



MISCELLANEOUS BILLING

RELEASE NOTES – JUNE 2022

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

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1 SEND A BILL PAYMENT BATCH [Fix]

System ▶ User Menu ▶ User Profile ▶ [7 Misc Billing]

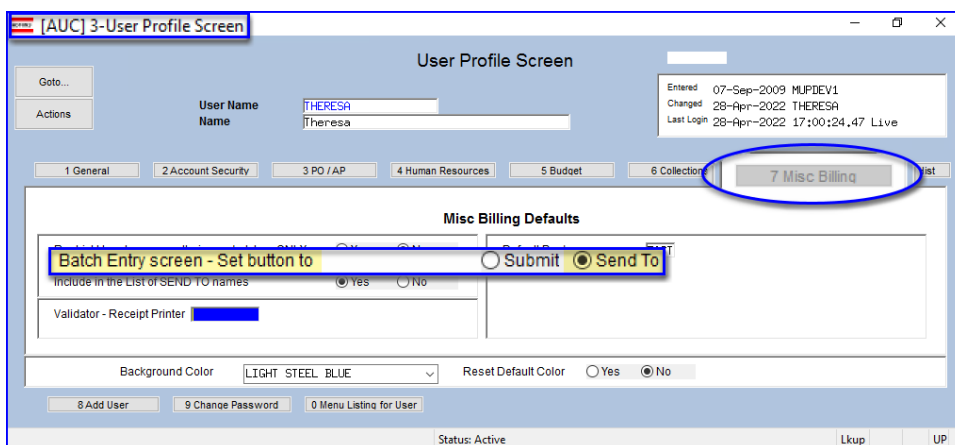


Figure 1 The Batch Entry screen button can be set to Submit or Send to

If the **User Profile ▶ [7 Misc Billing] Tab** was set to **Send To** as the default instead of **Submit** for a batch, and the user clicked on the **[Send To]** button on the batch payment screen, it abnormally terminated. **ADMINS** corrected this on the site reporting the issue in April and it is included here to document the change.

[ADM-AUC-MB-139]

2 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

2.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “**No Check**” or “**Wire**” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “**No Check**”, or “**Wire**”, the “**Cleared Date**” for the transaction must be blank.



In the example, the “No Check” #4000693 is to be voided. Go to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

The screenshot shows the 'Bank Account Management' interface. At the top, it displays 'Bank: FIRST' and 'Last Ck# 0329346'. Below this is a table of checks with columns for '1 Check', '2 CheckDate', 'Type', 'Warrant', 'Payable To', 'Amount', 'Status', 'Voided', 'Cleared', and 'Detail'. A callout box points to the 'Cleared' column of a row, containing the text: 'The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}'.

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DTS/DENTAL GA	63,57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123,00	Issued		22-Oct-2018	6 View Detail
9001796	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208,74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831	AFLAC- DTS/DENTAL GA	63,57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123,00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13,50	Issued		22-Oct-2018	

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

3 Help Reference Library

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

3.1 New / Updated Documents

- Billing [MB-330 Process Unbilled Charges](#) [New]

3.2 New or Updated Content on ADMINS.com

- [Clear Data from a Field \[1:17\]](#) [New]
- [Favorites Screen \[2:23\]](#) [New]
- [How to Exit from AUC \[1:54\]](#) [New]
- [Index of Help Documents \[0:51\]](#) [New]
- [Log in to the Training Area \[2:04\]](#) [New]
- [Quick Task Selector \[2:12\]](#) [New]
- [Reset an AUC Password \[2:00\]](#) [New]
- [Resolving Record Locks \[2:14\]](#) [New]