



Miscellaneous Billing

Release Notes

SEPTEMBER 2025

The document details various enhancements and fixes made to the ADMINS Unified Community for Windows **Miscellaneous Billing** system.

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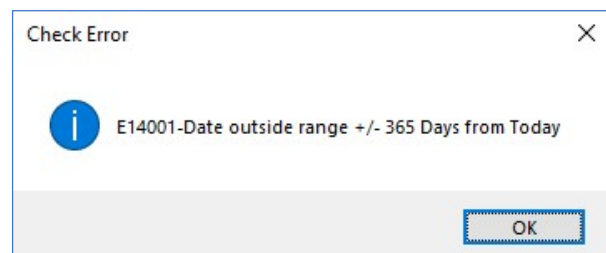


1 Bill Date Checking During Special Invoice Process [Enhancement]

Navigation To: Misc. Billing > Billing > Special Invoice Process [Add/Edit Special Invoices]

Previously, the Bill Date would only allow dates to be entered that were +/- 180 days from today's date. This has been updated to allow up to +/- 365 days.

If a date is entered prior to or past 365 days, an error will display.



[ADM-AUC-MB-247]

2 Special Invoice (Add/Edit) - Allow Edit Invoice Title [Enhancement]

Navigation To: Misc Billing > Billing > Special Invoice Process > Add/Edit Special Invoices

When adding invoices there is a hierarchy on how the Invoice Title is set. First, it checks the Bill Form Table for the program/service type used. If the Invoice Title is not set on the Bill Form Table and it will take the description of the first service type applied to the invoice.

To allow for these to be individualized, it will display the default invoice Title here, where it can now be changed as needed.



September 2025

If there is a title and (spacebar+enter) is used to clear out the title, a message will appear. Yes, will clear the title and No, will set it back to what it was previously.

The Edit List 9 Edit List for the Special Invoices has been updated to also include the Invoice Title as part of the data that shows on the list/report.

[ADM-AUC-MB-248]



3 Include Bill Year when Adding Invoices [Enhancement]

Navigate To: Mis Billing > Billing > Special Invoice Process

Towards Year End there might be an occasion when invoices for the New Year will need to be created, or after the move to the New Year, prior year invoices might need to be created. Adding the Bill Year to the Add Invoice (add/edit special invoices) or Add Program (Build Program Invoices) will allow for these outliers.

Building Program Invoices,

 Build Program Invoices
during the Special Invoice Process, in the Add Program section, the system now requires the Bill Year to be entered to create the invoice(s).

Special Invoice Process				
Description	Date	Start	End	Success
Restart Special Invoice Processing				
Build Program Invoices	Sep-2025	13:10:34.45	13:10:37.09	☒
Create Program Invoices	17-Jul-2025	13:49:32.37	13:49:42.36	☒
Add / Edit Special Invoices	12-Sep-2025	12:11:50.32	12:11:51.14	☒
Special Invoice Register				☐
Print Invoices				☐
Email Invoices				☐
Post Invoices				☐

Task 10570: Add Program Invoice Template

Add Program Invoice Template

Required: Bill Year

2026

Required: Enter Program Type

Lookup

OK

Cancel

Clear All



Adding or Editing a
Special Invoice.

The system will default
the current Bill Year
(from MODCTRL 11001)
but can be changed.

[ADM-AUC-MB-249]

4 Customer Statement for a Single Year [Enhancement]

Navigate To: Misc Billing > Queries > Customer Query

Navigate To: Misc Billing > Report > Report Library

Added the option to only include invoices that fall either in a calendar year or a bill year. This allows for sites to determine which works better for their customer(s). If the report is run from the Statement button on the Customer screen or from the Report Library, the following changes have been made.

[illegible]

Task 10668: Customer Statement (From Customer Screen)

Customer Statement

Selection:

☒ All

☐ Open Only

☐ Current Month + Open

☐ Current Bill Year + Open

☐ Current Calendar Year + Open

Exclude Credit Balance Invoices:

☒ Yes

☐ No

Print

☐ Summary

☒ Detail

Optional: Enter Email Address

Optional: Enter Email Note 1

Optional: Enter Email Note 2

Optional: Enter Email Note 3

Optional: Enter Email Note 4

Lookup

OK

Cancel

Clear All



[AUC] 10601-Report Library Customer (chris)

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

Report Library Customer

Goto...

Actions

Report Categories

- 2 Collection Reports
- 3 Subscription Reports
- 4 Customer Reports
- 5 Program Invoice Reports
- 6 Other Reports

Report Name	New	Report	Last Run Date	Run Time
10618-Parcel vs Subscriber Address Mismatch	Sample	Run		
10616-Customer with no Parcel# assigned	Sample	Run		
10620-Customer Notes Report	Sample	Run		
10640-Customers with Duplicate Service Addresses	Sample	Run		
10642-Customers with Duplicate Parcel#	Sample	Run		
10666-Customers with Duplicate Names	Sample	Run		
10669-Customer Statement	Sample	Run	15-Sep-2025	07:48:26.12
10646-Customers with Email Addresses	Sample	Run		
10683-Customer Outstanding Balances	Sample	Run		
10682-Customer Outstanding Balances (No WIP)	Sample	Run		
10684-Customers with Credits and Outstanding Balances	Sample	Run		
10686-Customer Aged Receivable Report By Payment Date	Sample	Run		
10686-Customer Pre - Paid List	Sample	Run		
10687-Customer Mailing List	Sample	Run		
10245-List Customer Credit Balances	Sample	Run		
10634-Customer - Revenue Date Range Activity Report	Sample	Run		
10677-Monthly Waiver List	Sample	Run		
10861-Rental Leases set to Expire within Date Range	Sample	Run		
10863-Resales set to Close within Date range	Sample	Run		
10864-Percentage of Rental Units	Sample	Run		
10648-Customer Resident/Owner List	Sample	Run		
10865-List of Active Leases	Sample	Run		
10736-Resident List by Condo#	Sample	Run		
10649-Resident Contact List	Sample	Run		

Task 10669: Customer Statement

Customer Statement

Optional: Enter Customer Number

Optional: Enter Program Type

Selection:

☒ All ☐ Open Only ☐ Current Month + Open ☐ Current Bill Year + Open ☐ Current Calendar Year + Open

Exclude Credit Balance Invoices: ☒ Yes ☐ No

Print

☐ Summary ☒ Detail

Optional: Enter Email Address

Optional: Enter Email Note 1

Optional: Enter Email Note 2

Optional: Enter Email Note 3

Optional: Enter Email Note 4

Lookup OK Cancel Clear All

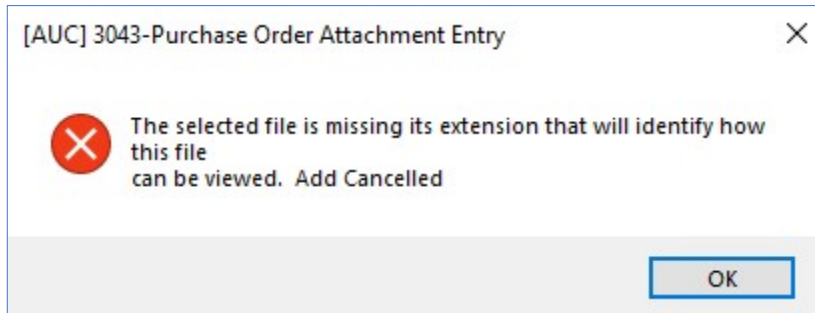
[ADM-AUC-MB-251]



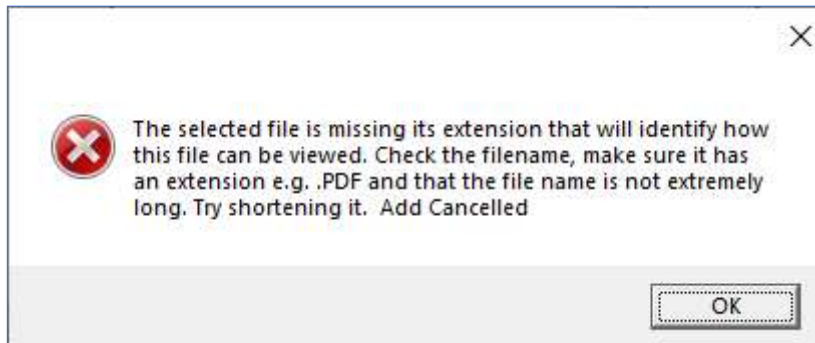
5 Attachment Filename Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



6 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

June 2025 Product Release Notes

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

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September 2025 Product Release Notes

Ledgers	Motor Excise	Collections	System
Accounts Payable	Real Estate	Budget	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



7 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

7.1 New & Updated Documentation in the Help Reference Library

7.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)