



Miscellaneous Billing

Release Notes

December 2023

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

Contents

1	Batch Query Screen #10410 Batch Report [Enhancement]	2
2	Adjustment Batch Quick List [Fix]	3
3	Help Reference Library & ADMINS Website	4
3.1	New & Updated Documentation in the Help Reference Library	4



1 Batch Query Screen #10410 Batch Report [Enhancement]

ADMINS repositioned the **5 Batch Report** button to make it easier to use when selecting the top record on the screen. Before the software update, the prompt did not produce a report.

To access the screen, from the menu, select:

Misc Billing ▶ Queries ▶ Batch Query

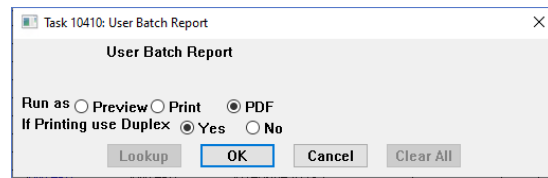
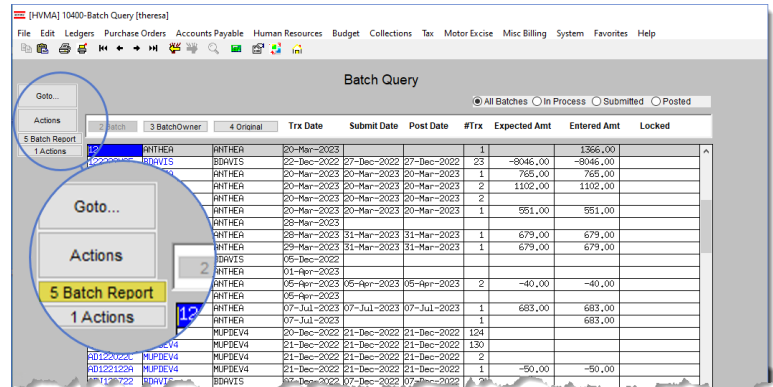
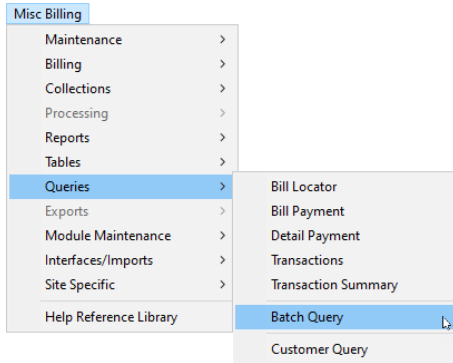


Figure 1 Before – the button location and old prompt

Now the **5 Batch Report** button is always at the top left of the screen, as shown here.

1. The prompt **requires** entering up to nine user batch numbers on which to report.
2. Users will choose from batches they own.
3. Select the **PDF®** option and click on OK.

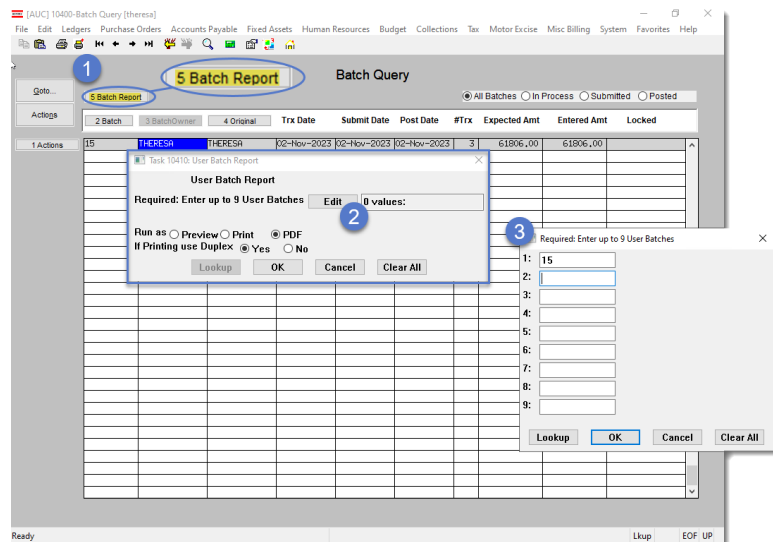


Figure 2 After – the new location for the Batch Report button and the new prompt



10410-MBREP:MBRECBATCH.REP Printed 02-Nov-2023 Page 1

Town of Admins
User Batch Report

Batch User : THERESA
Batch# : 15 Pay Trx Date : 02-Nov-2023
Entered : \$ 61,806.00 GL Effective Date:
Expected : \$ 61,806.00 Batch Notes :

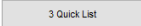
Batch#	Trx#	Year	Date	Description	Charge Amt	Adjustments	Refunds	Cash	Check	Other	Total	
15	2427	2024	02-Nov-2023	TMA - QUARTERLY CHARGES Pay Cust# 00000103 Bill# 000352-00					21663.75		21663.75	
15	2428	2024	02-Nov-2023	SEMI-ANNUAL PILOT Pay Cust# 00000101 Bill# 000355-00				19703.00			19703.00	
15	2429	2024	02-Nov-2023	SEMI-ANNUAL PILOT Pay Cust# 00000109 Bill# 000359-00				20439.25			20439.25	
*** Report Grand Total ***											61806.00	61806.00

Selection Legend:
Sort By: User Batch#
Total By: Fund

Figure 3 Sample of the User Batch Report

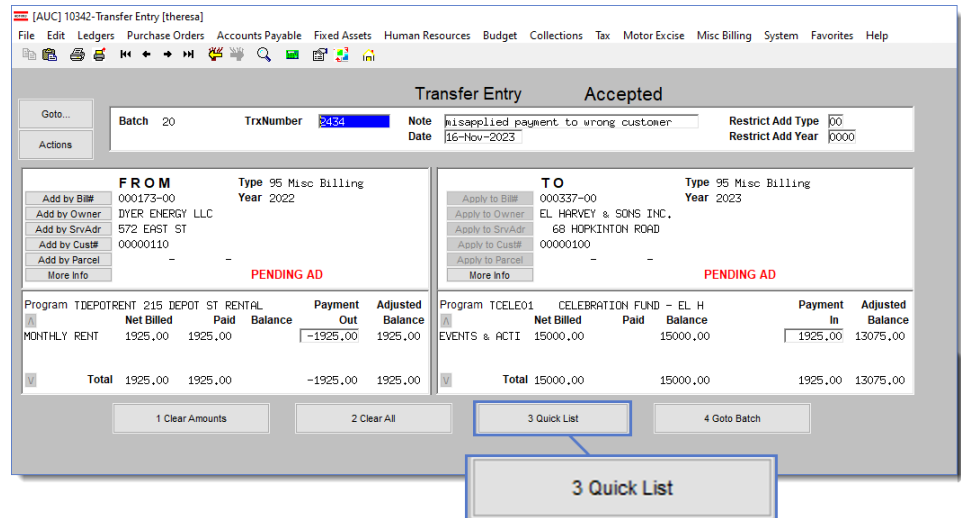
[ADM-AUC-MB-174]

2 Adjustment Batch Quick List [Fix]

Adjustment batches have a  button to show the transaction details.

The list was missing the report name in the upper left corner and was produced in a format that was not printable to some newer printers.

Now the report includes the name and is produced as a PDF®.



The screenshot shows the 'Transfer Entry' window for 'Accepted' entries. It displays details for a transfer from 'DYER ENERGY LLC' to 'EL HARVEY & SONS INC.'. A '3 Quick List' button is highlighted with a blue box and a callout line pointing to a larger '3 Quick List' button below it.

10345-MBREP:MBADJEDTSCR.REP Printed 16-Nov-2023 Page 1

Town of Admins
Misc. Billing Adjustment Edit List

Batch: 20

Type	Year	Bill Number	Run	Service Type	Trx Date	Trx Num	Trx Code	Charge	Payment
MB	2022	000173-00	1	TDEPOTRENT MONTHLY RENT	16-Nov-2023	2434	Transfer From		-1925.00
MB	2022	000173-00		DYER ENERGY LLC					-1925.00
MB	2023	000337-00	1	95 EVENTS & ACTIVITIES PER CONTRA	16-Nov-2023	2434	Transfer To		1925.00
MB	2023	000337-00		EL HARVEY & SONS INC.					1925.00
Total for Type Misc Billing									
Total for Batch 20									

[ADM-AUC-MB-185]



3 Help Reference Library & ADMINS Website

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

3.1 New & Updated Documentation in the Help Reference Library

Site Specific	MB-620 HVMA EFT on Customer Maintenance Screen	[Updated]
	MB-625 HVMA Servicom Transfer to AUC	[Updated]
	MB-690 HVMA Set Up Tables & Forms for Billing	[New]