



# MISCELLANEOUS BILLING

## RELEASE NOTES – JUNE 2021

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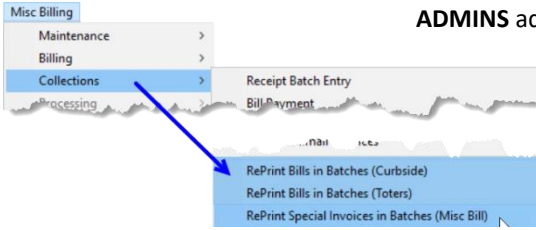
This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **MISCELLANEOUS BILLING** system.

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# 1. REPRINT MULTIPLE BILLS [Enhancement]



ADMINS added a [3 Load Bills] button on the reprint multiple bills screen to load all invoices with outstanding balances (or credit balances) into the reprint multiple bills screen.



If there are already bills selected for printing in the screen, the first prompt will remind the user that this step will

replace all bills already entered in the screen to reprint. Click [Yes] to continue with loading bills; click [No] to resume with manual data entry.

Next, the system will prompt to Load Bills/Invoices to Print.

Select from  Special Invoices,  Curbside, or  Toters.

Enter the Required Bill Year Field.

Select  Yes or  No to Exclude Fully Paid Bills.



Select  Yes or  No Exclude Credit Balance Bills.

Click on [OK].

The screen will be populated with all the bills that meet the selection criteria. Additional bills may be added to the screen.

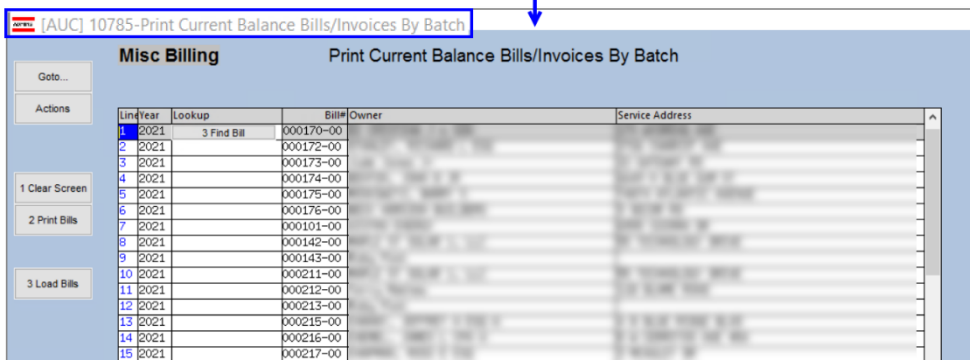
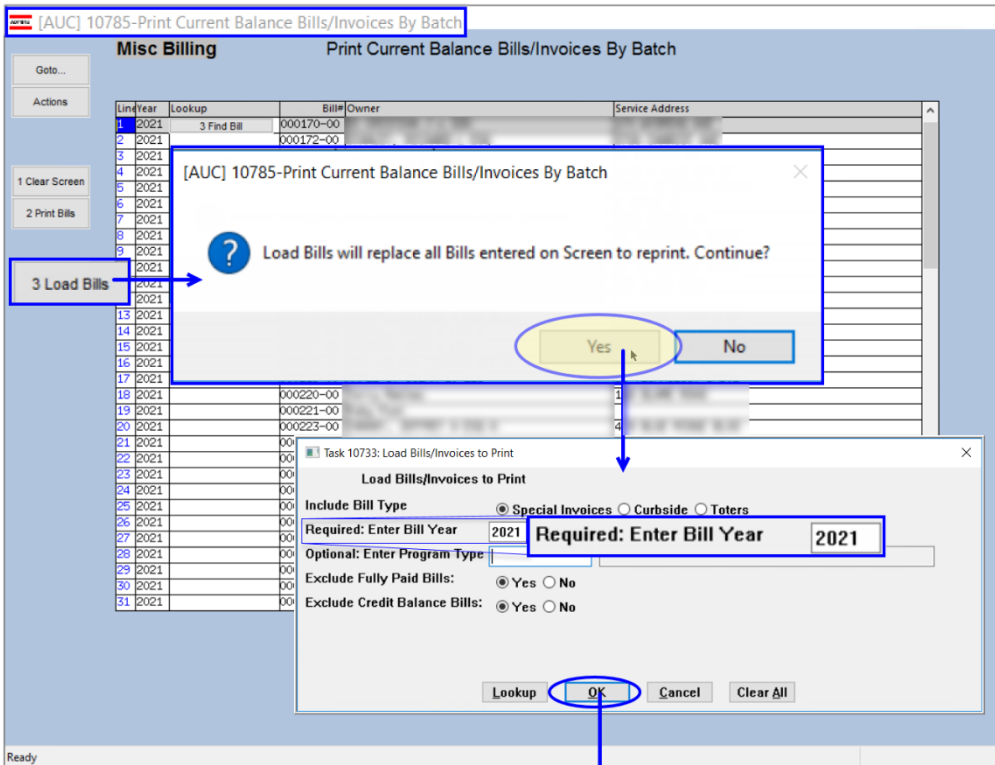


Figure 1 Printing Bills with Outstanding Balances

[ADM-AUC-MB-100]



## 2. #10646 REPORT OF BILLS VIA EMAIL [Enhancement]

The screenshot shows the 'Customer Maintenance' form. The 'E-mail Bill' checkbox is checked, and the 'E-mail Addr' field contains 'support@admins.com'. Other fields include 'Cust No', 'Parcel#', 'Service Address', and 'Location'.

ADMINS added a report of customers who have elected to receive bills via email rather than a paper bill sent by postal mail.

This is set on the:

**Misc Billing** ▶ **Customer Maintenance** ▶ **[1 Customer]**

screen. Check the **E-mail Bill**  box and enter the email address.

Run the report here:

**Misc Billing** ▶ **Reports** ▶ **Report Library** ▶ **[3 Customer Reports]** ▶ **#10646 Customers with Bills/Invoices to be Emailed**

The screenshot shows the 'Report Library Customer' form. A table lists various reports, with '10646-Customers with Bills/Invoices to be Emailed' highlighted. The table has columns for 'Report Name', 'View', and 'Report'.

Report Name	View	Report
10618-Parcel vs Subscriber Address Mismatch	Sample	Run
10616-Customer with no Parcel# assigned	Sample	Run
10620-Customer Notes Report	Sample	Run
10640-Customers with Duplicate Service Addresses	Sample	Run
10642-Customers with Duplicate Parcel#	Sample	Run
10666-Customers with Duplicate Names	Sample	Run
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10669-Customer Statement	Sample	Run
<b>10646-Customers with Bills/Invoices to be Emailed</b>		

The dialog box shows options for 'Select Status' (All, Only Active, Only Inactive) and 'Run as' (Preview, Print, PDF, Excel). It also includes 'If Printing use Duplex' (Yes, No) and buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All'.

Select from  All,  Only Active, or  Only Inactive customers to be reported on.

The report is available to be **Run as Preview/Print/PDF®** format or **Excel®**.

The screenshot shows an Excel spreadsheet with the following data:

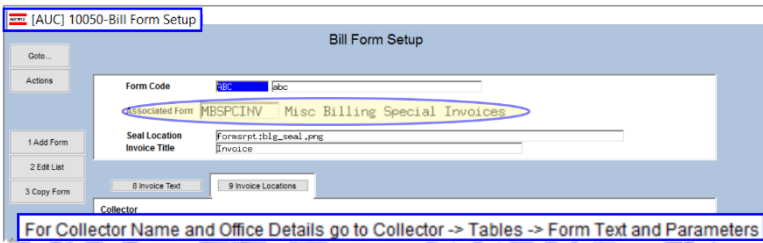
F11	A	B	C	D	E
1	Cust#	Owner-Name	Service-Address	Email Address	
2	00000002	VISTRA ENERGY	6555 SIERRA DR	theresa@admins.com	
3	00000014	BENTON, JOHN B JR	6649 N BLUE GUM ST	anthea@admins.com	
4	00000015	CHANAY, JEFFREY A ESQ	4 B BLUE RIDGE BLVD		
5	00000016	CHEMEL, JAMES L CPA	8 W CERRITOS AVE #54	anthea@admins.com	
6	00000017	FELTZ PRINTING SERVICE	639 MAIN ST	anthea@admins.com	
7	00000018	PRINTING DIMENSIONS	34 CENTER ST		
8	00000027	JOHN ADAMS	6649 N BLUE GUM ST		
9	00000028	GEOFFREY CHANDLER	4 B BLUE RIDGE BLVD		
10	00000029	JAMES CHEMEL	88 W CERRITOS AVE #54		
11	00000030	MARTIN VAN BUREN	639 MAIN ST		
12	00000031	HARRY S. TRUMAN	33 CENTER ST		
13	00000040	CLARK, RICHARD CPA	386 NINTH AVENUE	support@admins.com	

[ADM-AUC-MB-101]



### 3. BILL FORM SETUP

Miscellaneous Billing ▶ Tables ▶ Bill Form Setup ▶ Invoice Locations



The **Invoice Locations** tab refers to the **Collections ▶ Tables ▶ Forms Text and Parameters** table to get Collector information.

The Miscellaneous Billing module uses values from this table for the Special and Subscription Invoices, as shown in Figure 2.

Figure 2 The Bill Form Setup Table ▶ Invoice Locations tab

#### 3.1. Forms Text & Parameters Table [Enhancement]

ADMINS changed the way that the **Forms Text and Parameters Table** works.

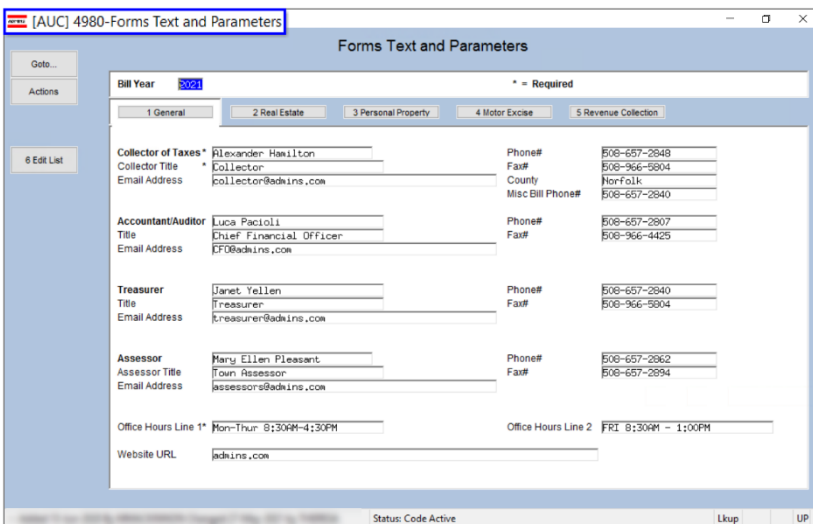
Previously, any change had to be made multiple times because the Forms Text and Parameters table has a record for each bill year in the table. Now, if a change is made to a **current year**, all years will be updated with the new information.

In Figure 3 below, changes were made to the **2021 [1 General]** Tab of the table. The system now propagates the changes throughout all years, both past and future. (Future years may exist in the table if the **Copy Tables and Parameters** command was run to prepare for the coming fiscal year.) This ensures that the same information is printed on bills no matter what year the bill was issued.



*If any year other than the current fiscal year as defined in module control #4009 is updated, the remaining years will not be updated. Make changes to the current fiscal year record if the changes are needed for all fiscal years. If a change is needed for only a specific year, make the change on that year's record.*

Collections ▶ Tables ▶ Forms Text and Parameters



Note: The changes made apply to **each tab's** data – so if changing the **[1 General]** tab, all years for the **[1 General]** tab will have the same data as the current year.

If changes are made to the **[2 Real Estate]** tab, the changes are applied only to the remaining years in the **[2 Real Estate]** tab – each **type** stands alone.

The table has five tabs – **[1 General]**, **[2 Real Estate]**, **[3 Personal Property]**, **[4 Motor Excise]**, and **[5 Revenue Collections]**.

Figure 3 Edit the current fiscal year data on the Forms Text & Parameter Table to apply the data across all years

[ADM-AUC-RC-8498]



## 4. ATTACHMENTS HOVERTEXT [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the “Special Note” begins with “BURST”, it identifies a **System-Created** attachment, which cannot be removed by the user.

Attachments without a “Special Note” are **user-supplied** and may be detached using the [Remove] button. To see this feature in the **Miscellaneous Billing Module**, go to the following screens.

### 4.1. #10000 – Customer Update

Misc Billing ▶ Maintenance ▶ Customer Maintenance ▶ [3 Attachment]

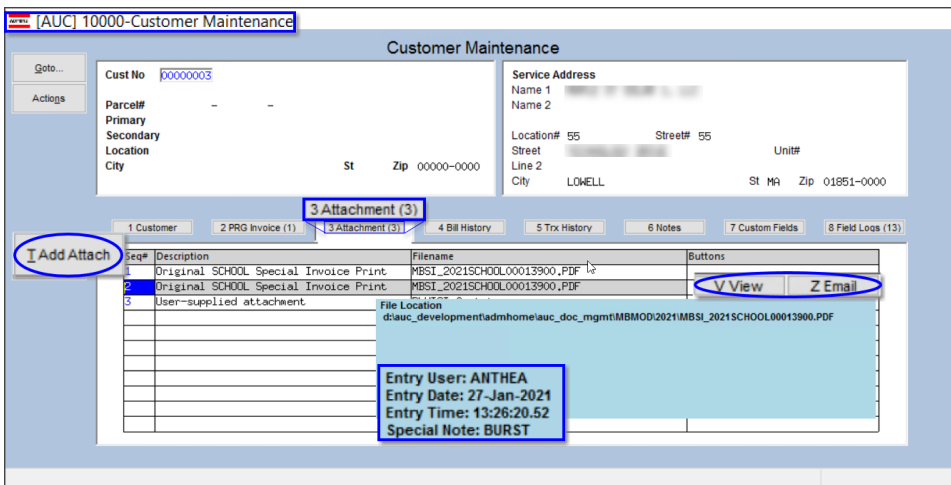


Figure 4 A system-supplied attachment with enhanced hovertext & “BURST” note – cannot be removed

### 4.2. #10171 – Customer Inquiry

Misc Billing ▶ Queries ▶ Customer Query ▶ [3 Attachment]

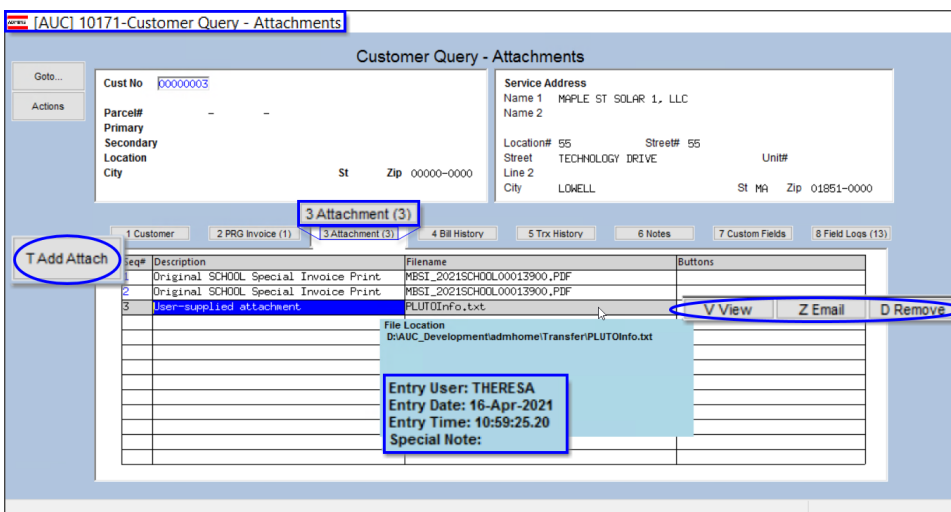


Figure 5 A user-supplied attachment with no “BURST...” note– can be viewed, emailed, or removed



[AUC] 10171-Customer Query - Attachments

Customer Query - Attachments

Goto... Actions

Cust No 00000008

Parcel# - -

Primary

Secondary

Location

City St Zip 00000-0000

Current Balance: 131.25

Service Address

Name 1 Jude Jones Jr

Name 2

Location# 22 Street# 22

Street GATEWAY RD Unit#

Line 2

City CAMBRIDGE St MA Zip 02141-0000

1 Customer 2 PRG Invoice (1) 3 Attachment (1) 4 Bill History 5 Trx History 6 Notes 7 Custom Fields 8 Field Logs (7)

T Add Attach

Seq#	Description	Filename	Buttons
1	Original LUNCH Special Invoice Print	MBSI_2021LUNCH00017300.PDF	V View Z Email

File Location  
d:\auc\_development\admhome\auc\_doc\_mgmt\MBMOD\2021\MBSI\_2021LUNCH00017300.PDF

Entry User: THERESA  
Entry Date: 10-Feb-2021  
Entry Time: 10:51:54.61  
Special Note: BURST

Figure 6 A system-supplied attachment – with the “BURST” note on the enhanced hover text – cannot be removed, but can be viewed or emailed

### 4.3. #10225 – Invoice History

[AUC] 10225-Attachments

2021 Curbside Attachments

Goto... Actions

Bill# 000001-01 Year 2021 X Search...

Owner CURBSIDE SUBSCRIBER

Service Adr 208 FARM ST 208

Customer 00000010

Parcel - -

Balance as of 16-Apr-2021 \$ 93.75

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments

9 Add Attachments

Description	Filename	Buttons
Original CURBSIDE FY 2021 Run 01 Bill Pr	MBBILL_2021CURBSIDE00000101.PDF	7 View 0 Email

File Location  
d:\auc\_development\admhome\auc\_doc\_mgmt\MBMOD\2021\MBBILL\_2021CURBSIDE00000101.PDF

Entry User: ANTHEA  
Entry Date: 01-Feb-2021  
Entry Time: 13:54:37.79  
Special Note: BURST


Payment Pending by ANTHEA

Figure 7 A system-supplied attachment – with the “BURST” note on the enhanced hover text – cannot be removed, but can be viewed or emailed

[ADM-AUC-SY-8171]



## 5. ADMINS.COM Training Videos

The **ADMINS** training videos were converted to provide  **YouTube** features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

## 6. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

### 6.1. New or Updated Documents

- SYSTEM SY-170 System Administration Kit [Updated]