



# MISCELLANEOUS BILLING

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## RELEASE NOTES – DECEMBER 2021

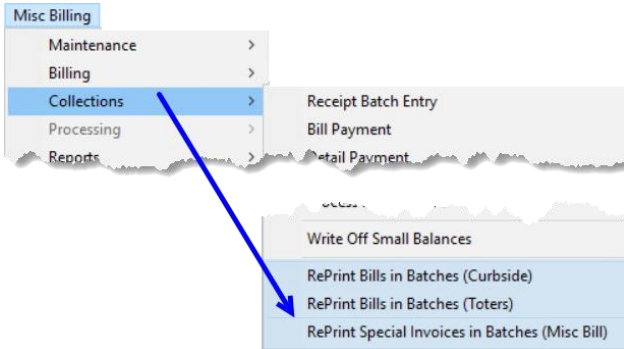
This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **MISCELLANEOUS BILLING** system.

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# 1. REPRINT IN BATCHES [Fix]



ADMINS fixed an issue with selecting programs when using the [Load Bills] process.

## 1.1. [Load Bills]

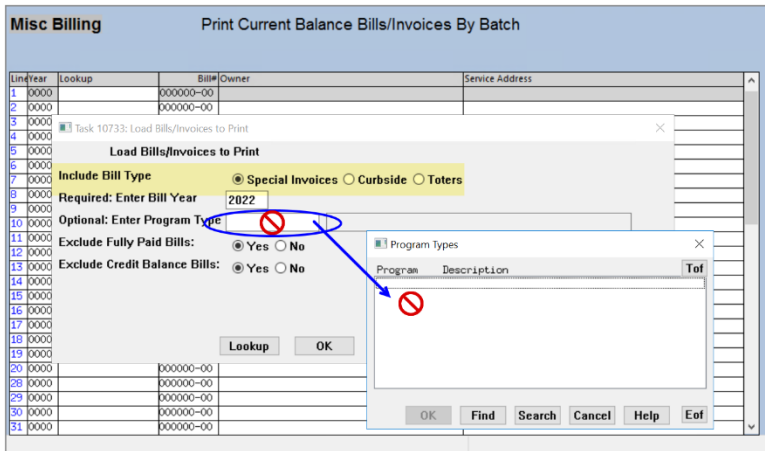


Figure 1 Before – could not use the optional “Program Type”

Prior to the software update, the Program Type could neither be selected nor entered directly; both options are available now.

ADMINS changed the Bill Type selection from a radio button to a number. The Bill Type # can be entered directly or chosen from the lookup. Bill types 90, 91, and 95 can be loaded in this screen.

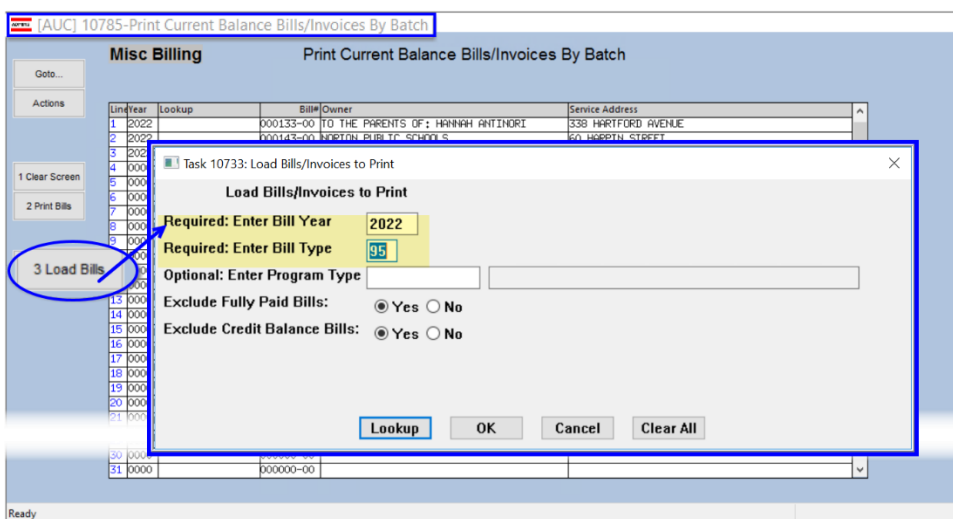


Figure 2 After – the Program type can be specified

Each user’s Bill Type selection will be saved for the next time the [Load Bills] feature is used.

[ADM-AUC-MB-116]



## 2. Collections Batches [Fix]

Prior to the software update, entering a mix of cash and check payments occasionally caused an issue.

The screenshot shows the '2022 Misc Billing' Bill Payment screen. The 'Tendered' column has a total of 965.00, which is circled in red. The 'Cash' field is 90.00 and the 'Check' field is 6470.00. The 'Applied' and 'Total' columns are empty.

	Tendered	Cash Back	Applied	Total
Cash-Coin	965.00			
Cash-Paper	6470.00			
Check				
Other				

Figure 3 Before – mixing payment types could result in an unbalanced batch

The screenshot shows the '2022 Misc Billing' Bill Payment screen after the update. The 'Tendered' column has a total of 4000.00. The 'Cash' field is 90.00, the 'Check' field is 3500.00, and the 'Credit' field is 4000.00. The 'Applied' and 'Total' columns are empty.

	Tendered	Cash Back	Applied	Total
Cash	90.00			
Check	3500.00			
Credit	4000.00			

Figure 4 After – removed the “Cash-Coin” field; now the process works properly with a mix of payment types.

ADMINS fixed the process. This was installed on the affected site in early November and is mentioned here to document the change. Use the Cash field for both paper bills and coins.

[ADM-AUC-MB-125]

## 3. Adding a New Service Type [Enhancement]

Misc Billing ▶ Tables ▶ Service Type ▶ [6 Add New]

The screenshot shows the 'Service Type' screen with the 'Add Service Type' dialog box open. The dialog box has fields for 'Required: Enter Bill Year' (2022), 'Required: Enter Program Type' (FIREINSP), and 'Required: Enter Service Type'. The 'OK' button is circled in green.

Figure 5 Adding a Service Type will auto fill the year and program with the active year and program type

With the December 2021 software update, when adding a Service Type, the prompt on the screen will automatically fill in the year and program currently shown on the screen.



Prior to the software update, all fields were blank and required entering the year and either entering the program type or selecting it from a lookup. Specify the service type; this is a unique code; up to 12 uppercase characters can be used; numeric, alphabetic, and some special characters are allowed.

[ADM-AUC-MB-120]

### 3.1. Post to Accounts Receivable Checkbox Set by Default [Enhancement]

In addition to the above, when adding a new service type, the **Post to A/R** checkbox on the [3 Accounting] Tab will be set by default to  checked. Uncheck the box  if the new service type should not post to Accounts Receivable.

Service Type configuration window showing the '3 Accounting' tab selected. The 'Post to A/R' checkbox is checked. The 'Service' dropdown is set to 'QUARTERLY'.



[ADM-AUC-MB-119]

## 4. Bill Printing [Enhancement]

2021 - 2022 School Year Invoice

Description of Services Rendered	Qty	Rate	Amount Billed
Overpayment from Payroll			\$417.44
Payments/Refunds 13-Jul-2021			\$-40.00
Payments/Refunds 07-Sep-2021			\$-40.00
Payments/Refunds 03-Nov-2021			\$-137.44
<b>Total Billed:</b>			<b>\$417.44</b>
<b>Total Payments:</b>			<b>-217.44</b>
<b>Net Due:</b>			<b>\$200.00</b>

ADMINS replaced the payments subreport with a payments detail section on the printed bill forms so that all bill printing will be faster, and the total and subtotal sections are tightened up to use less vertical space.

[ADM-AUC-MB-119]

Invoice #: 000008  
Customer #: 0000009  
Customer Name: EMPLOYEE OVERPAYMENTS  
Service Address: [Redacted]  
Amount Due: \$200.00

**For Service Questions Contact:**  
School Department  
M-F 8:30AM - 5:30PM  
617.494.5100  
SchoolBills@admins.com

**For Payment Questions Contact:**  
Treasurer/Collector  
MON - TH 8:30-4:30 PM  
FRI 8:30AM - 1:00PM  
617.494.5100x2116  
collector@TownOfAdmins.com

**REMIT COPY**

Mail Payments & Make Payable to:  
TOWN OF ADMINS  
Attn: Director of Finance  
219 Lewis Wharf  
BOSTON, MA 02110-0000

INVOICE #: 000008  
INVOICE DATE: 30-Jun-2021  
DUE & PAYABLE: 10-Jul-2021  
AMOUNT DUE: \$200.00



## 5. ATTACHMENTS [Enhancement]

**ADMINS** changed the error checking on attachments to limit the check to [\\tsclient\C](#), so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the September 2021 Release Notes for a list of the modules and screens this change will impact.

[ADM-AUC-SY-8225]