



MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2019

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

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1. EXPORT FOR SUBSCRIPTION BASED BILLING [Enhancement]

ADMINS enhanced the option to use an outside printer for subscription based billing.

Create Subscription Invoices

Batch: 0000000006

Description	Date	Start
Restart Billing		
Tables		
Misc Billing Module Control		
Service Type	28-Feb-2019	11:00:34,50
Bill Cycle	28-Feb-2019	11:00:42,97
Bill Print Sequence Table	28-Feb-2019	11:01:58,41
Bill Form Setup	28-Feb-2019	11:02:34,40
Generate Bills		
Collect Subscribers for Billing	28-Feb-2019	11:03:31,70
Modify Billing File		
Print Billing Register		
Create CASS Files		
Upload CASS Files		
Generate Bills		
Print Bills		
Print Billing Register		
Generate Export Files		
Post Bills		

1.1. Bill Print Sequence Table

Bill Print Sequence Table

Bill Type: 30
 Program Type: CURBSIDE Curbside
 Bill Year: 2020

Bill Number: 1 Always Defaults to Next in order
 Name: _____
 Service Address: _____
 Parcel Number: _____
 Parcel Class: _____
 Zip Code: _____
 Bank Code: _____
 CASS Barcode: _____

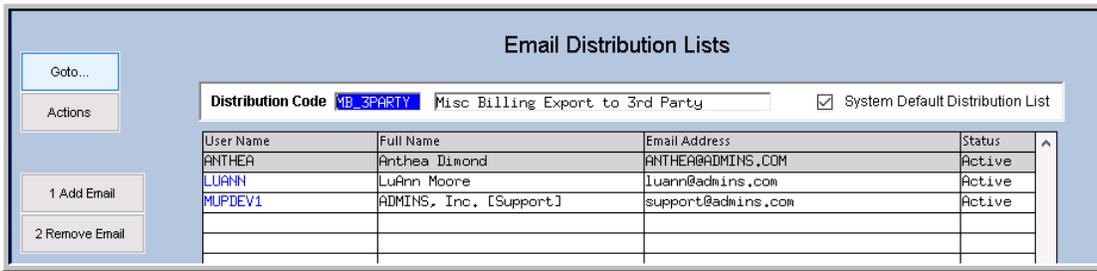
Create and Send to ON-LINE Service No Unibank
 Create and Send to THIRD-PARTY Service No Yes **3 Distribution List**

Select **Misc Billing** ▶ **Tables** ▶ **Bill Print Sequence Table** or select the step on the menu and set the radio button to “Yes” on the “Create and send to THIRD PARTY Service”.

Setting the radio button to “Yes” will activate the **[3 Distribution List]** button.



1.1.1. MB_3PARTY Email Distribution List

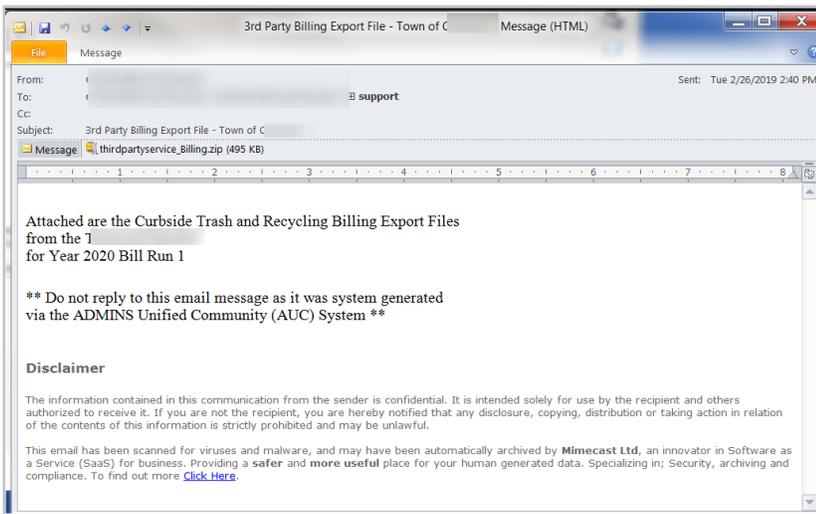


Use the **[1 Add Email]** button to enter the user names for the distribution of the files. Include the user running the process and the **MUPDEV1** account so that the files may be reviewed if any issues are reported by the Third Party printer. Information about Email Distribution lists is found in **MB-550 Email Distribution Lists** in the help reference library.

1.2. Generate Export

The **[Generate Export]** step will create the files for export.

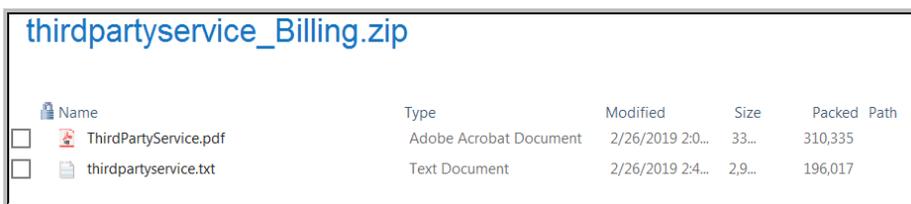
1.2.1. Sample of Email for Third Party Export File



An email will be sent to the addresses in the distribution list. A zip archive containing the files needed by the third party printer will be attached to the email.

The zip file will contain two files:

- The ThirdPartyService.pdf file provides the definition of the file layout
- The thirdpartyservice.txt file contains the data used by the Third Party biller to create the bills



[ADM-AUC-MB-62]



2. REPORTS

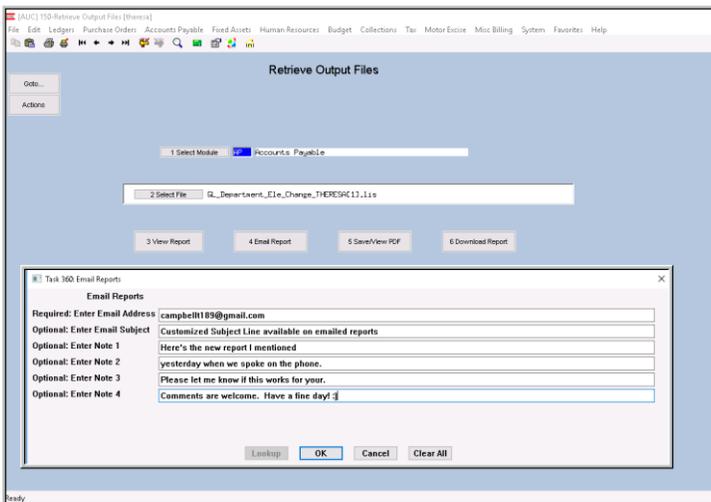


A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®**

reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

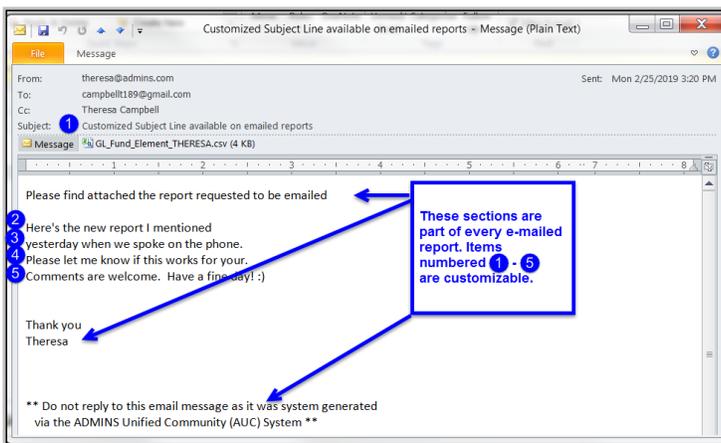
2.1. Retrieve Output Files Customized Subject Line [Enhancement]



ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a **customized subject line** for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 1.

Figure 1 New Subject Line field is an optional field on the Email Reports form



The result is shown in Figure 2. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 2 Email with attached file

[ADM-AUC-SY-8084]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documents

- OTHER MB–535 Favorites Screen [New]
- BILLING MB–310 Subscription Billing [Updated]