



MISCELLANEOUS BILLING

RELEASE NOTES

DECEMBER 2022

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

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1 Inactivate Batch [Fix]

Before the software update, it was possible to inactivate a batch that contained records. Now, if you try to inactivate a batch with records, the system will not allow pressing the [Inactivate Record] button.

Misc Bill Batch Entry

Profile not restricted

Current Batch Entered not equal Expected

Expected	Entered	Balance
2500,00	1300,00	1200,00
2500,00	1300,00	1200,00

The Inactivate Record option is not available because the batch contains entries; Edit the entries to remove the records before inactivating the batch

[ADM-AUC-MB-144]

2 Report #10645 – Optional Filter by Service Type

An option to select by service type was added to the Special Invoices Outstanding Register. Since Multiple Service types can exist across program types, this provides a way to collect all instances of a specified service type whatever the program type.

For example, a site may have converted bills from a third-party program and have bills for the same service type in AUC. If the converted bills and bills issued from AUC have a common service type, the report will show outstanding invoices for that service type across the converted bills and those issued from AUC.

Misc Billing ▶ Reports ▶ Report Library ▶ [2 Collection Reports] ▶ #10645

Report Name	View	Report
10639-9111 Type - As of a Date	Sample	Run
10635-Credit Redistribution Report	Sample	Run
10625-Aged Receivables (Curbside)	Sample	Run
10654-Pending Receipts	Sample	Run
10655-Pending Adjustments	Sample	Run
10656-Revenue Summary - By Type, Date, Category	Sample	Run
10657-Posted Receipts - by Date, GL#	Sample	Run
10658-Posted Adjustments - by Date, Txn Code, Category	Sample	Run
10660-Posted Transactions - Summary	Sample	Run
10662-Posted Transactions - Refund History	Sample	Run
10663-Posted Transactions - Payments by Batch	Sample	Run
10664-Posted Transactions - By Deposit Date	Sample	Run
10665-Statistics - How our Bills are Paid	Sample	Run
10667-Subscriber Analysis	Sample	Run
10659-Lockbox Batch Summary Report	Sample	Run
10645-Special Invoices Outstanding Register	Sample	Run
10626-Aged Receivables (Special Invoices)	Sample	Run

Task 10645: Special Invoices Outstanding Register

Special Invoice Outstanding Register

Required: Enter Bill Year Range From Year: 2022 To Year: 2022

Optional: Enter Program Department Group

Optional: Enter up to 9 Program Types Edit 0 values:

Optional: Enter up to 9 Service Types Edit

Exclude Fully Paid Bills: Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

[ADM-AUC-MB-142]



3 Changes to the Steps Menu

Misc Billing ▶ Billing ▶ Special Invoice Process

Special Invoice Process				
Description	Date	Start	End	Success
Restart Special Invoice Processing				
Build Program Invoices	23-Nov-2022	11:41:53.86	11:41:56.58	
Create Program Invoices	21-Nov-2022	16:04:29.50	16:04:35.38	
Add / Edit Special Invoices	21-Nov-2022	16:05:03.42	16:05:04.19	
Special Invoice Register	21-Nov-2022	16:05:34.89	16:05:44.69	
Print Invoices	23-Nov-2022	12:27:58.64	12:28:10.56	
Email Invoices	21-Nov-2022	16:05:41.72	16:05:41.72	
Generate ACH/EFT File				
Post Invoices				

ADMINS added a new step to the Special Invoice Process menu.

Only select sites will have access to this step since no other sites use the EFT flag.

Sites can skip this step if they are not using EFT and it is grayed out.

Figure 1 New step – only used by selected sites – will be grayed out and unavailable to all other sites

[ADM-AUC-MB-143]

4 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com:

4.1 New & Updated Documentation in the Help Reference Library

Site Specific	MB-650 HVMA Billing	[New]
	MB-675 HVMA Late Fee Processing	[New]
System	SY-170 System Administration Kit	[Updated]

4.2 New Documents on ADMINS.com

SY-170 System Administration Kit	[Updated]
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