



Miscellaneous Billing

Release Notes

March 2025

The document details various enhancements and fixes made to the ADMINIS Unified Community for Windows **Miscellaneous Billing** system.

Contents

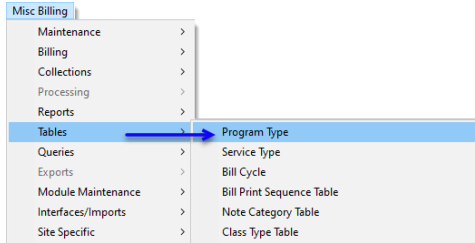
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1 Program Type Table [Enhancement]

ADMINS provides the option to exclude selected programs from being reported as “**due for invoicing**” in the weekly report. This exclusion allows the site to omit any programs that are invoiced on a set schedule and do not require reminders. Consequently, only those programs that are **not** on a regular invoicing schedule will be listed and will stand out in the report. To exclude a selected program from the report, from the menu, select:

Misc Billing ► Tables ► Program Type



In this example, the HOAFEEES Program type is excluded from the weekly reminder report.

Type	Program	Description	Bills in Tr	Dept Group	Print Unbilled Charges	Exclude Wkly	Status
00	CURBSIDEA	Curbside Cycle A			UNCLASSIFIED	<input type="checkbox"/>	Inactive
95	CABLECLUB	CABLE CLUB YEARLY INVOICE		DISTRICT	UNCLASSIFIED	<input type="checkbox"/>	Active
95	HOA	Homeowner's Association Fees			UNCLASSIFIED	<input type="checkbox"/>	Active
95	HOAFEEES	Monthly HOA Fees			UNCLASSIFIED	<input checked="" type="checkbox"/>	Active
95	PREPAY	Pre Payments			UNCLASSIFIED	<input type="checkbox"/>	Active
95	SCHESY	SCHOOLS ESX PROGRAM		DISTRICT	UNCLASSIFIED	<input type="checkbox"/>	Active

[HVMA] Weekly: Invoice due within 7 Days or Past Due

ausupport@hvmaster.com
To: aauger@hvmaster.com; @support; propertyrecords@heritagevillageact.com; rhamel@hvmaster.com

We removed extra line breaks from this message.

SpecialInvoices_Due7_PastDue_10692_AUCBATCH[5].pdf 146 KB

1 2 3 4 5 6 7

File Attachment Included

** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System ** Email List: [MBWKLYRPT] Misc. Billing Weekly Reports

The email will be sent to the members of the MBWKLYRPT distribution list and it will look like this.

The attached report will look like the image below.

10692-MBSPCINVDUE_EOW.REP		Printed 15-Dec-2024 at 01:34:08 by AUCBATCH					Page 1		
Invoices due within 7 days or Past Due									
*****	*****	*****	*****	*****	*****	*****	*****	*****	
Bill#	Customer	Owner Name	Bill Date	Due Date	Charges	Payments	Adjustments	Refunds	Balance WIP
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****

Due within the next 7 Days									

070844-00	853A		22-Nov-2024		3,000.00				3,000.00
073486-00	700A		03-Dec-2024	17-Dec-2024	3,000.00				3,000.00
073492-00	344C		05-Dec-2024	19-Dec-2024	3,000.00				3,000.00
073493-00	802B		05-Dec-2024	19-Dec-2024	125.00				125.00
073494-00	168A		05-Dec-2024	19-Dec-2024	125.00				125.00
073496-00	977B		05-Dec-2024	19-Dec-2024	3,000.00				3,000.00
Total Program: RESALE					12,250.00				12,250.00

070840-00	787B		20-Nov-2024	20-Dec-2024	93.59				93.59
070848-00	130A		20-Nov-2024	20-Dec-2024	88.00	27.41			60.59
070851-00	327B		21-Nov-2024	21-Dec-2024	34.00				34.00
070853-00	457B		21-Nov-2024	21-Dec-2024	93.59				93.59
070855-00	482E		22-Nov-2024	22-Dec-2024	84.02				84.02
070856-00	483B		21-Nov-2024	21-Dec-2024	84.02				84.02

[ADM-AUC-MB-241]



2 Customer Maintenance – Transaction History Report

When emailing the report, if there were no records selected, it was still displaying a message and attaching a blank report for the customer.

Misc Billing ► Maintenance
► Customer Maintenance ►
5 Trx History

Customer Maintenance - Transaction History

Cust No: 00000000

Service Address: KEOUGH MEMORIAL ACADEMY

Location# 60, Street# 60, Unit#

Street: HARPIN STREET

Line 2: BELLINGHAM, St: WA, Zip: 02019-0000

Current Balance: 165,362.40

1 Customer, 2 PRG Inv (1), 3 Attachment (24), 4 Bill History, 5 Trx History, 6 Tickers (2), 7 Custom Fields, 8 Field Logs (31)

9 History List, 0 Summary List, X Email History, Q Statement

Year	Bill#	Description	Trx Date	Charges	Payments	Other	Display - Tran Code Desc.
2024	000801-00	4th Quarter Tuition	01-Apr-2025	6,948.00			Billing
2024	000585-00	1st Quarter Tuition	01-Dec-2024	12,506.40			Billing
2024	000801-00	2nd Quarter Tuition	01-Dec-2024	6,948.00			Billing
2024	000543-00	1st Quarter Tuition	01-Sep-2024	12,506.40			Billing
2024	000801-00	2nd Quarter Tuition	01-Sep-2024	6,948.00			Billing
2024	000475-00	4th Quarter Tuition	01-Jun-2024	13,618.08			Billing
2024	000487-00	4th Quarter Tuition	01-Jun-2024	13,618.08			Billing
2024	000531-00	1st Quarter Tuition	01-Jun-2024	12,506.40			Billing
2024	000801-00	1st Quarter Tuition	01-Jun-2024	6,948.00			Billing
2024	000475-00	3rd Quarter Tuition	01-Mar-2024	15,285.60			Billing
2024	000487-00	3rd Quarter Tuition	01-Mar-2024	15,285.60			Billing

Email Bill Transaction History Report to Customer

Copy of Report has been sent to Customer

OK

Task 10676: Email Transaction History for a Customer

Email Transaction History for a Customer

Optional: Enter Bill Year Range

Optional: Enter Pay Date Range

Optional: Enter Program Type

Required: Enter Email Address

Optional: Enter Email Note

Print

Attach a copy of this Bill History Report to Customer? ☒ Yes ☐ No

Summary ☒ Detail ☐

Lookup OK Cancel Clear All

The attachment was blank as well as the emailed document.

Customer Maintenance

Cust No: 00000000

Service Address: KEOUGH MEMORIAL ACADEMY

Location# 60, Street# 60, Unit#

Street: HARPIN STREET

Line 2: BELLINGHAM, St: WA, Zip: 02019-0000

Current Balance: 165,362.40

1 Customer, 2 PRG Inv (1), 3 Attachment (24), 4 Bill History, 5 Trx History, 6 Tickers (2), 7 Custom Fields, 8 Field Logs (31)

T Add Attach

Seq#	Description	Filename
24	Bill History Report as of 09-Dec-2024	TrxHistS_000000002_202412091241.PDF
23	Bill History Report as of 09-Dec-2024	TrxHistS_000000002_202412091241.PDF
22	Bill History Report as of 09-Dec-2024	TrxHistS_000000002_202412091230.PDF
21	Bill History Report as of 25-Oct-2024	TrxHistS_000000002_202410251152.PDF
20	Bill History Report as of 17-Oct-2024	TrxHistS_000000002_202410171631.PDF
19	Bill History Report as of 17-Oct-2024	TrxHistS_000000002_202410171207.PDF
18	Original INVOICE on 28-May-2024 Special	SI_2024SCHTUITNM0000531.PDF
17	Original on 05-Aug-2023 Special Invoice	SI_2024SCHTUITNM0000487.PDF
16	Original INVOICE on 05-Aug-2023 Special	SI_2024SCHTUITNM0000475.PDF
15	Unbilled on 18-Apr-2023 Special Invoice	SIU_20230000295.PDF
14	Unbilled on 18-Apr-2023 Special Invoice	SIU_20230000282.PDF
13	Unbilled INVOICE on 18-Apr-2023 Special	SIU_20230000268.PDF
12	Unbilled on 09-Mar-2023 Special Invoice	SIU_20230000295.PDF
11	Unbilled on 09-Mar-2023 Special Invoice	SIU_20230000282.PDF

V View

Printed 09-Dec-2024 at 12:41:46 by THERESA
Town of Admins
Transaction History Summary

Customer#: 00000000 as of 12:41:46 on 09-Dec-2024

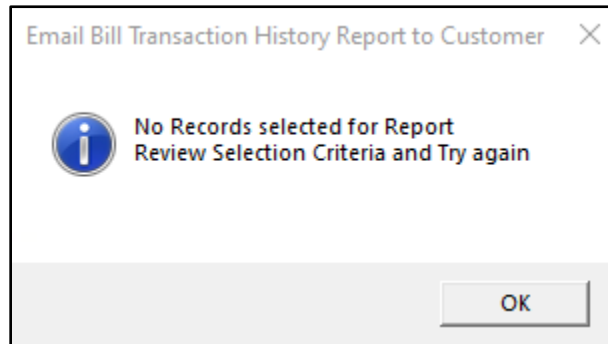
Owner:

Service Address:

Trx Date	Year	Bill#	Charges	Other Charges	Adjustments	Refunds	Payments	Descr
No Records Selected								



This message will now appear. No email will be sent and the report will not be attached to the customer record.



[ADM-AUC-MB-228]

3 Bill Locator Screen [Enhancement]

This screen has been enhanced to allow the bills to be restricted to show only bills with a balance

Misc Billing ► Maintenance
► Customer Maintenance ►
5 Trx History

Original Screen

Year	Type	Bill#	Service Addr	Parcel	Cust#	Cust Name	Billed	Paid	Balance
2022	Misc Billing	000001-00	73 MT WAYTE AVENUE, STE. 2				12282,24	12282,24	
2022	Misc Billing	000002-00	73 MT WAYTE AVENUE, STE. 2				12282,24	12282,24	
2022	Misc Billing	000003-00	355 EAST CENTRAL STREET, STE 3				12282,24	12282,24	

Enhanced Screen with
radiobutton selection

Year	Type	Bill#	Service Addr	Parcel	Cust#	Cust Name	Billed	Paid	Balance
2022	Misc Billing	000001-00	73 MT WAYTE AVENUE, STE. 2				12282,24	12282,24	
2022	Misc Billing	000002-00	73 MT WAYTE AVENUE, STE. 2				12282,24	12282,24	
2022	Misc Billing	000003-00	355 EAST CENTRAL STREET, STE 3				12282,24	12282,24	

Now showing only bills with
balances

Year	Type	Bill#	Service Addr	Parcel	Cust#	Cust Name	Billed	Paid	Balance
2022	Misc Billing	000005-00	9 NORTH MAIN STREET				9723,44	9673,44	50,00
2022	Misc Billing	000098-00	115 NORTH MAIN STREET B403				470,00	480,00	-10,00
2022	Misc Billing	000138-00	1380 SOLDIERS FIELD RD				18820,50		18820,50
2022	Misc Billing	000169-00	923 SOUTH MAIN STREET				1300,00	1070,00	230,00
2022	Misc Billing	000174-00	672 EAST ST				1925,00		1925,00
2022	Misc Billing	000193-00	36 SCOTT HILL BLVD				1700,00	1360,00	340,00
2022	Misc Billing	000204-00	1701 OLD BRIDGE LANE				1300,00	1040,00	260,00
2022	Misc Billing	000205-00	8 SHARON AVE				2000,00	1600,00	400,00
2022	Misc Billing	000208-00	97 HARPIN STREET				2350,00	2250,00	100,00
2022	Misc Billing	000211-00	16 LIZOTTE DRIVE				1700,00	1530,00	170,00

[ADM-AUC-MB-242]



4 ADMINS Website Videos

Below are two videos that you will find helpful that are available at www.admins.com.

[Logging out of AUC \(1:54\)](#)

[Attachments \(4:20\)](#)