

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



Task 10121: Select Unbilled Invoic	es	
Select Unbilled Invo	lices	
Required: Enter Bill Year	2024	
Required: Enter Program Type	SCHTUITPRE BECP PRESCHOOL TUITION	
Required: Bill date	04012024	
Exclude Fully Paid Bills:	○ Yes	
Evolude Credit Balance Billet		

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.

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
Payme	nts/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 <u>MB-330</u> <u>Process Unbilled Charges</u> <u>Steps Menu</u> in the Help Reference Library.

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/Refi	unds 14-Aug-2023		\$-260.00
Payments/Refi	unds 12-Sep-2023		\$-260.00
		Total Billed:	\$2,080.00
		Total Payments:	-520.00

[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 Summ	ary 0 Attach	ment (1) S	Spc Inv Text		
Г		-							8 Aply
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 Mi	.sc Billing	
Add by Bil#	000407-00		Year 2024		
Add by Owner					
Add by SrvAdr					
Add by Cust#					
Add by Parcel	-	-			
More Info					
Program SCHTUIT	PRE			Payment	Adjusted
Λ	Net Billed	Paid	Balance	Out	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		-2600.00
V Total	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

Maintenance	>	
Billing	>	
Collections	>	
Processing	>	
Reports	>	Report Library
Tables	>	Retrieve Output Files
Queries	>	
Exports	>	
Module Maintenance	>	
Interfaces/Imports	>	
Site Specific	>	
Help Reference Library		1

Goto	Report Library Coll	ection					
	Report Name	View	Report	Last Run Date	Run Time		
Actions	10630-Bill Type - As of a Date	Sample	Run	05-May-2023	14:28:23.96		
	10635-Credit Redistribution Report	Sample	Run	03-Mar-2021	10:21:53.59		
	10625-Aged Recievables (Curbside)	Sample	Run	19-Feb-2021	16:15:10.85		
	10632-Bill Type - Revenue Date Range Activity Summary	Sample	Run	19-Jan-2024	13:58:59.71		
Report Categories	10633-Bill Type - Revenue Date Range Activity Detail	Sample	Run	19-Jan-2024	14:16:14.60		
2 Collection Reports		Sample					
3 Subscription Reports	10654-Pending Receipts	Sample	Run	20-Mar-2023	17:03:24.30		
4 Customer Reports	10655-Pending Adjustments	Sample	Run	20-Mar-2023	16:54:58.65		
5 Program Invoice Reports		Sample					
6 Other Reports	10656-Revenue Summary - By Type, Date, Category	Sample	Run	19-Feb-2021	14:53:20.83		
	10657-Posted Receipts - by Date, GL#	Sample	Run	19-Feb-2021	15:06:34.15		
	10658-Posted Adjustments - by Date, Txn Code, Category	Sample	Run	19-Feb-2021	15:16:29.83		
	10626-Aged Receivables (Special Invoices)	Sample	Run	09-Feb-2023	11:26:34.91		
		Sample	1				
	10683-Customer Outstanding Balances	Sample	Run	06-Apr-2023	16:30:36.01		
	10682-Customer Outstanding Balances (No WIP)	Sample	Run	06-Apr-2023	16:48:34.94		
	10684-Customers with Credits and Outstanding Balances	Sample	Run	14-Mar-2024	11:34:41.88		
	10685-Customer Aged Receivable Report By Payment Date	Sample	Run	11-Mar-2024	16:32:08.16		
	10688-Customer Aged Receivable Report By Revenue Date	Sample	Run	01-Feb-2024	14:37:14.46		
	ACCOLOR AND DATABASE	Constant	Due				

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

3.1 10685 Customer Aged Receivable Report by Payment Date





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

10605-MEREPINECUSAGEREC.REP Printed 03-Apr-2024 at 12:09:02 by ANTERA Customer Aged Receivable Report By Payment Date		Page 1
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,	21.92	21,121.92
2024 000487-00 1st guarter Tuition 21,:	21.92	21,121.92
Total Customer 00000002 42,1	43.84	42,243.84
2024 000488-00 1st Quarter Tuition 21,	21.92	21,121.92
Total Customer 00000004 21,	21.92	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".

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.

0699-MEDZD:MEC	USAGERECT.REP Frinted 1	2-Mar-2024 at 15:23:00 by ANTHEA Customer ;	Pown of Adm	ins ort By Revenue Dat			Þ		Page 1
			As Of: 31-Oct	-2023					
ear Invoice#	Program	Description		Under 31	31 to	60	61 to 90	Over 90	Tota
24 000475-00	SCHTUITEMA-EMA TUITIONS	1st Quarter Tuition	[.00	5,558.40	.00	5,550.40
24 000475-00	SCHTUITEMA-FMA TUITIONS	2nd Quarter Suition					15,563.52	.00	15,563.52
24 000475-00 24 000475-00 24 000497-00 24 000487-00	SCHTUITEMA-FMA TUITIONS SCHTUITEMA-FMA TUITIONS SCHTUITEMA-FMA TUITIONS SCHTUITEMA-FMA TUITIONS	Jrd Quarter Tuition 4th Quarter Suition 1st Quarter Suition 2nd Quarter Suition			Under	31	15,205.60 13,618.08 5,558.40 15,563.52	.00	15,205.60 13,618.08 5,559.40 15,563.52
24 000487-00 24 000487-00	SCHTUITEMA-EMA TUITIONS SCHTUITEMA-EMA TUITIONS	3rd Quarter Tuition 4th Quarter Tuition		.00		.00	15,285.60	.00	15,285.60
	-	otal Customer 00000002		.00		.00	100,051.20	.00	100,051,20

Differ Town of Addies Page 1 Town of Addies Town of Addies Town of Addies Page 1 Cutomer Cutrent 1 to 31 31 to 60 61 to 90 Over 90 Total Cutomer Cutrent 1 to 31 31 to 60 61 to 90 Over 90 Total Concept page 1 Cutrent 1 to 31 21,23,84 42,243,84 42,243,84 42,243,84 Concept page 1 Cutrent 1 to 31 2,155,00 2,157,00 2,157,00 2,157,00 Concept page 1 Cutrent 1 to 31 2,157,00 2,157,00 2,157,00 2,157,00 Concept page 1 Cutrent 1 to 31 2,157,00 2,157,00 2,157,00 2,157,00 Concept page 1 Cutrent 1 to 31 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 Concept page 1 Cutrent 1 to 31 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,00 2,157,0		Page 1				
Customer		Current 1 to 31	31 to 60	61 to 90	Over 90	Total
0000002					42,243,84	42,243.84
00000004 00000005	===			=====	21,121.92 42,243.84	21,121.92 42,243.84
00000006 00000007		Current	1 to	31	2,139.00 2,139.00	2,837.00 2,837.00
0000009	===			====	2,139.00	2,837.00
00000010			050.00		2,139.00	2,837.00
00000011			698.00		2,139.00	2,837.00
00000012			698.00		2,139.00	2,837.00
00000022					2,225.00	2,225.00

		Befo	re			
10688-MEREPINECUSAGEREC2.REP		Town of Admir				24
	Customer Aged Rece.	Lvable Report By	Revenue Date [T	RAINING]		
		As Of: 09-Apr-2	024			
Year Invoice# Program	Under 31	31 to 60	61 to 90	Over 90	Total	
2024 000475-00 let Quarter Tuition 2024 000487-00 let Quarter Tuition	.00	.00	.00	50,025.60	50,025.60	
Total Customer 00000002	.00	.00	.00	100,051.20	100,051.20	
2024 000488-00 1st Quarter Tuition	.00	.00	-00	50,025.60	50,025.60	
Total Customer 00000004	.00	.00	.00	50,025.60	50,025.60	

serection redens:			
As of Date: 04012024			
# Days between breaks: 30			
Exclude Credit Balance Invoices: N	10688-MBREF:MBCUSAGEREC2.REF Printed 03-Apr-2024 at 11:43:28 by ANTHE		Page 1
Exclude Fre-Payment Invoices: N	Town of Admins		
Frint Report as: Summary by Invoice	Customer Aced Persivable Perort By Pevenue Date		
Print Report as: Summary by Invoice	AS OI: 01-ADT-2014		
	Year Invoice# Program Current 1 to 31 31 to 60	61 to 90 Over	90 Total
Navy the calvesia as the DDD	2024 000475-00 lst Quarter Thition	21.121	1 92 21,121 92
Now, the columns on the PDF	2024 000407 00 lat Queston Buildon	01.10	1 00 01 101 00
	2024 000407-00 list Quarter Interon	61,161	1.76 61,161.76
vorsion at the report make	Total Customer 00000002	42,243	3.84 42,243.84
•			
C . I . I I I I	2024 000498-00 lst Granter Evition	21 121	1 82 21 121 82
lise of the available hage	The second second second second	,	
use of the available page			
	Total Customer 00000004	21,123	1.92 21,121.92
width			
wiuth.			

[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# 3L Postin Entered Expected	: 36 ig#: :\$- :\$-	4,000.	00	Pay Trx GL Effe Deposit	Date : 17-Apr-2024 ctive Date: 17-Apr-2024 Date : N/A	Bank Entered By Batch Owner	EAST WEBSTER ANTHEA ANTHEA	R BANK Batch 1	Notes :				
Batch#	Trx#	Year	Date	Bill#	Account#		Note		Rpt#	Chg Amt	Adj Amt	Ref Amt	Paid
36	2595	2024	17-Apr-2024	000482-00	2290-000-0000-000-00-0 2290-000-0000-000	0-10400	Adjustment by ANTH	HEA	Adju	-2000.00			
	Srv Adr	60 H	ARPIN STREET		2290-000-0000-000-00-0	0-26930							
36	2595	2024	17-Apr-2024	000482-00	2290-000-0000-000-00-0	0-10400	Adjustment by ANTH	HEA	Adju	-2000.00			
	Srv Adr	60 H	ARPIN STREET		2290-000-0000-000-00-0	0-26930							

Figure 1 Before Edit List

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

** Batch	In Bala	nce **	Will	Post										
Batch# GL Postir Entered Expected	: 36 1g# : : \$: \$	-4,000	.00	Pay T: GL Ef: Depos:	rx Date fective Da it Date	: 17-Apr-2024 ate: 17-Apr-2024 : N/A	Bank : EA Entered By : AN Batch Owner: AN	ST WEBSTER BANK THEA THEA	Batch Notes :					
Batch#	Trx#	Year	Date	Bill#	Customer	Account#		Note		Rpt#	Chg Amt	Adi Amt	Ref Amt	Paid
36	2595	2024	17-Apr-2024	000482-00	00000023	2290-000-0000-0	00-00-00-10400	Adjustment by ANTHEA		Adju	-2000.00			

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 B	lance **	Will Po	ost										
Batch# : GL Posting# : Entered : Expected :	36 \$ -4,000 \$ -4,000	.00	Pay Trx GL Effe Deposit	: Date : 17-Apr-2024 ctive Date: 17-Apr-2024 Date : N/A	Bank : Entered By : Batch Owner:	east we anthea anthea	BSTER BANK	Batch Not	es :				
Batch# Trx	Year	Date	Bill#	Account#	N	lote		R	pt#	Chg Amt	Adj Amt	Ref Amt	Paid
36 2	95 2024	17-Apr-2024	000482-00	2290-000-0000-000-000-00	-10400 A	Adjustment by	ANTHEA	A	dju	-2000.00			
Srv i	dr 60 1	HARPIN STREET		2290-000-0000-000-00-00	-26930								
36 21	95 2024	17-Apr-2024	000482-00	2290-000-0000-000-00-00	-10400 A	djustment by	ANTHEA	A	dju	-2000.00			
Srv i	dr 60 1	HARPIN STREET		2290-000-0000-000-00	-26930								

Figure 1 Before Edit List

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

** Batch	In Bala	ince **	Will	Post											
Batch# GL Postin Entered Expected	: 30 1g# : : \$: \$	-4,000 -4,000	0.00	Pay T GL Ef Depos	'rx Date fective Da it Date	: 17-Apr-2024 ate: 17-Apr-2024 : N/A	Bank Entered By Batch Owner	: EAST : ANTHEA : ANTHEA	WEBSTER BANK	Batch Notes :					
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	2290-000-0000-0	00-00-00-1040	0	Adjustment by ANTHEA		Adju	-2000.00			
						2290-000-0000-0	00-00-00-4241	0							
						2290-000-0000-0	00-00-00-2693	0							
						2290-000-0000-0	00-00-00-1349	0							

Figure 2 After Edit List



4.3 10371–Submit Adjustment Batches

Expected	: \$ -4	,000.00	Deposi	t 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-203	4 000482-00	95	Misc Billing	SCHTUITKMA KMA TUITIONS	QRTLY INV2	2nd Quarter Tuition	-2000.00			
36	2595	2024 17-Apr-200	4 000482-00	95	Misc Billing	SCHTUITKMA KMA 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-MBRE	P:MBADJC	.R.REI	? 1	Printed 17-A	pr-2024 a	ut 09:55:49 by ANTHEA Misc. Billin	Town of Adu ng Submit Ad;	mins justment Bat	ches				Page 1
A Batch I	n Balance		WIII PO	DSC									
Batch#	: 36												
				Pay Trx	Date	: 17-Apr-2024			Bank : EAST	WEBSTER BANK			
Entered	: \$ -4	000.0	00	GL Effec	tive Date	: 17-Apr-2024			Entered By : ANTHEA				
Expected	: \$ -4	000.0	0	Deposit	Date	: N/A			Batch Owner: ANTHEA				
		Bill	Payment	Bill	Customer					Charge	Adjustment	Refund	Pay
Batch#	Trx#	Year	Date	Number	Number	Program	1	Service Type		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	4	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#	: 890218	3								
			5	ay Trx Date	: 17-Apr-2024		Bank :	EAST WEBST	FER BANK	
Entered	: \$ -4,0	00.00	G	L Effective	Date: 17-Apr-2024		Entered By :	ANTHEA		
Expected	: \$ -4,0	00.00	I	eposit Date)	: N/A		Batch Owner:	ANTHEA		
		Bill	Payment	Bill	Bill	Service				
Batch#	Tra#	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				*** T	otal	-4000.00			

Figure 5 Before Adjustment Posting

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

** Batch 1	in Baland	e **	Will Po	ost									
Batch#	: 36	102											
Entered	: \$ -4	,000.00		Pay Trx GL Effe	Date ctive Dat	: 17-Apr-2024 e: 17-Apr-2024		Bank Entered	: EAST By : ANTHEA	WEBSTER BANK			
Expected	: \$ -4	,000.00		Deposit	Date	: N/A		Batch O	mer: ANTHEA				
Batch#	Trx#	Bill Pa Year Da	ayment ate	Bill Number	Customer Number	Program	Service Type			Charge Amount	Adjustment Amount	Refund Amount	Pay Amount
36 36	2595 2595	2024 17 2024 17	7-Apr-2024 7-Apr-2024	000482-00 000482-00	00000023	SCHTUITKMA KMA TUITIONS SCHTUITKMA KMA TUITIONS	QRTLY INV2 QRTLY INV3	2nd Quarte 3rd Quarte	er Tuition er 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]

0.1	Report Library Collection			
Goto	Report Name	View	Report	
Actions	10630-Bill Type - As of a Date	Sample	Run	
	10635-Credit Redistribution Report	Sample	Run	11
	10625-Aged Recievables (Curbside)	Sample	Run	1
	10632-Bill Type - Revenue Date Range Activity Summary	Sample	Run	1 II
Report Categories	10633-Bill Type - Revenue Date Range Activity Detail	Sample	Run	1
2 Collection Reports	100E4 Banding Bandinta	Sample	1	7 H
3 Subscription Reports	10604-Pending Receipts	Sample	Run	7 H
4 Customer Reports	10655-Pending Adjustments	Sample	Run	1
5 Program Invoice Reports		Sample		1
6 Other Reports	10656-Revenue Summary - By Type, Date, Category	Sample	Run	1
	10657-Posted Receipts - by Date, GL#	Sample	Run	
	10658-Posted Adjustments - by Date, Txn	Code,	Cate	gor
		Sample		

5.1 10654–Pending Receipts

10654-MBRECPEN.REP	Page 1					
Type Year Bill Number 95 2024 000494-00	Run Service Type Batch === =================================	Trx Num 2598	Cash	Check 10000.00	Other	Paid ====================================
Total for Type Misc Bil	ling	-		10000.00		10000.00

Figure 7 Before Pending Receipts

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

1065	4-MBRI	CPEN.REP			Printed 17-2	Apr-2024 at 1: Town Pendin	1:11:34 by AN of Admins ng Receipts	NTHEA			Page 1
==== Type	==== Year	customer	======================================	=== Run	Service Type	Batch	Trx Num	Cash	Check	Other	======================================
	====			===							
95	2024	00000093	000494-00	1	COLLABRENT	37	2598		10000.00		10000.00
Tota.	l for	Type Mis	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.

1þ658-MBADJP	PSTCATRPR.REP Prin	ted 17-Apr-2024 at 10:39: Posted Adj	33 by ustmen	ANTHEA Town of Admin ts - by Date,	is Txn Code, Categ	lozñ			Page 1
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 11-Apr-2024	Transfer From Transfer From	Amount due FY2021 SEMI-ANNUAL PILOT					-282.24 -37641.00		
11-Apr-2024	Total Transfer From			-			-37923.24		



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#.

10650-MBADJPSTCATRPR.REP	Printed 17-Apr-2024 at 10:40: Posted Adj	51 by ustmen	ANTHEA Town of Admi ts - by Date,	ns Txn Code, Cateo	lory			Page 1
Type: MB Posted Date Transaction Type	Service Type	 Year	Bill Number	Charges	Refunds	Payments	Revenue Dt	Batch#
1-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 Pr:	inted 17-Apr-2024 at 10:47: Posted A	40 by djustm	ANTHEA Town of Ad ents - by Dat	mins e, Txn Co	de, Category			1	Page l
Type: MB									
Posted Date Transaction Type	Service Type	rear	Bill Number	Customer	Charges	Rerunds	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 Charg	e 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.

1065	5-MBAI	DJPEN.REP		Printed	17-1	Apr-2024 at 1	1:20:05 by AN Town Pending	THEA n of Admins g Adjustmen	ts				Page 1
Туре	Year	Program	Customer	Bill Number	Run	Service Type	Batch	Trx Num	Trx Code	Charge	 Payment	 Refund	Adjustment
95 95	2022 2022	SCHTUITKMA SCHTUITKMA	00000006	000003-00 000004-00	1 1	AMOUNT DUE AMOUNT DUE	14 14	2597 2597	Transfer To Transfer From		282.24 -282.24		
Tota	l for	Type Misc 1	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 <u>SY-175 Copy Live to Training</u> in the Help Reference Library for details.

	🧮 ADMINS Unified Community - Please Sign In	- 0	×
ADMINS changed the location of the <i>Training Mode</i> option to be <i>above</i> the Password field, to help users select it before entering the password.	E ADMINS Unified Community - Please Sign In File Edit Help		×

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 **O** No; typing the password and {Enter} will go to Live).

Now		
ILED CO	Please Sign In:	
S CALLER 2	Username THERESA Theresa	
H	Password	
	Login Exit	
Reset Passwor	d	

To proceed to Training mode, click on Yes. The prompt will default to Yes if the Training mode radio button is **O** 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
----------	--------

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.

		,	
Reference Card	View	Send	Last Run Date Run Time
GL-100 Finance User Help Documents Index	View	Email	04-Sep-2023 09:47:50.87
ACCOUNT MAINTENANCE			
al-120 Hocount Elements	View	Email	Email 24,46
[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			
		_	Cancer Crear An
1-260 Bank Table	View	Email	15-1-1-2021 14+25+46 65
SL-260 Bank Table	View	Email	15-Jul-2021 14:25:46.65
1260 Bank Table 3265 Implementing a New Bank Account 	View View	Email Email	15-Jul-2021 14:25:46.65 15-Jul [AUC] 27000-Ledgers Help Reference Library (theresa) X
2-260 Bank Table 3-265 Implementing a New Bank Account JURNAL ENTRY -270 Enter One - Time Journal Entries	View View View	Email Email Email	15-Jul-2021 [14:25:46.65] 15-Jul [AUC] 27000-Ledgers Help Reference Library (theresa) X 15-Feb
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R-260 Bank Table R-260 Isplementing a New Bank Recount JUDBME ENTRY 2-200 Enter Dne - Tize Journal Entries R-200 Enter Recurring Journal Entries	View View View View View View	Email Email Email Email Email	18-Jul - 2021 14:25:46,65 15-Jul (AUC) 2700-Ledges Help Reference Library (thereta) X 15-Fabilities X 16-Jul (B-Jul) Much 2700-Ledges Help Reference Library (thereta) 16-Jul (B-Jul) X 16-Jul (B-Jul) Much 2700-Ledges Help Reference Library (thereta)
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2-300 Bank Table 2-300 Bank Table 2-305 Implementing a New Bank Account -200 Enter One Time Journals 2-300 Enter Ones Time Journals 2-300 Enter Revering Journal Entries 2-300 Journal Entry Notes 2-300 Updated Journal Entry	View View View View View View View	Email Email Email Email Email Email	18-Jul 2021 14:25:46,65 15-Jul (AUC) 2700-Ledgers Help Reference Library (theresa) X 16-Fabl 16-Fab
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2260 Bark Table 2265 Inclearnting a New Berk Rocount 	View View View View View View View View	Email Email Email Email Email Email Email Email	18-301-3021 14:25:146.65 18-301-3021 14:25:146.65 18-301 (JUC) 27000-Ledgers Help Reference Library (Ihrensa) 18-741 (Juc) 27000-Ledgers Help Reference
A-360 Bark Table A-365 Bark Table 	View View View View View View View View	Email Email Email Email Email Email Email Email	18-Au-2001 14:25:546,65 18-Au-2001 14:25:546,65 18-Au-2001 14:25:540,65 18-Au-2001 14:25:40,05 18-Au-2001 14:25:40,05

Task 4566: Statement of Account	×
Statement of Account	
Optional: Enter Email Address Laura	
Optional. Lines Line	ר
Optional: Enter Email Note 2	i I
Optional: Enter Email Note 3	ī
Optional: Enter Email Note 4	
Run as O Preview O Print ® PDF If Printing use Duplex ® Yes O No Lookup OK Cancel Clear All	

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