



MISCELLANEOUS BILLING

RELEASE NOTES – JUNE 2018

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

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1. DISPLAY CURRENT BALANCE ON CUSTOMER SCREENS [New]

To assist the user in determining if a balance exists for a subscription when preparing a mid-cycle or manual bill, the current balance note was added in red on the Customer Maintenance and Customer Query screens.

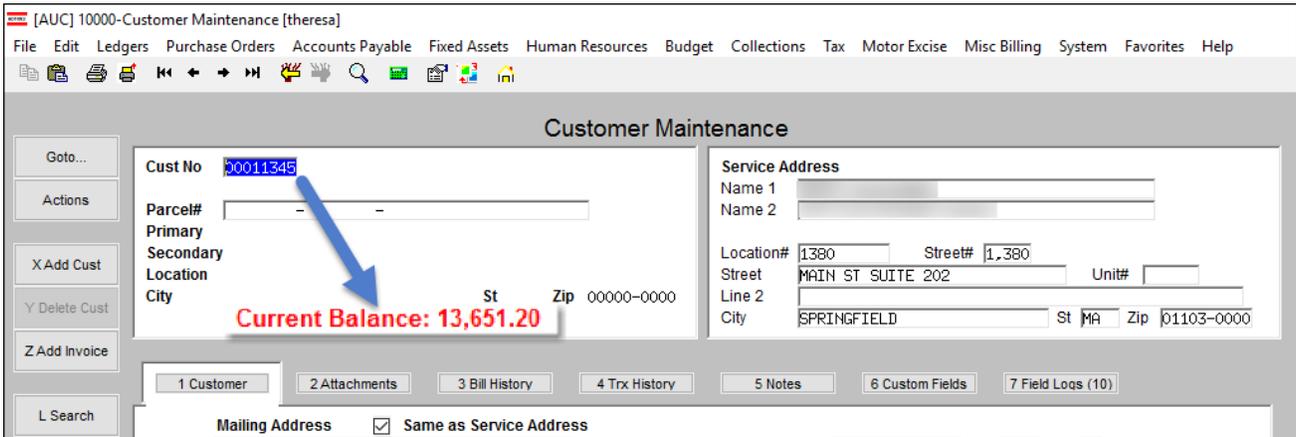


Figure 1 Customer Maintenance screen now prominently displays any balance (enlarged to show detail)

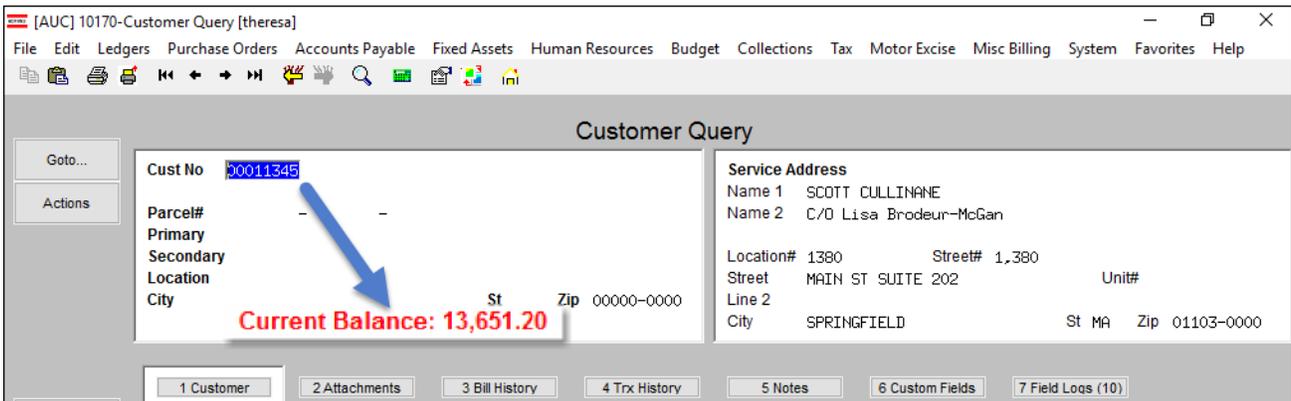


Figure 2 Customer Query screen now prominently displays any balance (enlarged to show detail)

When creating Manual or Mid-Cycle Bills first verify that there are no outstanding balances on subscription bills. If there is an outstanding balance, process an adjustment to take the balance of the old bills to zero if:

- outstanding balances are showing on the bills
- the end date of the old bill subscription has not been reached
- the subscription is stopped

Once the adjustment has been posted, create the new bill.



If the end of the old bill subscription period has already past then the system would create an automatic adjustment to take the bill balance to zero.

[ADM-AUC-MB-54]



2. TRANSACTION SCREEN DISPLAY BUTTON [Fix]

In the image shown in Figure 3, the column header is showing Tran Code Desc, but the data being displayed is the entry date.

Customer Query - Transaction History [TRAINING]

Cust No 00000001

Parcel# / /

Primary
Secondary
Location
City St MA Zip 01742-0000

Service Address
Name 1
Name 2
Location# Street# Unit#
Street
Line 2
City St MA Zip

1 Customer 2 Attachments 3 Bill History 4 Trx History 5 Notes 6 Custom Fields 7 Field Logs (1)

Year	Bill#	Description	Trx Date	Charges	Payments	Other	Display - Tran Code Desc
2016	004881-01	1-Trash & Recycle Thu	30-Sep-2015			-95,83	30-Sep-2015
2016	004881-01	1-Trash & Recycle Thu	23-Mar-2015	95,83			23-Mar-2015
2015	004881-02	2-Trash & Recycle Thu	20-Oct-2014		110,00		20-Oct-2014
2015	004881-02	2-Trash & Recycle Thu	26-Sep-2014	110,00			26-Sep-2014
2015	004890-01	1-Trash & Recycle Thu	31-Mar-2014		110,00		31-Mar-2014

Figure 3 Before - the column header did not change when different data was selected for display

- Display - Transaction #
- Display - Tran Code Desc.
- Display - Receipt #
- Display - Check #
- Display - Check Name
- Display - Check Amount
- Display - Cash Amount
- Display - Other Amount
- Display - Program
- Display - Check Date
- Display - Batch #
- Display - Revenue Date
- Display - Deposit Date
- Display - User
- Display - GL Batch
- Display - GL Code
- Display - GI Ref#/Vou#
- Display - Vendor
- Display - Voucher Date
- Display - Transaction Desc
- Display - Entry Date
- Display - Post Date
- Display - Ext Vendor
- Display - Voucher
- Display - Batch Notes
- Display - Spec Invoice Desc

Several transaction history screens were corrected to use the appropriate column label for the Display field. The Display column is a dynamic column that allows the selection of a variety of data. Prior to the software update, making a selection to change what was displayed would display the correct data, but the column header was not changing. This was corrected. The screens affected are the **Customer Query ▶ [4 Transaction History]** screen, the **Customer Maintenance ▶ [4 Transaction History]** screen and the **Bill Payment Entry and Query ▶ [4 Transaction History]** screens.

Customer Query - Transaction History

1 Customer 2 Attachments 3 Bill History 4 Trx History 5 Notes 6 Custom Fields 7 Field Logs (2)

Year	Bill#	Description	Trx Date	Charges	Payments	Other	Display - Transaction Desc
2019	001512-01	1-Trash & Recycle Thu	12-Mar-2018		131,00		MB CENTURY BANK PAYM,0001-00009,LRC0014
2019	001512-01	1-Trash & Recycle Thu	26-Feb-2018	131,00			BILL R1 Due 27-Mar-2018
2018	001512-02	2-Trash & Recycle Thu	18-Sep-2017		125,00		MB CENTURY BANK PAYM,0001-00009,LRC0919
2018	001512-02	2-Trash & Recycle Thu	28-Aug-2017	125,00			BILL R2 Due 29-Sep-2017

Customer Maintenance - Transaction History

1 Customer 2 Attachments 3 Bill History 4 Trx History 5 Notes 6 Custom Fields 7 Field Logs (5)

Year	Bill#	Description	Trx Date	Charges	Payments	Other	Display - Spec Invoice Desc
2019	000089-00	1-Monthly Premium (Re	29-May-2018		405,76		Monthly Premium (Retiree Share)
2019	000089-00	1-Monthly Premium (Re	27-Apr-2018	405,76			Monthly Premium (Retiree Share)
2019	000089-00	2-Monthly Premium (Re	27-Apr-2018	864,44			Monthly Premium (Retiree Share)

Figure 4 After—the column header matches the data being displayed.

[ADM-AUC-MB-55]



3. TABLES ► SERVICE TYPE ► [GROUPS] [NEW]

The overnight bill balance check process performs two functions:

1. It identifies Subscription Bills that have an outstanding balance (past due date) and sets the stop date on those subscriptions. (The bills with the stop date set are “stopped subscriptions”.)
2. Once the end of the subscription period has been reached and the stopped subscription remains with an outstanding balance, this overnight process will reverse any open balances, setting the balance of the bill to zero. Part of that reversal should include any open fee balances.

For Subscription based bills (i.e. CURBSIDE), the overnight process that checks for Bill Balances must recognize if a service type is an **NSF** fee or any other added fee.



This is only done for service types that *do not* post to accounts receivable. As there are accounting implications, reversals of charges that post to Accounts Receivable must be done via the adjustment process, not via the overnight check for bill balances.

Since **NSF** fees (or any other added fee) were not part of the original subscription ADMINS needs a way to identify these added fees, thus the sub-category has been added to the service type table. Once identified, ADMINS can load the entire bill to get the correct Start/End Subscription dates and the stop date of the subscription.

Service Type	Description	Invoice Sub-Total Group	Invoice Display Order
00	No Group		

Figure 5 Before—the service type table had no sub-category column

All **NSF** fees will be set to sub-category “**F**” as part of the software update. Sub-category fields for other (non-fee) service types can be left blank.

Service Type	Description	Invoice Sub-Total Group	Invoice Display Order	Sub-Category
NSF	NSF Fee	00 No Group		F Fee
R0	Recycle	00 No Group		
R1	Recycle Monday	00 No Group		
R10	Recycle Friday	00 No Group		
R2	Recycle Monday	00 No Group		
R3	Recycle Tuesday	00 No Group		
R4	Recycle Tuesday	00 No Group		
R5	Recycle Wednesday	00 No Group		

Figure 6 After—The Sub-Category column is added to the screen and NSF Fees are marked as Sub-Category “F”

[ADM-AUC-MB-56]



4. HELP REFERENCE LIBRARY

4.1. New or Updated Documents

- OTHER MB-550-How to Exit from AUC [New]
MB-560-The Best Way to Contact Support [New]