



# Miscellaneous Billing

## Release Notes

MARCH 2026

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

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# 1 Posted Transactions Report for Charges and Payments [Enhancement]

A new report has been added that lists the details of all charges and payments, by batch. This includes batches created outside of the regular payment or adjustment process. For example, Special Invoice Billing or Bill Created via an automated process.

**Navigation Path:** Misc Billing > Reports > Report Library > 10673 – Posted Transactions – Charges/Payments By Batch

Report Library Collection					
Report Name	View	Report	Last Run Date	Run Time	
10630-Bill Type - As of a Date	Sample	Run			
10635-Credit Redistribution Report	Sample	Run			
10625-Aged Recievables (Curbside)	Sample	Run			
10632-Bill Type - Revenue Date Range Activity Summary	Sample	Run			
10633-Bill Type - Revenue Date Range Activity Detail	Sample	Run			
-----	Sample				
10654-Pending Receipts	Sample	Run			
10655-Pending Adjustments	Sample	Run			
-----	Sample				
10656-Revenue Summary - By Type, Date, Category	Sample	Run			
10657-Posted Receipts - by Date, GL#	Sample	Run			
10658-Posted Adjustments - by Date, Txn Code, Category	Sample	Run			
-----	Sample				
10660-Posted Transactions - Summary	Sample	Run			
10662-Posted Transactions - Refund History	Sample	Run			
10663-Posted Transactions - Payments by Batch	Sample	Run			
10664-Posted Transactions - By Deposit Date	Sample	Run			
10673-Posted Transactions - Charges/Payments By Batch	Sample	Run	29-Jan-2026	10:24:36.66	
10665-Statistics - How our Bills are Paid	Sample	Run			
-----	Sample				
10659-Lockbox Batch Summary Report	Sample	Run			
-----	Sample				
10645-Special Invoices Outstanding Register	Sample	Run			
10631-Invoice Transaction History As of Report	Sample	Run			
10626-Aged Receivables (Special Invoices)	Sample	Run			
-----	Sample				
10683-Customer Outstanding Balances	Sample	Run			
10682-Customer Outstanding Balances (No WIP)	Sample	Run			
10684-Customers with Credits and Outstanding Balances	Sample	Run			
10685-Customer Aged Receivable Report By Payment Date	Sample	Run			

Task 10673: Posted Transactions - Charges/Payments By Batch

**Posted Transactions - Charges/Payments By Batch**

Required: Enter Pay Date Range      From:  To:

Optional: Enter up to 9 User Batches      Edit      0 values:

Optional: Enter Program Department Group           

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No



```

10673-MBTRNBATRPT.REP          Printed 29-Dec-2025 at 12:45:25 by ANTHEA          Page 2
                                Town of Admins
                                Posted Transactions - Charges/Payments By Batch
=====
Year Type Cust#  Bill#  Service Type          Charges  Adjustments  Refunds  Payments Trx/Pay Date  Deposit Date
=====
*** Total for Batch 68          ***          5000.00
=====
2024 95  00000002  000801-00  4th Quarter Tuition    6948.00
2024 95  00000005  000802-00  4th Quarter Tuition    6948.00
2024 95  00000005  000803-00  4th Quarter Tuition    6948.00
2024 95  00000006  000804-00  4th Quarter Tuition    6948.00
2024 95  00000006  000805-00  4th Quarter Tuition    6948.00
2024 95  00000007  000806-00  4th Quarter Tuition    6948.00
2024 95  00000008  000807-00  4th Quarter Tuition    6948.00
2024 95  00000097  000808-00  4th Quarter Tuition    6948.00
2024 95  00000102  000809-00  4th Quarter Tuition    6948.00
2024 95  00000155  000810-00  4th Quarter Tuition    6948.00
2024 95  00000169  000811-00  4th Quarter Tuition    6948.00
=====
*** Total for Batch MBSPC89022  ***          76428.00
=====

```

[ADM-AUC-MB-262]

## 2 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.

### 2.1 New & Updated Documentation in the Help Reference Library

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- MB – 625 HVMA Servicon to AUC Processing (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

### 2.2 New Content on ADMINS.com

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

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