MISCELLANEOUS BILLING

RELEASE NOTES – SEPTEMBER 2021

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

CONTENTS

1. SPECIAL INVOICES [Enhancement]

ADMINS made enhancements to the Special Invoice process.

1.1. Enter Parameter Values on Customer Maintenance Screen

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

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 2 of 8

Figure 3 The parameter fields are shown on the Invoice

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.

[ADM-AUC-MB-107]

1.3.　Billing Process Error Messages [Enhancement]

Misc Billing ▶ Billing ▶ Special Invoice Process

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]

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.

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]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 4 of 8

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 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".

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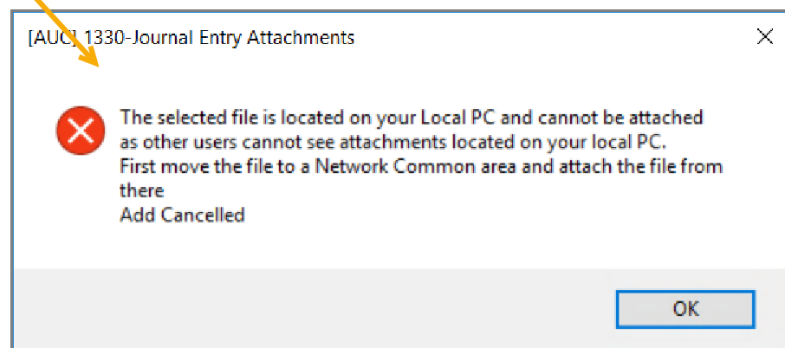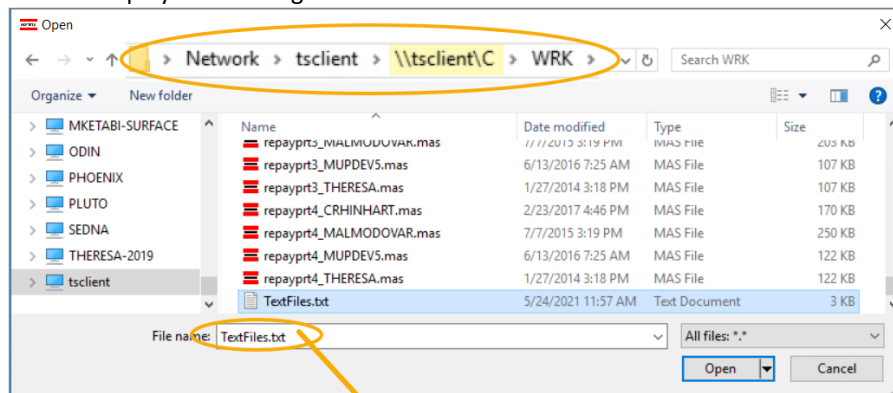
Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

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 **"TSCLIENT"** 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 **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact support@admins.com.
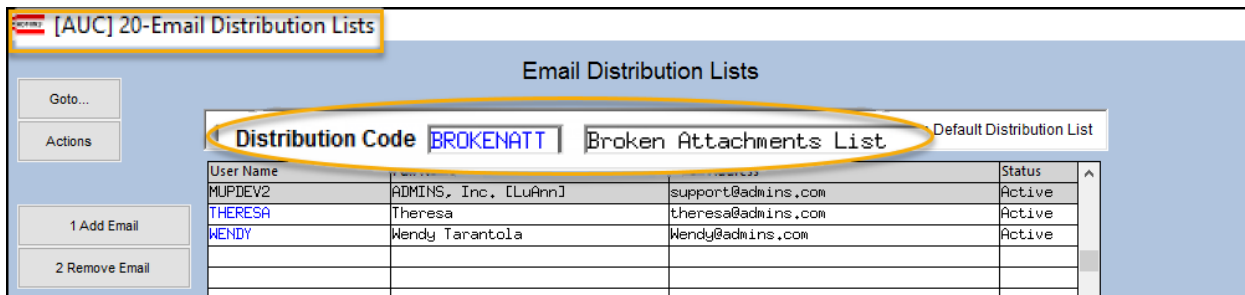
[ADM-AUC-SY-8206]

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]