- Read Date
- Reading
- Unexpected Reading Warning * (H/L, Roll, etc.)

Print a meter reading worksheet for manual reading or import/export to a file for AMR with the click of a button.

Reading Group: Aug 2008- First

Reading Date: 09/15/2008

Estimate All

Print Import/Export

Sort

Premise: 0369 COIN LAUNDRY 1551
 Previous: 8951
 New Read: 9254
 Usage: 303

Meter: 00505
 Type: WATER
 Location:

Expected: 8994
 HIGH

Enter

Premise #	ServAddr	Route	Book Number	Category	Service	Meter #	Read Date	Reading	H/L	Roll	RS
0829	30 SE 12TH AVENUE	01			WATER	00340	09/15/2008	204			340
1174	50 SE 12TH AVENUE	01			WATER	00350	09/15/2008	23	H	<input checked="" type="checkbox"/>	350
0803	53 SE 12TH AVENUE	01			WATER	00360	09/15/2008	755	H	<input type="checkbox"/>	360
0590	71 SE 12TH AVENUE	01			WATER	00370	09/15/2008	1926	L	<input type="checkbox"/>	370
0485	89 SE 12 AVENUE	01			WATER	00390	09/15/2008	120		<input type="checkbox"/>	390
0792	124 SE 12TH AVE...	01			WATER	00420	09/15/2008	1670		<input type="checkbox"/>	420
1565	174 SE 12TH AVE...	01			WATER	00450	09/15/2008	345	L	<input type="checkbox"/>	450
0769	16148 S.E. 19 HI...	01			WATER	00470	09/15/2008	19167		<input type="checkbox"/>	470
1870	SPRINKLERS	01			WATER	00490	09/15/2008	4920		<input type="checkbox"/>	490
0369		01			WATER	00505				<input type="checkbox"/>	505
1878	16158 E 19 HWY	01			WATER	00520				<input type="checkbox"/>	520
0217	16106 SE HWY 19	01			WATER	00525				<input type="checkbox"/>	525

* Unexpected readings (High/Low/Rollover) are indicated immediately under the entry box and in the table columns.



Meter Management Made Easy

The Meters tab contains all information about meters currently attached to a premise. The meters are attached via slots (hook-ups). For each slot installed, you can have one meter attached. The **Show All Meters** check box allows you to view all meters that have been installed on this premise, including change-outs.

Meter Setup

Type: WATER
 Name: Flo-Corp 3/4"
 Model: 625JL-1
 Description: Residential Meter
 Multiplier: 1
 Size: 3/4"
 Conversion Factor: 1.00

Account Information

Acct. #: 0066 Premise #: 0066 Balance: 39.03
 Customer Name: JOHN M. LONG Service Address: 102 N Lincoln

Slot	Serial#	Charge	RS	Location	Date Read	Reading
1	04350	WATER	4350		3/27/2008	1367
2						

Slot Info

Slot # 1 Charge WATER Add Remove

04350 History + - ↻

Reading	Date	Value
Current Reading	03/27/2008	1367
Previous Reading	02/22/2008	1362

Usage: 5 Show All Meters Export to Handheld

Charge: WATER Size: 3/4"
 Model: 625JL-1 Conversion: 1
 Average Usage: 12

Meter Change Out

New Meter Find Meter Start Reading Reading Date

Current Meter	Final Reading	Reading Date
04350	1402	09/15/2008

Current Reading: 1367
 Usage: 35

New Meter

Meter Type: WATER
 Meter Definition: 625JL-1 Flo-Corp 3/4"
 Serial Number: 4569-25
 Install Date: 09/15/2008
 Reading: Current 0, Read Date 09/15/2008
 Previous: []

View/print meter usage history for one or all meters tied to his premise.

Setup the unlimited number and type of meters used by your district including:

- Model and size
- Conversion Factor to change to a common measurement
- Multipliers for fixed digits

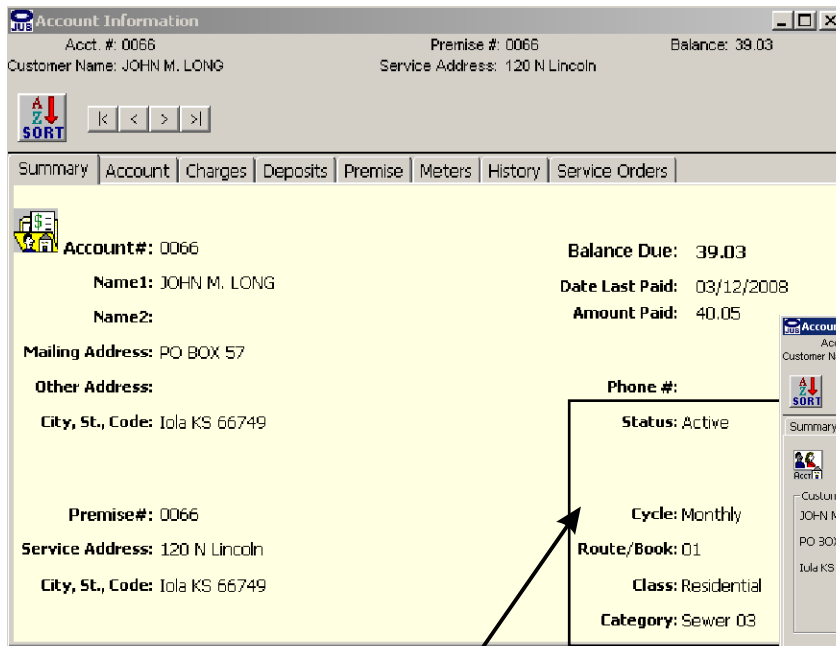
Easily change out meters with automated usage calculations and historical tracking.

Add meters to customer premises:

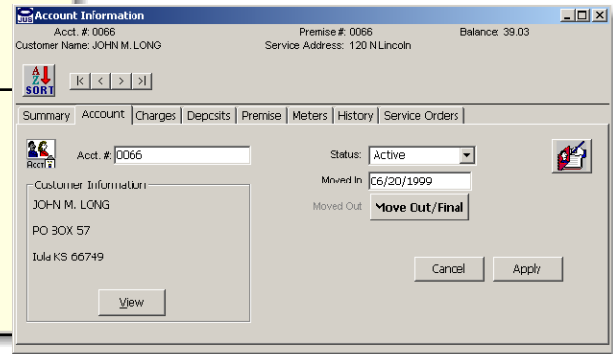
- Add one or more meters for each metered service
- Track meter serial numbers
- Read Sequencing for Manual or AMR Reading Export
- Keep a detailed meter location
- Compound & Sub-metering Functions

Flexible and User-Friendly Customer Tracking

The Account Information Screen is designed in an easy to understand tabbed layout. The first **Summary** tab shows the information you use most. You can also sort and scroll through your customers for easy setup and review.

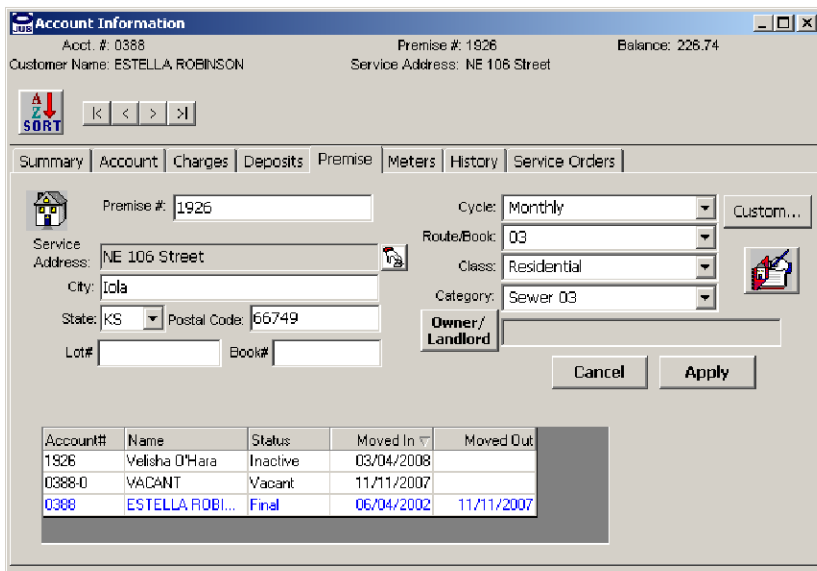


History for premise and customer can be kept indefinitely so usage history for a premise is never lost and if a customer moves away then returns later, the history is also available on the person.



Organize customers for billing and reporting by User-Defined Route/Book, Cycle, Class, Category, & Status Lists

The **Account** tab includes the billing and other information for the person, business or organization, as well as a Move Out/Final bill feature, which allows you to enter final readings and generate final bill for individual customer.



The **Premise** tab shows information about the physical location where your services are provided and/or where meters are installed. It contains a list of all the accounts that have been created at this premise, with the currently active account highlighted in **blue**. This tab also allows you to tie an owner/landlord to the premise for billing or late charge notification.



Additional Account Information is Easily Accessible

The remaining tabs complete the account information screen as follows.

Charge	Rate	Unit	Mult	Override	Budget
WATER	WAT16	0	0	0.00	0.00
SEWER	SEW03	0	0	0.00	0.00
GARBAGE...	TRA01	0	1	0.00	0.00
TAX	TAX01	0	1	0.00	0.00
L/C	L/C01	0	0	0.00	0.00

Charge	Beg Bal	Cur Chg	Cur Paid	Balance
WATER	0.00	21.23	0.00	21.23
SEWER	0.00	18.91	0.00	18.91
GARBAGE	0.00	14.00	0.00	14.00
TAX	0.00	2.12	0.00	2.12
TOTAL	0.00	56.26	0.00	56.26

The **Charges** tab shows the charges and rates that get calculated for the customer's bill. A customer can have an unlimited amount of utility service charges (like water, tax, late charges) and miscellaneous charges (fees for disconnect, reconnect, improvement debt fee, bad check, reread, etc).

This screen also shows the current account transactions and balance.

The **Deposits** tab displays the service deposit(s) paid by the customer. It also shows the automated JUS calculations for Accruing Interest and Refunds to be applied to the accounts.

Description	Amount	Interest	On Time	Deposit Date	Refund Date
Water Deposit	\$90.00	\$0.00	0	07/01/2004	

Refund Deposit

Account Information
Acct. #: 0384 Premise #: 0384 Balance: 73.52
Customer Name: ADAM HARRIS Service Address: 15 NE 190 AVENUE

Show History From: 3/1/2008

Period	Entry Date	Type	Description	Reference	Posted	Rate	Amount	Usage	Total	Balance
0	3/1/2008	BB	Beginning Balance		Yes				81.77	81.77
4	3/3/2008	PAY	03032008-lp	CSH	Yes		-40.00		41.77	
4	3/3/2008	BILL	USAGE CALC 2008...		Yes		31.91		73.68	
						WAT16	35.21			
						TRA01	4.79			
						WAT16	16.28	1		
						TRA01	14.00	0		
						TAX01	1.63	0		
4	3/24/2008	L/C	Late Charge Calcul...		Yes		7.50		81.18	
						L/C01	7.50	0		
5	4/1/2008	BILL	USAGE CALC 2008...		Yes		32.34		113.52	
						WAT16	16.67	1		
						TRA01	14.00	0		
						TAX01	1.67	0		
5	4/2/2008	PAY	04022008-lp	CSH	Yes		-40.00		73.52	
						WAT16	16.28			
						TRA01	23.72			

The **History** tab includes all customer transactions including bills, payments, and late charges, with fund detail for each transaction. You can easily adjust all entries from this screen.

Create and print service orders that show all necessary customer information, under the **Service Orders** tab, including action taken on service orders.

Account Information
Acct. #: 0384 Premise #: 0384 Balance: 73.52
Customer Name: ADAM HARRIS Service Address: 15 NE 190 AVENUE

Account #	User Name	Entry Date	Work Requested
0384	JAYHAWK	9/15/2008	Check meter for leak. Customer left message 9/14/08.

Charges, Bill Cards, Late Charges and Past Due Notices Simplified

Setup Unlimited Charges:
(Utility Service, Misc., Taxes or Late Charges - any your district needs for billing)

- Any Type of Charge
- Based on Meter, Other Service, Units, or Demand usage
- Seasonal Averaging
- Override Option
- Select GL Accounts for Accounting Interface
- Bill Printing options

JUS automates deposit calculations with the following options:

- Refund to Customer
- Interest Applied to Customer
- Accrue Interest
- Supports Multiple Deposit Types

Code	Description	Amount	Interest Rate	Has Interest	Accrue Inte
EDEP	Electric Deposit	40.00	.05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDEP	Water Deposit	30.00	.0	<input type="checkbox"/>	<input type="checkbox"/>

Calculate and Print Bills for your Customers

- Charges can be based on usages, estimates, averages, units or flat fees for your services
- Select one or more customers for Bill Printing
- Post card billing available to save on Postage
- Full Page Statement Bills to show more information
- CASS Certified Postal Bar Coding for additional savings!

SERVICE	AMOUNT	SERVICE	AMOUNT
Electric	179.65	Gas Adj	5.15
Gas	91.14	Tax	16.53
Water	42.15	PREVIOUS BAL	298.31
Sewer	12.43	Late Chg	29.83
Sec Lt	10.00		

SRVC ADDR	ACCOUNT #	NOW DUE	DUE DATE
6 N. Mulberry Ln. #3	51239	675.29	02/03/07
		742.82	742.82



Charges, Bill Cards, Late Charges and Past Due Notices Simplified

Billing Register									
02/08/2005									
Account	Route	Name			Beg Bal	Paid	Current	Balance	
Charge	Amount	Usage							
0001	01	William G. Haines			-6.30	0.00	37.79	19.49	
Wat01	25.79	4010 Sew01	11.00	T.V01	1.00				
0002	01	Faye M. Perrin			0.00	0.00	34.00	22.00	
Wat01	22.00	2300 Sew01	11.00	T.V01	1.00	CRE01	0.00		
0003	01	Otto B. Knippa			0.00	0.00	37.00	25.00	
Wat01	25.00	3800 Sew01	11.00	T.V01	1.00				
0004	01	Jimmy Berry			57.47	0.00	68.91	114.38	
Wat01	56.91	12310 Sew01	11.00	T.V01	1.00				
3571 Accounts					Total:	1,157,121.90	897.00	27,756.87	1,174,433.30

Totals By Charge							
Charge	Amount						
Water							
Wat01	15,801.42	Wat02	22.00	Wat05	137.14	Wat09	75.43
Wat10	22.00	Wat11	1,207.00	Wat12	32.88	Wat13	22.00
Total:	17,319.87						
Sewer							
Sew01	6,930.00	Sew02	11.00	Sew03	44.00	Sew05	84.00
Sew09	84.00	Sew11	2,156.00	Sew12	476.00	Sew13	11.00
Total:	9,796.00						
T.V.F.D.							
T.V01	628.00	T.V02	1.00	T.V03	2.00	T.V05	5.00
T.V09	2.00	T.V10	1.00	T.V11	1.00	T.V12	1.00
Total:	641.00						
Credit							
CRE01	0.00						
Total:	0.00						
Grand Total:	27,756.87						

Billing Register Report:

Select the options you want to see:

- Only Bills Printed or All Current Charges in selected Date Range
- Posted/Unposted/Both
- Rate Detail on each customer
- Totals by Rate and Charge

Calculate Late Charges

- Any type of Late Charge can be automatically calculated (percent, flat, minimum with a percent, etc.)
- Can be based on only one other charge or any combination of charges (so you can have one late charge for everything, one late charge for everything except tax, a different Late Charge for each service, or many more scenarios)
- Apply the Late Charge to Accounts based on Aged A/R days they are Past Due.

Print Past Due Notices

- Post card Past Due Cards to save on Postage
- Past Due Letter for windowed envelopes (for privacy)