



MISCELLANEOUS BILLING

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINIS Unified Community for Windows MISCELLANEOUS BILLING system.

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1. BILLING

Work was done to improve a number of aspects of Miscellaneous Billing, particularly for Special Invoices.

1.1. Add Invoice

When adding a Special Invoice, if the Edit List button was clicked immediately after entering values on a record, the Edit List was showing an **INVOICE WILL NOT PRINT** message.

1.1.1. Edit List [Fix]

This was corrected.

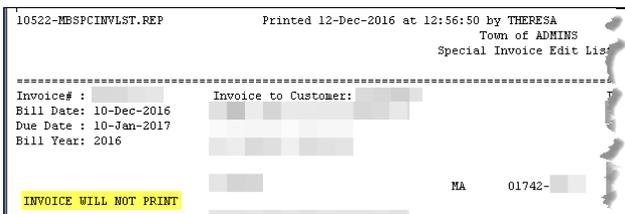


Figure 1 Before

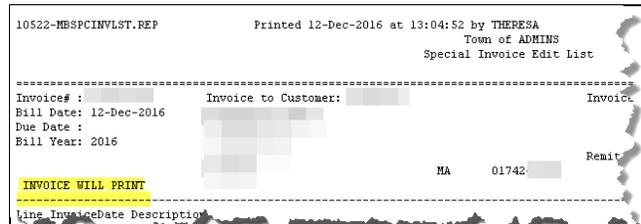


Figure 2 After

1.2. Changes to Printed Bills

To provide more meaningful information to the customer, changes were made to the printed bills.

1.2.1. Bill Reprints Show Payments by Date [New]

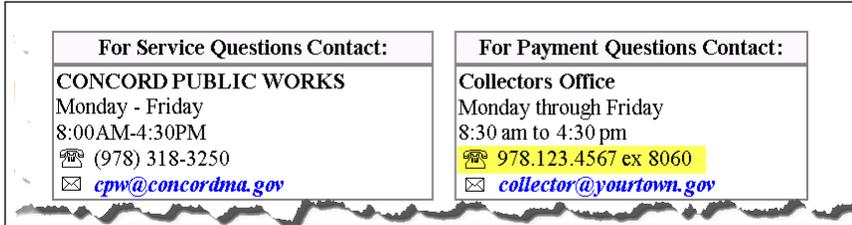
Bill Reprints now show payments against a bill by payment date. Payments and payment dates will not appear on original bills, as a payment cannot be applied in the system until a bill is posted and printed.

<u>INVOICE FOR SPECIAL SERVICE</u>			
Description of Services Rendered	Qty	Rate	Amount Billed
Sewer Application Fee	1	75.00	\$75.00
Sewer Tapping Fee-Equipment	1	300.00	\$300.00
Sewer Tapping Fee-Labor	4	52.50	\$210.00
			Subtotal: \$585.00
Application Fee	1	75.00	\$75.00
Life Cycle Fee	1	125.00	\$125.00
			Subtotal: \$200.00
			Total Due: \$785.00
Payments/Refunds 10-Nov-2016			\$-150.00
Payments/Refunds 15-Nov-2016			\$-175.00
Net Due:			\$610.00



1.2.2. Collector Phone Number on Special Invoices [New]

The Collector Phone number on **Special Invoice** prints using a new value in the Forms Text and Parameters Table. See section 3 for where to enter the phone number that prints in the Payment Questions block.



This *does not apply to curbside bills* which will continue to use the collector phone number.

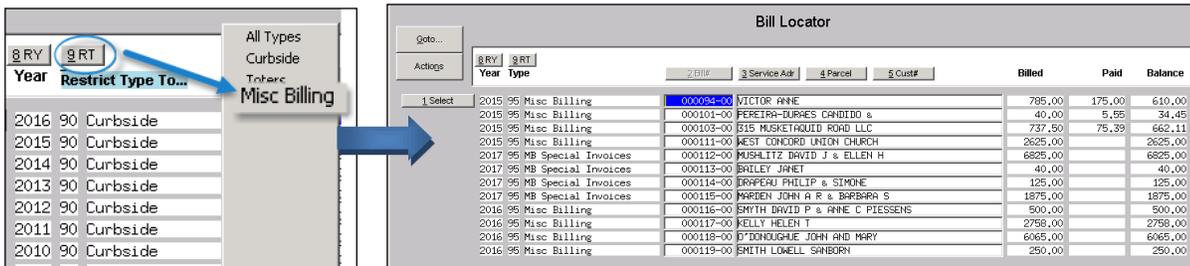
[ADM-AUC-MB-43]

2. QUERIES

Due to the large number of curbside bills compared to that of Special Invoices, finding a Special Invoice seemed to take a while. A new screen was created to address the response time when looking up a Special Invoice record. Access the screen via **Misc Billing** ▶ **Queries** ▶ **Bill Locator**.

2.1. Improved Response Time on Special Invoice Lookups [Fix]

Click on the [RT] button to restrict the bill type to only **Misc Billing** (Curbside and Toters data will not be displayed in the screen).



3. COLLECTIONS TABLES

The **Collections** ▶ **Tables** ▶ **Forms Text and Parameters** table is used to enter information that prints on bills and invoices.

3.1. Forms Text and Parameters Misc Bill Phone # Field [New]

A **Misc Bill Phone#** field was added to the **Table** for sites using **Special Invoices** in the Miscellaneous Billing module. Curbside bills still use the **Phone#** field.



Figure 3 Before

Figure 4 After

[ADM-AUC-RC-8346]

4. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

4.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 5 shows a sample of the new numbering scheme. For example, a question may be posed about how to change information about a customer. Support staff will refer the user to the help document **MB-410 Customer Maintenance**, and the document is found in numerical order in the Help Reference Library.

Misc Billing Help Reference Library			Last Run	Time	
Reference Card					
MB-100	Miscellaneous Billing Help Documents Index	View	Email	30-Nov-2016	14:14:08,24
----- QUERIES -----					
MB-110	How to Find a Bill	View	Email	11-Nov-2016	11:12:31,96
MB-120	Customer Inquiry	View	Email	18-Oct-2016	14:00:47,85
----- COLLECTIONS -----					
MB-210	Adjustments & Transfers	View	Email	18-Oct-2016	14:01:44,06
MB-220	Reprint Bills By Batch	View	Email	18-Oct-2016	14:02:08,74
----- BILLING -----					
MB-310	Subscription Billing	View	Email	11-Nov-2016	11:12:50,01
MB-320	Special Invoice Billing	View	Email	17-Nov-2016	12:48:43,89
MB-410	Customer Maintenance	View	Email	18-Oct-2016	14:04:55,53
----- OTHER -----					
MB-510	Create CSV Files	View	Email	14-Oct-2016	17:36:17,90
MB-520	I forgot to print my reports...	View	Email	14-Oct-2016	17:36:21,01
MB-530	ADMINS Report Generator (ARG)	View	Email	14-Oct-2016	17:36:24,49
MB-540	Menu and Toolbar Tips	View	Email	02-Nov-2016	12:43:10,71
----- SYSTEM -----					
MB-610	System Administration Kit	View	Email	14-Oct-2016	17:36:34,70

Figure 5 New Numbering System for the Help Reference Library

4.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.

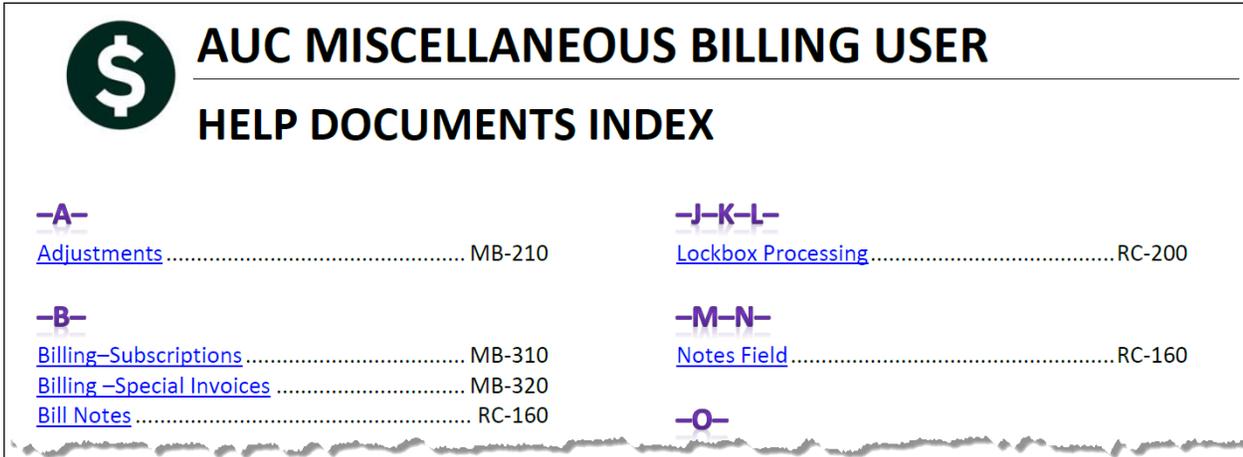


Figure 6 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.



¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 7 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

4.3. New or Updated Documentation

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

- MB-100 Miscellaneous Billing Documents Index [New]