MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2019

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

CONTENTS

1. EXPORT FOR SUBSCRIPTION BASED BILLING [Enhancement]

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

1.1. Bill Print Sequence Table

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.

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1.1.1.   MB_3PARTY Email Distribution List
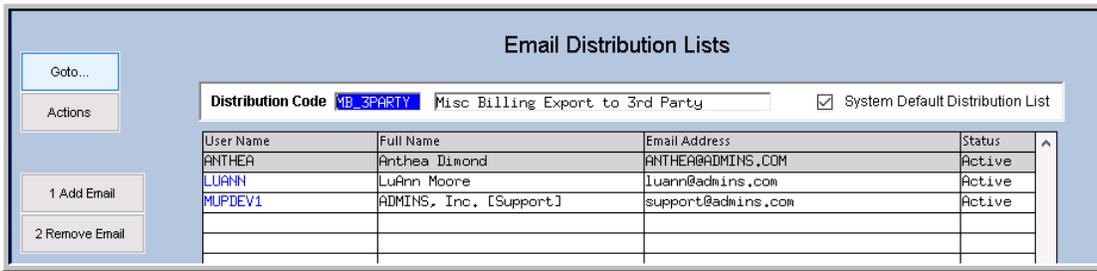
Use the **[1 Add Email]** button to enter the user names for the distribution of the files. Include the user running the process and the **MUPDEV1** acc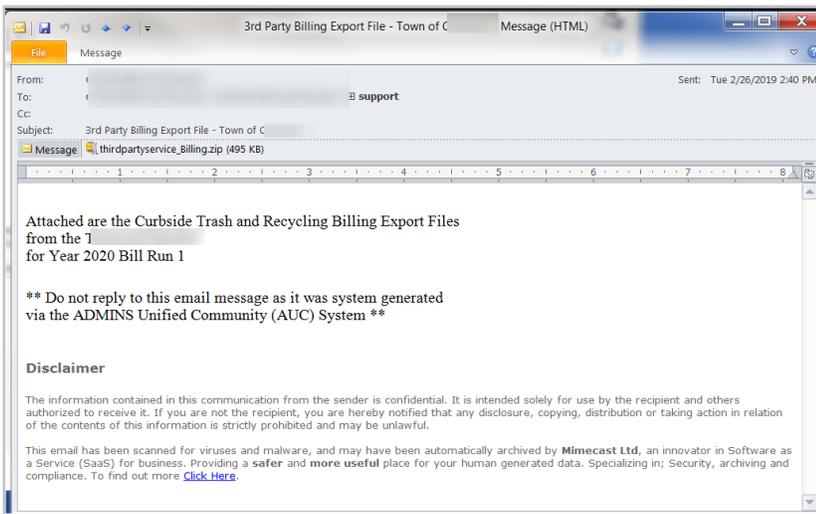ount so that the files may be reviewed if any issues are reported by the Third Party printer. Information about Email Distribution lists is found in **MB–550 Email Distribution Lists** in the help reference library.

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
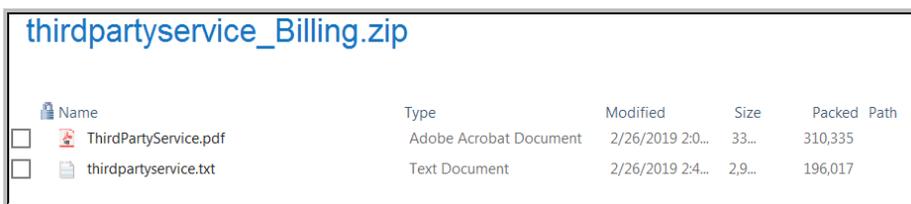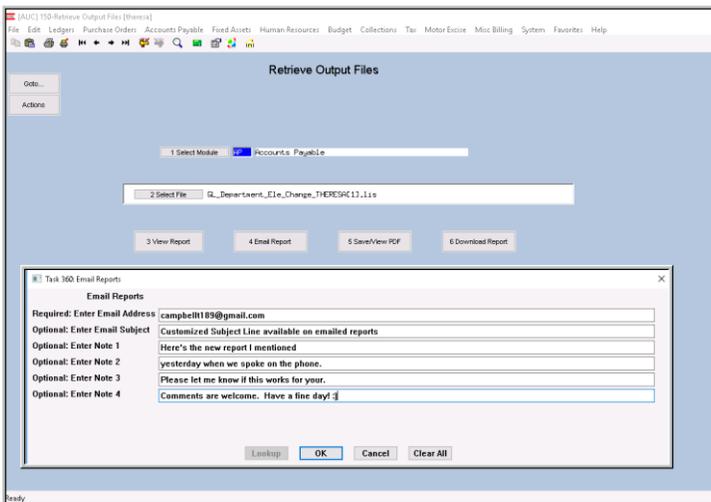

[ADM-AUC-MB-62]

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.
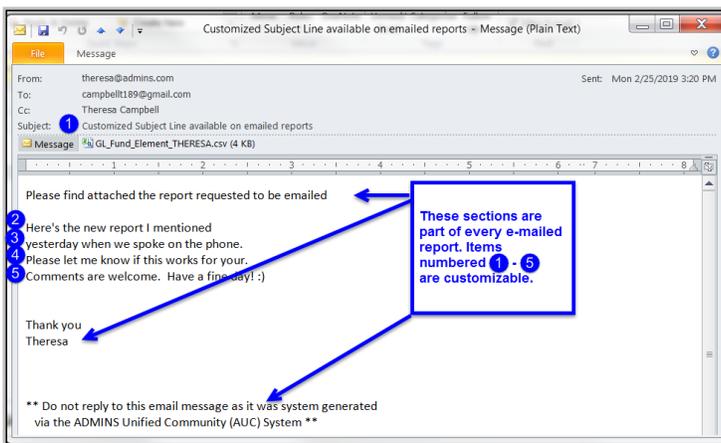
[ADM-AUC-SY-8093]

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]