



Miscellaneous Billing

Release Notes

June 2024

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

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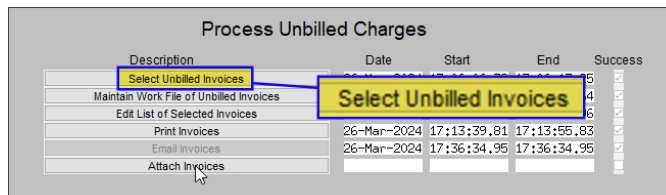


1 Process Unbilled Charges Invoice [Fix]

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



Select Unbilled Invoices

Task 10121: Select Unbilled Invoices

Select Unbilled Invoices

Required: Enter Bill Year: 2024

Required: Enter Program Type: SCHTUITPRE BECP PRESCHOOL TUITION

Required: Bill date: 04012024

Exclude Fully Paid Bills: ☐ Yes ☒ No

Exclude Credit Balance Bills: ☐ Yes ☒ No

Lookup OK Cancel Clear All

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.

2023-2024 School Year			
Description of Services Rendered	Qty	Rate	Amount Billed
SEPTEMBER	1	260.00	\$260.00
OCTOBER	1	260.00	\$260.00
NOVEMBER	1	260.00	\$260.00
DECEMBER	1	260.00	\$260.00
JANUARY	1	260.00	\$260.00
FEBRUARY	1	260.00	\$260.00
MARCH	1	260.00	\$260.00
APRIL	1	260.00	\$260.00
Payments/Refunds 14-Aug-2023			\$-260.00
Total Billed:			\$2,080.00
Total Payments:			-520.00
Net Due:			\$1,560.00

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.

2023-2024 School Year			
Description of Services Rendered	Qty	Rate	Amount Billed
SEPTEMBER	1	260.00	\$260.00
OCTOBER	1	260.00	\$260.00
NOVEMBER	1	260.00	\$260.00
DECEMBER	1	260.00	\$260.00
JANUARY	1	260.00	\$260.00
FEBRUARY	1	260.00	\$260.00
MARCH	1	260.00	\$260.00
APRIL	1	260.00	\$260.00
Payments/Refunds 14-Aug-2023			\$-260.00
Payments/Refunds 12-Sep-2023			\$-260.00
Total Billed:			\$2,080.00
Total Payments:			-520.00
Net Due:			\$1,560.00

[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.

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachment (1) Spc Inv Text								
R	Description	Charges	Net Bill	Paid	Refund	Adjustments	Balance	Pending
11	SEPTEMBER	260,00	260,00	260,00			260,00	
12	OCTOBER	260,00	260,00				260,00	
13	NOVEMBER	260,00	260,00				260,00	
14	DECEMBER	260,00	260,00				260,00	
15	JANUARY	260,00	260,00				260,00	
16	FEBRUARY	260,00	260,00				260,00	
17	MARCH	260,00	260,00				260,00	
18	APRIL	260,00	260,00				260,00	
19	MAY	260,00	260,00				260,00	
20	JUNE	260,00	260,00				260,00	

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.

FROM		Type 95 Misc Billing	
Add by Bill#	000407-00	Year	2024
Add by Owner			
Add by SrvAdr			
Add by Cust#			
Add by Parcel			
More Info			
Program SCHLUITPRE			
	Net Billed	Paid	Balance
SEPTEMBER	260,00	260,00	
OCTOBER	260,00	260,00	
NOVEMBER	260,00	260,00	
DECEMBER	260,00	260,00	
JANUARY	260,00	260,00	
FEBRUARY	260,00	260,00	
MARCH	260,00	260,00	
APRIL	260,00	260,00	
MAY	260,00	260,00	
JUNE	260,00	2860,00	-2600,00
Total	2600,00	5200,00	-2600,00

[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, **ADMINIS** adjusted the page widths so that there is no longer a large gap on the right side.



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

10685-MBREP:MBCTSAJEREC2.REP Printed 03-Apr-2024 at 12:09:02 by ANTHEA Page 1

Town of Admins
Customer Aged Receivable Report By Payment Date

As Of: 01-Apr-2024

Year Invoice#	Program	Current	1 to 30	31 to 60	61 to 90	Over 90	Total
2024 000475-00	1st Quarter Tuition					21,121.92	21,121.92
2024 000487-00	1st Quarter Tuition					21,121.92	21,121.92
Total Customer 00000002							42,243.84
2024 000488-00 1st Quarter Tuition							21,121.92
Total Customer 00000004							21,121.92

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".

10688-MBREP:MBCTSAJEREC2.REP Printed 12-Mar-2024 at 15:23:00 by ANTHEA Page 1

Town of Admins
Customer Aged Receivable Report By Revenue Date

As Of: 31-Oct-2023

Year Invoice#	Program	Description	Under 31	31 to 60	61 to 90	Over 90	Total
2024 000475-00	SCHOLARSHIP-PAID TUITION	1st Quarter Tuition	5,550.40	.00	5,550.40	.00	5,550.40
2024 000475-00	SCHOLARSHIP-PAID TUITION	2nd Quarter Tuition	15,569.12	.00	.00	.00	15,569.12
2024 000475-00	SCHOLARSHIP-PAID TUITION	3rd Quarter Tuition	15,235.60	.00	.00	.00	15,235.60
2024 000475-00	SCHOLARSHIP-PAID TUITION	4th Quarter Tuition	15,618.08	.00	.00	.00	15,618.08
2024 000487-00	SCHOLARSHIP-PAID TUITION	1st Quarter Tuition	5,550.40	.00	.00	.00	5,550.40
2024 000487-00	SCHOLARSHIP-PAID TUITION	2nd Quarter Tuition	15,569.12	.00	.00	.00	15,569.12
2024 000487-00	SCHOLARSHIP-PAID TUITION	3rd Quarter Tuition	15,235.60	.00	.00	.00	15,235.60
2024 000487-00	SCHOLARSHIP-PAID TUITION	4th Quarter Tuition	15,618.08	.00	.00	.00	15,618.08
Total Customer 00000002							100,051.20

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).

10688-MBREP:MBCTSAJEREC2.REP Printed 03-Apr-2024 at 11:43:34 by ANTHEA Page 1

Town of Admins
Customer Aged Receivable Report By Revenue Date

As Of: 01-Apr-2024

Year Invoice#	Program	Current	1 to 31	31 to 60	61 to 90	Over 90	Total
00000002						42,243.84	42,243.84
00000004						21,121.92	21,121.92
00000005						42,243.84	42,243.84
00000006						2,837.00	2,837.00
00000007						2,139.00	2,139.00
00000009						2,139.00	2,139.00
00000010						2,139.00	2,139.00
00000011						2,139.00	2,139.00
00000012						2,139.00	2,139.00
00000022						2,225.00	2,225.00

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

Before

Page 1

10688-MBREP:MBCTSAJEREC2.REP

Town of Admins

Customer Aged Receivable Report By Revenue Date [TRAINING]

As Of: 09-Apr-2024

Year Invoice#	Program	Under 31	31 to 60	61 to 90	Over 90	Total
2024 000475-00	1st Quarter Tuition	.00	.00	.00	\$0,025.60	\$0,025.60
2024 000487-00	1st Quarter Tuition	.00	.00	.00	\$0,025.60	\$0,025.60
Total Customer 00000002						100,051.20
2024 000488-00 1st Quarter Tuition						\$0,025.60
Total Customer 00000004						\$0,025.60

Selection Legend:
As of Date: 04/01/2024
Exclude Credit Balance Customers: 0
Exclude Non-Payment Customers: 0
Print Report as: Summary by Invoice

Print Report as: Summary by Invoice

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

10688-MBREP:MBCTSAJEREC2.REP Printed 03-Apr-2024 at 11:43:28 by ANTHEA Page 1

Town of Admins
Customer Aged Receivable Report By Revenue Date

As Of: 01-Apr-2024

Year Invoice#	Program	Current	1 to 31	31 to 60	61 to 90	Over 90	Total
2024 000475-00	1st Quarter Tuition					21,121.92	21,121.92
2024 000487-00	1st Quarter Tuition					21,121.92	21,121.92
Total Customer 00000002							42,243.84
2024 000488-00 1st Quarter Tuition							21,121.92
Total Customer 00000004							21,121.92

[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	2290-000-0000-000-00-10400	Adjustment by ANTHEA	Adju	-2000.00					
					2290-000-0000-000-00-42410								
	Srv	Adr	60	HARPIN STREET	2290-000-0000-000-00-26930								
					2290-000-0000-000-00-13490								
36	2595	2024	17-Apr-2024	000482-00	2290-000-0000-000-00-10400	Adjustment by ANTHEA	Adju	-2000.00					
					2290-000-0000-000-00-42410								
	Srv	Adr	60	HARPIN STREET	2290-000-0000-000-00-26930								
					2290-000-0000-000-00-13490								

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	2290-000-0000-000-00-10400	Adjustment by ANTHEA	Adju	-2000.00					
						2290-000-0000-000-00-42410								
						2290-000-0000-000-00-26930								
						2290-000-0000-000-00-13490								

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							
=====															
Batch#		Trx#	Year	Date	Bill	Payment	Bill	Number	Bill Type	Program	Service Type	Charge	Adjustment	Refund	Pay
=====															
36		2595	2024	17-Apr-2024	000482-00	95	Misc Billing	SCHTUITIOMA KMA TUITIONS	QRTLY INV2	2nd Quarter Tuition		-2000.00			
36		2595	2024	17-Apr-2024	000482-00	95	Misc Billing	SCHTUITIOMA 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 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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									
Entered		: \$ -4,000.00		Pay Trx Date		: 17-Apr-2024		Bank		: EAST WEBSTER BANK	
Expected		: \$ -4,000.00		GL Effective Date		: 17-Apr-2024		Entered By		: ANTHEA	
				Deposit Date		: N/A		Batch Owner		: ANTHEA	
=====											
Batch#	Trx#	Bill Year	Payment Date	Bill Number	Bill Type	Service 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								
Entered	: \$ -4,000.00			Pay Trx Date	: 17-Apr-2024			Bank	: EAST WEBSTER BANK
Expected	: \$ -4,000.00			GL Effective Date	: 17-Apr-2024			Entered By	: ANTHEA
				Deposit Date	: N/A			Batch Owner	: ANTHEA
=====									
Batch#	Trx#	Bill Year	Payment Date	Bill Number	Customer Number	Program	Service Type	Charge Amount	Adjustment Amount
=====									
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA KMA TUITIONS	QRTLY INV2 2nd Quarter Tuition	-2000.00	
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA 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]

Report Library Collection		
Goto...	Report Name	View Report
Actions	10630-Bill Type - As of a Date	Sample Run
	10635-Credit Redistribution Report	Sample Run
	10625-Aged Receivables (Curbside)	Sample Run
	10632-Bill Type - Revenue Date Range Activity Summary	Sample Run
	10633-Bill Type - Revenue Date Range Activity Detail	Sample Run
Report Categories	10654-Pending Receipts	Sample Run
2 Collection Reports	10655-Pending Adjustments	Sample Run
3 Subscription Reports		Sample Run
4 Customer Reports	10656-Revenue Summary - By Type, Date, Category	Sample Run
5 Program Invoice Reports	10657-Posted Receipts - by Date, GL #	Sample Run
6 Other Reports	10658-Posted Adjustments - by Date, Trxn Code, Category	Sample Run

5.1 10654–Pending Receipts

10654-MBREC PEN Printed 17-Apr-2024 at 11:02:19 by ANTHEA									
Town of Admins									
Pending Receipts									
=====									
Type	Year	Bill Number	Run	Service Type	Batch	Trx Num	Cash	Check	Other
=====									
95	2024	000494-00	1	COLLABRENT	37	2598		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.



1p654-MBRECEN.REP				Printed 17-Apr-2024 at 11:11:34 by ANTHEA Town of Admins Pending Receipts						Page 1	
====	====	=====	=====	====	=====	=====	=====	=====	=====	=====	=====
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.

1p658-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	BECF 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
11-Apr-2024	Adjustment	BECF 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

Town of Admins

Posted Adjustments - by Date, Txn Code, Category

Page 1

Type: MB

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

Town of Admins

Posted Adjustments - by Date, Txn Code, Category

Page 1

Type: MB

Posted Date	Transaction Type	Service Type	Year	Bill Number	Customer	Charges	Refunds	Payments	Revenue Dt	Batch#
11-Apr-2024	Adjustment	BECF FY22 Tuition	2022	000098-00	00000066	-50.00		-40.00	19-Jan-2024	28
11-Apr-2024	Adjustment	BECF 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 Town of Admins Pending Adjustments				Page 1			
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**).

Please Sign In:

Username: THERESA Theresa

Training Mode: ☒ No ☐ Yes

Password: [Redacted]

Login Exit

Reset Password

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

Press to log in to live.

ADMINS Unified Community - Please Sign In

? You are about to enter TRAINING mode. do you wish to continue?

Yes No

[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 on the

Ledgers Help Reference Library

Reference Card

Reference Card	View	Email	Last Run Date	Run Time
GL-100 Finance User Help Documents Index	View	Email	14-Sep-2023	09:47:50.87
ACCOUNT MAINTENANCE				
GL-120 Account Elements	View	Email		09:46:46

[AUC] 27000-Ledgers Help Reference Library (theresa)

Sending Reference via Email

Optional: Enter Contact Name

Optional: Enter Note

Optional: Enter Note

Required: Enter Email Address Laura

Cancel Clear All

Invalid Email address format someone@someplace.domain

Invalid Email address format someone@someplace.domain



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