MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2022

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

CONTENTS

1   MAINTENANCE–Multiple Customer Email Addresses

The customer tab allows entering email addresses for each customer; if the Email Bill ☑ is checked, the bill will be emailed to the email address(es) in the E-Mail Addr field. Up to 80 characters can be entered for email addresses; this shows four email addressed entered in the field. Separate each email address with a comma. From the menu, select:

Misc Billing ▶ Maintenance ▶ Customer Maintenance ▶ [1 Customer] tab
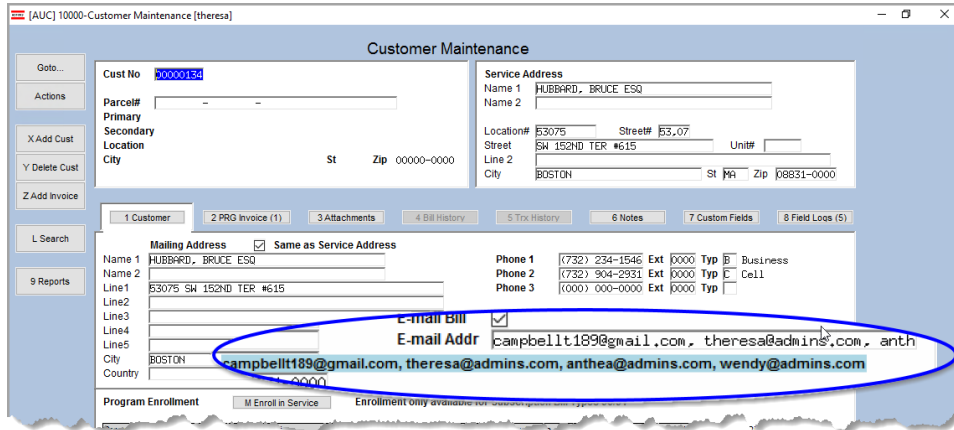
[ADM-AUC-MB-133]-1a

1.1   Cutomer Maintenance – [2 PRG Invoice] Screen Last Invoice Date
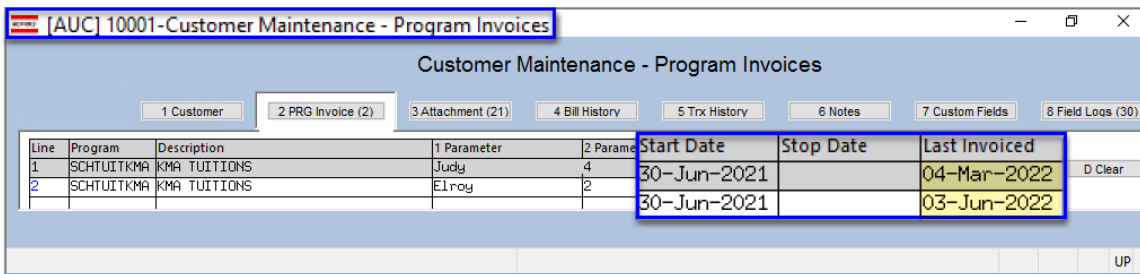

Figure 1 The date of last invoice via Special Invoice Billing or Process Unbilled Charges is stamped on the program record

The last step in the Special Invoice Billing or Process Unbilled Charges procedures is to stamp the "Last Invoiced" date on the program record for each customer. Subsequent billings will compare this invoice date to the work in progress and report if there is a duplicate bill identified based on the customer, program, and invoice date.

To provide flexibility, **ADMINS** added a **[D Clear]** button that allows clearing out the Last Invoice date for unusual circumstances, for example, an invoice was accidentally generated for a customer, or a program was added to the wrong customer and that customer was invoiced before it was removed.
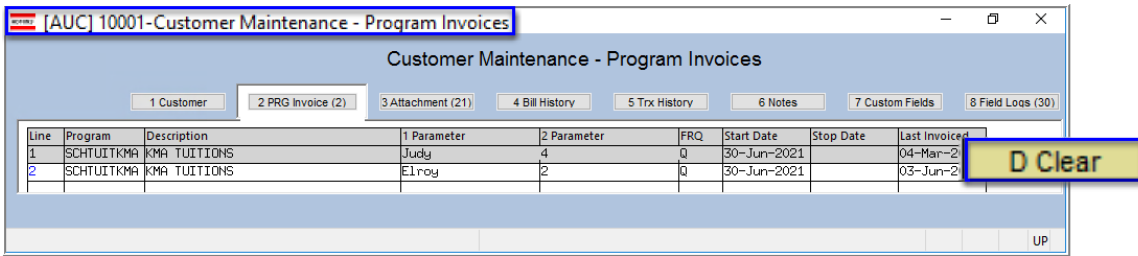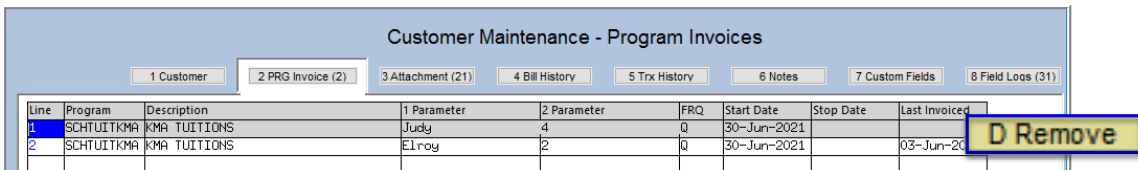
Select the program by clicking on it; click on **[D Clear]**. The system will present a confirmation prompt:
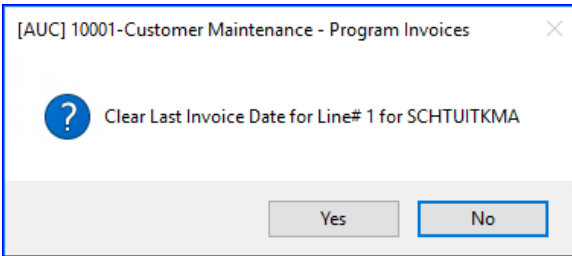
Click **[Yes]** to confirm clearing the "Last Invoiced Date", click **[No]** to cancel and leave the date as is.

Once the "Last Invoiced" date is removed from the program record, the record is eligible for removal. The **[D Clear]** button will be replaced with a **[D Remove]** button.

When this feature is used, the change is logged in the Field Logging tab on the Customer Maintenance record:
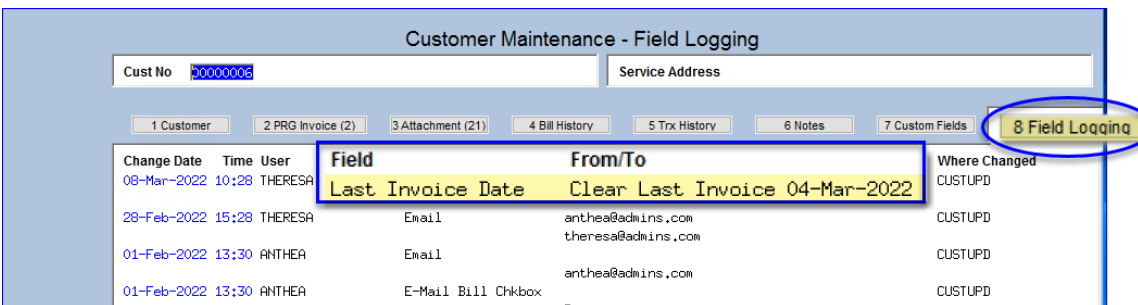

Figure 2 The [8 Field Logging] Tab on the Customer Maintenance screen tracks and reports on all changes

NOTE: This changes nothing in Bill History for the invoice(s) already generated. To change an invoice, do an adjustment. This just allows either *removing* the program from the customer program invoice screen entirely via the **[D Remove]** button or makes the program eligible for invoicing.

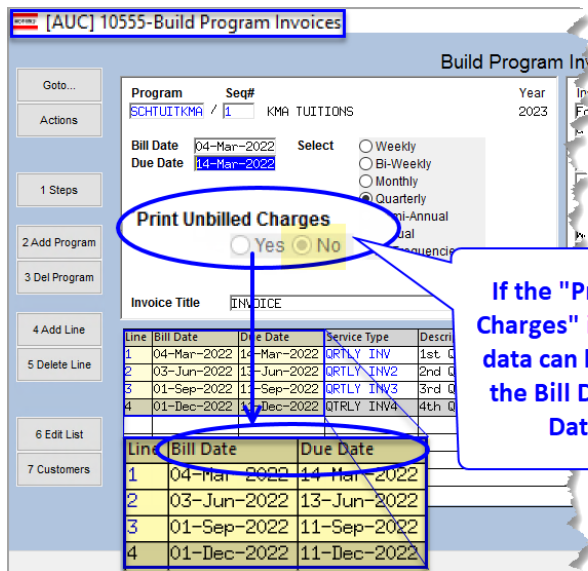[ADM-AUC-MB-138]

2 BILLING–Special Invoice Process

ADMINS added bill date and due dates to the special invoice screen, an optional prompt to allow a copy of emailed invoices to the sent to any user, a message on the screen showing if the invoice will be printed or emailed, and enhanced error checking messages.

2.1 Bill Date and Due Date [Enhancement]

To enable booking all receivables with the first quarter, but printing selected quarters when invoicing, **ADMINS** added **Bill Date** and **Due Date** fields to the **Build Program Invoices** Screen. The fields are available for data entry if the **"Print Unbilled Charges"** radio button is set to ⊙ **No**.

To implement this, *set up new programs* in the program type table with the radio button set to ⊙ **No** for **Print Unbilled Charges** to be invoiced over time. See section 6.3 below for details on setting this up.

Enter the bill dates and due dates on each line to be billed. If the Bill Date is filled in, the print and email step will include any charges that are before or on the Bill date.

To *print all charges for programs with the radio button set to* **"⊙ No"**, *leave the Bill Date & Due Date fields blank on all the lines in the grid*. This tells the system that all the lines will use the bill date and due date set at the top of the screen.

If desired, fill in the *Bill Date & Due Date fields* in the grid to print on invoices with the **Print Unbilled Charges radio button** set to ⊙ **Yes**.

2.1.1 Individual Special Invoice Entry

The special invoices entered one at a time will also have the same program options for **"Bill Date"** and **"Due Date"** as described above.

[ADM-AUC-MB-133]-2

2.2 Note on Special Invoice Screen for Email or Print

Customers can opt to receive a bill via email. The Customer Maintenance screen will have a checkmark and an email address.

Figure 3 Set an Email Address and Checkbox on the Customer Maintenance Screen

Prior to the software update, the special invoice screen did not show that the bill would be emailed. **ADMINS** added a note to the right of the customer number indicating how the bill will be sent; either via "Print" or "Email Invoice".

Figure 4 The Special Invoice screen note for an Email Invoice

[ADM-AUC-MB-133]- B1

2.3 Receive a Copy of Emailed Forms

When emailing invoices as part of the special billing process, there is a field available on the prompt to specify an email address as a "CC". From the menu, select:

Misc Billing ▶ Billing ▶ Special Invoice Process ▶ [Email Invoices]

Enter the addresses to whom a copy should be sent; separate addresses with a comma (no space); a copy of each invoice emailed to a customer will be sent to the email addresses specified. These addresses will be retained and will auto-populate the field the next time the process is run. To clear the addresses, click on the **[Clear All]** button on the prompt.
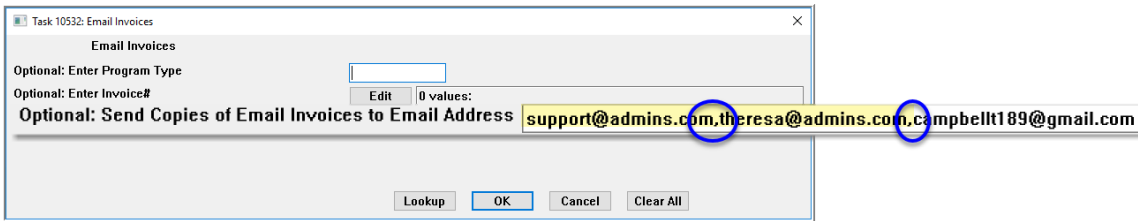
Figure 5 Generate a "CC:" to multiple email addresses when Emailing Original Invoices

[ADM-AUC-MB-133]-1b

2.4   Build Program Invoices –Message if Add Invoice is Cancelled [Fix]
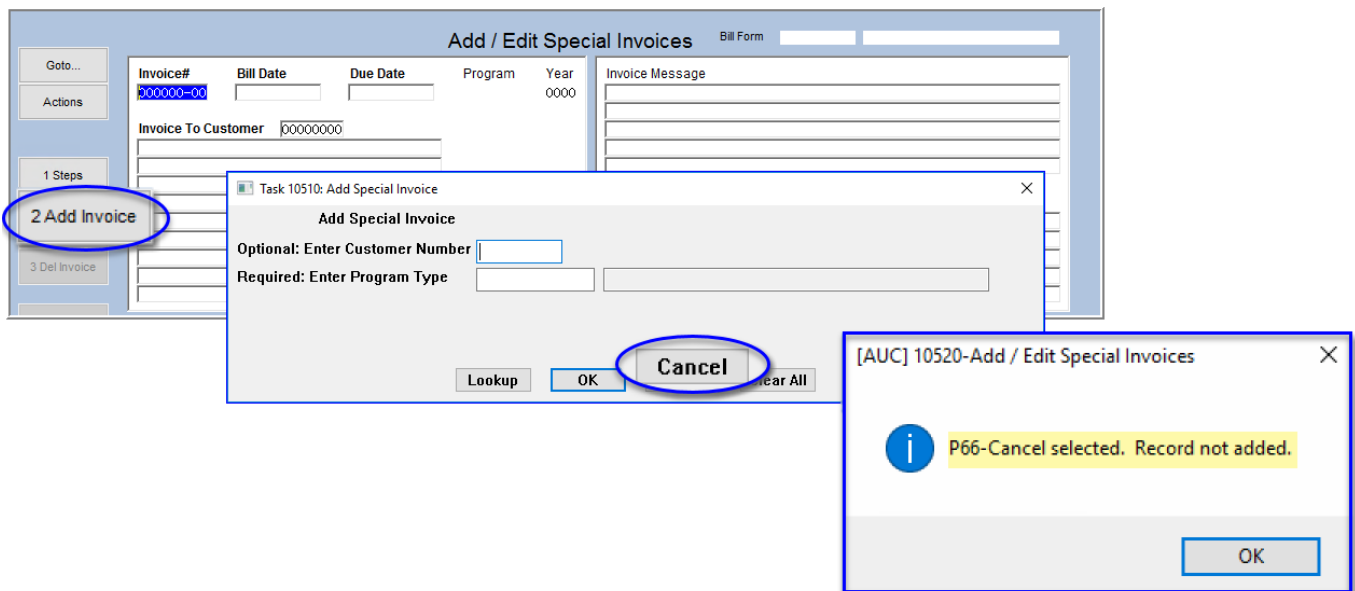
Prior to the software update, the system would display a message that was not relevant if cancelling the additional special invoice. This was corrected.

[ADM-AUC-MB-138]

2.4.1 Checks for the Bill Year When Building Program Invoices

If adding a program in the build program step and the Bill year in MODCTR 4009 does not exist in the service type table or no charges on the service type table are checked for inclusion on invoices, this error message will display:
This could occur if a change is made to the bill year in module control 4009 prior to copying the tables for the coming year. Check the bill year; if it is correct, check that at least one Service Type is marked for inclusion in Special Invoices on the Service Type Table.
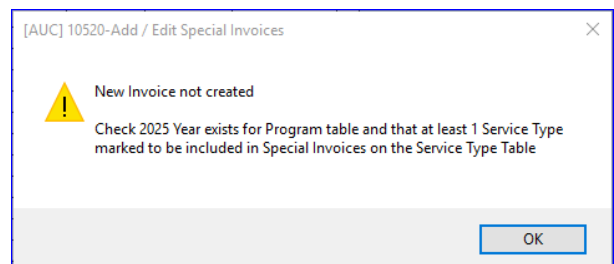
[ADM-AUC-MB-138]

2.5 Create Invoices

ADMINS fixed an issue with the Create Program invoices step edit list report.

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2.5.1 New "No Selection" Report Based on Last Invoice Date

To prevent duplicate invoices being created for a customer program for the same bill dates, **ADMINS** added a new report **#10562 "Customers Not Selected Due to Last Date Invoiced".** This report compares the invoice date stamped on the customer program (see section 1.1 above) to the Program Bill Date; if the *Last Date Invoiced is after the Program Bill Date*, the customer is not selected. If it is valid to create multiple bills for a customer for the same program and date, add the program to the customer record for each.

3 BILLING – Process Unbilled Charges Steps Menu [Enhancement]
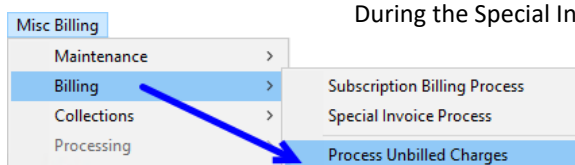
During the Special Invoice Process there is an opportunity to enter different Bill and Due Dates for charges on an Invoice.

This allows for the entire invoice to be booked to Accounts Receivable in the General Ledger but only print the current billed charges on the initial invoice; additional charges will be included on future printed invoices.

For example: an invoice is to be billed and paid quarterly with all four quarter amounts booked to Account Receivable when the first invoice is created. This process allows printing quarter one on the initial invoice to send to the customer, with

subsequent invoices produced each quarter. If a program is setup as **"Print Unbilled Charges ⊙ No"** any charge setup on an invoice where *the Bill Date for the charge is after the bill date of the original invoice* will not be printed on the original invoice. The process is not limited to quarterly payments; any interval may be used.

This process provides the ability to print successive invoices including additional charges as the billing dates are changed. Use the **"Process Unbilled Charges"** steps menu to bill charges that are already booked but have not appeared on an original bill. Please see MB–330 Process Unbilled Charges in the Help Reference Library where each step of the menu is described.

4   COLLECTIONS

Each of the different lines will show the Charge Bill Date and Due Date that was setup on the Special Invoice

Figure 6 Detail Payment screen

4.1   Bill Reprint/Email

Bill reprints and emailed bills use the *payment date* to know what to print on the invoice. For programs that have the **"Print Unbilled Charges"** set to ⊙ **No** – if the payment date is prior to the first bill **due date** (for example, 14-Mar-2022 in example) then the reprint will use the first bill date; only the first quarter charges will be shown on the reprint.

Figure 7 Reprint with a payment date prior to 2ⁿᵈ Quarter bill date will show only 1ˢᵗ Quarter Charges

This is only for the programs with **"Print Unbilled Charges"** set to ⊙ **No**. All others always print all charges. If the *payment date* is 01-Sep-2022 – the reprint will include the March, June, and September charges on the invoice.

INVOICE

2021 - 2022 School Year - Keough Memorial Academy Tuition   For Student: Elroy Grade: 2

Description of Services Rendered	Qty	Rate	Amount Billed
1st Quarter Tuition Billed: 04-Mar-2022 Due: 14-Mar-2022	25	241.66	$6,041.50
2nd Quarter Tuition Billed: 03-Jun-2022 Due: 13-Jun-2022	25	241.66	$6,041.50
3rd Quarter Tuition Billed: 01-Sep-2022 Due: 11-Sep-2022	25	241.66	$6,041.50
Reprint with a September 1, 2022 payment date		Total Billed:	$18,124.50
		Net Due:	$18,124.50

Figure 8 Figure 9 Reprint with a payment date on or after 3ʳᵈ Quarter bill date shows Quarter 1, 2, & 3 Charges

[ADM-AUC-MB-133]-C

5 REPORTS

MB ▶ Reports ▶ Report Library ▶[2 Collection Reports]

5.1 Report #10654 & 10655 Pending Transaction Reports [Enhancement]

Figure 10 Pending Payments report #10654 shows both Entered and Submitted receipts

Prior to the software update, the reports only showed payments and adjustments that had been *entered* but not yet *submitted*. These reports now combine both *Entered* and *Submitted* Receipts (or Adjustments) and totals by *Entered* or *Submitted* and now has **Excel®** output.

The report provides totals by **"Entered"** and **"Submitted"** receipts.

ADMINS also added the option to run as **Excel®** for both reports.

Figure 11 Pending Adjustments report #10655 with both *Entered* and *Submitted* adjustments

[ADM-AUC-MB-129]

5.2   Report #10645 Special Invoices Outstanding Register [Enhancement]

ADMINS added three columns showing work in progress (WIP) to the report at a customer's request. To run this report, select:

Misc Billing ▶ **Reports** ▶ **Report Library** ▶ **[2 Collection Reports]** ▶ **#10645 Special Invoices Outstanding Register**

Field (Required are in **Bold**)	How Used
Enter Bill Year Range:	The register can span one or multiple bill years. The "From Year" value must be earlier or equal to the "To Year" value.
Enter Program Department Group	Restrict the report to the invoices for the specified Program Department Group. Enter the group directly if known or select it from a lookup.
Enter up to 9 Program Types	Click on the **[Edit]** button to choose up to nine program types from a lookup or enter them directly if known.
Exclude Fully Paid Bills	Choose ⊙ **Yes** to only show bills with outstanding balances; choose ⊙ No to include all special invoices, paid and unpaid.
Run as:	The report is available to run as Preview to the Screen, Printed, **PDF®**, or **Excel®**.
If Printing use Duplex	The report will print on both sides of the page if ⊙ **Yes** is selected. Each site manages the default setting.

Figure 12 Special Invoice Register with columns for WIP Payments, WIP Adjustments, and WIP Balance

[ADM-AUC-MB-114]

5.3   Weekly Reminders of Invoices [Enhancement]

Each week a report of Invoices due is sent to the members of the MBWKLYRPT distribution list. The email looks like this, and has an attached **PDF®** report:
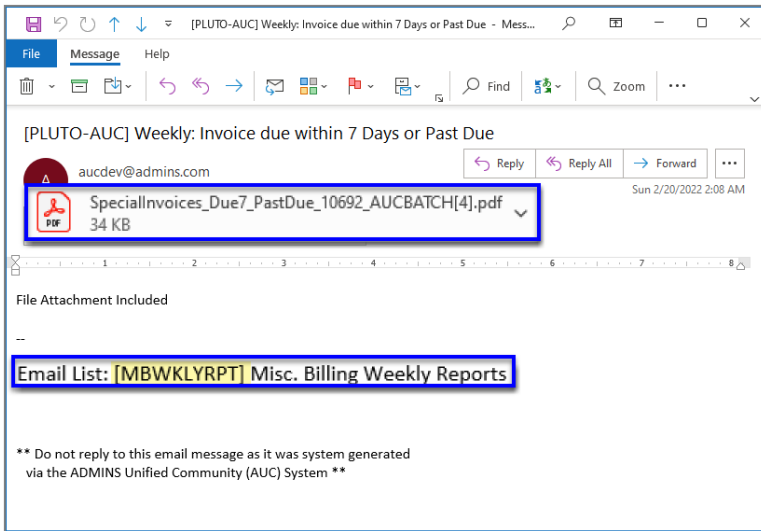

Figure 13 Sample email sent to the members of the MBWKLYRPT distribution list

Review **SY–150 Email Distribution Lists** in the Help Reference Library for information on adding email addresses to the distribution list.

Figure 14 Sample report – breaks out the invoices based on due date and shows *** WIP that indicates pending payments

The report now splits out the invoices by those due within the next 7 days, past due within 30 days, and past due over 30 days. There is a column that indicates if there are pending payments. The legend explains what the ***** (**three asterisks) mean under the **WIP** column and that bills without a set Due Date are given 30 days from the bill date.
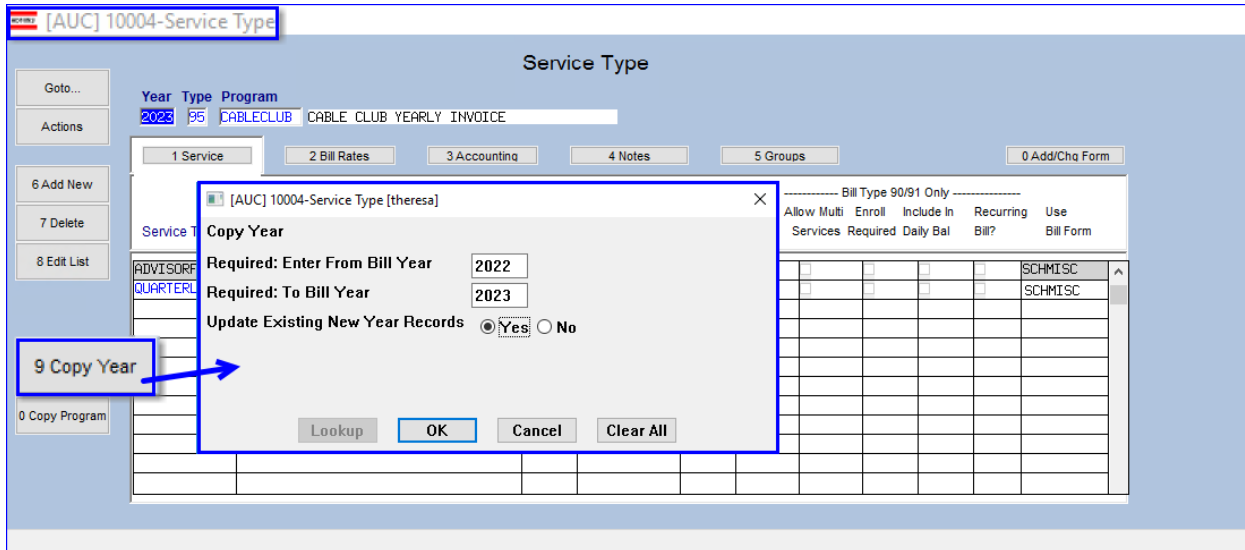
[ADM-AUC-MB-131]

6 TABLES

ADMINS added a feature to copy the service type table by program, a radio button on the bill form table to suppress or include the service addresses on invoices, and a Print Unbilled Charges radio button to the program table. See below for details.

6.1 Copy Service Type Tables by Program

Misc Billing ▸ **Tables** ▸ **Service Type Table**

6.1.1 [9 Copy Year] Button

Prior to the software update, the **[Copy Table]** button copied the entire year to another year (including all programs for the service type). **ADMINS** changed the label of the button to **[9 Copy Year]** and added a ⊙ **Yes/No** radio button to update existing new year records.

6.1.2 [0 Copy Program] Button
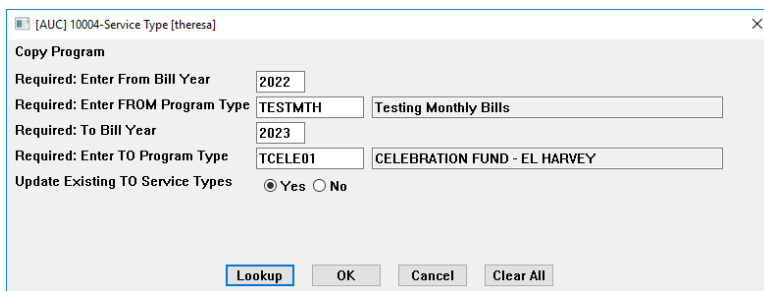
The new **[0 Copy Program]** button will copy from one program to another program.

The **"From"** and **"To"** Bill Year can be different or can be the same.
The **"From"** and **"To"** program type *must be different.* If the same program type is specified, the system will present an error message.

Selecting ⊙ **Yes** for **"Update Existing TO Service Types"** means if that program and service types already exist then replace the **"To"** service types with the data from the **"From"** service types. If ⊙ No is selected, and the program and service types already exist, no replacement will be made.
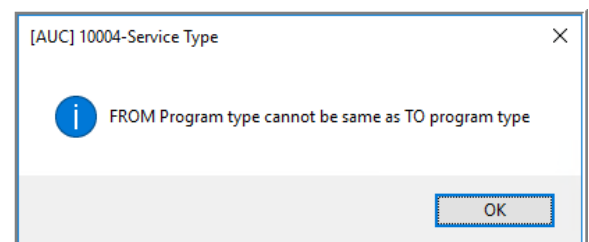
6.2 Suppress/Include Service Addresses on Invoices

The Service Address is entered on the Customer Maintenance screen. Customers are assigned programs on the [PRG] tab. A bill form must be set up for programs; the form used is specified on the Service Type table.

6.2.1 Bill Form Setup

Misc Billing ▶ Tables ▶ Bill Form

The Service Address appears in the top right corner and on the lower third of the invoice.

To include the service address, select the ⊙ Yes radio button; to suppress the service address from printing, select the ⊙ No radio button. Each Form code can be set individually.

Service address appears in two places on the printed / emailed invoice

Figure 15 Customer Maintenance & Service Type Tables

The Service address is entered on the Customer Maintenance form; the Bill Form is specified on the Service Type table.

[ADM-AUC-MB-138]

6.3 Print Unbilled Charges Radio Button on the Program Type Table

Misc Billing ▶ Tables ▶ Program Type

For each program type, set the radio button on the Print Unbilled Charges column.

The default will be ⊙ Yes; this will print all charges when the invoice is created, regardless of bill date and due date.

Select ⊙ No if the charges will be booked to Accounts Receivable when the invoice is created, but only selected charges will appear on the invoice depending on bill and due date.

Figure 16 Program Type screen includes radio buttons for Printing Unbilled Charges

[ADM-AUC-MB-133]-2A

7 QUERIES – Bill Locator Searches [Enhancement]
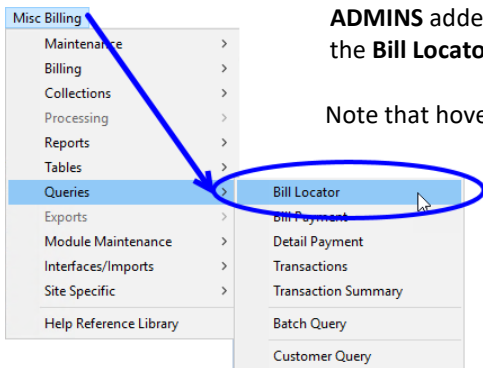
ADMINS added the ability to sort, filter, and search by customer name and mailing address to the **Bill Locator** screen.

Note that hovertext is available without searching or sorting on a particular field. Hovering over the field will show the mailing address, owner, and service address.

From the menu, select:

Misc Billing ▶ Queries ▶ Bill Locator

There are five options for displaying a description in the flexible field. By default, the screen will be sorted by bill number, with the mailing address showing in the flexible field. Click on the desired button to activate the column for display and sorting, searching, and filtering.

Figure 17 The Bill locator screen description columns has multiple options

Figure 18 Before – only searches were by Bill #, Service Address, Parcel, and Customer Number

The screen is sorted by Bill number by default.

7.1   Search by Customer Name

Enable sorting and searching by Customer Name by clicking the **[6 Cust Name]** button; then type in a search term and press **{Enter}**.

Figure 19 After – added the ability to search by Customer Name

7.1.1   Hover Text when Customer Name is the Active Description Column

[ADM-AUC-MB-130]

7.2 Search by Mailing Address

Click on [7 Mailing Adr] to enable the column; type in the first characters; the column presents the matching data at the top of the screen sorted from "A to Z"
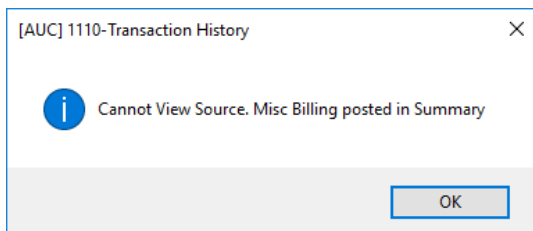
7.2.1 Hover Text when the Mailing Address is the Active Description Column

Sorting by mailing address, the hovertext will show the Owner (Customer Name)

[ADM-AUC-MB-132]

8   DRILL DOWN IN GENERAL LEDGER HISTORY [Enhancement]

Miscellaneous Billing charges (GL code **MB01**) are posted in summary and do not provide invoice details; therefore, the query screen offers no detail beyond what is shown on the #1110 Transaction History screen. Clicking on **[6 Drill Down]** for **MB01** transactions will display the message "Cannot View Source. Misc Billing posted in Summary". Other Miscellaneous Billing transactions such as payments or adjustments are available and will drill down to the Transaction DETAIL History screen, as shown below.

8.1 Transaction History & Transaction DETAIL History

From the Account Balance Listing screen, right click on the posted amount to display the history.

Figure 20 Click on the Display – Notes Column Header Button to view the Bill numbers that comprise the payments.

8.2 #1145 Account Balance Listing Screen

[ADM-AUC-MB-136]

9   Help Reference Library

The following new or updated reports were added to the Help Reference Library.

9.1   New and Updated Documents

- Billing   MB–330 Process Unbilled Charges   [New]