



Miscellaneous Billing

Release Notes

September 2024

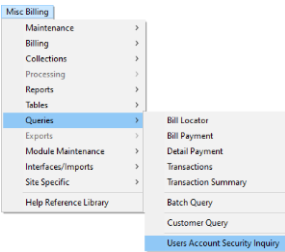
This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **MISCELLANEOUS BILLING** system. Updates include new checkboxes in the service type table for "Use for Pre-Pay" and "Apply EFT Pay". Adjustments now allow HOA Fee charges to be written off using the MBWO transaction code.

Contents

| | | |
|-----|--|---|
| 1 | User Account Security Query..... | 1 |
| 2 | Site Specific Changes for Heritage Village Masters Assoc. | 2 |
| 2.1 | Service Type Table..... | 3 |
| 2.2 | Adjustments for Doubtful Accounts Allows "HOA Fee" Charges | 3 |
| 3 | Help Reference Library & ADMINS Website | 4 |
| 3.1 | New & Updated Documentation in the Help Reference Library | 4 |

1 User Account Security Query

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.



Find the information from the menu by selecting the module then:

Queries ► User Account Security Inquiry

- 1. The username is shown at the top of the screen

The account Number is shown, with the description within the grid. The Access Type will be either "Write" or "Read" – if there is no access, the account will not appear in the user's list.



When the screen is displayed by “Account #”, users and their permissions are listed.

- Click on the **[2 Account#]** to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.

- The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.

| User Name | User Description | FY | Account# | Account Description | Access Type |
|-----------|------------------|------|---------------------------|---------------------------------------|-------------|
| EL | EL | 2025 | 0100-000-0000-00-00-10400 | CASH, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-12700 | TRASH CHARGES A/R | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-20200 | ACCOUNTS PAYABLE, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-20210 | ACCURED PAYROLL, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-26600 | DEF REVENUE-TRASH CHARGES | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-26730 | DEF REVENUE-TRASH LIENS | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-26999 | REFUNDS DUE (W/ST/ST) | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-32110 | F/B RES FOR ENCUMB, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-32160 | BROUGHT FORWARD ARTICLES, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-32711 | F/B RESERVED FOR EXP - (2019)RETAINED | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-35900 | UNDES FUND BALANCE, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-35906 | TRASH RETAINED EARNINGS | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-36200 | RES FOR ENCUMB, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-39100 | REVENUE, TRASH | Write |
| EL | EL | 2025 | 0100-000-0000-00-00-39200 | REVENUE, TRASH | Write |

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

2 Site Specific Changes for Heritage Village Masters Assoc.

The changes outlined below apply only to the Miscellaneous Billing (MB) module for the Heritage Village Masters Association (HVMA) site; other sites can ignore this section.

2.1 Service Type Table

The service type table for HVMA now includes a **“Use for Pre-Pay”** checkbox and an **“Apply EFT Pay checkbox”**.



These features are described in **MB-670 HVMA Apply Pre-Payments to O/S Invoices** document in the Help Reference Library.

See also **MB-690 HVMA Set Up Tables and Forms for Billing.**

[HVM] 10004-Service Type

File Edit Ledgers Purchase Orders Accounts Payable Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Service Type

Goto... Actions

Year Type Program
2004 P5 HOFEEES HDA Fees

1 Service 2 Bill Rates 3 Accounting 4 Notes 5 Groups 0 Add/Chq Form

| Service Type | Description | Short Desc | Day# | Include In Refunds | Include In Spec Inv | Use for Pre-Pay | Apply | Use Bill Form |
|--------------|------------------------------------|------------|------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------|
| FINCHG | Finance Charge - Late Fees | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | HOFEE |
| FINES | Fines/Summons | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | HOFEE |
| HDA | HDA Fees | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | HOFEE |
| NSF | NSF Fees | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | HOFEE |
| UNPAID | Prior Balance due to EFT Rejection | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | HOFEE |
| | | | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

9 Copy Year 0 Copy Program

Status: Record Active

[HVMA-SUP-SAPLAUC-185]

2.2 Adjustments for Doubtful Accounts Allows "HOA Fee" Charges

Initially, the setup of the **“HOAFees” Program** did not allow adjustments to the **“HOA Fee” service type charges.**

This became an issue when trying to write off balances with HOA Fees using the MBWO transaction code.

The program has now been updated for the HVMA site, so if the transaction code is MBWO, it allows adjustments to HOA Fee charges.

[HVMA] 10344-Adjustment Entry

FILE EDIT Loggers PURCHASE ORDERS Accounts Payable Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Goto... Actions

Restrict Add Type
Restrict Add Year

Clear Filter
00
0000

0 Clear Amounts
1 Write Off
2 Add Charge
Clear All
Pending Adjusts

Adjustment Entry Accepted

| | | |
|--------------------------------|---------------------|------------------|
| Batch 53 | TrxNumber 123468 | Note |
| Type 95 Misc Billing | Year 2024 Code MBWD | Date 10-Sep-2024 |
| Owner Mailing Address | | Program HOA FEES |
| WILLIAM J & DOROTHY WRIGHT SR. | | HOA Fees |
| 999B HERITAGE VILLAGE | | |
| SOUTHBRURY, CT 064880000 | | |

| | |
|------------------|--------------------------------|
| 5 Add by Bill# | 062381-00 |
| 6 Add by Owner | WILLIAM J & DOROTHY WRIGHT SR. |
| 7 Add by SrvAdr | 999B HERITAGE VILLAGE |
| 8 Add by Cust# | 999B |
| 9 Add by Parcel# | - - |

| | Net Billed | Paid | Cur Balance | Adjust Chg | Adjust Pay | Adjusted Balance |
|---------------------------------|------------|------|-------------|------------|------------|------------------|
| HOA Fees - AUG Monthly HOA Fees | 723.00 | | 723.00 | -723.00 | | |
| Bill Total | 723.00 | | 723.00 | -723.00 | | |

PENDING ADJUSTMENT

-- Added 10-Sep-2024 By THERESA Changed 10-Sep-2024 by THERESA Active Lkup UP



| | | | | | | | | | | |
|-----------------------------|------|-------------|---|-------------------------------------|----------|-------------|---------|--------------|---------|---------|
| 10345-MBREP:MBADJEDTSCR.REP | | | | Printed 10-Sep-2024 at 13:46:04 | | | | Page 1 | | |
| | | | | Heritage Village Master Association | | | | | | |
| | | | | Misc. Billing Adjustment Edit List | | | | | | |
| Batch: 53 | | | | | | | | | | |
| Type | Year | Bill Number | Run | Service Type | | Trx Date | Trx Num | Trx Code | Charge | Payment |
| MB | 2024 | 062381-00 | 1 | HOA | HOA Fees | 10-Sep-2024 | 123468 | MB WRITE OFF | -723.00 | |
| MB | 2024 | 062381-00 | Customer: 999B WILLIAM J & DOROTHY WRIGHT SR. | | | | | | -723.00 | |
| Total for Type Misc Billing | | | | | | | | | -723.00 | |
| Total for Batch 53 | | | | | | | | | -723.00 | |

See the **MB-250 Write Off to Doubtful Account Via Adjustments** document in the Help Reference Library for details on how to process an adjustment.

[HVMA-SUP-SAPLAUC-183]

3 Help Reference Library & ADMINs Website

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

3.1 New & Updated Documentation in the Help Reference Library

| | | |
|---------------|---|-----------|
| Site Specific | MB-670 HVMA Apply Pre-Payments to O/S Invoices | [Updated] |
| | MB-690 HVMA Set Up Tables and Forms for Billing | [Updated] |