Miscellaneous Billing

Release Notes   June 2024

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

Contents

1   Process Unbilled Charges Invoice [Fix]

During the Special Invoice Process there is an opportunity to create a single invoice and enter different Bill and Due Dates for charges on an Invoice. As such, some invoices will need to be processed via the Process Unbilled Charges feature.

The Process Unbilled Charges feature provides the ability to print successive invoices including additional charges as the billing dates are changed. To access the process, from the menu select:

Misc Billing ▶ Billing ▶ Process Unbilled Charges
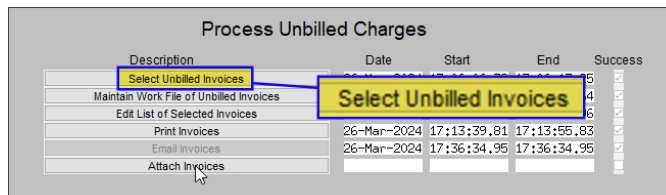
Before – the Print Invoice step in the Process Unbilled Charges only displayed the first payment transaction in the Payment/Refunds line, despite the total PAID being accurate.

After – each payment is correctly displayed in the Payment/Refunds lines on the invoice.

For detailed instructions on this feature, see **MB–330 Process Unbilled Charges Steps Menu** in the Help Reference Library.

[ADM-AUC-MB-212]

2 Transfer Adjustment [Fix]

Some sites have created service types without a description in the Service Type Table to require the description to be entered when the invoice is made.

This created a problem when trying to do a transfer on any invoices where the service type had no description. It would not let the transfer be entered.

In Miscellaneous Billing, the description on the Service Type table is often very general and the descriptions are changed to be more specific when the invoice is made. Using these specific descriptions on the Transfer Adjustment entry screen will make it easier to identify what is being transferred.

The Transfer entry screen will now display the description from the invoice itself rather than the generic description from the service type table.

[ADM-AUC-MB-217]

3 Reports [Enhancement]

Before the software update, the payments that were either current or overdue less than 31 days were grouped into the first column, labelled "Under 31". For the PDF versions when run in Summary or Summary by Customer, **ADMINS** adjusted the page widths so that there is no longer a large gap on the right side.

To run the reports, from the menu choose:

Misc Billing ▶ Reports ▶ Report Library

Select **[2 Collection Reports]** to run the reports *(at the bottom of the page)*.

3.1 10685 Customer Aged Receivable Report by Payment Date

The payments that were either current or overdue less than 31 days were grouped into the first column, labelled "Under 31".

ADMINS divided the Under 31 column into two columns: Current (everything that is current or has a credit balance) and 1 to 30 (everything that is *overdue* by 1 to 30 days).

Since the software update, the columns on the PDF version of the report make better use of the available page width.

3.2 10688 Customer Aged Receivable Report by Revenue Date

The payments that were either current or overdue less than 31 days were grouped into the first column, labelled "Under 31".

ADMINS divided the Under 31 column into two columns: Current (everything that is current or has a credit balance) and 1 to 30 (everything that is *overdue* by 1 to 30 days).

Before the software update, there was a lot of blank space to the right of the data.

Now, the columns on the PDF version of the report make use of the available page width.

[ADM-AUC-MB-210]

4 Reports now Show Customer Number [Enhancement]

These customer numbers were added as a new column to the reports below, to make it easier to answer requests for information. The reports are numbered in the sections below, with pictures of how they looked before and after the change.

4.1 10352 Edit List

```
** Batch In Balance **      Will Post

Batch#    : 36
GL Posting# :                        Pay Trx Date   : 17-Apr-2024  Bank    : EAST      WEBSTER BANK       Batch Notes :
Entered    : $ -4,000.00             GL Effective Date: 17-Apr-2024  Entered By : ANTHEA
Expected   : $ -4,000.00             Deposit Date   : N/A          Batch Owner: ANTHEA
======= ======= ==== =========== ========== ==========================================        ==== =========== ========= =========== ===========
Batch#  Trx#   Year    Date    Bill#  Account#                    Note                        Rpt#  Chg Amt   Adj Amt    Ref Amt     Paid
======= ======= ==== =========== ========== ==========================================        ==== =========== ========= =========== ===========
36       2595  2024 17-Apr-2024 000482-00 2290-000-0000-000-00-00-10400   Adjustment by ANTHEA          Adju   -2000.00
                                           2290-000-0000-000-00-00-42410
         Srv Adr   60 HARPIN STREET        2290-000-0000-000-00-00-26930
                                           2290-000-0000-000-00-00-13490
36       2595  2024 17-Apr-2024 000482-00 2290-000-0000-000-00-00-10400   Adjustment by ANTHEA          Adju   -2000.00
                                           2290-000-0000-000-00-00-42410
         Srv Adr   60 HARPIN STREET        2290-000-0000-000-00-00-26930
                                           2290-000-0000-000-00-00-13490
                                                                                                       ------------- ------------- ------------- -------------
```

Figure 1 Before Edit List

```
** Batch In Balance **      Will Post

Batch#    : 36
GL Posting# :                        Pay Trx Date   : 17-Apr-2024  Bank    : EAST      WEBSTER BANK       Batch Notes :
Entered    : $ -4,000.00             GL Effective Date: 17-Apr-2024  Entered By : ANTHEA
Expected   : $ -4,000.00             Deposit Date   : N/A          Batch Owner: ANTHEA
======= ======= ==== =========== ========== ======== ==========================================        ==== =========== ========= =========== ===========
Batch#  Trx#   Year    Date    Bill#  Customer  Account#                    Note                        Rpt#  Chg Amt   Adj Amt    Ref Amt     Paid
======= ======= ==== =========== ========== ======== ==========================================        ==== =========== ========= =========== ===========
36       2595  2024 17-Apr-2024 000482-00 00000023 2290-000-0000-000-00-00-10400   Adjustment by ANTHEA          Adju   -2000.00
                                                    2290-000-0000-000-00-00-42410
                                                    2290-000-0000-000-00-00-26930
                                                    2290-000-0000-000-00-00-13490
```

Figure 2 After Edit List – the Customer number is shown as a column after the bill number

4.2 10371–Submit Adjustment Batches

```
Expected    : $ -4,000.00            Deposit Date   : N/A                        Batch Owner: ANTHEA
========== ======= ==== =========== ========== ========== ==================== =================        =========== ============ =========== ===========
            Bill Payment  Bill                                                                          Charge    Adjustment   Refund      Pay
Batch#  Trx#   Year Date  Number    Bill Type   Program              Service Type                       Amount    Amount       Amount      Amount
========== ======= ==== =========== ========== ========== ==================== =================        =========== ============ =========== ===========
36       2595  2024 17-Apr-2024 000482-00 95   Misc Billing  SCHTUITKMA KMA TUITIONS   QRTLY INV2  2nd Quarter Tuition     -2000.00
36       2595  2024 17-Apr-2024 000482-00 95   Misc Billing  SCHTUITKMA KMA TUITIONS   QRTLY INV3  3rd Quarter Tuition     -2000.00
```

Figure 3 Before Submit Adjustment Batches

```
10371-MBREP:MBADJCLR.REP        Printed 17-Apr-2024 at 09:55:49 by ANTHEA                                              Page 1
                                                  Town of Admins
                                        Misc. Billing Submit Adjustment Batches

** Batch In Balance **      Will Post

Batch#    : 36
                                      Pay Trx Date   : 17-Apr-2024          Bank    : EAST      WEBSTER BANK
Entered    : $ -4,000.00             GL Effective Date: 17-Apr-2024         Entered By : ANTHEA
Expected   : $ -4,000.00             Deposit Date   : N/A                   Batch Owner: ANTHEA
========== ======= ==== =========== ========== ========== ==================== =================        =========== ============ =========== ===========
            Bill Payment  Bill      Customer
Batch#  Trx#   Year Date  Number    Number               Program              Service Type             Charge    Adjustment   Refund      Pay
                                                                                                        Amount    Amount       Amount      Amount
========== ======= ==== =========== ========== ========== ==================== =================        =========== ============ =========== ===========
36       2595  2024 17-Apr-2024 000482-00 00000023 SCHTUITKMA KMA TUITIONS   QRTLY INV2  2nd Quarter Tuition     -2000.00
36       2595  2024 17-Apr-2024 000482-00 00000023 SCHTUITKMA KMA TUITIONS   QRTLY INV3  3rd Quarter Tuition     -2000.00
```

Figure 4 After Submit Adjustment Batches - the Customer number is shown as a column after the bill number.

4.3 10377–Adjustment Posting

```
** Batch In Balance **      Will Post

Batch#      : 36
Posting#    : 8902183
                            Pay Trx Date    : 17-Apr-2024          Bank      : EAST     WEBSTER BANK
Entered     : $ -4,000.00   GL Effective Date: 17-Apr-2024         Entered By : ANTHEA
Expected    : $ -4,000.00   Deposit Date    : N/A                  Batch Owner: ANTHEA
==========  ======  =====  ===========  ==========  ====================  =======================  ============  ===========  ===========  ==========
            Bill   Payment    Bill        Bill             Service
Batch#  Trx#  Year   Date     Number      Type               Type          Chg Amt      Adj Amt      Ref Amt      Pay Amt
==========  ======  =====  ===========  ==========  ====================  =======================  ============  ===========  ===========  ==========
36      2595  2024  17-Apr-2024  000482-00  95  Misc Billing  QRTLY 2nd Quarter Tuition          -2000.00
36      2595  2024  17-Apr-2024  000482-00  95  Misc Billing  QRTLY 3rd Quarter Tuition          -2000.00
                                                                                      ------------  ------------  ------------  ------------
        2595                                         *** Total                         -4000.00
```

Figure 5 Before Adjustment Posting

```
** Batch In Balance **      Will Post

Batch#      : 36
Posting#    : 8902183
                            Pay Trx Date    : 17-Apr-2024          Bank      : EAST     WEBSTER BANK
Entered     : $ -4,000.00   GL Effective Date: 17-Apr-2024         Entered By : ANTHEA
Expected    : $ -4,000.00   Deposit Date    : N/A                  Batch Owner: ANTHEA
==========  ======  ====  ===========  ==========  ===========================================  =============================  ============  ==========  ==========  ==========
            Bill  Payment   Bill      Customer
Batch#  Trx#  Year  Date    Number    Number          Program                Service Type         Charge       Adjustment    Refund       Pay
                                                                                                  Amount       Amount        Amount       Amount
==========  ======  ====  ===========  ==========  ===========================================  =============================  ============  ==========  ==========  ==========
36      2595 2024 17-Apr-2024 000482-00  00000023 SCHTUITKMA KMA TUITIONS           QRTLY INV2  2nd Quarter Tuition   -2000.00
36      2595 2024 17-Apr-2024 000482-00  00000023 SCHTUITKMA KMA TUITIONS           QRTLY INV3  3rd Quarter Tuition   -2000.00
                                                                                               ------------  ----------  ----------  ----------
                                                       *** Total *** Trx#     2595               -4000.00
```

Figure 6 After Adjustment Posting - the Customer number is shown as a column after the bill number.

5   Reports from the Report Library

These reports:
  10658–Posted Adjustments in Summary,
  10658–Posted Adjustments in Detail,
  10654 – Pending Receipts, and
  10654 – Pending Adjustments
are run from the Report Library.

To run these reports from the menu, choose:
Misc Billing ▶ Reports ▶ Report Library ▶ [2 Collection Reports]

5.1 10654–Pending Receipts

```
10654-MBRECPEN.REP                    Printed 17-Apr-2024 at 11:02:19 by ANTHEA                           Page 1
                                                   Town of Admins
                                                  Pending Receipts


==== ==== ============= === ============ ============ ========== ============= ============= ============= =============
Type Year Bill Number  Run Service Type Batch         Trx Num          Cash         Check         Other          Paid
==== ==== ============= === ============ ============ ========== ============= ============= ============= =============
95   2024 000494-00     1   COLLABRENT   37           2598                        10000.00                    10000.00
                                                                            ------------- ------------- ------------- -------------
Total for Type Misc Billing                                                           10000.00                    10000.00
```

Figure 7 Before Pending Receipts

The Customer number is shown in a column before the Bill Number.

```
10654-MBRECPEN.REP              Printed 17-Apr-2024 at 11:11:34 by ANTHEA                              Page 1
                                              Town of Admins
                                             Pending Receipts

==== ==== ======== ========== === ============ ========== ============ ============ ============ ============ ============
Type Year Customer Bill#       Run Service Type Batch      Trx Num             Cash        Check        Other         Paid
==== ==== ======== ========== === ============ ========== ============ ============ ============ ============ ============
95   2024 00000093 000494-00  1   COLLABRENT   37         2598                           10000.00                  10000.00
                                                                      ------------ ------------ ------------ ------------
     Total for Type Misc Billing                                                   10000.00                  10000.00
```

Figure 8 After Pending Receipts

5.2 10658–Posted Adjustments in Summary

The summary version of the report shows neither the Bill# nor the Customer number because it groups the data by Service Type.

```
10658-MBADJPSTCATRPR.REP        Printed 17-Apr-2024 at 10:39:33 by ANTHEA                              Page 1
                                              Town of Admins
                               Posted Adjustments - by Date, Txn Code, Category

Type: MB
=========== ==================== ========================= ===== ============ ================ ================ ================ =========== =========
Posted Date Transaction Type     Service Type              Year  Bill Number       Charges          Refunds         Payments Revenue Dt Batch#
=========== ==================== ========================= ===== ============ ================ ================ ================ =========== =========
11-Apr-2024 Adjustment           BECP FY22 Tuition                                  -50.00                           -40.00
                                                                              ---------------- ---------------- ----------------
11-Apr-2024 Total Adjustment                                                        -50.00                           -40.00

11-Apr-2024 Transfer From        Amount due FY2021                                                                  -282.24
11-Apr-2024 Transfer From        SEMI-ANNUAL PILOT                                                                -37641.00
                                                                              ---------------- ---------------- ----------------
11-Apr-2024 Total Transfer From                                                                                  -37923.24
```

Figure 9 Before –Summary Posted Adjustments

The Customer number is shown in a column after the Bill Number.

```
Type: MB
=========== ==================== ========================= ===== ============ ======== ================ ================ ================ =========== =========
Posted Date Transaction Type     Service Type              Year  Bill Number  Customer      Charges          Refunds         Payments Revenue Dt Batch#
=========== ==================== ========================= ===== ============ ======== ================ ================ ================ =========== =========
11-Apr-2024 Adjustment           BECP FY22 Tuition                                             -50.00                           -40.00
                                                                                       ---------------- ---------------- ----------------
11-Apr-2024 Total Adjustment                                                                   -50.00                           -40.00
```

Figure 10 After – Summary Posted Adjustments

5.3 10658–Posted Adjustments in Detail

Run this report in detail to see Bill# and Customer#.

```
10658-MBADJPSTCATRPR.REP        Printed 17-Apr-2024 at 10:40:51 by ANTHEA                              Page 1
                                              Town of Admins
                               Posted Adjustments - by Date, Txn Code, Category

Type: MB
=========== ==================== ========================= ===== ============ ================ ================ ================ =========== =========
Posted Date Transaction Type     Service Type              Year  Bill Number       Charges          Refunds         Payments Revenue Dt Batch#
=========== ==================== ========================= ===== ============ ================ ================ ================ =========== =========
11-Apr-2024 Adjustment           BECP FY22 Tuition         2022  000098-00          -50.00                           -40.00 19-Jan-2024 28
                                                                              ---------------- ---------------- ----------------
11-Apr-2024 Adjustment           BECP FY22 Tuition                                  -50.00                           -40.00

                                                                              ---------------- ---------------- ----------------
11-Apr-2024 Total Adjustment                                                        -50.00                           -40.00
```

Figure 11 Before – Detail Posted Adjustments

The Customer number is shown in a column after the Bill Number.

```
10658-MBADJPSTCATRPR.REP        Printed 17-Apr-2024 at 10:47:40 by ANTHEA                              Page 1
                                              Town of Admins
                               Posted Adjustments - by Date, Txn Code, Category

Type: MB
=========== ==================== ========================= ===== ============ ======== ================ ================ ================ =========== =========
Posted Date Transaction Type     Service Type              Year  Bill Number  Customer      Charges          Refunds         Payments Revenue Dt Batch#
=========== ==================== ========================= ===== ============ ======== ================ ================ ================ =========== =========
11-Apr-2024 Adjustment           BECP FY22 Tuition         2022  000098-00    00000066        -50.00                           -40.00 19-Jan-2024 28
                                                                                       ---------------- ---------------- ----------------
11-Apr-2024 Adjustment           BECP FY22 Tuition                                             -50.00                           -40.00

                                                                                       ---------------- ---------------- ----------------
11-Apr-2024 Total Adjustment                                                                   -50.00                           -40.00
```

Figure 12 After – Detail Posted Adjustments

5.4 10654–Pending Adjustments

```
10655-MBADJPEN.REP              Printed 17-Apr-2024 at 10:51:46 by ANTHEA                            Page 1
                                           Town of Admins
                                        Pending Adjustments


==== ==== ============ === ============ ============ ========== ============ ============= ============= ============= =============
Type Year Bill Number  Run Service Type  Batch        Trx Num Trx Code       Charge        Payment       Refund        Adjustment
==== ==== ============ === ============ ============ ========== ============ ============= ============= ============= =============

No Records Selected
```

Figure 13 Before Pending Adjustments

The Customer number appears in a column between the Program and the Bill Number.

```
10655-MBADJPEN.REP              Printed 17-Apr-2024 at 11:20:05 by ANTHEA                            Page 1
                                           Town of Admins
                                        Pending Adjustments


==== ==== ========== ======== =========== === ============ ========== =========== ========== ============ ============= ============= =============
Type Year Program    Customer Bill Number Run Service Type  Batch       Trx Num Trx Code      Charge       Payment       Refund        Adjustment
==== ==== ========== ======== =========== === ============ ========== =========== ========== ============ ============= ============= =============
95   2022 SCHTUITKMA 00000006 000003-00   1   AMOUNT DUE    14                   2597 Transfer To                        282.24
95   2022 SCHTUITKMA 00000006 000004-00   1   AMOUNT DUE    14                   2597 Transfer From                     -282.24
                                                                                                 ------------- ------------- ------------- -------------
Total for Type Misc Billing

                                                                                                 ------------- ------------- ------------- -------------
```

Figure 14 After Pending Adjustments

[ADM-AUC-MB-213]

6 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)*
See **SY–175 Copy Live to Training** *in the Help Reference Library for details.*

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.

To access the Training area, select the ⊙ **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

*(The default is ⊘ **No**; typing the password and {Enter} will go to **Live**).*

To proceed to Training mode, click on [Yes]. The prompt will default to [Yes] if the Training mode radio button is ⊙ **Yes**, and will go straight to training by pressing **{Enter}** *(without clicking on any button)*.

Press [No] to log in to live.

[ADM-AUC-SY-8323]

7 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

For example, "xxx@cccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click [OK] on the

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 10 of 11

prompt and enter a valid email address on the Required field.

The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.

[ADM-AUC-SY-8331]

8 Site Specific Heritage Village Master Association (HVMA)

The following are changes made to the MB module to Exclude Pre-Pay Invoices for the HVMA site; all other sites can safely disregard this section.

9 Help Reference Library & ADMINS Website

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

9.1 New & Updated Documentation in the Help Reference Library

Interfaces	MB–525 3rd Party Billing File Layout	[Updated] [ADM-AUC-MB-211]
Site Specific	MB–601 HVMA Accounting Explained	[New]
	MB–605 HVMA MB Monthly Checklist	[New]