



# MISCELLANEOUS BILLING

## RELEASE NOTES – SEPTEMBER 2019

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

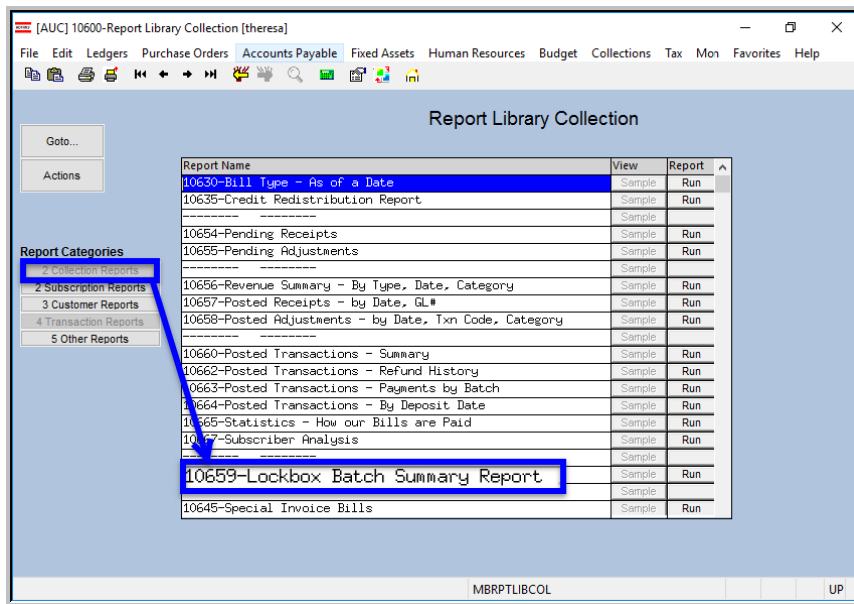
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### 1. REPORTS [ENHANCEMENT]

ADMINS added a new Lockbox Batch Summary Report.

#### 1.1. #4650 Lockbox Summary Report [Enhancement]



Run the report by selecting **Miscellaneous Billing ▶ Reports ▶ Report Library ▶ [2 Collection Reports] ▶ #10659 Lockbox Summary Report.**

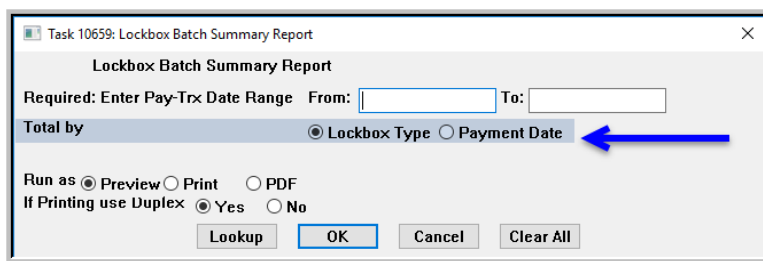


Figure Lockbox Summary Report prompt –uses a “Total by” selection radio button



If **Total by ☉ Lockbox Type** is selected, all dates within the specified range for a lockbox type will be listed and a total for each lockbox type as well as a grand total for period will be shown.

In the example in **Figure 1** are multiple dates for a single lockbox type:

Batch #	Description	Pay-Trx Date	Deposit Date	Curbside	Toters	Misc. Billing	Total
LRC0508531	MB - UNIBANK	07-May-2019	08-May-2019	408.00			408.00
LRC0509536	MB - UNIBANK	08-May-2019	09-May-2019	408.00			408.00
LRC0510543	MB - UNIBANK	09-May-2019	10-May-2019	136.00			136.00
LRC0514550	MB - UNIBANK	13-May-2019	14-May-2019	136.00			136.00
LRC0516555	MB - UNIBANK	15-May-2019	16-May-2019	272.00			272.00
LRC0522548	MB - UNIBANK	21-May-2019	22-May-2019	113.33			113.33
LRC0524573	MB - UNIBANK	23-May-2019	24-May-2019	272.00			272.00
LRC0530577	MB - UNIBANK	29-May-2019	30-May-2019	136.00			136.00
LRC0621625	MB - UNIBANK	20-Jun-2019	21-Jun-2019	136.00			136.00
Total MB - UNIBANK				159,916.66			159,916.66
** Grand Total **				414,966.66			414,966.66

Selection Legend:  
Total by Lockbox Type

The legend at the bottom of the last page of the report will indicate which way the report was run; either by Payment/Trx Date or by Lockbox Type.

**Figure 1 – Lockbox Summary Report with totals for each lockbox type**

If **Total by ☉ Payment Date** is selected, this will sort the report by payment date and give a lockbox type total on change of date..

Batch #	Description	Pay-Trx Date	Deposit Date	Curbside	Toters	Misc. Billing	Total
LRC0501497	MB - CENTURY BANK	29-Apr-2019	01-May-2019	272.00			272.00
Total MB - CENTURY BANK				272.00			272.00
LRC0430491	MB - UNIBANK	29-Apr-2019	30-Apr-2019	136.00			136.00
Total MB - UNIBANK				136.00			136.00
LRC0501500	MB - UNIBANK	30-Apr-2019	01-May-2019	408.00			408.00
Total MB - UNIBANK				408.00			408.00
LRC0503509	MB - CENTURY BANK	01-May-2019	03-May-2019	136.00			136.00
Total MB - CENTURY BANK				136.00			136.00
Selection Legend:				02-May-2019	408.00		408.00
Total by Payment/Trx Date				408.00			408.00

**Figure 2 Lock Box summary report with Total by ☉ Payment Date selected**

[ADM-AUC-MB-64]

## 2. HELP REFERENCE LIBRARY

### 2.1. New or Updated Documents

- OTHER MB-515 Training Mode [New]