



# 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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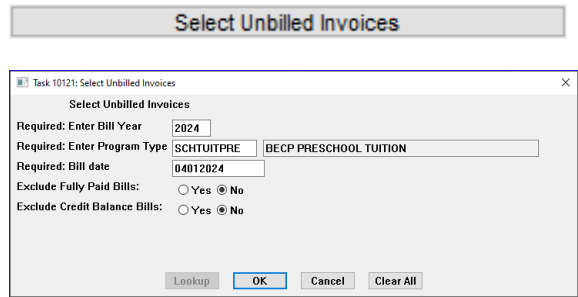
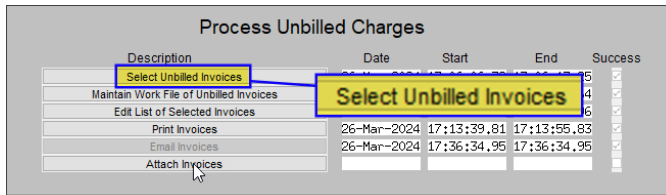


# 1 Process Unbilled Charges Invoice [Fix]

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**



**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:			-\$20.00	
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.

R	Description	Charges	Net Bill	Paid	Refund	Adjustments	Balance	Pending
11	SEPTEMBER	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	Payment Out	Adjusted 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	260,00	-2600,00		-2600,00
<b>Total</b>	2600,00	5200,00	-2600,00		-2600,00

[ADM-AUC-MB-217]

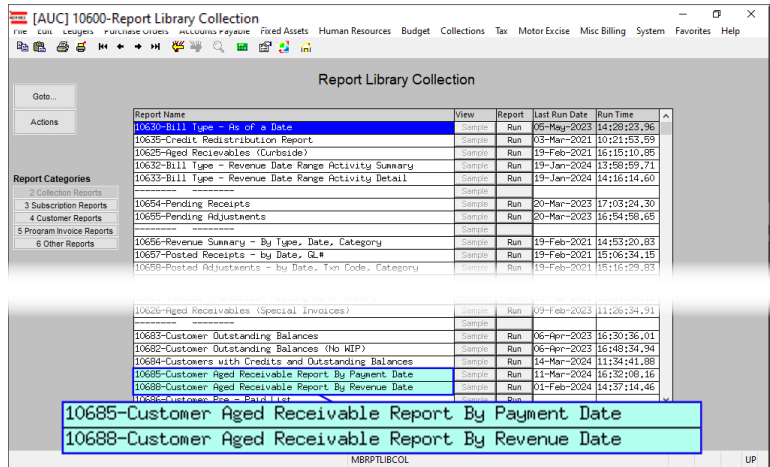
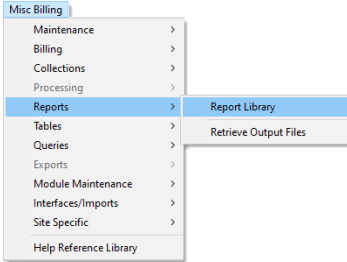
## 3 Reports [Enhancement]

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, **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”.

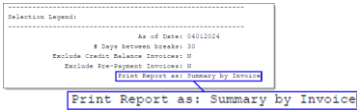
Before

Year Invoice#	Program	Description	Under 31	31 to 60	61 to 90	Over 90	Total
2024 000475-00	SCHTUITFGA-FGA TUITIONS	1st Quarter Tuition	.00	.00	15,563.52	.00	15,563.52
2024 000475-00	SCHTUITFGA-FGA TUITIONS	2nd Quarter Tuition	.00	.00	15,563.52	.00	15,563.52
Total Customer 00000002			31,127.04	11,116.80			42,243.84
2024 000488-00	SCHTUITFGA-FGA TUITIONS	1st Quarter Tuition	.00	.00	15,563.52	.00	15,563.52
2024 000488-00	SCHTUITFGA-FGA TUITIONS	2nd Quarter Tuition	.00	.00	15,563.52	.00	15,563.52
Total Customer 00000004			.00	.00	31,127.04	0.00	31,127.04

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).

After

Year Invoice#	Program	Description	Current	1 to 30	31 to 60	61 to 90	Over 90	Total
2024 000475-00	SCHTUITFGA-FGA TUITIONS	1st Quarter Tuition	5,558.40	.00	10,005.12	.00	.00	15,563.52
2024 000475-00	SCHTUITFGA-FGA TUITIONS	2nd Quarter Tuition	5,558.40	.00	10,005.12	.00	.00	15,563.52
Total Customer 00000002			11,116.80	0.00	20,010.24	0.00	0.00	31,127.04
2024 000488-00	SCHTUITFGA-FGA TUITIONS	1st Quarter Tuition	.00	.00	15,563.52	.00	.00	15,563.52
2024 000488-00	SCHTUITFGA-FGA TUITIONS	2nd Quarter Tuition	.00	.00	15,563.52	.00	.00	15,563.52
Total Customer 00000004			.00	.00	31,127.04	0.00	0.00	31,127.04



Before

Year Invoice#	Program	Description	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					42,243.84
2024 000488-00	1st Quarter Tuition		21,121.92					21,121.92
Total Customer 00000004			21,121.92					21,121.92



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

**After**

10685-MBREP:MBCTUSAGEREC1.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	42,243.84
2024 000488-00	1st Quarter Tuition					21,121.92	21,121.92	
Total Customer 00000004							21,121.92	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".

**Before**

10688-MBREP:MBCTUSAGEREC1.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	SCMUTIFPGA-PGA	1st Quarter Tuition	5,550.40				5,550.40	
2024 000475-00	SCMUTIFPGA-PGA	2nd Quarter Tuition	15,581.52				15,581.52	
2024 000475-00	SCMUTIFPGA-PGA	3rd Quarter Tuition	15,235.60				15,235.60	
2024 000475-00	SCMUTIFPGA-PGA	4th Quarter Tuition	15,418.08				15,418.08	
2024 000487-00	SCMUTIFPGA-PGA	1st Quarter Tuition	5,550.40				5,550.40	
2024 000487-00	SCMUTIFPGA-PGA	2nd Quarter Tuition	15,581.52				15,581.52	
2024 000487-00	SCMUTIFPGA-PGA	3rd Quarter Tuition	15,235.60				15,235.60	
2024 000487-00	SCMUTIFPGA-PGA	4th Quarter Tuition	15,418.08				15,418.08	
Total Customer 00000002							100,051.20	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).

**After**

10688-MBREP:MBCTUSAGEREC1.REP Printed 03-Apr-2024 at 11:40:34 by ANTHEA Page 1

Town of Admins  
Customer Aged Receivable Report By Revenue Date

As Of: 01-Apr-2024

Customer	Program	Description	Current	1 to 30	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							2,139.00	2,139.00
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**

10688-MBREP:MBCTUSAGEREC1.REP Printed 03-Apr-2024 at 11:43:29 by ANTHEA Page 1

Town of Admins  
Customer Aged Receivable Report By Revenue Date (TRAINING)

As Of: 03-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	50,025.60	50,025.60	
2024 000487-00	1st Quarter Tuition	.00	.00	.00	50,025.60	50,025.60	
Total Customer 00000002							100,051.20
2024 000488-00	1st Quarter Tuition	.00	.00	.00	50,025.60	50,025.60	
Total Customer 00000004							50,025.60

Selection Legend:

As of Date: 04/01/2024

# Days Between Breaks: 30

Exclude Credit Balance Invoices: 0

Exclude Prepayments Invoices: 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.

**After**

10688-MBREP:MBCTUSAGEREC1.REP Printed 03-Apr-2024 at 11:43:29 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 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	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# :
Entered    : $ -4,000.00    Pay Trx Date : 17-Apr-2024 Bank : EAST WEBSTER BANK Batch Notes :
Expected  : $ -4,000.00    GL Effective Date: 17-Apr-2024 Entered By : ANTHEA
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
      Srv Adr 60 HARPIN STREET 2290-000-0000-000-00-42410
      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
      Srv Adr 60 HARPIN STREET 2290-000-0000-000-00-42410
      2290-000-0000-000-00-26930
      2290-000-0000-000-00-13490

```

Figure 1 Before Edit List

The Customer number is shown as a column after the bill number.

```

** Batch In Balance **      Will Post
Batch#      : 36
GL Posting# :
Entered    : $ -4,000.00    Pay Trx Date : 17-Apr-2024 Bank : EAST WEBSTER BANK Batch Notes :
Expected  : $ -4,000.00    GL Effective Date: 17-Apr-2024 Entered By : ANTHEA
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

10371–Submit Adjustment Batches, **Error! Reference source not found.**, 10352–Edit List, and 10377–Adjustment Posting are run as part of a collections process.

### 4.2 10352–Edit List

```

** Batch In Balance **      Will Post
Batch#      : 36
GL Posting# :
Entered    : $ -4,000.00    Pay Trx Date : 17-Apr-2024 Bank : EAST WEBSTER BANK Batch Notes :
Expected  : $ -4,000.00    GL Effective Date: 17-Apr-2024 Entered By : ANTHEA
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
      Srv Adr 60 HARPIN STREET 2290-000-0000-000-00-42410
      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
      Srv Adr 60 HARPIN STREET 2290-000-0000-000-00-42410
      2290-000-0000-000-00-26930
      2290-000-0000-000-00-13490

```

Figure 1 Before Edit List

The Customer number is shown as a column after the bill number.

```

** Batch In Balance **      Will Post
Batch#      : 36
GL Posting# :
Entered    : $ -4,000.00    Pay Trx Date : 17-Apr-2024 Bank : EAST WEBSTER BANK Batch Notes :
Expected  : $ -4,000.00    GL Effective Date: 17-Apr-2024 Entered By : ANTHEA
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



### 4.3 10371–Submit Adjustment Batches

Batch#	Trx#	Year	Date	Bill Number	Bill Type	Program	Service Type	Charge Amount	Adjustment Amount	Refund Amount	Pay Amount
36	2595	2024	17-Apr-2024	000482-00	95 Misc Billing	SCHTUITRMA RMA TUITIONS	QRTLY INV2 2nd Quarter Tuition	-2000.00			
36	2595	2024	17-Apr-2024	000482-00	95 Misc Billing	SCHTUITRMA RMA TUITIONS	QRTLY INV3 3rd Quarter Tuition	-2000.00			

Figure 3 Before Submit Adjustment Batches

The Customer number is shown as a column after the bill number.

```

1P371-MBREP:MBADJCLR.REP      Printed 17-Apr-2024 at 09:55:49 by ANTHEA
                                Town of Admins
                                Misc. Billing Submit Adjustment Batches
                                Page 1

** Batch In Balance **      Will Post

Batch#      : 36
Entered     : 0 -4,000.00    Pay Trx Date   : 17-Apr-2024
Expected    : 0 -4,000.00    GL Effective Date: 17-Apr-2024
                                Bank           : EAST WEBSTER BANK
                                Entered By      : ANTHEA
                                Deposit Date    : N/A
                                Batch Owner    : ANTHEA
    
```

Batch#	Trx#	Year	Date	Bill Number	Customer Number	Program	Service Type	Charge Amount	Adjustment Amount	Refund Amount	Pay Amount
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA RMA TUITIONS	QRTLY INV2 2nd Quarter Tuition	-2000.00			
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA RMA TUITIONS	QRTLY INV3 3rd Quarter Tuition	-2000.00			

Figure 4 After Submit Adjustment Batches

### 4.4 10377–Adjustment Posting

```

** Batch In Balance **      Will Post

Batch#      : 36
Posting#    : 8902183
Entered     : $ -4,000.00    Pay Trx Date   : 17-Apr-2024
Expected    : $ -4,000.00    GL Effective Date: 17-Apr-2024
                                Bank           : EAST WEBSTER BANK
                                Entered By      : ANTHEA
                                Deposit Date    : N/A
                                Batch Owner    : ANTHEA
    
```

Batch#	Trx#	Year	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			
*** Total							-4000.00			

Figure 5 Before Adjustment Posting

The Customer number is shown as a column after the bill number.

```

** Batch In Balance **      Will Post

Batch#      : 36
Posting#    : 8902183
Entered     : 0 -4,000.00    Pay Trx Date   : 17-Apr-2024
Expected    : 0 -4,000.00    GL Effective Date: 17-Apr-2024
                                Bank           : EAST WEBSTER BANK
                                Entered By      : ANTHEA
                                Deposit Date    : N/A
                                Batch Owner    : ANTHEA
    
```

Batch#	Trx#	Year	Date	Bill Number	Customer Number	Program	Service Type	Charge Amount	Adjustment Amount	Refund Amount	Pay Amount
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA RMA TUITIONS	QRTLY INV2 2nd Quarter Tuition	-2000.00			
36	2595	2024	17-Apr-2024	000482-00	00000023	SCHTUITRMA RMA TUITIONS	QRTLY INV3 3rd Quarter Tuition	-2000.00			
*** Total ***							Trx# 2595	-4000.00			

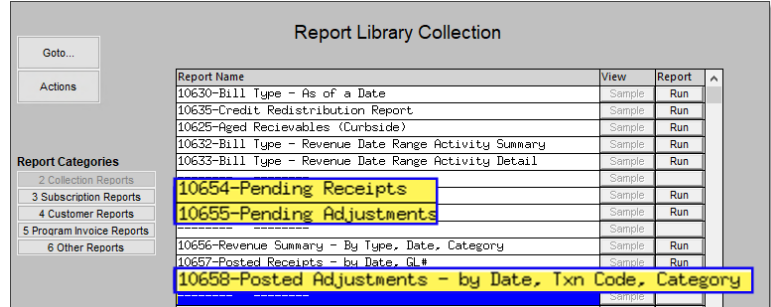
Figure 6 After Adjustment Posting



## 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-MBRECOPEN.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-MBRECOPEN.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-MBADJPSTCATRFR.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 Dr 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-MBADJPSTCATRFR.REP      Printed 17-Apr-2024 at 10:40:51 by ANTHEA
                               Town of Admins
                               Posted Adjustments - by Date, Trxn 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            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-MBADJPSTCATRFR.REP      Printed 17-Apr-2024 at 10:47:40 by ANTHEA
                               Town of Admins
                               Posted Adjustments - by Date, Trxn 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            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
                               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
                               Town of Admins
                               Pending Adjustments
                               Page 1

=====
Type Year Program Customer Bill Number Run Service Type Batch      Trx Num Trx Code      Charge      Payment      Refund      Adjustment
=====
95 2022 SCHUIIKMA 00000006 000003-00 1 AMOUNT DUE 14                2597 Transfer To                282.24
95 2022 SCHUIIKMA 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]



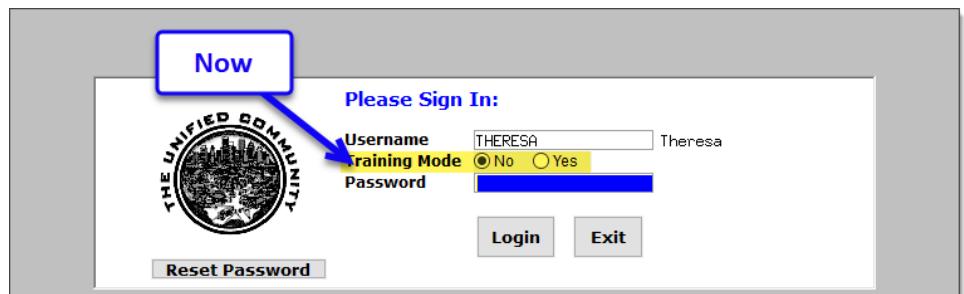
## 6 Login to the Training Area [Enhancement]

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.



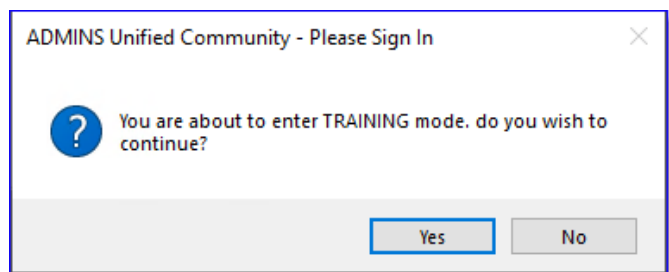
To access the Training area, select the  **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.



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

To proceed to Training mode, click on . 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.



[ADM-AUC-SY-8323]



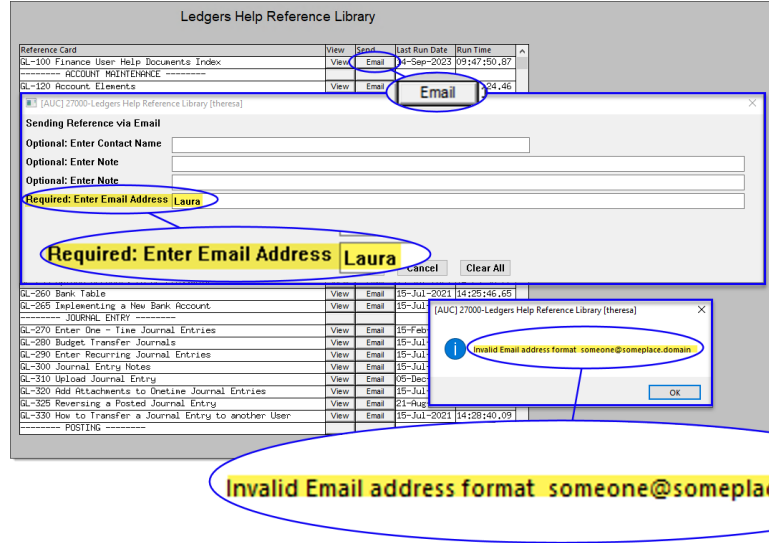
## 7 Email Address Checking [Enhancement]

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.

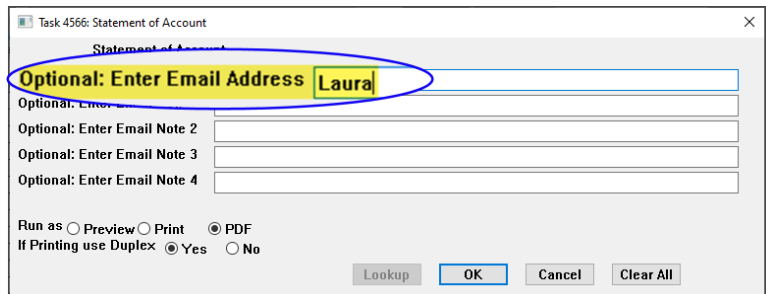
For example, "xxx@ccc.domain".

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

Click  on the 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 <sup>rd</sup> Party Billing File Layout	[Updated] [ADM-AUC-MB-211]
Site Specific	MB-601 HVMA Accounting Explained	[New]
	MB-605 HVMA MB Monthly Checklist	[New]