



# MISCELLANEOUS BILLING

## RELEASE NOTES – SEPTEMBER 2021

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

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# 1. SPECIAL INVOICES [Enhancement]

ADMINS made enhancements to the Special Invoice process.

## 1.1. Enter Parameter Values on Customer Maintenance Screen

Line	Program	Description	1 Parameter	2 Parameter	FRQ	Start Date	Stop Date	Last Invoiced
1	SCHUITKMA	KMA TUITIONS	Holly E	8	Q	01-Jul-2021		06-Aug-2021
2	SCHUITKMA	KMA TUITIONS	2021-2022	Student Tuition	A	01-Jul-2021		06-Aug-2021

ADMINS automated the customization of the special invoices to show customer-specific information from the customer maintenance table. Use the two optional fields on the [2 PRG Invoice] tab of the customer maintenance screen to provide information unique to each customer.

## 1.2. Bill Form Table Customization with Parameters [Enhancement]

The information will be shown on the Invoice if specified on the Bill Form Table as shown below in Figure 1.

Each bill form has ten lines that can be customized during the billing process. The customizable lines are preceded with an asterisk.

Use the fields with or without additional text.

Using the parameter fields is not allowed on the first ten lines of the Invoice Body Field.

Figure 1 Using the two parameter fields on the Bill Form Setup template

Figure 2 The system prevents using the customer-specific values on the first ten lines of the Invoice Body



**Build Program Invoices** Bill Form SCHKMA SCHOOL KMA INVOICES

Program: SCHTUITK / Seq#: 1 Year: 2022

Invoice Message:  
For Student: (1param)  
Grade: (2param)

Remit Message:

Invoice Title: INVOICE

---

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219 LEWIS WHARF  
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Page 1 of 1  
INVOICE #: 000184  
INVOICE DATE: 09-Aug-2021  
DUE & PAYABLE: 23-Aug-2021  
AMOUNT DUE: \$241.67

**INVOICE**

2020 - 2021 School Year - Memorial Academy Tuition

Description of Services Rendered	Qty	Rate	Amount Billed
Quarterly Invoice	1	241.67	\$241.67
<b>Total Due:</b>			<b>\$241.67</b>

For Student: Holly E  
Grade: 8

The customizable invoice message lines are shown on the **Build Program Invoices** screen. The (1param) and (2param) are placeholders that will print the values set on the customer maintenance screen.

This quarterly invoice had the parameters specified as “Holly E” and “8” – as shown on the invoice:

This will save time when doing billing that requires customer-specific data to identify on each invoice.

Figure 3 The parameter fields are shown on the Invoice

[ADM-AUC-MB-107]

### 1.3. Billing Process Error Messages [Enhancement]

#### Misc Billing ▶ Billing ▶ Special Invoice Process

**Special Invoice Process**

Restart Special Invoice Processing

Build Program Invoices

**Create Program Invoices**

Add / Edit Special Invoices

Special Invoice Register

Print Invoices

Email Invoices

Post Invoices

Aug-2021 at 13:40:14 by THERESA  
City of ADMINS  
Program Invoice Edit List

Page 1

021 Invoice Message:  
Due upon receipt (1param)  
(2param)

Remit Message:  
(1param)  
(2param)

**INVOICES WILL NOT BE CREATED**  
No Amounts to Invoice  
Frequency Selection missing

Line InvoiceDate Description  
1 Quarterly Fire Alarm Inspection

Program : ROOMSENT Bill Year: 2022  
Seq# : 1 Bill Date: 09-Aug-2021  
Due Date : Due upon receipt  
Frequency:  
Bill Form: Default Form  
Invoice Title: Invoice

**INVOICES WILL NOT BE CREATED**  
No Amounts to Invoice  
Frequency Selection missing

Line InvoiceDate Description Qty/Rate Rate Amount Error Message  
1 Multipurpose Room #103 No Amount

**Create Program Invoices** Message

**No Invoices created for these programs**  
Check if any Customers assigned to these programs, Click Customers button on Build Program Invoices or Programs setup with No Amounts to Invoice. **Review Displayed Report**

OK

When creating program invoices, if a program is selected for invoicing, but is not ready due to:

- no customers being assigned, or
- the program is set up with no amounts to invoice,

the system will display an informative error message with instructions to review the report that accompanies the message.

[ADM-AUC-MB-109]



### 1.4. Collections Bill Payment New Screen for Text Edits [Enhancement]

2022 Misc Billing Special Invoice Text

Bill# 000134-00 Year 2022 X Search... Balance as of 17-Aug-2021 \* 483.34

Owner WOODSOCKET PUBLIC SCHOOLS  
Service Addr 60 HARPIN STREET  
Customer 00000003  
Parcel -

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

Invoice Title: INVOICE - INTERSTATE STUDENT SERVICES

Invoice Message:  
For Student: Wendy T.  
Grade: Grade 5  
Vemo: #AdminsPayments  
Paying electronically? go to www.admins.com/payments

Remit Message:  
Please send to:  
Central Office Accounts Receivable  
E/O M. Jones  
219 Lewis Wharf  
Boston, MA 02110

ADMINS added a [Spc Inv Text] tab to the bill payment/query screen to allow editing some of the special invoice text when processing a bill payment.

#### Misc Billing ► Collections ► Bill Payment

This allows updating the Invoice Title, Message and Remit fields.

Note: if the word INQUIRY is displayed at the top the Invoice Title, Message and Remit fields are NOT editable. This can only be used to update these values with an open payment batch.

2022 Misc Billing Special Invoice Text **Inquiry**

Bill# 000134-00 Year 2022 X Search... Balance as of 17-Aug-2021 \* 483.34

Owner WOODSOCKET PUBLIC SCHOOLS  
Service Addr 60 HARPIN STREET  
Customer 00000003  
Parcel -

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

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219 LEWIS WHARF  
BOSTON, MA 02110  
PAYMENTS@ADMINS.COM

Page 1 of 1  
INVOICE# 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

**INVOICE**

2020 - 2021 School Year - Memorial Academy Tuition

Description of Services Rendered	Qty	Rate	Amount Billed
Quarterly Invoice	2	241.67	\$483.34
			Total Due: \$483.34

For Student: Wendy T.  
Grade: Grade 5

Invoice #: 000134  
Customer #: 00000003  
Description: KMA TUITIONS  
Service Address: 60 HARPIN STREET  
Amount Due: \$483.34

For Service Questions Contact : Rachel Smith  
617-494-5100  
PAYMENTS@ADMINS.COM

For Payment Questions Contact : Treasurer/Collector  
MON - TH 8:30-4:30 PM  
FRI 8:30 AM - 1:00 PM  
508-657-2840  
collecar@wilmingtona.org

DETACH AND RETURN WITH YOUR PAYMENT

REMIT COPY

Mail Payments & Make Payable to :  
TOWN OF ADMINS  
Attn: Director of Finance  
219 LEWIS WHARF  
BOSTON, MA 02110-0000

WOOSOCKET PUBLIC SCHOOLS  
SPECIAL EDUCATION DIRECTOR JANET SULLIVA  
108 HIGH STREET  
WOOSOCKET, RI 02885-0000

INVOICE # 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

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Page 1 of 1  
INVOICE# 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

**INVOICE - INTERSTATE STUDENT SERVICES**

2020 - 2021 School Year - Memorial Academy Tuition

Description of Services Rendered	Qty	Rate	Amount Billed
Quarterly Invoice	2	241.67	\$483.34
			Total Due: \$483.34

For Student: Wendy T.  
Grade: Grade 5  
Vemo: #AdminsPayments  
Paying electronically? go to www.admins.com/payments

Invoice #: 000134  
Customer #: 00000003  
Description: KMA TUITIONS  
Service Address: 60 HARPIN STREET  
Amount Due: \$483.34

For Service Questions Contact : Rachel Smith  
617-494-5100  
PAYMENTS@ADMINS.COM

For Payment Questions Contact : Treasurer/Collector  
MON - TH 8:30-4:30 PM  
FRI 8:30 AM - 1:00 PM  
508-657-2840  
collecar@wilmingtona.org

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BOSTON, MA 02110-0000

WOOSOCKET PUBLIC SCHOOLS  
SPECIAL EDUCATION DIRECTOR JANET SULLIVA  
108 HIGH STREET  
WOOSOCKET, RI 02885-0000

INVOICE # 000134  
INVOICE DATE: 06-Aug-2021  
DUE & PAYABLE: 15-Aug-2021  
AMOUNT DUE: \$483.34

Figure 4 The Special Invoice Before and After the updates were made in the new tab

Use this if a bill needs to be re-issued with corrected text (not for changing amounts to be billed).

[ADM-AUC-MB-111]



## 2. REPORTS [Enhancement]

ADMINS added an additional selection filter on the **Customer Statement** report. To access this report, go to:

**Reports ▶ Report Library ▶ [3 Customer Reports] ▶ #10669 Customer Statement**

Figure 5 Before

Figure 6 After with the Enter Program Date Type filter

If multiple selection criteria are used, the report will only print data for invoices that meet ALL the entered criteria. If Customer #4 is specified, and the customer has no invoices for the selected Program type, the system will return a report with “No Records Selected”.

10669-MBCUSSTMT.REP Printed 11-Aug-2021 at 14:01:27 by THERESA City of ADMINS Customer Statement Page 2

Rachel Smith  
Asst Supt for Student Services  
219 LEWIS SQUARE  
BOSTON, MA 02110  
617-494-5100  
PAYMENTS@ADMINS.COM

FRAMINGHAM PUBLIC SCHOOLS  
DIRECTOR OF SP EDUCATION LAURA SPEAR  
73 MT WAYTE AVENUE, STE. 2

Customer ID: 00000005  
1st Phone : (508) 424-3458 Business  
2nd Phone : (000) 000-0000

Invoice#	Program	Service Type	Invoice Date	Due Date	Charged	Adjustments & Refunds	Payments	Line Balance	Invoice Balance	Past Due
000102-00	SCHTUITKMA	Bad Check Fee	24-Jun-2021	24-Jun-2021						
000102-00	SCHTUITKMA	Quarterly Invoice	24-Jun-2021	24-Jun-2021	2,416.70		1,000.00	1,416.70	1,416.70	1,416.70
000103-00	SCHTUITKMA	Bad Check Fee	24-Jun-2021	24-Jun-2021						
000103-00	SCHTUITKMA	Quarterly Invoice	24-Jun-2021	24-Jun-2021	2,416.70			2,416.70	2,416.70	2,416.70
000135-00	SCHTUITKMA	Quarterly Invoice	06-Aug-2021	15-Aug-2021	483.34			483.34	483.34	
000136-00	SCHTUITKMA	Quarterly Invoice	06-Aug-2021	15-Aug-2021	483.34			483.34	483.34	
					5,800.08		1,000.00		4,800.08	3,833.40

Figure 7 Customer Statement with a Program Selection

In this example, the report is shown using the **Program Type = SCHTUITKMA**. Only customers with invoices for the selected program will appear on the report.

The report prints one page per customer; in this example, the customer has several invoices for the program so several lines of data appear on the report.

[ADM-AUC-MB-108]



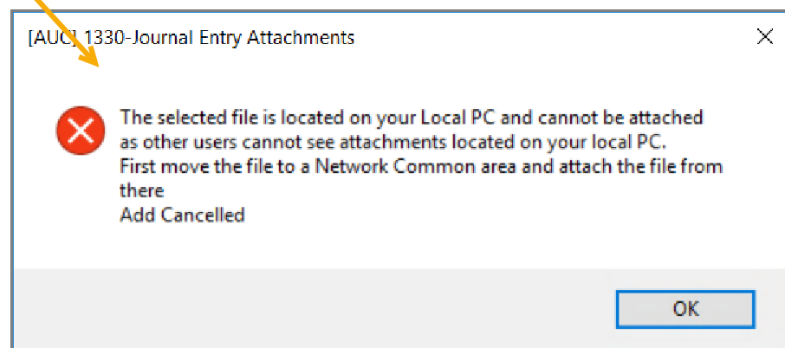
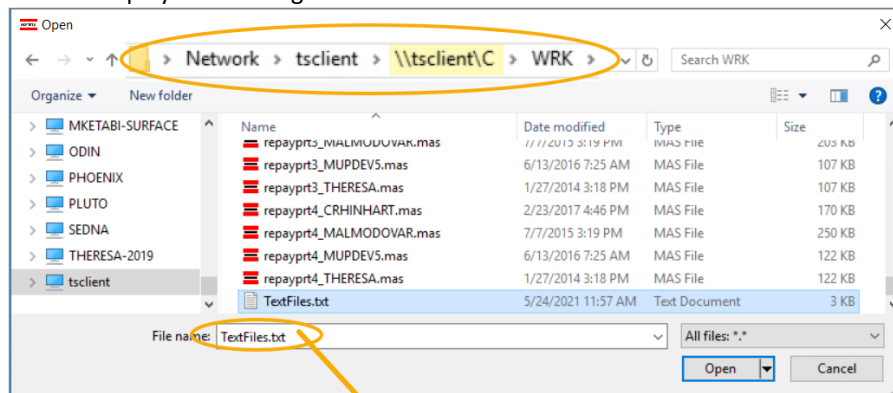
### 3. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

#### 3.1. Prevent Attaching Files Residing on Local Workstations

**ADMINS** made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3<sup>rd</sup> parties.

#### 3.1.1. Screens Using the New Feature

**Table 1** The following screens will use the new feature:

Task#	Description	Access the screen via the menu path:
10000	Customer Maintenance	Maintenance ▶ Customer Maintenance ▶ [3 Attachments]



Task#	Description	Access the screen via the menu path:
10171	Customer Query - Attachments	Queries ▶ Customer Queries ▶ [3 Attachments]
10225	Attachments (to bill payments)	Queries ▶ Bill Payment ▶ [0 Attachments]

[ADM-AUC-SY-8206]

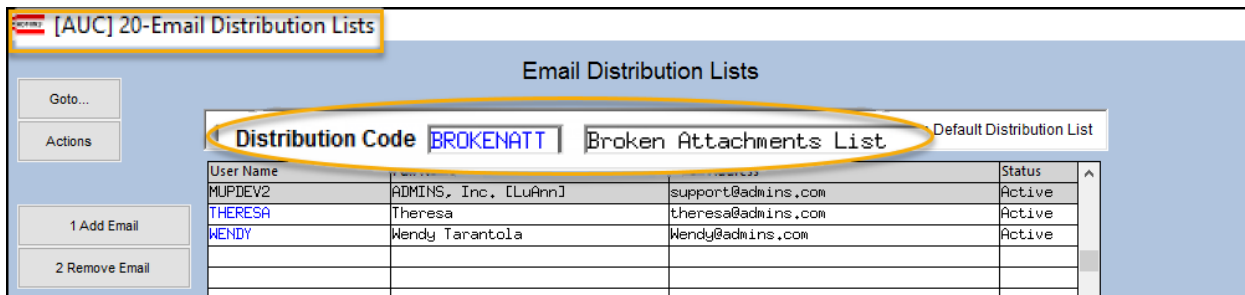
### 3.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

1. If attachments are system generated, or
2. If "TSCIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.

The weekly error check report is sent to the members of the BROKENATT email distribution list. To add users to the list, follow the instructions found in SY-150 AUC Email Distribution Lists in each Help Reference Library. If the weekly process identifies missing TSCIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact [support@admins.com](mailto:support@admins.com).



[ADM-AUC-SY-8206]



## 4. HELP REFERENCE LIBRARY

Added:

- section **8 REPRINT MULTIPLE BILLS** to the **MB-310 Subscription Billing** Document and
- sections **3 REPRINT MULTIPLE BILLS** and **4 REPORTS** to the **MB-320 Special Invoice Billing** Document.

Updated section **3 Recurring Program Invoices [Prg Invoice]** in the **MB-410 Customer Maintenance** document to describe the **#11013 Customers Assigned for Invoicing** report and parameters used on the customer maintenance screen.

[ADM-AUC-MB-102]

The following new or updated documents added to the Help Reference Library:

### 4.1. New or Updated Documents

- |   |             |                                |           |
|---|-------------|--------------------------------|-----------|
| • | COLLECTIONS | MB-130 Enter Receipts          | [New]     |
| • | BILLING     | MB-310 Subscription Billing    | [Updated] |
| • | MAINTENANCE | MB-410 Customer Maintenance    | [Updated] |
|   |             | MB-320 Special Invoice Billing | [Updated] |