



# Miscellaneous Billing

## Release Notes

June 2023

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

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# 1 Reports [Enhancement]

ADMINS updated several reports to improve usability.

## 1.1 #10644 Posted Transactions by Deposit Date [Enhancement]

Report Name	View	Report
10630-Bill 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
10667-Posted Transactions - Payments by Batch	Sample	Run
<b>10664-Posted Transactions - By Deposit Date</b>	Sample	Run
10665-Utilities - How Our Bills are Paid	Sample	Run
10667-Subscriber Analysis	Sample	Run

Before the software update, the Transaction Code in column C of the report was the Code description from the table, which was of limited use.

When run as **Excel®**, new columns for Customer #, User Batch, Post Date, and Revenue Account are now shown.

**Figure 1 Before – Choosing the report and filters – The transaction code description was used in column “C”**

To run this report, from the menu, select:

**Misc Billing ▶ Reports ▶ Reports Library ▶ #10664 Posted Transactions by Deposit Date**

Year	Bill#	Transaction Code	Service Type	Charged	Adjustment	Refunds	Payments
2023	094-00	Billing		57.49			
2023	UUU095-00	Billing		48.89			
2023	000237-00	Billing		93.59			
2023	000321-00	Billing		25.00			
2023	000347-00	Billing		45.00			
2023	000005-00	Billing		765.00			
2023	000011-00	Billing		679.00			
2023	000012-00	Billing		683.00			
2023	000014-00	Billing		653.00			

**Figure 2 Before – the Transaction Code was limited to the Description from the Transaction Code Table**

After the software update, the more detailed description from the Transaction history file appears in the Transaction Code column. Column “C” and the additional data in Columns “I” through “L” is highlighted in the image in Figure 3.



Year	Bill#	Transaction Code	Service Type	Charged	Adjustment	Refunds	Payments	Customer#	Batch	Post-Date	Revenue-Account
2022	000189-00	MB Pay Bill# 000189-00	BECP FY23 Tuition	170.00	0.00	0.00	0.00	00000120	07312022	04-Aug-2022	2310-000-0000-000-00-42411
2022	000213-00	MB Pay Bill# 000213-00	BECP FY23 Tuition	170.00	0.00	0.00	0.00	00000047	07312022	04-Aug-2022	2310-000-0000-000-00-42411
2022	000237-00	MB Pay Bill# 000237-00	BECP FY23 Tuition	390.00	0.00	0.00	0.00	00000073	07312022	04-Aug-2022	2310-000-0000-000-00-42411
<b>Total: Counter receipt</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>730.00</b>				
<b>Total: 31-Jul-2022</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>730.00</b>				
2022	000184-00	student withdrawn	BECP FY23 Tuition	-1,170.00	0.00	0.00	0.00	00000118	08012022JR	01-Aug-2022	2310-000-0000-000-00-42411
2022	000221-00	student withdrawn	BECP FY23 Tuition	-1,530.00	0.00	0.00	0.00	00000138	08012022JR	01-Aug-2022	2310-000-0000-000-00-42411
2022	000222-00	no longer tuition student	BECP FY23 Tuition	-1,170.00	0.00	0.00	0.00	00000139	08012022JR	01-Aug-2022	2310-000-0000-000-00-42411
<b>Total: Adjustment</b>				<b>-3,870.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>Total: 01-Aug-2022</b>				<b>-3,870.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				

Figure 3 After – More descriptive information in the transaction code column and the four new columns in Excel®

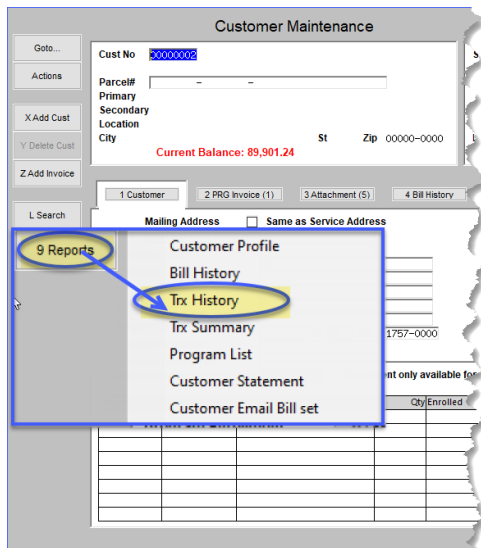
While the enhanced description is included, the additional columns are not shown on the PDF® version of the report due to page size.

Year	Bill#	Description	Charged	Adjustments	Refunds	Payments
2022	000251-00	FY23 PILOT PER AGREEMENT DATED OCTOBER 20, 1997	2818478.74			
*** Total Billing			2818478.74			
*** Total for 01-Jul-2022			2818478.74			
2022	000251-00	MB Pay Bill# 000251-00				2818478.74
*** Total Counter receipt						2818478.74
*** Total for 08-Jul-2022						2818478.74
2022	000246-00	MB Pay Bill# 000246-00				7733.44
2022	000165-00	MB Pay Bill# 000165-00				3550.00
*** Total Counter receipt						11283.44

Figure 4 The PDF® version of the report shows the enhanced description

[ADM-AUC-MB-162]

## 1.2 #10670 Transaction History [Enhancement]



ADMINS added a date range field to the prompt for the Transaction History report. To run the report, from the menu, select:

**Misc Billing ▶ Customer Maintenance ▶ Customer Tab ▶ [9 Reports] ▶ Trx History**

By using the new fields, the report can be restricted to a single calendar year, for use at year end, or for any date range.



Task 10670: Customer Transaction History Listing

Customer Transaction History listing

Optional: Enter Bill Year Range From Year:  To Year:

Optional: Enter Program Type

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Task 10670: Customer Transaction History Listing

Customer Transaction History listing

Optional: Enter Bill Year Range From Year:  To Year:

Optional: Enter Date Range From:  To:

Optional: Enter Program Type

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Figure 5 Before and After – the prompt now has an optional “Enter Date Range”

10670-MBCUSTRNHSIDET.REP Printed 22-Mar-2023 at 16:34:13 Town of Admins Page 1  
Customer Transaction History Listing

Year: 2023  
Customer#: 00000163  
Owner: GOOD CHEMISTRY  
Service Address: 50 CONGRESS STREET

Transactions posted on this account  
as of 16:34:13 on 22-Mar-2023

Date Billed	Date Due	Invoice#	Run#	Service	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Payments	Transaction Balance
11-Aug-2022	02-Sep-2022	000286-00	1	CANNABIS COMMUNITY HOST AGREEM	Billing	11-Aug-2022	50,000.00	.00	.00	.00	50,000.00
01-Nov-2022	11-Nov-2022	000911-00	1	HOA Fees	Billing	01-Nov-2022	636.00	.00	.00	.00	636.00
					ELECTRONIC FUNDS TRANSP	01-Nov-2022	.00	.00	.00	636.00	(636.00)
*** Invoice Total ***							636.00	.00	.00	636.00	.00
01-Nov-2022	15-Nov-2022	001504-00	1	HOA Fees	Billing	01-Nov-2022	637.00	.00	.00	.00	637.00
			2	Nov 2022 Late Fees	Added Fees	17-Nov-2022	35.00	.00	.00	.00	35.00
*** Invoice Total ***							672.00	.00	.00	.00	672.00
01-Nov-2022	15-Nov-2022	001652-00	1	HOA Fees	Billing	01-Nov-2022	638.00	.00	.00	.00	638.00
					ELECTRONIC FUNDS TRANSP	01-Nov-2022	.00	.00	.00	638.00	(638.00)
*** Invoice Total ***							638.00	.00	.00	638.00	.00
*** Customer Total ***							51,946.00	.00	.00	1,274.00	50,672.00

Selection Legend:  
Transaction Dates: 01012022 to 12312022

Figure 6 Report #10670 can be filtered by transaction date

[ADM-AUC-MB-164]

### 1.3 # 10682 Customer Outstanding Balance with No WIP

Added a new faster report on Customer Outstanding Balances that excludes work in process. To run the report, from the menu, select:



Misc Billing ▶ Reports ▶ Report Library ▶ #10682 Customer Outstanding Balances (No WIP)

[AUC] 10600-Report Library Collection

Report Library Collection

Report Name	View	Report
10630-Bill 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
10631-Invoice Transaction History As of Report	Sample	Run
10626-Aged Receivables (Special Invoices)	Sample	Run
10683-Customer Outstanding Balances	Sample	Run
10682-Customer Outstanding Balances (No WIP)	Sample	Run
10685-Customer Aged Receivables Report	Sample	Run
10686-Customer Pre - Paid List	Sample	Run

Task 10682: Customer Outstanding Balances (No WIP)

Customer Outstanding Balances (No WIP)

Optional: Enter up to 9 Customer Numbers

Optional: Enter up to 9 Service Types

Exclude Fully Paid Invoices:  Yes  No

Exclude Credit Balance Invoices:  Yes  No

Report on Invoice in  Summary  Detail

Run as  PDF  Excel

Buttons: Lookup, OK, Cancel, Clear All

The column formats are slightly different when run to PDF® vs Excel®, so an example of each is shown below.

Customer\_OutstandingBalancesNoWIP\_10682\_1 - Excel

Customer#	Customer-Name	Primary-Address	Invoice#	Description	Billed	Due-Date	Charges	Payments	Adjustments	Refunds	Balance
1281											
1282	00000162	TO THE PARENTS OF: VIOLET TOWNE	338 HARTFORD AVENUE	000362-00 HOA Fees	2/1/2023	2/15/2023	539.00				539.00
1283	00000162	TO THE PARENTS OF: VIOLET TOWNE	338 HARTFORD AVENUE	000267-00 BECP FY23 Tuition	7/1/2022	7/15/2022	2,000.00				2,000.00
1284	00000162	TO THE PARENTS OF: VIOLET TOWNE	338 HARTFORD AVENUE	001503-00 NOV 2022 HOA Fees	11/1/2022	11/15/2022	637.00				637.00
1285	00000162	TO THE PARENTS OF: VIOLET TOWNE	338 HARTFORD AVENUE	001503-00 Nov 2022 Late Fees	11/17/2022	11/17/2022	35.00				35.00
1286				<b>Total Customer</b>			<b>3,211.00</b>				<b>3,211.00</b>
1287											
1288	00000163	GOOD CHEMISTRY	50 CONGRESS STREET	000363-00 HOA Fees	2/1/2023	2/15/2023	461.00				461.00
1289	00000163	GOOD CHEMISTRY	50 CONGRESS STREET	000286-00 CANNABIS COMMUNITY HOST AGREEME	8/11/2022	9/2/2022	50,000.00				50,000.00
1290	00000163	GOOD CHEMISTRY	50 CONGRESS STREET	001504-00 NOV 2022 HOA Fees	11/1/2022	11/15/2022	637.00				637.00
1291	00000163	GOOD CHEMISTRY	50 CONGRESS STREET	001504-00 NOV 2022 Late Fees	11/17/2022	11/17/2022	35.00				35.00
1292				<b>Total Customer</b>			<b>51,133.00</b>				<b>51,133.00</b>
1293											
1294				<b>Grand Total</b>			<b>1,047,915.44</b>	<b>36,515.57</b>			<b>1,011,399.87</b>
1295											
1296											
1297											
1298											
1299											
1300											
1301											
1302											
1303											

Selection Legend:

Exclude Fully Paid Invoices: Y

Exclude Credit Invoices: Y

Detail

Figure 7 #10682 Run as Excel®



Customer\_OutstandingBalancesNoWIP\_10682 Acrobat Reader (64-bit)

10682-MBCUSINVBILNOWIP.REP Printed 06-Apr-2023 at 16:48:39 by THERESA Town of Admins Page 34  
Customer Outstanding Balances (No WIP)

Invoice#	Description	Charges	Payments	Adjustments	Refunds	Balance
Customer#: 00000162 TO THE PARENTS OF: VIOLET TOWNE						
000362-00	HOA Fees	539.00				539.00
000267-00	BCCP FY23 Tuition	2,000.00				2,000.00
001503-00	NOV 2022 HOA Fees	637.00				637.00
001503-00	Nov 2022 Late Fees	35.00				35.00
Total Customer 00000162		3,211.00				3,211.00
Customer#: 00000163 GOOD CHEMISTRY						
000363-00	HOA Fees	461.00				461.00
000286-00	CANNABIS COMMUNITY HOST AGREEMENT	50,000.00				50,000.00
001504-00	NOV 2022 HOA Fees	637.00				637.00
001504-00	Nov 2022 Late Fees	35.00				35.00
Total Customer 00000163		51,133.00				51,133.00
Grand Total		1,047,915.44	36,515.57			1,011,399.87

Selection Legend:  
Exclude Fully Paid Invoices: Y  
Exclude Credit Invoices: Y  
Report Layout: Detail

Figure 8 #10682 Run as PDF®

[ADM-AUC-MB-167]

## 2 More Information on Transactions Tab [Enhancement]

2022 Misc Billing Transactions

Bill# 000006-00 Year 2022 X Search...  
Owner ACCESS BELLINGHAM & MENDOR, INC Balance as of 05-May-2023 \$  
Service Add  
Account 00000022  
Parcel - -

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachment (1) Spc Inv Text

Description	Trx Date	Charges	Payments	Display - Transaction Desc
Cable TV Club Advisor	13-Jul-2021	2225.00		Cable TV Club Advisor Services
Cable TV Club Advisor	12-Aug-2021		2225.00	MB Pay Bill# 000006-00

UP

Before the software update, the Transactions tab used to show only the bill number for payments, as shown in Figure 9. To see this change, from the menu, select:

Misc Billing ► Queries ► Bill Payment ► [Transactions] ► [Display Transaction Desc]



2022 Misc Billing Transactions

Bill# 000006-00 Year 2022 X Search...  
 Owner ACCESS BELLINGHAM & MENDOR, INC Balance as of 05-May-2023 \$  
 Service Add  
 Account 00000022  
 Parcel -

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachment (1) Spc Inv Text

Description	Trx Date	Charges	Payments	Display - Transaction Desc
Cable TV Club Advisor	13-Jul-2021	2225.00		Cable TV Club Advisor Services
Cable TV Club Advisor	12-Aug-2021		2225.00	MB Pay Bill# 000006-00

UP

Figure 9 Before – the Transaction Description was limited to the Bill #

2022 Misc Billing Transactions

Bill# 001635-00 Year 2022 X Search...  
 Owner TO THE PARENTS OF: EZRAEL PADILLA Balance as of 05-May-2023 \$ 3.00  
 Service Add  
 Account 00000145  
 Parcel -

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachment (1) Spc Inv Text

Description	Trx Date	Charges	Payments	Display - Transaction Desc
HOA Fees	01-Nov-2022	638.00		HOA Fees
Finance Charge - Late	17-Nov-2022	35.00		Nov 2022 Late Fees
HOA Fees	05-May-2023		638.00	Pay Cust# 00000145 Bill# 001635-00
Finance Charge - Late	05-May-2023		32.00	Pay Cust# 00000145 Bill# 001635-00

UP

Figure 10 After – The Transaction Description shows Customer Number & Bill #, and Check # & Name (where applicable)

```

Batch In Balance      Will Post
-----
Batch#      : 35          Pay Trx Date   : 05-May-2023
GL Posting# :           GL Effective Date: 05-May-2023
Entered     : $ 1,000.00 Deposit Date   : 05-May-2023
Expected   : $ 1,000.00
-----
Batch#  Trx#  Year
-----
35      2144  2022
-----
Date      Bill#      Service Address      Program Type      Bill Category
-----
05-May-2023 000238-00 338 HARTFORD AVENUE  BECP PRESCHOOL TU PREKTUIT23 BECP FY23 Tuition
Cust#: 00000149 TO THE PARENTS OF: R Check# 77534
  
```

Figure 11 On selected sites, if the Check# or Check name exists – the description will include it on the reports & screen

[ADM-AUC-MB-168]



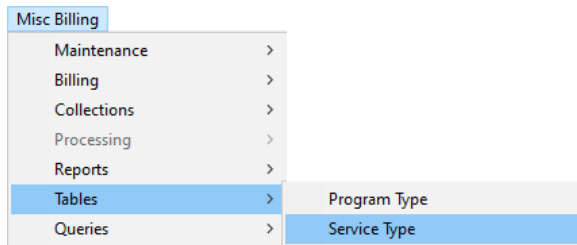
### 3 Write-Off Small Balances to Doubtful Accounts Via Adjustment

There are two ways to write off small balances in Misc Billing. There is a process that will automatically select under/over balances up to a certain dollar amount and process them, detailed in **MB-240 Write-Off Small Balances** in the Misc Billing Help Reference Library. To write off individual accounts, use the Adjustment Process described below and in the Help Reference Library document **MB-250 Write-Off Small Balances to Doubtful Accounts Via Adjustment**.

#### 3.1 Setup Revenue Write-Off Accounts for Relevant Service Types

Set up a revenue write-off account in line 7 on all Service Types in the Service Type table that allow write-offs to be processed against them.

##### 3.1.1 Service Type Table



Misc Billing ▶ Tables ▶ Service Types ▶ [3 Accounting]

Every service type in the system should have line 7 on the service type table set up with an account.



*Exception: if a site has a service type for Pre-Payments, no charges should be booked to this service type.*

Year	Type	Program			
2023	95	HOAFEEES	HOA Fees		
<div style="display: flex; justify-content: space-between;"> <span>1 Service</span> <span>2 Bill Rates</span> <span style="border: 1px solid gray; padding: 2px;">3 Accounting</span> <span>4 Notes</span> <span>5 Groups</span> </div>					
<b>Service</b>	<b>Description</b>	<b>Post to A/R</b>	<b>Adjustment Allowed this Category</b>		
HOA	HOA Fees	<input checked="" type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Payment <input checked="" type="radio"/> Both		
	<b>Account Number</b>	<b>G/L Account Description</b>			
1 Cash	01-000-1000-1001-000	CASH - NEWTOWN OPERATING ACCT			
2 Revenue or Liability	01-000-3000-3001-000	ASSESSMENTS			
3 Deferred Revenue	01-000-3000-3001-000	ASSESSMENTS			
4 A/R	01-000-1000-1100-000	ACCOUNTS RECEIVABLE - RESIDENTS			
5 Abatement	00-000-0000-0000-000	---6 Abatements			
6 Refund	00-000-0000-0000-000	---8 Refund			
7 Revenue Write-Off	01-000-1000-1140-000	ALLOWANCE FOR DOUBTFUL ACCTS.			
8 Fees	00-000-0000-0000-000	---7 Fees			



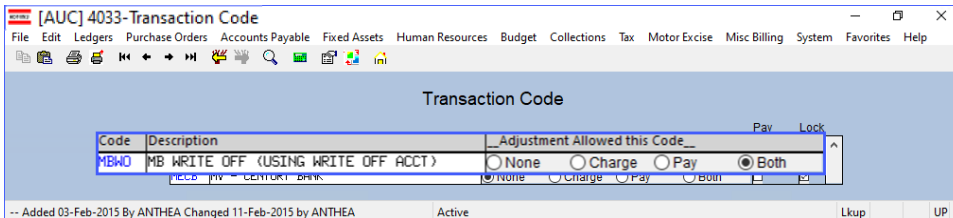


### 3.1.2 Collections Module Transaction Code Table

Create an “MBWO” transaction code for this specific individual write-off via Adjustments. From the menu, select:

**Collections ▶ Tables ▶ Transaction Code**

This “MBWO” Code must be selected when making the adjustment to use the Revenue Write-Off account setup on the Service Type Table.



### 3.2 Write-Off Adjustments

The intent when writing off a small balance is to bring the balance of the invoice or certain lines on the Invoice to zero. Therefore, any adjustments made using the new MBWO transaction code must bring the adjusted line balance to zero.

*If the MBWO transaction code is not listed in the lookup, please contact [support@admins.com](mailto:support@admins.com).*

1. Create a new Adjustment Batch following the instructions in **MB-210 Adjustments and Transfers**
2. Click **Enter Adjust ▶ Adjustment Entry**
3. Select Customer/Invoice to Adjust

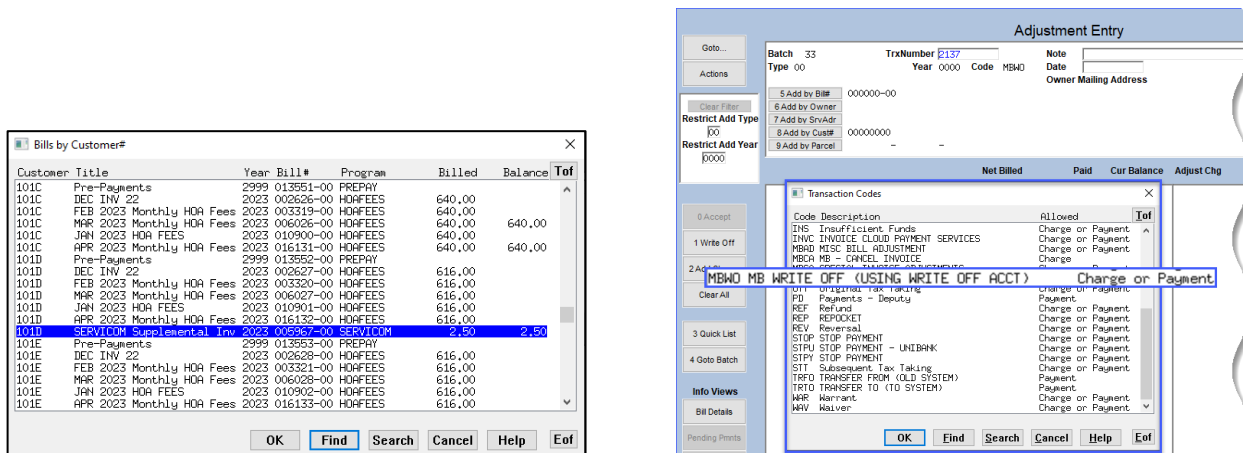


Figure 12 Select customer 101D, SERVICOM invoice from the lookup, then choose the MBWO transaction code

### 3.2.1 Write off Small Balance

If the Invoice had multiple lines (categories) listed with balances, individually adjust each line. Only lines with an adjustment charge or payment entered will be processed.



### 3.2.2 Example of Writing Off the Total Balance on an Invoice

Adjustment Entry																				
Batch	21	TrxNumber	31469	Note	write off under-payment	1														
Type	95 Misc Billing	Year	2023	Date	05-Apr-2023	2														
Owner Mailing Address				Program																
005967-00				SERVICOM																
SERVICOM Supplemental Invoices																				
<table border="1"> <thead> <tr> <th></th> <th>Net Billed</th> <th>Paid</th> <th>Cur Balance</th> <th>Adjust Chg</th> <th>Adjust Pay</th> <th>Adjusted Balance</th> </tr> </thead> <tbody> <tr> <td>Security Assisted Lockouts</td> <td>2,50</td> <td></td> <td>2,50</td> <td>-2,50</td> <td></td> <td>0</td> </tr> </tbody> </table>								Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance	Security Assisted Lockouts	2,50		2,50	-2,50		0
	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance														
Security Assisted Lockouts	2,50		2,50	-2,50		0														
				3	4															

1. Enter a note as to why this amount is being written off.
2. Date the write-off is to be processed in the GL.
3. Reduce the Charge to make the Adjusted Balance calculate to zero. In this case, we are reducing the charges by the current balance (the current balance is a positive \$2.50; the adjustment must be a negative \$2.50.)
4. The Adjusted Balance column must be zero [0] for an **MBWO** transaction to be processed.

This is not limited to underpayments. If no refund should be issued for a small credit balance and an overpayment will not be moved to a future bill, process a write-off of the overpayment to the doubtful accounts. In this case, the current balance on the line will be a negative number; to zero out the line, enter the corresponding positive number on the Adjust Pay column.

### 3.2.3 Example of Writing Off Some of the Balance on the Invoice

Here we are just writing off the Finance Charge – Late Fee. There is still a balance on this invoice, but the late fee charge will be written off to the doubtful account.

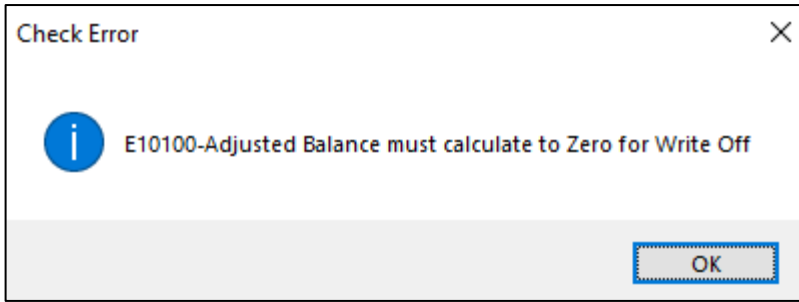
	Net Billed	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
HDA Fees - NOV 2022 HDA Fees	638,00	638,00			638,00
Finance Charge - Late Fee - Nov 202	35,00	35,00			35,00

	Net Billed	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
HDA Fees - NOV 2022 HDA Fees	638,00	638,00			638,00
Finance Charge - Late Fee - Nov 202	35,00	35,00	-35,00		0

Line balance went from \$35.00 to Zero

If the Adjusted balance column does not calculate to zero for that line the system will pop up this message:



Once you have accepted the adjustment and entered any other adjustments, process the batch.

Using the Example above where we are adjusting the late fees, the posting to the GL will move the money from the Other Income – Late Fees to the Allowance for Doubtful Accts.

Misc. Billing Posting Report - Summary by GL#

Posting#: 253

FY	Date	Batch#	Account#	Description	Debit	Credit
2023	05-Apr-2023	21	01-000-1000-1100-000	ACCOUNTS RECEIVABLE - RESIDENTS		40.00
2023	05-Apr-2023	21	01-000-1000-1140-000	ALLOWANCE FOR DOUBTFUL ACCTS.	40.00	
2023	05-Apr-2023	21	01-000-2500-2901-000	REVENUE CONTROL	40.00	40.00
BALANCE SHEET					80.00	80.00
2023	05-Apr-2023	21	01-000-3000-3700-000	OTHER INCOME - A/R LATE FEES	40.00	40.00
SUBSIDIARY LEDGER					40.00	40.00
*** GRAND TOTAL ***						
Balance Sheet					80.00	80.00
Subsidiary Ledger					40.00	40.00

Adjustment Entry

Batch 51 TrxNumber 2302 Note  
 Type 95 Misc Billing Year 2023 Code ADJ Date 02-Jun-2023  
 Owner Mailing Address  
 IYER ENERGY LLC Program TDEPOTRENT  
 572 EAST ST  
 WEYMOUTH, MA 021890000

5 Add by Bill# 000252-00  
 6 Add by Owner IYER ENERGY LLC  
 7 Add by SrvAdr 572 EAST ST  
 8 Add by Cust# 00000110  
 9 Add by Parcel - -

	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
MONTHLY RENT - JULY RENT	1000.00	1000.00	925.00			925.00

0 Accept  
 1 Write Off  
 2 Add Charge  
 Clear All

1 Write Off

Note: the [Write-Off] button on the Adjustment screen only sets the Adjust Charge or Adjust Payment to the amount of the Current Balance on the line. It does not process write-offs using the Write-off account.

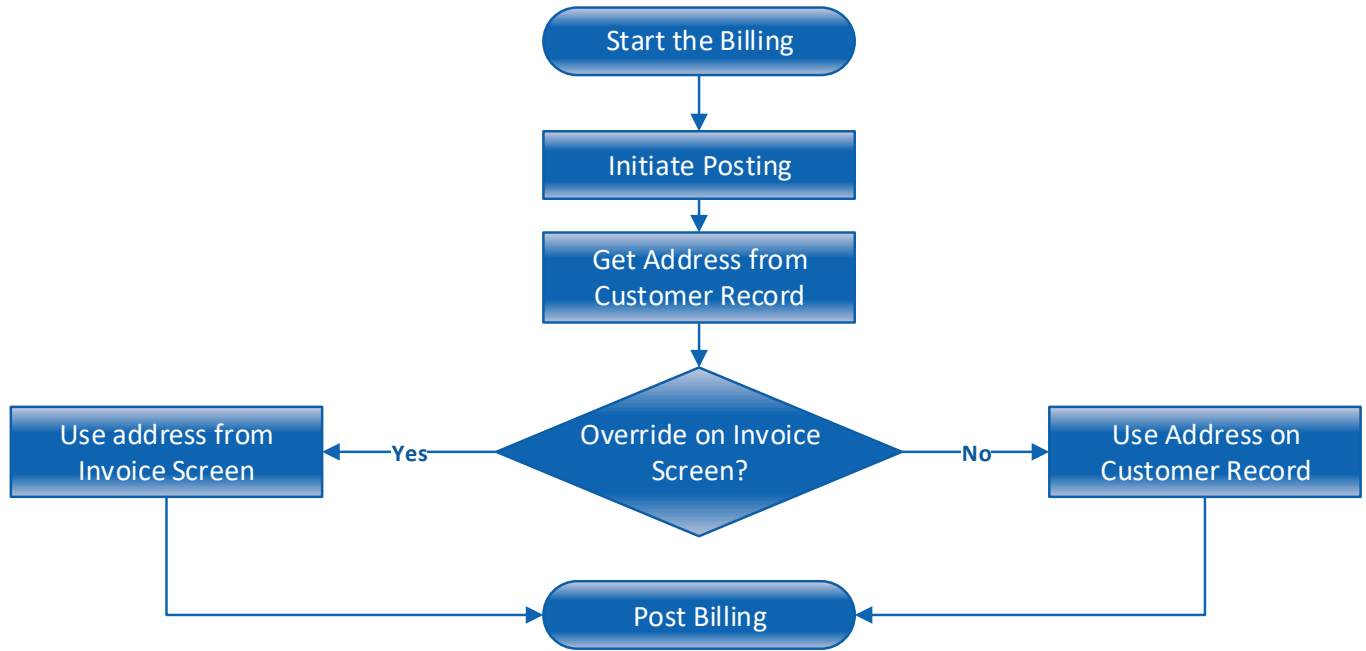
[ADM-AUC-MB-166]



## 4 Customer Address Updates During Bill Posting

There was an issue for sites that start the billing and days go by before posting. In the meantime, customers’ mailing information may have been updated. To prevent bills from being sent to an old address, **ADMINS** added a routine to the posting process (*not visible to the user on the menu*) to use the latest Customer mailing address from the customer record.

There is still an option to update the mailing address on the Add/Edit Special Invoice Entry screen. A change to the name and/or address on the invoice entry screen will override any current data in the customer mailing address.



[ADM-AUC-MB-173]

## 5 Help Reference Library & ADMINS Website

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

### 5.1 New & Updated Documentation in the Help Reference Library

Collections	MB-240 Write-Off Small Balances	[New]
	MB-250 Write-Off to Doubtful Accounts via Adjustments	[New]
	MB-260 Refunds	[New]
Reports	MB-470 Reports on the Customer Maintenance Screen	[Updated]

### 5.2 New Content on ADMINS.com

<a href="#">Attachments in AUC</a>	[New]
<a href="#">Maintaining Email Distribution Lists</a>	[New]
<a href="#">Printing to the Local Printer</a>	[New]