



MISCELLANEOUS BILLING

RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows MISCELLANEOUS BILLING system and installed on your site in September 2015.

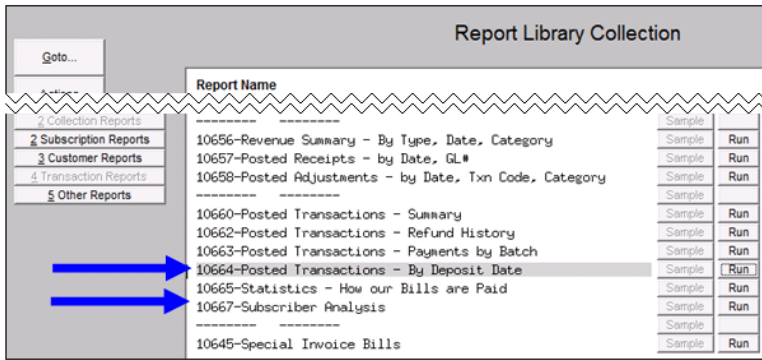
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1. REPORTS – EXCEL VERSIONS

These reports are now available in Excel as well as the existing preview, print and pdf versions.



1.1. Subscriber Analysis Report

To run this report, select **Miscellaneous Billing**►**Reports**►**Report Library**►**Collection Reports** and click **Run** on the #10667 Subscriber Analysis Report. Fill in all **required** fields and click on the Excel radio button.

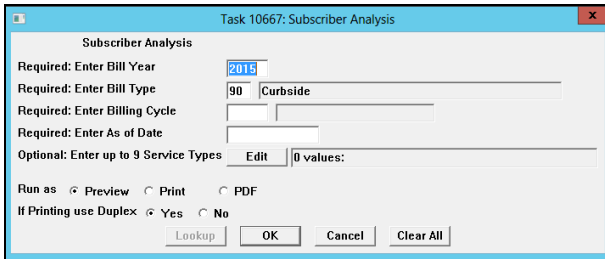


Figure 1 Before

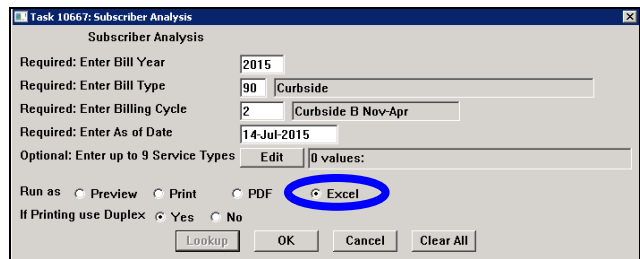


Figure 2 After

	A	B	C	D	E	F	G	H	I	J	K
1	Bill Date	Service Type	Charges	Adjusted	Refunded	Paid	Balance	Bill Count	Paid Count	Add Count	Drop Count
2	11/1/2014	NSF-NSF Fee	50.00				50.00				
3	11/1/2014	R1-Recycle Tuesday	1,765.07	-684.00		1,081.07		28	19		27
4	11/1/2014	R2-Recycle Tuesday	987.00	-515.00		472.00		15	8		15
5	11/1/2014	R3-Recycle Wednesday	413.00	-118.00		295.00		7	5		7
6	11/1/2014	R4-Recycle Wednesday	1,805.00	-861.00		944.00		28	16		28
7	11/1/2014	R5-Recycle Thursday	2,414.07	-802.00		1,722.07	-110.00	38	28		36
8	11/1/2014	R6-Recycle Thursday	1,561.00	-794.00		767.00		23	13		23
9	11/1/2014	R7-Recycle Friday	2,202.00	-904.00		1,357.00	-59.00	33	22	1	33
10	11/1/2014	R8-Recycle Friday	1,223.00	-279.00		944.00		19	16		19
11	11/1/2014	RT0-Trash & Recycle	770.00	-660.00		110.00		7	1		6
12	11/1/2014	RT1-Trash & Recycle Tuesday	73,677.17	-20,528.88		53,258.29	-110.00	671	485		669
13	11/1/2014	RT2-Trash & Recycle Tuesday	53,785.99	-15,927.68		37,917.31	-59.00	489	345		489
14	11/1/2014	RT3-Trash & Recycle Wednesd	54,458.00	-14,234.67	110.00	40,553.33	-220.00	496	366		496
15	11/1/2014	RT4-Trash & Recycle Wednesd	90,369.00	-31,005.67		60,013.33	-650.00	823	541	1	821
16	11/1/2014	RT5-Trash & Recycle Thursda	74,506.68	-21,780.03	293.32	53,264.97	-245.00	680	484		676
17	11/1/2014	RT6-Trash & Recycle Thursda	57,898.34	-17,638.34		40,260.00		530	366		528
18	11/1/2014	RT7-Trash & Recycle Friday	67,841.33	-18,359.67	73.33	49,554.99		618	451		618
19	11/1/2014	RT8-Trash & Recycle Friday	59,191.99	-17,612.01	183.33	41,822.31	-59.00	537	377		536
20		*** Total	544,918.64	-162,703.95	659.98	384,336.67	-1,462.00	5,042.00	3,543.00	2.00	5,027.00

Figure 3 Sample Subscriber Analysis Report

[ADM-AUC-MB-31]



1.2. Posted Transactions By Deposit Date

To run this report, select **Miscellaneous Billing**►**Reports**►**Report Library**►**Collection Reports** and click **Run** on the **10664 Posted Transactions – By Deposit Date** report.

Fill in all **required** fields and click on the Excel radio button.

Figure 4 Before

Figure 5 After

Date	Description	Amount
5307 2016 005057-01	Billing Trash & Recycle Thur	110.00
5308 2016 005057-02	Billing Trash & Recycle Thur	110.00
Total: Billing		220.00
5311 2016 005051-01	MB - ADJ - CREATE NEW Trash & Recycle Thur	-110.00
5312 2016 005051-02	MB - ADJ - CREATE NEW Trash & Recycle Thur	-110.00
Total: MB - ADJ - CREATE NEW BI		(220.00)
Total: 28-May-2015		220.00
5317 2016 005051-01	Adjustment Trash & Recycle Thur	-110.00
5318 2016 005051-02	Adjustment Trash & Recycle Thur	-110.00
Total: Adjustment		(220.00)
Total: 29-May-2015		(220.00)
Total: 2016		385,192.13 (220.00) 2,041.60
Grand Total		385,721.61 -160,830.04 110.00 4,501.04

Figure 6 Detail Option

Date	Description	Amount
25 16-Jan-2015	Counter receipt	650.00
Total: 16-Jan-2015		650.00
28 19-Jan-2015	Counter receipt	888.00
Total: 19-Jan-2015		888.00
31 31-Jan-2015	Abatement	-403.37
32 31-Jan-2015	Billing	134.65
Total: 31-Jan-2015		134.65 -403.37 0.00 0.00
35 04-Mar-2015	Billing	19.07
Total: 04-Mar-2015		19.07 0.00 0.00 0.00
38 06-Mar-2015	Refund	110.00
39 06-Mar-2015	Transfer From	-110.00
40 06-Mar-2015	Transfer To	110.00
Total: 06-Mar-2015		0.00 0.00 110.00 0.00
Total: 29-May-2015		0.00 -220.00 0.00 0.00
Total: 2016		385,192.13 -220.00 0.00 2,041.60
Grand Total		385,721.61 -160,830.04 110.00 4,501.04

Figure 7 Summary Option

[ADM-AUC-MB-30]

1.3. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report
Print a Report

Save & View a Report as a PDF
Download a Report

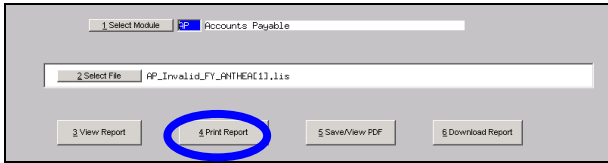


Figure 8 Before

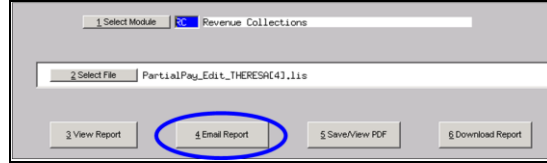
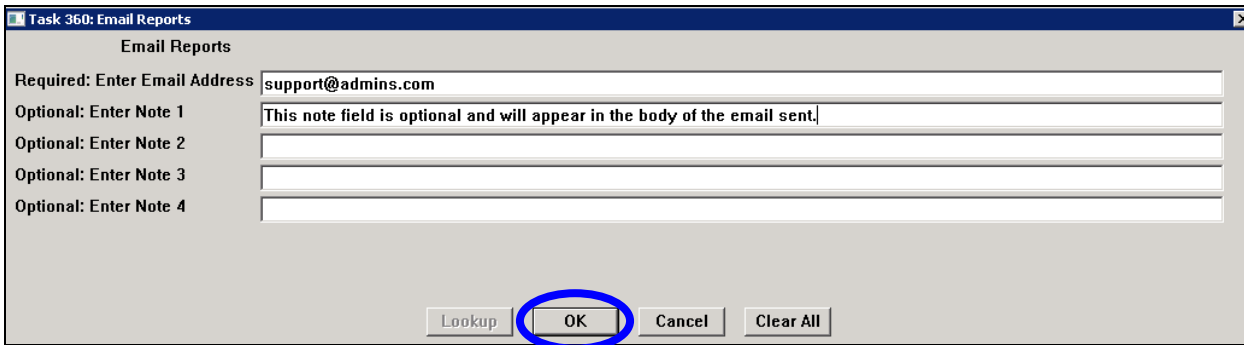


Figure 9 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports ▶ Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled: ----- OTHER -----
I forgot to print my reports...

Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address support@admins.com. A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

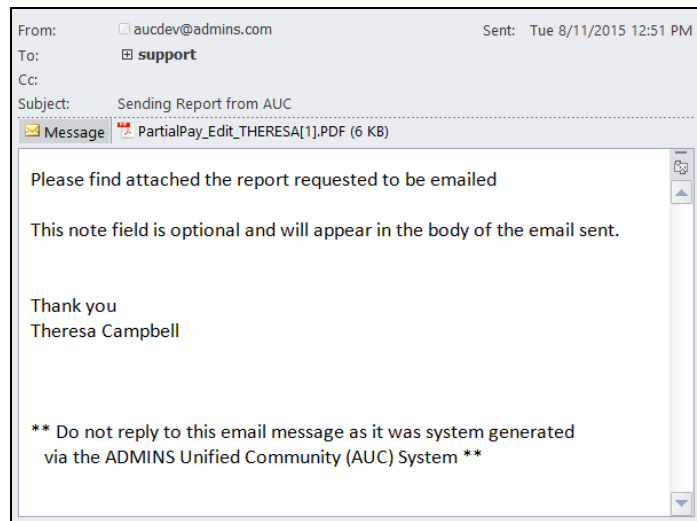
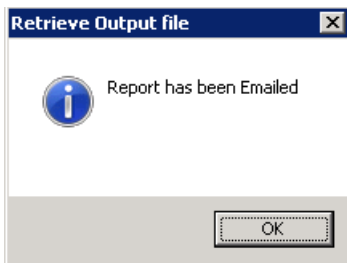


Figure 10 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking View Report and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

1.4. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

2. COLLECTIONS

2.1. Researching Curbside Payments

The Receipt and Adjustment Edit Lists were showing a generic description as the owner names are all designated as Curbside Subscriber. On both the Receipt and the Adjustment Edit Lists, the owner name columns were replaced with the Service Address column to provide more helpful information when researching payment history.

Receipt Edit List

Batch#	Trx#	Year	Date	Bill#	Owner Name	Bill Type	Bill Category	Run
122	8834	2016	22-Jul-2015	005158-01	CURBSIDE SUBSCRIBER	Curbside	R16 Trash & Recycle Wednesday	1
					*** Total: Bill# 005158-01	***		
122	8837	2016	22-Jul-2015	005159-01	CURBSIDE SUBSCRIBER	Curbside	R19 Trash & Recycle Friday	1
					*** Total: Bill# 005159-01	***		
122	8838	2016	22-Jul-2015	005160-01	CURBSIDE SUBSCRIBER	Curbside	R16 Trash & Recycle Wednesday	1
					*** Total: Bill# 005160-01	***		
					*** Report Batch Total	***		
					** Grand Totals **			
					Type	Count	Net Cash	
					Curbside	3		
						3		

Selection Legend:
 Sort By: Desc Batch#
 Total By: Trx#
 Post By: Deposit Date
 Report In: Detail
 Message Legend
 D-Batch Date & Trx Date Mismatch

Figure 11 Before

Receipt Edit List

Batch#	Trx#	Year	Date	Bill#	Service Address	Bill Type	Bill Category	Run
97	30116	2016	22-Jul-2015	000011-01	42 STACEY CIRCLE	Curbside	R13 Trash & Recycle Wednesday	1
					*** Total: Bill# 000011-01	***		
97	30117	2016	22-Jul-2015	000012-02	6 TEMPLE RD	Curbside	R11 Trash & Recycle Tuesday	2
					*** Total: Bill# 000012-02	***		
97	30118	2016	22-Jul-2015	000015-01	81 PLAINFIELD RD	Curbside	R14 Trash & Recycle Wednesday	1
					*** Total: Bill# 000015-01	***		
97	30119	2016	22-Jul-2015	000016-01	815 WILLIAMS RD	Curbside	R4 Recycle Wednesday	1
					*** Total: Bill# 000016-01	***		
					*** Report Batch Total	***		
					** Grand Totals **			
					Type	Count	Net Cash	
					Curbside	4		
						4		

Selection Legend:
 Sort By: Desc Batch#
 Total By: Trx#
 Post By: Deposit Date
 Report In: Detail

Figure 12



```

Adjustment Edit List
** Batch In Balance **      Will Post
Batch#      : 75
GL Posting# :
Entered     : 4
Expected    : 4
Pay Trx Date : 01-Jun-2015  Bank : BAO1  BANK OF AMER GENL DEP
GL Effective Date: 01-Jun-2015  Entered By : CRINHART
Deposit Date  : N/A      Batch Owner: CRINHART
-----
Batch#  Trx#  Year  Date  Bill#  Account#  Note
-----
75      8634  2016  01-Jun-2015  004530-01  0063-000-000-0000-1040-0000  To Type 90 Year 2016 Bill# 00510
      Owner CURBSIDE SUBSCRIBER
      0063-433-433-0000-4379-0000
      0000-000-000-0000-0000-0000
      0000-000-000-0000-0000-0000
75      8634  2016  01-Jun-2015  005107-01  0063-000-000-0000-1040-0000  From Type 90 Year 2016 Bill# 004
      Owner CURBSIDE SUBSCRIBER
      0063-433-433-0000-4379-0000
      0000-000-000-0000-0000-0000
      0000-000-000-0000-0000-0000
*** Total for Curbside
*** Total for Batch 75
  
```

Figure 13 Before

```

Batch#      : 48
GL Posting# :
Entered     : 4
Expected    : 4
Pay Trx Date : 22-Jul-2015  Bank : BOA  BANK OF AMERICA 1  Batch
GL Effective Date: 22-Jul-2015  Entered By : THERESA
Deposit Date  : N/A      Batch Owner: THERESA
-----
Batch#  Trx#  Year  Date  Bill#  Account#  Note
-----
48      30120  2016  22-Jul-2015  000001-01  0400-000-0000-000-00-00-10400  From Type 90 Year 2016 Bill# 000001-01
      Srv Adr 1079 MAIN ST
      0400-000-0000-000-00-00-42015
      0400-000-0000-000-00-00-26500
      0400-000-0000-000-00-00-12400
48      30120  2016  22-Jul-2015  000001-01  0400-000-0000-000-00-00-10400  To Type 90 Year 2015 Bill# 000001-01
      Srv Adr 1079 MAIN ST
      0400-000-0000-000-00-00-42015
      0400-000-0000-000-00-00-26500
      0400-000-0000-000-00-00-12400
*** Total for Curbside
*** Total for Batch 48
*** Grand Total ***
-----
Type
Curbside
  
```

Figure 14 After

[TOC-SUP-SAPLAUC-2496]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- COLLECTIONS Adjustments & Transfers
- BILLING Subscription Billing
- MAINTENANCE Customer Maintenance