

MUNIS – Print General Billing Statement

Cheat Sheet

1. Open the Tyler Menu, then...
 - a. **General Revenues**
 - b. **General Billing**
 - c. **Collection Processing**
 - d. **Print Statements**
2. Click Define, then enter the options as desired. Key options are indicated below:
 - a. Invoice Date Range – only invoices with an invoice date within this range will print.
 - b. Customer Range -
 - c. Days past due based on -
 - d. Create XML export file – this option must be checked
 - e. Print balances – Check “Not Yet Due” to include all outstanding invoice

Selection criteria

Execute this report: Now

Statement date: Today 02/22/2018

Invoice date range: Today 02/22/2018 to 02/22/2018

Customer range: 0 to 999999999

Department range: ... to zzzzz

Beginning AR code: 550 - OGDEN ECCLES CONFERENCE CENTER

Ending AR code: 550 - OGDEN ECCLES CONFERENCE CENTER

Customer type: Selected (0)

Special condition: Selected (0)

Minimum statement balance: .00

Days past due based on: Invoice date

Print balances

- Not Yet Due
- 1 - 30 Past
- 31 - 60 Past
- 61 - 90 Past
- over 90 Past

Include all open invoices for selected customers

- Include all open invoices for selected customers
- Group invoices by customer address
- Create XML export file
- Include miscellaneous receipts in XML export
- Print on plain paper
- Include scan line
- Print statements with zero balance
- Print invoices with zero balance
- Exclude customers with unprinted invoices

Calculate interest to: 02/22/2018

Statement message:

Sort option: Name Customer ID Zip code

Results

Selected 0 Printed 0

3. Click Accept, then Select, and then Print.

4. Choose the print options below, selecting your printer from the “print to” box.
 - a. Printer Name – Tyler Forms DO
 - b. Job – Print General Billing Statements
 - c. Print to – select your desired printer, or select do not print if you just want a PDF copy attached to the customer record.

Output type

Munis printer Printer name: TYLER FORMS DO ... Properties
 Save Status: Available
 ID: ITF
 Type: Tyler Forms

Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Forms options

Submit To Tyler Forms Job: Print General Billing Statements
 Email Sample Data To Current User Archive Tyler Forms output to content manager
 Transfer Sample Data To Workstation Email Tyler Forms output to me
 Print to: Do Not Print

Report title

XML STATEMENTS

Output options

Enable hyperlinks if present Copies: 1 ▲ ▼

OK Cancel

A Guzmans printer health dept
 AP and PR Check Printer
 Dispatch 4600 invoice printer
 Dispatch Kyocera printer
Do Not Print
 Fairgrounds Invoice Printer
 Health work room
 ITLAZER
 ITLZR2
 Operations
 Payroll Printer
 PO Printer
 Roads Invoice Printer