



Miscellaneous Billing

Release Notes

September 2023

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

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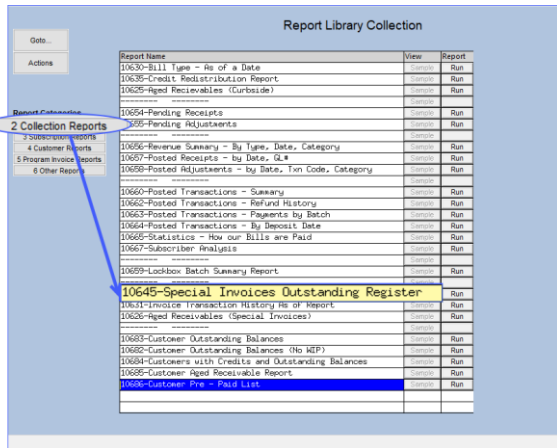
1 Reports - #10645 Special Invoices Outstanding Register

Some sites have invoices within the same program that span multiple years. To provide a flexible report of bills with balances due, the Special Invoices Outstanding Register report now offers the option to:

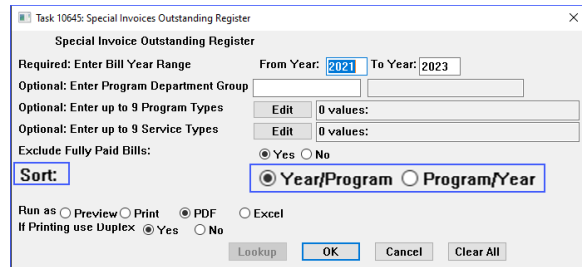
- Sort and total by Year and then by Program within the Year
- Sort and total by Program and then by Year within the Program

To run the report, from the menu, select:

Misc Billing ▶ Reports ▶ 2 Collection Reports ▶ #10645 Special Invoices Outstanding Register



The report requires a bill year range, has optional filters on Program Department Group, Program Type, and Service Type, and can be run as PDF® or Excel®.



Two examples are shown. Each is restricted to the Program Department Group “District”, to illustrate the difference between the two ways to run the report.

10645-MBSPCINVB11.REP Printed 13-Jul-2023 at 15:02:53

Special Invoices Outstanding Register

Bill#	Customer Owner Name	Charge	Payments	Adjustments
Program: SCHESY SCHOOLS BSY PROGRAM				
000257-00	00000157-BLACKSTONE-MILLVILLE REGIONAL S	2,275.00	.00	.00
Bill Year: 2023				
Program: SCHESY				
Program: SCHOVPRMT EMPLOYEE OVERPAYMENTS				
000008-00	00000009-HANNAH FREDETTE	417.44	120.00	.00
000132-00	00000098-TONYA LAJOIE	474.66	.00	.00
Bill Year: 2022				
Program: SCHOVPRMT				
Program: SCHRENTAL SCHOOL BUILDING RENTALS				
000125-00	00000093-SI-COUNTY COLLABORATIVE	.00	.00	.00
Bill Year: 2022				
000284-00	00000108-SOCOROCK AREA YMCA	.00	.00	.00
Bill Year: 2023				
Program: SCHRENTAL				
Department Group: DISTRICT				
Report Total:				
Selection Legend:				
Select Bill Year: 2021 2023				
Department Group: DISTRICT				
Exclude Fully Paid Bills: Y				
Sort By: Program				

WIP-Balance indicates this is a calculated balance that includes any in-progress Payments/Adjustments that could be cancelled before being posted to the account.

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Special Invoices Outstanding Register

Bill#	Customer Owner Name	Charge	Payments	Adjustments
Program: SCHOVPRMT EMPLOYEE OVERPAYMENTS				
000008-00	00000009-HANNAH FREDETTE	.00	.00	.00
000132-00	00000098-TONYA LAJOIE	.00	.00	.00
Program: SCHOVPRMT				
Program: SCHRENTAL SCHOOL BUILDING RENTALS				
000125-00	00000093-SI-COUNTY COLLABORATIVE	.00	.00	.00
Bill Year: 2022				
Program: SCHRENTAL				
Program: SCHESY SCHOOLS BSY PROGRAM				
000257-00	00000157-BLACKSTONE-MILLVILLE REGIONAL S	2,275.00	.00	.00
Bill Year: 2023				
Program: SCHESY				
Program: SCHRENTAL SCHOOL BUILDING RENTALS				
000284-00	00000108-SOCOROCK AREA YMCA	.00	.00	.00
Bill Year: 2023				
Program: SCHRENTAL				
Department Group: DISTRICT				
Report Total:				
Selection Legend:				
Select Bill Year: 2021 2023				
Department Group: DISTRICT				
Exclude Fully Paid Bills: Y				
Sort By: Bill Year				

WIP-Balance indicates this is a calculated balance that includes any in-progress Payments/Adjustments that could be cancelled before being posted to the account.

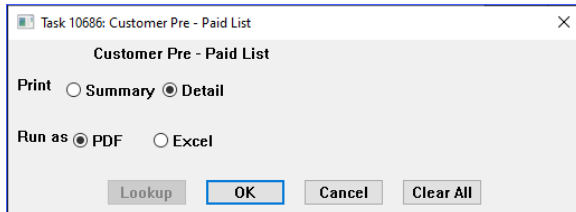
Figure 1 Report sorted by Program on the left & Bill Year on the right. SCHRENTAL program has activity in 2 bill years.

[ADM-AUC-MB-180]



1.1 # 10686 Customer Pre-Paid List [Enhancement]

The pre-pay report lists all invoices in the PREPAY program group and all their transactions, which can result in many pages. To list customers that have available funds for disbursement, a ☉ Summary version of the report is now available that just lists the last pre-payment per customer.



The detail version is unchanged and is still available by selecting the ☉ Detail radio button when running the report.

The report is commonly run as ☉ Excel.

1	Cust#	Invoice#	Description	Trx-Date	Check#	Check-Description	Charges	Adjust/Refund	Payments	Balance
35	945A	015952-00	Pay Cust# 945A Bill# 015952-00 Check 0000886861-NS SEP	02-Aug-2023	0000886861	NS SEP	0.00	0.00	683.00	-683.00
36	986A	016040-00	Pay Cust# 983A Bill# 016040-00 Check 113-AUG SEP	08-Aug-2023	113	AUG SEP	0.00	0.00	679.00	-679.00
37	986B	016047-00	Pay Cust# 986B Bill# 016047-00 Check 0055625691-NS SEP	02-Aug-2023	0055625691	NS SEP	0.00	0.00	653.00	-653.00
38	993B	016069-00	APPLY AUG	01-Aug-2023			0.00	0.00	870.00	-870.00
39	994D	016073-00	Pay Cust# 994D Bill# 016073-00 Check 113-AUG SEP	08-Aug-2023	113	AUG SEP	0.00	0.00	653.00	-653.00
40						Pre-Pay Total	0.00	0.00	14,916.60	-14,916.60

Compare the above, showing a single line per customer (just the most recent pre-payment), to the report below, run in detail.

1	Cust#	Invoice#	Description	Trx-Date	Check#	Check-Description	Charges	Adjust/Refund	Payments	Balance
176	945A	015952-00	MB Pay Bill# 015952-00	17-Mar-2023	00886856	APR	0.00	0.00	683.00	-683.00
177	945A	015952-00	Apply Apr	03-Apr-2023			0.00	0.00	-683.00	683.00
178	945A	015952-00	MB Pay Bill# 015952-00	05-Apr-2023	000886857	MAY	0.00	0.00	683.00	-683.00
179	945A	015952-00	APPLY JUNE PRE PAID	01-Jun-2023			0.00	0.00	-683.00	683.00
180	945A	015952-00	Pay Cust# 945A Bill# 015952-00 Check 000886859-NS JUL	05-Jun-2023	000886859	NS JUL	0.00	0.00	683.00	-683.00
181	945A	015952-00	Pay Cust# 945A Bill# 015952-00 Check 000088680-NS AUG	05-Jul-2023	000088680	NS AUG	0.00	0.00	683.00	-683.00
182	945A	015952-00	CK 000886859 - JUL	05-Jul-2023			0.00	0.00	-683.00	683.00
183	945A	015952-00	APPLY AUG	01-Aug-2023			0.00	0.00	683.00	-683.00
184	945A	015952-00	Pay Cust# 945A Bill# 015952-00 Check 0000886861-NS SEP	02-Aug-2023	0000886861	NS SEP	0.00	0.00	683.00	-683.00
185						Customer Total	0.00	0.00	683.00	-683.00

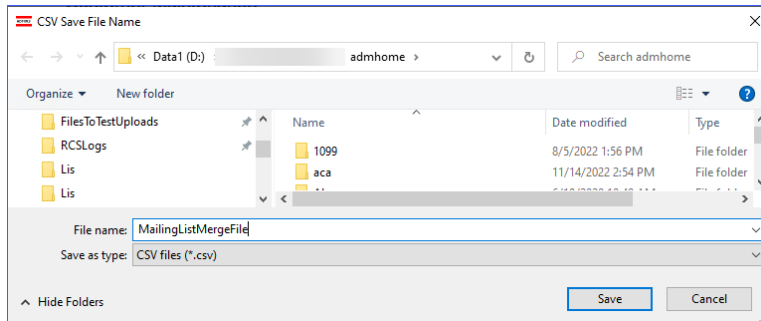
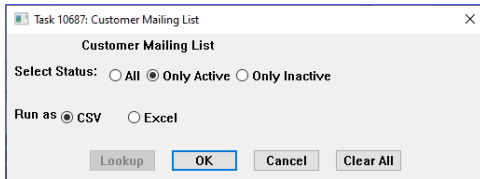
This report was run in detail. The image is isolated to single customer #945A to show the level of detail. Compare this to the summary report, which shows a single line for each customer; the above report shows nine lines of historical activity for one customer. The customer total is the same on each report.

[HVMA-SUP-SAPLAUC-84]



1.2 # 10687 Customer Mailing List [Enhancement]

This mailing list may be produced as a CSV file, suitable for use in a mail merge. The system will prompt for a filename and location to save the CSV file.



Or, run the list as Excel. This could be helpful to distribute to other departments within the organization who need name and address information.

1	Statement Name	Statement Name 2	Address 1	Address 2	Address 3	Address 4	City	State	Zip	Customer#
102	TOWN OF FRANKLIN	ANIMAL CONTROL	15 PUBLIC WORKS WAY				FRANKLIN	MA	02038-0000	60000103
103	TO THE PARENTS OF: ELIAS SHLOSSBERG		37 MOHAWK ST				BELLINGHAM	MA	02019-0000	60000104
104	TO THE PARENTS OF: AMELY ACERO		42 CAROLINE DRIVE				BELLINGHAM	MA	02019-0000	60000105
105	TO THE PARENTS OF: MAHESH & AKSHARA KATT		2 EVERGREEN DRIVE				BELLINGHAM	MA	02019-0000	60000106
106	MAPLE STREET SOLAR 1, LLC	C/O CLEARWAY ENERGY GROUP	4900 NORTH SCOTTSDALE RD	ATTN: PROPERTY TAX DEPT			SCOTTSDALE	AZ	85251-0000	60000107
107	HOCKAMOCK AREA YMCA	ATTN: ERIN BRENNOCK	45 FORGE HILL ROAD				FRANKLIN	MA	02038-0000	60000108
108	KEARSARGE WILLIAM WAY LLC		1380 SOLDIERS FIELD RD	SUITE 3900			BOSTON	MA	02135-0000	60000109
109	DYER ENERGY LLC		572 EAST ST				WEYMOUTH	MA	02189-0000	60000110
110	GIATAS LANDSCAPING INC		11 HARMONY DR				MILLVILLE	MA	01529-0000	60000111

[ADM-AUC-MB-181]

2 Fiscal Year End

Sites with a fiscal year that ends on October 31 and starts a new Fiscal Year on November 1 should review the MB-700 [Misc Billing Fiscal Year End Checklist \(wsimg.com\)](#) in the Help Reference Library today to prepare for the new fiscal year.

[ADM-AUC-DOC-249]

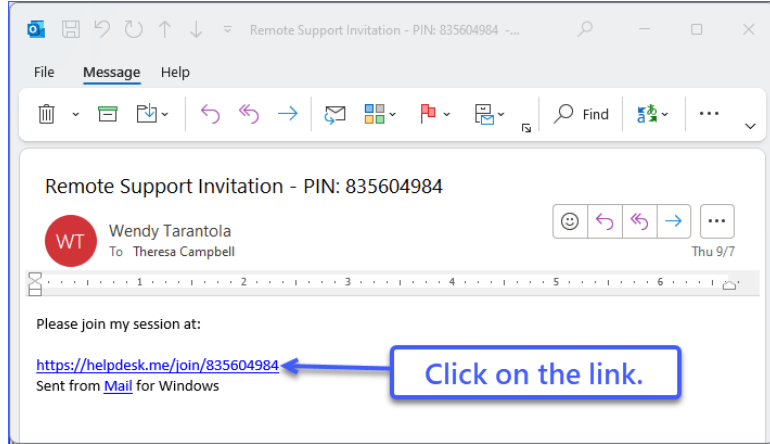


3 Using GoToResolve



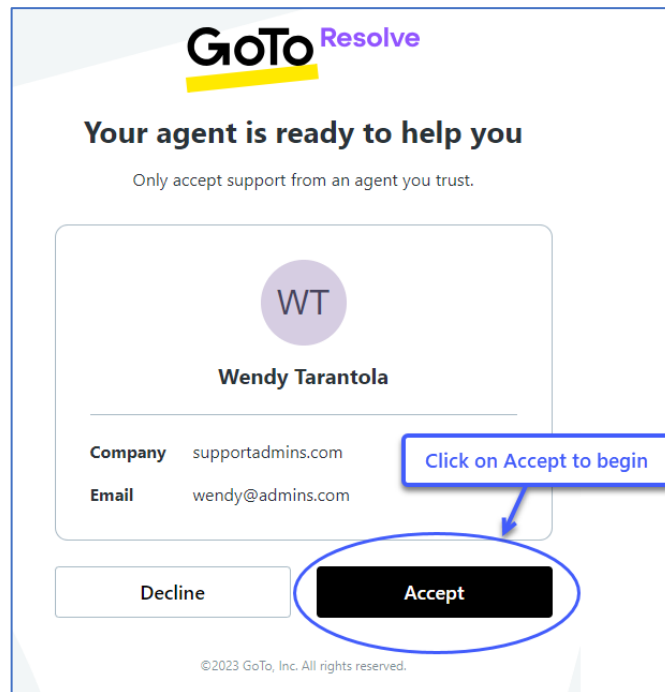
AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.



Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.



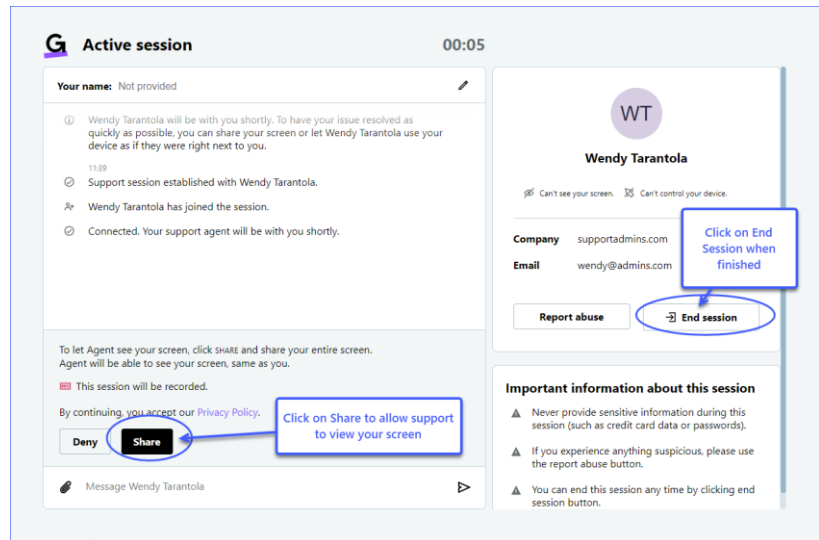


A browser window with instructions opens.

Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]

4 Help Reference Library & ADMINS Website

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

4.1 New & Updated Documentation in the Help Reference Library

Queries	MB–110 Find a Bill	[New]
		[ADM-AUC-DOC-251]
Collections	MB–260 Refunds	[New]
	MB–270 Reprint Bills (one at a time)	[New]
		[ADM-AUC-DOC-252]
Site Specific	MB–660 HVMA Pre–Payment Refunds	[New]
		[ADM-AUC-DOC-240]
Year End Processing	MB–700 Fiscal Year End Checklist	[New]
		[ADM-AUC-DOC-243]
		[ADM-AUC-DOC-249]

4.2 New Content on ADMINS.com

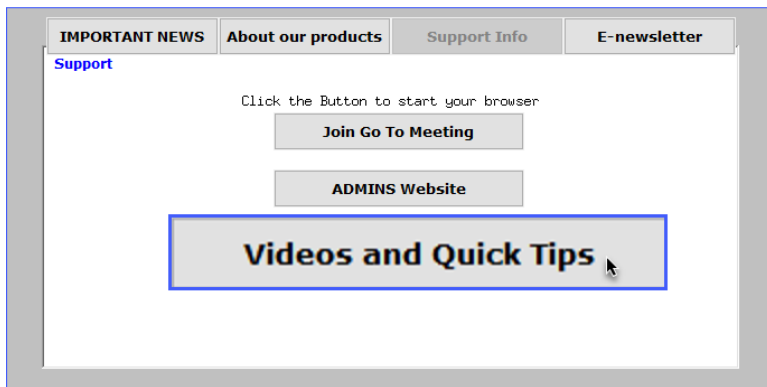
[Misc Billing Fiscal Year End Checklist \(wsimg.com\)](https://wsimg.com) [New]



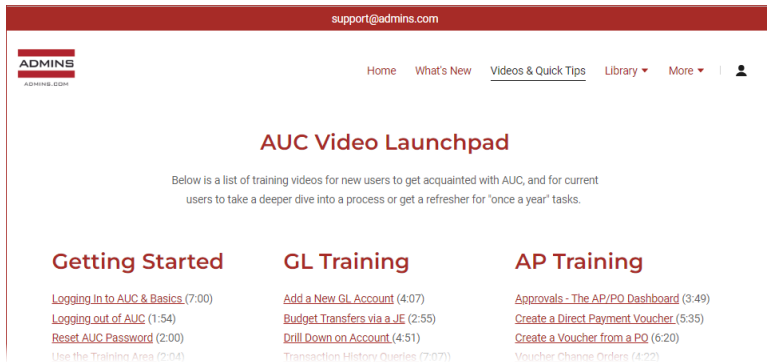
5 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).



The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



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

[ADM-AUC-SY-8305]