



MISCELLANEOUS BILLING

RELEASE NOTES

March 2023

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

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1 Refunds Due Process [Fix]

Figure 1 Selecting a single bill for a refund

Before the software update, the process would select **all** bills with a credit balance when the

Build File of Refunds Due

[Build File Of Refunds Due] step was run even if selecting a specific bill number.

ADMINS corrected the issue and now the option to select a specific Bill number is working.

Type	Year	Bill#	Service Address	Mailing Address	Category	Candidate	Refund Amount	Refund Amt. To Be Issued	May Bal./Int by
95	2022	000134-00	ST	385 SOLAR LLC 245 STATE ST SPRINGFIELD MA 01103-0000			300.00	300.00	
							1-STATEMENT, RIGHT OF WAY	300.00	Adjustment
								300.00	
							Misc Billing Totals	300.00	300.00
								300.00	
							*** Grand Total ***	# New Vouchers 1	#Tms: 1
								300.00	300.00

Figure 2 The Refunds Due Edit list shows bill #000134 to be refunded

The image shows a single bill, #00013400 has been selected for a refund.

The edit list confirms that the single bill was selected for the refund process.

Type	Year	Bill#	Service Address	Mailing Address	City/State/Zip	Category	Refund Due Voucher#
			385 SOLAR LLC	245 STATE ST	SPRINGFIELD MA 01103-0000	1-STATEMENT, RIGHT OF WAY	300.00
							505455
							REF17905
							Batch Totals
							300.00
							*** Grand Total ***
							#Tms: 1

Figure 3 Posting the Refunds to A/R & A/P Creates A/P Batch #REF17905

Figure 4 The Voucher Batch is ready for checking

Following the process through conclusion, Accounts Payable voucher batch # REF17905 has the single refund for \$300.

[ADM-AUC-MB-146]

2 Customer Statements [Enhancement]

Issuing customer statements is an easy way for sites to remind their customers of overdue bills, or to provide customers with a current snapshot of their account on request.



The Miscellaneous Billing module has Customer Statements, either for a single customer or for multiple customers at one time. Statements for a single customer can be printed or emailed. Customer statements produced from the report library for multiple customers are printed. Several filtering options are offered for customer statements.

In addition to new formatting on the statements with a larger font, a seal image, etc., the statement has two new options.

2.1 Two New Options [Enhancement]

2.1.1 Exclude Credit Balances

- ☒ **Yes** will exclude all credit balance invoices from the statement
- ☒ **No** will include credit balance invoices on the statement

2.1.2 Option for Summary or Detail

- ☒ **Summary** – provides summary information for each charge on the invoice, including payments, adjustments, and charges pertaining to the transaction all on a single line.

Invoice #	Description	Invoice Date	Transaction Date	Charged	Adjustments/ Refunds	Payments	Balance	Past Due
000022-00	1st Quarter Tuition	13-Jul-2021	13-Jul-2021	\$4,833.34		\$4,833.34		
000022-00	2nd Quarter Tuition	13-Jul-2021	13-Jul-2021	\$13,533.35		\$13,533.35		
000022-00	3rd Quarter Tuition	13-Jul-2021	13-Jul-2021	\$13,533.35		\$13,533.35		
000022-00	4th Quarter Tuition	13-Jul-2021	13-Jul-2021	\$11,599.97		\$11,599.97		
Invoice 00002200 Total:				\$43,500.01	\$0.00	\$43,500.01	\$0.00	\$0.00

- ☒ **Detail** – displays each transaction on a new line on the invoice such that payments and adjustments that pertain to a charge are shown as a separate transaction.

Invoice #	Description	Invoice Date	Transaction Date	Charged	Adjustments/ Refunds	Payments	Balance	Past Due
000022-00	1st Quarter Tuition	13-Jul-2021	13-Jul-2021	\$4,833.34			\$4,833.34	
000022-00	Counter receipt		27-Dec-2021			\$4,833.34	-\$4,833.34	
000022-00	2nd Quarter Tuition	13-Jul-2021	13-Jul-2021	\$13,533.35			\$13,533.35	
000022-00	Counter receipt		27-Dec-2021			\$13,533.35	-\$13,533.35	
000022-00	3rd Quarter Tuition	13-Jul-2021	13-Jul-2021	\$13,533.35			\$13,533.35	
000022-00	Counter receipt		27-Dec-2021			\$13,533.35	-\$13,533.35	
000022-00	4th Quarter Tuition	13-Jul-2021	13-Jul-2021	\$11,599.97			\$11,599.97	
000022-00	Counter receipt		27-Dec-2021			\$11,599.97	-\$11,599.97	
Invoice 00002200 Total:				\$43,500.01	\$0.00	\$43,500.01	\$0.00	\$0.00

[HVMA-AUC-MOD-31]



2.1.3 Sample Statement

To run the statement from the Report Library, from the menu, select:

Misc Billing ▶ Reports ▶ Report Library ▶ [3 Customer Reports] ▶ #10669 Customer Statement

CUSTOMER STATEMENT

Page 1 of 1

Phone: (203) 264-9644 ext. 127

SUITE 3900
BOSTON, MA 02135

Statement Date: 27-Feb-2023
Amount Due: \$2,016.00
Customer Number: 00000109
Primary Address:

Invoice #	Description	Transaction Date	Charged	Adjustments/ Refunds	Payments	Balance	Past Due
000862-00	HOA Fees	01-Nov-2022	\$636.00			\$636.00	\$636.00
000862-00	Nov 2022 Late Fees	17-Nov-2022	\$35.00			\$35.00	\$35.00
Invoice 00086200 Total:			\$671.00	\$0.00	\$0.00	\$671.00	\$671.00
<hr/>							
001455-00	HOA Fees	01-Nov-2022	\$637.00			\$637.00	\$637.00
001455-00	Nov 2022 Late Fees	17-Nov-2022	\$35.00			\$35.00	\$35.00
Invoice 00145500 Total:			\$672.00	\$0.00	\$0.00	\$672.00	\$672.00
<hr/>							
001603-00	HOA Fees	01-Nov-2022	\$638.00			\$638.00	\$638.00
001603-00	Nov 2022 Late Fees	17-Nov-2022	\$35.00			\$35.00	\$35.00
Invoice 00160300 Total:			\$673.00	\$0.00	\$0.00	\$673.00	\$673.00
<hr/>							
Balances as of: 27-Feb-2023			\$2,016.00	\$0.00	\$0.00	\$2,016.00	\$2,016.00

PAY THIS AMOUNT: \$2,016.00

Figure 5 Sample of a Customer Statement

The statement is also available via the push button on the **Customer Maintenance** and **Customer Query Bill History** and **Transaction History** tabs. For detailed information, read [MB-230 Customer Statements](#) in the Miscellaneous Billing Help Reference Library.

[HVMA-AUC-MOD-41]

3 Reports [Enhancement]

ADMINs added and updated reports available on the entry and query screens as well as in the report library. The three reports described below can be accessed from the Report Library by **Customer** or **Collections**. The **Report Library by Customer** is shown.



Report Library Customer

Report Name

- 10618-Parcel vs Subscriber Address Mismatch
- 10616-Customer with no Parcel# assigned
- 10620-Customer Notes Report
- 10640-Customers with Duplicate Service Addresses
- 10642-Customers with Duplicate Parcel#
- 10666-Customers with Duplicate Names
-
- 10669-Customer Statement
- 10646-Customers with Bills/Invoices to be Emailed
-
- 10683-Customer Outstanding Balances
- 10684-Customers with Credits and Outstanding Balances
- 10685-Customer Aged Receivable Report

Report Categories

- 2 Collection Reports
- 2 Subscription Reports
- 3 Customer Reports
- 4 Program Invoice Reports
- 5 Other Reports

MBRPTLIBCUS UP

3.1 #10683 Customer Outstanding Balances

This provides a list of outstanding balances per customer. This will include all invoices – except if the selection is made to **exclude fully paid** or **credit balance** invoices. To run the report, from the menu, select:

Misc Billing ► Reports ► Report Library ► [# 10683 Customer Outstanding Balances]

Report Library Collection

Report Name View Report Last Run Date Run Time

10630-Bill Type - As of a Date	Sample	Run	18-Feb-2021	15:54:44,99
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
Task 10683: Customer Outstanding Balances				
10645-Special Invoices Outstanding Register	Sample	Run	28-Nov-2022	17:15:32,20
10631-Invoice Transaction History As of Report	Sample	Run	18-Feb-2021	15:43:00,11
10626-Aged Receivables (Special Invoices)	Sample	Run	09-Feb-2023	11:26:34,91
10683-Customer Outstanding Balances				
10684-Customers with Credits and Outstanding Balances				
10685-Customer Aged Receivable Report				

Customer Outstanding Balances

Optional: Enter up to 9 Customer Numbers Edit 0 values: 1

Optional: Enter up to 9 Service Types Edit 0 values: 2

Exclude Fully Paid Invoices: ☐ Yes ☒ No 3

Exclude Credit Balance Invoices: ☐ Yes ☒ No 4

Report on Invoice in ☒ Summary ☐ Detail 5

Run as ☒ PDF ☐ Excel

Lookup OK Cancel Clear All

All prompts are optional; if no selections are made on Customer Number or Service type, all customers and service types will be listed.

1. Enter a single customer number or up to nine customers or select them from the **[Lookup]**
2. Enter a single service type or up to nine service types; enter them directly or select them from the **[Lookup]**
3. Exclude Fully Paid Invoices – default is ☒ **No**; select ☒ **Yes** to include fully paid invoices on the report
4. Exclude Credit Balance Invoices – default is ☒ **No**; select ☒ **Yes** to include invoices with a credit balance
5. Report on invoices in ☒ **Summary** or ☐ **Detail**; the default is ☒ **Summary**

The report may be Run as **PDF®** or **Excel®**

10683-MBCUNVWIL REP	Printed 09-Feb-2023 at 12:25:59	Town of Admin Customer Outstanding Balances	Page 33
*****	*****	*****	*****
Invoice# Description	Charges	Payments	Adjustments Refunds Balance WIP-Charges WIP-Payments WIP-Adjust WIP-Refund WIP-Balance
*****	*****	*****	*****
Customer# 00000161 00000161-TO THE PARENTS OF:	Primary Address: 338 HARTFORD AVENUE		
000266-00 BRCP FY23 Tuition	1,300.00		1,300.00 1,300.00
001502-00 NOV 2022 HOA Fees	637.00		637.00 637.00
001502-00 Nov 2022 Late Fees	35.00		35.00 35.00
Total Customer 00000161	1,972.00		1,972.00 1,972.00
*****	*****	*****	*****
Customer# 00000162 00000162-TO THE PARENTS OF, VIOLET TOWNE	Primary Address: 338 HARTFORD AVENUE		
000267-00 BRCP FY23 Tuition	2,000.00		2,000.00 2,000.00
001503-00 NOV 2022 HOA Fees	637.00		637.00 637.00
001503-00 Nov 2022 Late Fees	35.00		35.00 35.00
Total Customer 00000162	2,672.00		2,672.00 2,672.00
*****	*****	*****	*****
Customer# 00000163 00000163-GOOD CHEMISTRY	Primary Address: 50 CONGRESS STREET		
000286-00 CANNABIS COMMUNITY HOST AGREEMENT	50,000.00		50,000.00 50,000.00
001504-00 NOV 2022 HOA Fees	637.00		637.00 637.00
001504-00 Nov 2022 Late Fees	35.00		35.00 35.00
Total Customer 00000163	50,672.00		50,672.00 50,672.00
*****	*****	*****	*****
Selection Legend:			21,196.00 972,151.87

Exclude Fully Paid Invoices: Y			
Exclude Credit Invoices: Y			
Report Layout: Detail			
WIP-Balance indicates this is a calculated balance that includes any in-progress transactions that could be cancelled before being posted to the account			

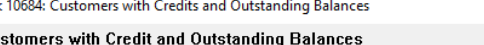
Figure 6 # 10683 Detail Report Run as PDF® - the legend at the lower left of the last page of the report shows selections

<

Figure 7 # 10683 Detail Report Run as Excel® - the legend at the lower left of the last page of the report shows selections

[HVMA-AUC-MOD-29]

3.2 # 10684 Customers with Credits and Outstanding Balances



Task 10684: Customers with Credits and Outstanding Balances

Customers with Credit and Outstanding Balances

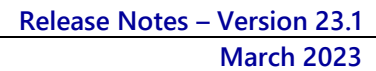
Optional: Enter up to 9 Customer Numbers Edit 0 values:

Run as ☒ PDF ☐ Excel

Lookup OK Cancel Clear All

Some customers choose to pay the entire year of invoices in advance. This can result in invoices where a line on the invoice has a credit and another invoice billed to that customer has an outstanding balance.

Run this report each month to identify advanced payments.



Note: Selects any customer that has invoices with Credits amounts but also invoices with outstanding balances
Use report to create Adjustments/Transfers to move credits to pay off outstanding balances

Customer_CreditBalances_10684_THERESA1.xml - Excel										Search				
File Home Insert Page Layout Formulas Data Review View Help														
Q70														

[HVMA-AUC-MOD-29]



3.3 #10685 Customer Aged Receivables Report

1. This report uses the transaction history file so it will select transactions that are **on or before** the “As of” date, therefore the balance shown for an invoice might not be the same as shown on the query screens (since the report will exclude Bills/Payments that were made after the “As of” date.)
2. Exclude credit balance invoice means the balance on the invoice as of the date entered on the “As of” date, not today’s balance (unless today’s date is entered on the “As of” date.)
3. Any in-progress payments/adjustments will not be included in the balances of invoices.

Here is an example using customer #123456, who has four transactions for invoice #1234:

Customer 123456					
Transaction					
Invoice	Date	Charges	Payments	Balance	
1234-00	1-Dec-22	960.00		960.00	
1234-00	10-Dec-22		365.00	595.00	1
1234-00	1-Jan-23		365.00	230.00	2
1234-00	10-Jan-23		365.00	(135.00)	3

1. Using an “As of” Date of 31-Dec-2022 the balance for the invoice will be shown as **\$595.00**.
2. Using an “As of” Date of 02-Jan-2023 then the balance would be **\$230.00**.
3. Using an “As of” Date of 11-Jan-2023:
 - a. If ☒ **Yes** is selected to Exclude Credit Invoices this entire invoice **will not be selected** for the report and the balance will show as **\$230.00**.
 - b. If ☒ **No** is selected to Exclude Credit Invoices this invoice **will be included** on the report and the balance of the invoice will be **negative \$135.00**.

This report may be run as a detail or summary version. From the menu, select:

Misc Billing ► Reports ► Report Library ► Collection Reports ► [# 10685 Customer Aged Receivables Report]

1. **Required:** enter the “As of” date to show balances as of the entered date.
2. Optional: Select a single Customer number or up to nine customers to report on. Enter customer numbers directly or use the **[Lookup]**.
3. **Required:** Specify the number of days between aging breaks (typically 30 to produce a report with columns for 30/60/90 day amounts).
4. Choose ☒ **Yes** to exclude or ☒ **No** to include Credit Balance Invoices.
5. Choose either the ☒ **Detail**, ☒ **Summary by Invoice**, or ☒ **Summary by Customer** version of the report; the default is ☒ **Detail**.



The following three examples show the same dataset (notice the grand totals are the same), with the report run in each of the three different print options. Below, an example is shown with the number of days between aging breaks set as “45”. Summary reports run as **PDF®** will show the Customer number and name plus the last five columns.

As Of: 01-Feb-2023					
Customer	Under 46	46 to 90	91 to 135	Over 135	Total

Selection Legend:					

As of Date: 01-FEB-2023					
# Days between breaks: 45					

3.3.1 Detail Version

Customer_AgedReceivables_1.xml - Excel										
File Home Insert Page Layout Formulas Data Review View Help										
Q1248										
1	A	B	C	D	E	F	G	H	I	J
	Customer#	Year	Invoice#	Program	Description	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
1216										
1217	00000161	2022	001502-00	HOAFEEES-HOA Fees	NOV 2022 HOA Fees	0.00	0.00	0.00	637.00	637.00
1218	00000161	2022	001502-00	HOAFEEES-HOA Fees	Nov 2022 Late Fees	0.00	0.00	35.00	0.00	35.00
1219	00000161	2023	000266-00	SCHTUTPRE-BECP PRESCHOOL TUITION	BECP FY23 Tuition	0.00	0.00	0.00	1,300.00	1,300.00
1220					Total Customer	0.00	0.00	35.00	1,937.00	1,972.00
1221										
1222	00000162	2022	001503-00	HOAFEEES-HOA Fees	NOV 2022 HOA Fees	0.00	0.00	0.00	637.00	637.00
1223	00000162	2022	001503-00	HOAFEEES-HOA Fees	Nov 2022 Late Fees	0.00	0.00	35.00	0.00	35.00
1224	00000162	2023	000267-00	SCHTUTPRE-BECP PRESCHOOL TUITION	BECP FY23 Tuition	0.00	0.00	0.00	2,000.00	2,000.00
1225					Total Customer	0.00	0.00	35.00	2,637.00	2,672.00
1226										
1227	00000163	2022	001504-00	HOAFEEES-HOA Fees	NOV 2022 HOA Fees	0.00	0.00	0.00	637.00	637.00
1228	00000163	2022	001504-00	HOAFEEES-HOA Fees	Nov 2022 Late Fees	0.00	0.00	35.00	0.00	35.00
1229	00000163	2023	000266-00	TCANNABIS-CANNABIS COMMUNITY HOST AGREEMENT	CANNABIS COMMUNITY HOST AGREEMENT	0.00	0.00	0.00	50,000.00	50,000.00
1230					Total Customer	0.00	0.00	35.00	50,637.00	50,672.00
1231										
1232	Selection Legend:				Grand Total	-43,955.68	0.00	179,723.20	490,227.83	625,995.35
1233										
1234										
1235	As of Date: 01-FEB-2023									
1236	# Days between breaks: 30									
1237	Exclude Credit Balance Invoices: N									
1238	Print Report as: Detail									
1239										
1240										
1241										

Each detail report run as **Excel®** will show the Customer number, Bill Year, Invoice number, the Program, and the item description from the bill.

The remaining columns shown will be based on the number of days between aging breaks specified on the prompt.

Figure 9 Detail Report Run as Excel® - the legend at the lower left of the last page of the report shows selections

3.3.2 Summary by Invoice Version

Customer_AgedReceivables_aml - Excel										
File Home Insert Page Layout Formulas Data Review View Help										
L785										
1	A	B	C	D	E	F	G	H	I	J
	Customer#	Year	Invoice#	Program	Under 31 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total	
777	00000159	2022	001500-00	HOAFEEES-HOA Fees	0.00	0.00	35.00	637.00	672.00	
778	00000159	2023	000262-00	SCHTUTPRE-BECP PRESCHOOL TUITION	0.00	0.00	0.00	2,000.00	2,000.00	
779				Total Customer	0.00	0.00	35.00	2,637.00	2,672.00	
780										
781	00000160	2022	001501-00	HOAFEEES-HOA Fees	0.00	0.00	35.00	637.00	672.00	
782	00000160	2023	000265-00	SCHTUTPRE-BECP PRESCHOOL TUITION	0.00	0.00	0.00	1,300.00	1,300.00	
783				Total Customer	0.00	0.00	35.00	1,937.00	1,972.00	
784										
785	00000161	2022	001502-00	HOAFEEES-HOA Fees	0.00	0.00	35.00	637.00	672.00	
786	00000161	2023	000266-00	SCHTUTPRE-BECP PRESCHOOL TUITION	0.00	0.00	0.00	1,300.00	1,300.00	
787				Total Customer	0.00	0.00	35.00	1,937.00	1,972.00	
788										
789	00000162	2022	001503-00	HOAFEEES-HOA Fees	0.00	0.00	35.00	637.00	672.00	
790	00000162	2023	000267-00	SCHTUTPRE-BECP PRESCHOOL TUITION	0.00	0.00	0.00	2,000.00	2,000.00	
791				Total Customer	0.00	0.00	35.00	2,637.00	2,672.00	
792										
793	00000163	2022	001504-00	HOAFEEES-HOA Fees	0.00	0.00	35.00	637.00	672.00	
794	00000163	2023	000266-00	TCANNABIS-CANNABIS COMMUNITY HOST AGREEMENT	0.00	0.00	0.00	50,000.00	50,000.00	
795				Total Customer	0.00	0.00	35.00	50,637.00	50,672.00	
796										
797					-43,955.68	0.00	179,723.20	490,227.83	625,995.35	
798	Selection Legend:									
799										
800	As of Date: 01-FEB-2023									
801	# Days between breaks: 30									
802	Exclude Credit Balance Invoices: N									
803	Print Report as: Summary by Invoice									
804										
805										
806										

The same columns are shown on the **Excel®** version of the Summary by Invoice report.

Figure 10 Report Summary by Invoice – the legend at the lower left of the last page of the report shows selections



3.3.3 Summary by Customer

10685-MBREP:MBCUSAGEREC.REP Printed 09-Feb-2023 at 12:13:03

Town of Admins
Customer Aged Receivable Report

As Of: 01-Feb-2023

Customer	Under 31	31 to 60	61 to 90	Over 90	Total
0000093 BI-COUNTY COLLABORATIVE	.00	.00	105.00	1,911.00	2,016.00
0000094 TO THE PARENTS OF: SIMONE DAVIS-SPONT	.00	.00	105.00	3,081.00	3,186.00
0000095 TO THE PARENTS OF: ALEXANDER GARCIA	.00	.00	105.00	1,911.00	2,016.00
0000096 TO THE PARENTS OF: BRYNLEE HOPPER	.00	.00	105.00	1,911.00	2,016.00
0000097 NORTHBRIDGE PUBLIC SCHOOLS	(25,133.68)	.00	105.00	1,911.00	(23,117.68)
0000098 TONYA LAJOIE	.00	.00	105.00	2,385.66	2,490.66
0000099 385 SOLAR LLC	.00	.00	105.00	1,911.00	2,016.00
0000101 KEARSARGE ENERGY LP	(18,820.50)	.00	105.00	1,911.00	(16,804.50)
0000102 NEW BEDFORD PUBLIC SCHOOLS	.00	.00	105.00	1,911.00	2,016.00
0000103 TOWN OF FRANKLIN	.00	.00	105.00	1,911.00	2,016.00
0000156 VISTRA ENERGY	.00	.00	35.00	637.00	672.00
0000157 BLACKSTONE-MILLVILLE REGIONAL SCHOOLS	.00	.00	13,326.85	5,712.07	19,038.92
0000158 TO THE PARENTS OF:	.00	.00	35.00	1,937.00	1,972.00
0000159 TO THE PARENTS OF: FRANCESCA ERKUL	.00	.00	35.00	2,637.00	2,672.00
0000160 TO THE PARENTS OF: AUBREE MARTIN	.00	.00	35.00	1,937.00	1,972.00
0000161 TO THE PARENTS OF:	.00	.00	35.00	1,937.00	1,972.00
0000162 TO THE PARENTS OF: VIOLET TOWNE	.00	.00	35.00	2,637.00	2,672.00
0000163 GOOD CHEMISTRY	.00	.00	35.00	50,637.00	50,672.00
*** Grand Total ***	(43,955.68)	.00	179,723.20	490,227.83	625,995.35

Selection Legend:

As of Date: 01-FEB-2023
Days between breaks: 30
Exclude Credit Balance Invoices: N
Print Report as: Summary by Customer

Figure 11 Report Summary by Customer – the legend at the lower left of the bottom of the report shows selections

[HVMA-AUC-MOD-29]

4 Detail Payment Checkbox [Fix]

Payments are made in batches. To create a payment batch and make a payment, from the menu, select:

Misc Billing ► Collections ► Receipt Batch Entry ► [1 Add Batch] ► [2 Enter Receipts]

2023 Misc Billing Detail Payment

2 Bill# 0000276-00 Year 2023 X Search... Tendered Applied Total

3 Owner NORTHBRIDGE PUBLIC SCHOOLS

4 Srv Addr 60 HARPIN STREET

5 Cust# 00000097

6 Parcel -

Cash 7500.00

Check

Other

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments Spc Inv Text

R	Description	Charges	Net Bill	Paid	Refund	Adjustments	Balance	Pending	6 Apply
1	1st Quarter Tuition								<input type="checkbox"/>
2	2nd Quarter Tuition								<input type="checkbox"/>
3	3rd Quarter Tuition								<input type="checkbox"/>
4	4th Quarter Tuition								<input type="checkbox"/>
							Balance	Pending	<input type="checkbox"/>

Totals

Payment Date 09-Feb-2023

Allow Overpayment ☒

Check Error

E4087-No Balance on Line to Pay

OK

Before the software update, the payment process allowed users to click the Bill Payment checkbox ☒ on records without any balance to pay.

Now if a box is checked on a record without a balance to pay, an error message will pop up.

Click on **[OK]**; then uncheck the box on the record with no balance to pay.

Figure 12 The payment screen will not allow a box to be checked if there is no balance to pay



Balance	Pending	
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
7500.00		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
7500.00		
-7500.00		

Pmt
Bal

If the amount should be applied to this bill number, use the **[8 Apply]** button which allows overpayments. The amount will be applied to the last record on the bill, leaving a credit balance.

[ADM-AUC-MB-154]

5 Attachment Names [Enhancement]

Bills can be attached as part of the special invoicing process. Before, the description was generic and showed “Original TYPE Special Invoice Print” which was not detailed enough to help identify the desired attachment. The description of the attachment now uses the Description from the Bill as the description on the attachment screen making it easier to find the one you want. To view attachments for a customer, from the menu, select:

Misc Billing ► Customer Maintenance ► [3 Attachment]

1 Customer
2 PRG Invoice (2)
3 Attachment (5)
4 Bill History
5 Trx History
6 Notes
7 Custom Fields
8 Field Logs (6)

Seq#	Description	Filename	Buttons
1	Original TCANNABIS Special Invoice Print	SI_2023TCANNABIS000286.PDF	V View Z Email
2	Original HOAFEEES Special Invoice Print	SI_2022HOAFEEES000911.PDF	
3	Original HOAFEEES Special Invoice Print	SI_2022HOAFEEES001504.PDF	
4	Original HOAFEEES Special Invoice Print	SI_2022HOAFEEES001652.PDF	
5	Original FEB 2023 Monthly HOA Fees on 15	SI_2023HOAFEEES000363.PDF	

Page 1 of 1
 INVOICE #: 000363
 INVOICE DATE: 01-Feb-2023
 DUE & PAYABLE: 15-Feb-2023
 AMOUNT DUE: \$461.00
 Service Address
 50 CONGRESS STREET

FEB 2023 Monthly HOA Fees

Description of Services Rendered	Qty	Rate	Amount Billed
FEB 2023 Monthly HOA Fees on 15-Feb-2023 HOA Fees			\$461.00
TOTAL BILLED:			\$461.00
NET DUE:			\$461.00

Figure 13 The description in the attachment will match the description of the services

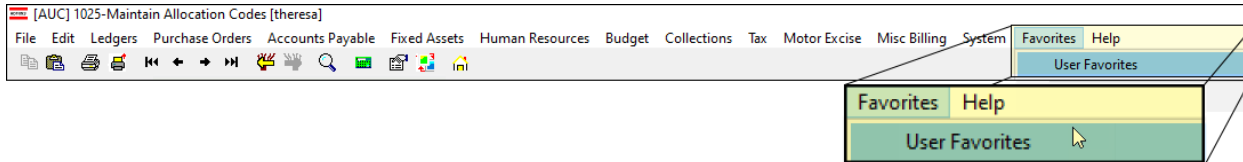
[ADM-AUC-MB-159]



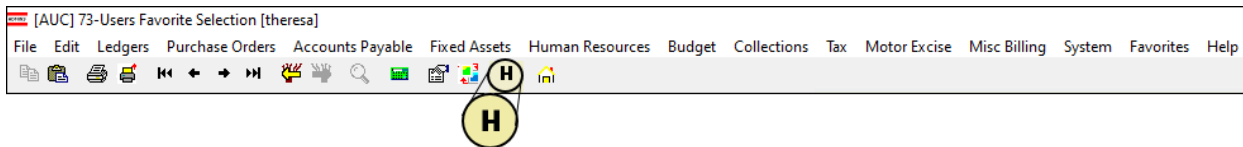
6 Favorites Screen [Enhancement]

ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ► User Favorites



Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.



From anywhere in the AUC system, click on the **[Home]** button to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

6.1 Favorites Screen Interactive Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]

6.2 Favorites Video Available Now

The [Favorites](#) video is a 2 ½ minute look at how the favorites screen works. Access it and many other [Videos & Quick Tips](#) (admins.com) from the **ADMINS** website.

[ADM-AUC-SY-8278]



7 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

7.1 New & Updated Documentation in the Help Reference Library

Collections	MB–230 Customer Statements	[New]
Site Specific	MB–625 HVMA Servicom to AUC Processing	[Updated]

7.2 New Content on ADMINS.com

[MB–230 Customer Statements](#) [New]

7.3 ADMINS Video Library

[Home](#) [What's New](#) [Videos & Quick Tips](#) [Library](#) [More](#) [User](#)

AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

Getting Started

- [Logging In to AUC & Basics](#) (7:00)
- [Logging out of AUC](#) (1:54)
- [Reset AUC Password](#) (2:00)
- [Use the Training Area](#) (2:04)
- [Clear Data From A Field](#) (1:17)
- [Favorites Screen](#) (2:23)
- [Index Of Help Documents](#) (0:51)
- [Reprinting A Report](#) (4:20)
- [Optimize the PDF Viewer](#) (3:37)
- [Email Signatures](#) (1:36)
- [Quick Task & Report Button](#) (2:12)
- [Check for Record Locks](#) (2:14)

GL Training

- [Add a New GL Account](#) (4:07)
- [Budget Transfers via a JE](#) (2:55)
- [Drill Down on Account](#) (4:51)
- [Transaction History Queries](#) (7:07)
- [General Ledger Reports](#) (10:09)
- [Expenditure Summary Report](#) (4:04)
- [Set Up A New Fund](#) (9:17)
- [Automate Reports using Job Stream](#) (24:28)
- [How to Upload a Journal Entry](#) (5:57)
- [How to Reverse a Journal Entry](#) (4:08)
- [Fixed Assets Module](#) (1 hour 21 minutes)
- [User Account Security](#) (6:32)
- [Budget Transfers via a Journal Entry \(HVMA\)](#) (3:00)

AP/PO Training

- [Approvals - The AP/PO Dashboard](#) (3:49)
- [Purchase Order Entry](#) (7:28)
- [Reprint Purchase Order](#) (3:17)
- [PO Change Orders](#) (5:43)
- [Request A PO Liquidation](#) (2:34)
- [Liquidate a PO](#) (3:11)
- [Create a Direct Payment Voucher](#) (5:35)
- [Create a Voucher from a PO](#) (6:20)
- [Voucher Change Orders](#) (4:22)
- [Liquidate a Voucher](#) (4:16)
- [PO Queries](#) (7:14)
- [PO & Voucher Reports](#) (2:47)
- [Querying Vouchers](#) (5:29)
- [Add a New Vendor](#) (2:54)
- [Vendor Attachments](#) (2:50)
- [Add a Vendor Remit Address](#) (3:20)
- [Voucher Selection Error Report](#) (2:59)
- [AP Disbursement Process](#) (10:45)

Collections & Tax

- [Enter Bill Payment Receipts](#) (7:14)
- [Enter Treasury/ Departmental Receipts](#) (10:57)
- [Reprint a Bill](#) (4:01)
- [Bill Inquiry Screen](#) (7:26)
- [Bill Locator Screen](#) (3:30)

HR Training

- [Create A Payroll Warrant](#) (3:31)
- [Timesheet Entry](#) (7:34)
- [How To "Uncalculate" A Warrant](#) (2:14)
- [Create A Recon File After Warrant Is Posted](#) (1:10)
- [Add Historical Salary Change Record](#) (2:47)

Webinar Links

- [Fiscal Year End](#)
- [PO Rollovers](#) (24:31)
- [Split Labor Distribution](#) (21:18)
- [Calendar Year End](#)
- [AP 1099 Processing \(G. Int. MISC. NEC. S\)](#) (26:21)
- [HR W2 Processing](#) (28:01)

Don't forget to check out all these other [Videos & Quick Tips \(admins.com\)](#).

These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks.

The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often. We also send out a "Featured Video of the Month" email.