MISCELLANEOUS BILLING

RELEASE NOTES – SEPTEMBER 2022

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

CONTENTS

1 Past Due Notices

ADMINS now has a process for sending past-due notices. See the Help Reference Library, <u>MB–340 Past Due Notices</u>.

1.1 New Module Control #11012

ADMINS added module control #11012 to specify how many days will be added to the Bill Date to calculate the Due Date for invoices that are past due but were sent as "Due and Payable Upon Receipt." The value is also used in the weekly **"Special Invoice Due"** report. To access the value, from the menu, select:

Misc Billing ▶ Module Maintenance ▶ Module Control ▶ #11012

Seq#	Description	Answer	Buttons	
11012	# Days past Bill Date for Due Upon Receipt	30		

[ADM-AUC-MB-122]

2 ADMINS.com

To allow customers instant access to training videos and documents, the <u>ADMINS.com</u> website no longer requires registration to access the <u>Videos and Quick Tips</u> and <u>Release Notes</u> content.

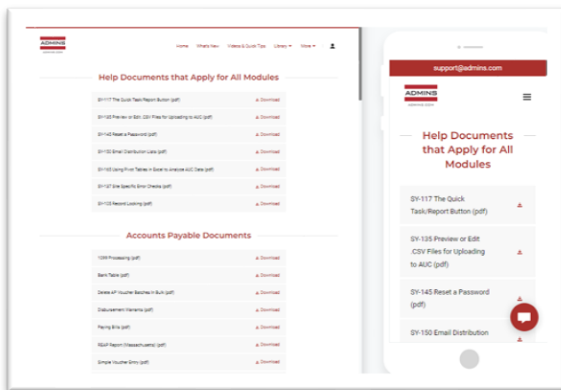We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

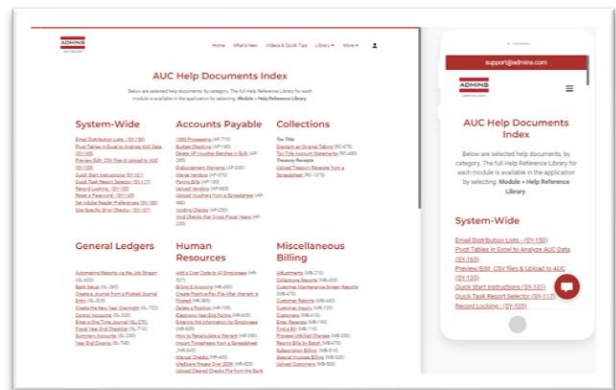**Figure 1 Before – The list required several pages**

Figure 2 After – the more compact listing of help documents

[ADM-AUC-WEB-10]

3   Help Reference Library

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

3.1   New / Updated Documents

Billing   MB—340 Past Due Notices   [New]

3.2   New or Updated Content on ADMINS.com

Introduction to AUC [7:00]   [New]
MB—340 Past Due Notices   [New]
Optimizing the PDF® Viewer [3:37]   [New]
Quick Task Selection [2:11]   [New]
Reprinting Reports [4:20]   [Updated]