

## Payment Arrangement Report

The Payment Arrangement Report allows you to automatically cancel arrangements that are in default. Run this report first to review payment arrangement accounts before canceling any payment arrangements.

**Note:** This process should be completed prior to any Credit Control Run process.

### Review Defaulted Arrangements

Set criteria in the **Payment Arrangement Info** and **Account Info** sections.

Set **Payment Type** to 'B' (balance), 'D' (deposit), or leave blank if creating report for all arrangement types.

Check **Active Payments** box.

**Add** any additional filters.

Credit Control > Standard > Payment Arrangements Report

**Payment Arrangement Info**

Payment Type: B  
Active Payments:   
No. of Payments:   
Payment Frequency:   
Due Date:   
Amount:   
Start Date:

**Account Info**

Cycle:   
Route:   
Account Number:   
Service:

**Flags**

Show Details:   
In Default Only:   
Cancel in Default:   
As At: 2019-01-23

**Account In Default Cancel/Letter Create**

Letter:

**Generate Service Orders**

Service Order:

Please enter the cycle

OK Cancel

Set criteria in the **Flags** sections.

Check **Show Details** box.

Check **In Default Only** box.

This will not cancel any payment arrangements at this time.

Set the **As At** field to the date of the report.

Click **OK**.

**Payment Arrangements Report (FIND)**

**Payment Arrangement Info**

Payment Type: B

Active Payments:

No. of Payments:

Payment Frequency:

Due Date:

Amount:

Start Date:

**Account Info**

Cycle:

Route:

Account Number:

Service:

**Flags**

Show Details:

In Default Only:

Cancel in Default:

As At: 2019-01-23

**Account In Default Cancel/Letter Create**

Letter:

**Generate Service Orders**

Service Order:

OK Cancel

The **Payment Arrangements Report** opens in a new window. Review the accounts listed. Any account listed is in default of their agreement.

*Note: The report may be printed and/or saved based on individual utility practices.*

Click **Close** to return to the Payment Arrangements Report criteria table.

Payment Arrangements Report (FIND)									
Print Save Cancel Close									
Results Status Errlog									
PAYMENT ARRANGEMENTS aenfelt 01/23/2019 12:23 Page:1									
Account Name	Service	Type	Amount	Start	Paymts	Amount	Frequency	Active	
			Due Date	Amount	Arrangements	Applied	Details	Balance	
Cycle : 1									
Route : 49									
		B Balance	443.40	01/22/2019	3	147.80	I Invoice	Y	
			01/22/2019	221.70		0.00		443.40	
			02/22/2029	110.85		0.00		443.40	
			03/22/2029	110.85		0.00		443.40	
		B Balance	323.08	01/22/2019	3	107.69	W Weekly	Y	
			01/22/2019	161.54		0.00		323.08	
			01/29/2019	80.77		0.00		323.08	
			02/05/2019	80.77		0.00		323.08	
Route : 57									
		B Balance	187.34	10/29/2018	2	93.67	I Invoice	Y	
			12/20/2018	93.67		0.00		93.67	
Route : 105									
		B Balance	174.57	10/29/2018	2	87.29	I Invoice	Y	
			12/20/2018	87.29		-33.24		54.05	
Route : 131									
		B Balance	59.12	10/29/2018	1	59.12	I Invoice	Y	
			11/20/2018	59.12		0.00		59.12	
Route : 146									
		B Balance	387.51	11/05/2018	3	129.17	I Invoice	Y	
			12/20/2018	96.25		0.00		192.51	
			01/20/2029	96.26		0.00		192.51	
6 Arrangements in cycle_1						-----	-----		-----
Summary for cycle_1 :						1575.02	-409.19	1165.83	
6 Arrangements Listed						-----	-----		-----
Total:						1575.02	-409.19	1165.83	

## Canceling Defaulted Arrangements

Run the same listing report again to cancel the payment arrangements.

Check the **Cancel in Default** box.

Click **OK** to process.

**Payment Arrangements Report (FIND)**

**Payment Arrangement Info**

Payment Type: B

Active Payments:

No. of Payments:

Payment Frequency:

Due Date:

Amount:

Start Date:

**Account Info**

Cycle:

Route:

Account Number: 491000

Service:

**Flags**

Show Details:

In Default Only:

**Cancel in Default:**

As At: 2019-01-23

**Account In Default Cancel/Letter Create**

Letter:

**Generate Service Orders**

Service Order:

Cancel in Default [Y]es/[N]o

OK Cancel

Click **Close** after reviewing the report.

## Review Cancelled Payment Arrangement Accounts

After the report has completed, review accounts in the Payment Arrangements table.

The **Status** changed to 'D' indicating the payment arrangement is in Default – Inactive.

Account Gateway > Standard > Pay Plan/Arrangements > Payment Arrangement

**Payment Arrange Info**

Starting Date:	<input type="text" value="2019-01-22"/>	Amount:	<input type="text" value="323.08"/>	Service:	<input type="text"/>
No. of Payments:	<input type="text" value="3"/> of <input type="text" value="107.69"/>	Payment Type:	<input type="text" value="B"/>	Payment Frequency:	<input type="text" value="W"/>
Status:	<input type="text" value="D"/> <input type="text" value="Default - Inactive"/>	By:	<input type="text" value="aenfelt"/>		
Creation Date:	<input type="text" value="2019-01-22 22:21:40"/>				

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**Arrangement Details (BROWSE)**

	Due Date	Amount	Applied	Balance	Jour Code	Jour No
	2019-01-22	161.54	0.00	323.08		
	2019-01-29	80.77	0.00	323.08		
	2019-02-05	80.77	0.00	323.08		