Miscellaneous Billing

Release Notes   DECEMBER 2025

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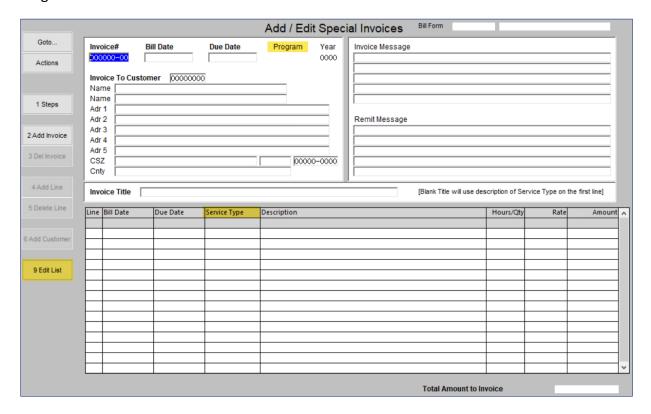
CONTENTS

1   Special Invoice Process – [Enhancement]

Enhanced to include the Program Type and Service Type on both the Add/Edit screen and the Special Invoice Register to make it easier to identify any changes or errors that need to be corrected.

Navigation Path: Misc Billing > Billing > Special Invoice Process

1.1   Add/Edit Special Invoices

Enhancement to the Add/Edit Special Invoice Screen to display the Service type and the Program name.

1.2   Special Invoice Edit List

Enhancement to the Invoice Register Report to display both the service type and the Program name.

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10522-MBSPCINVLST.REP          Printed 20-Nov-2025 at 13:32:28 by ANTHEA
                                           Town of Admins
                                        Special Invoice Edit List

=========================================================================================
 Invoice#: 001363-00      Invoice to Customer: 00000121           Invoice Title: INVOICE
 Bill Date: 01-Aug-2025
 Due Date: 15-Aug-2025                                   Invoice Message:
 Bill Year: 2026
 Program  : SCHTUITPRE
 Print Unbilled Charges No
                                                  02019-0000    Remit Message:

 INVOICE HAS ERRORS
-----------------------------------------------------------------------------------------
Line Service-Type Bill-Date   Due-Date   Description                      Qty/Hrs    Rate
1    4DAYPAY1     01-Aug-2025 15-Aug-2025 4 Day - Month 1                     1.00  260.0000
                  Cash Account not Setup on Service Type Table
2    4DAYPAY2     01-Sep-2025 15-Sep-2025 4 Day - Month 2                     1.00  260.0000
3    4DAYPAY3     01-Oct-2025 15-Oct-2025 4 Day - Month 3                     1.00  260.0000
4    4DAYPAY4     01-Nov-2025 15-Nov-2025 4 Day - Month 4                     1.00  260.0000
5    4DAYPAY5     01-Dec-2025 15-Dec-2025 4 Day - Month 5                     1.00  260.0000
6    4DAYPAY6     01-Jan-2026 15-Jan-2026 4 Day - Month 6                     1.00  260.0000
7    4DAYPAY7     01-Feb-2026 15-Feb-2026 4 Day - Month 7                     1.00  260.0000
8    4DAYPAY8     01-Mar-2026 15-Mar-2026 4 Day - Month 8                     1.00  260.0000
9    4DAYPAY9     01-Apr-2026 15-Apr-2026 4 Day - Month 9                     1.00  260.0000
10   4DAYPAYFINAL 01-May-2026 15-May-2026 4 Day - Final Payment              1.00  260.0000
```
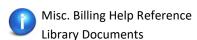
[ADM-AUC-MB-258]

2　Pre-Pay Invoices [Enhancement]

To accommodate the ability to accept payments for invoices not yet generated the system will now create a generic pre-payment invoice for every customer.

When applying payments to a customer that doesn't have any outstanding balances, it will apply the payment automatically to the pre-payment invoice.　If the customer overpaid all their outstanding balances, then any overpayment will be applied to the pre-payment invoice.

Once the invoice has been created, an adjustment transfer can be performed to move the payment from the pre-payment invoice to the invoice with the outstanding balance.
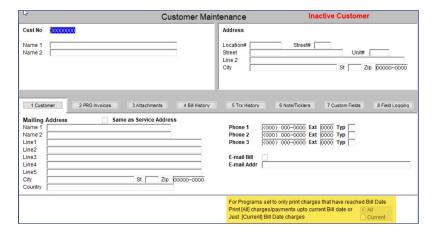
Misc. Billing Help Reference Library Documents	MB-280 - Transfer Credits to Pre-Payments MB-290 - Apply Pre-Payments to O/S Invoices

3　Print All Invoice Amounts or Current Invoice Amounts

Some customers have requested that when invoices are printed, only the current invoiced amount should be displayed on the invoice. Rather than the current invoiced amount in addition to any prior invoiced amounts and payments. (only invoices for the current period are populated and nothing prior).

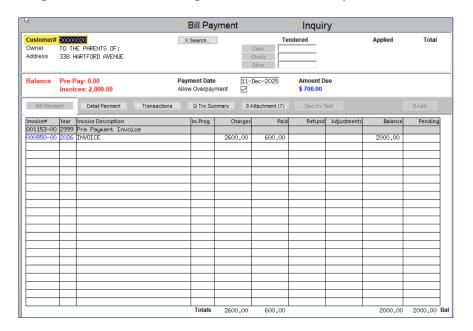**Navigation Path:** Misc Billing > Maintenance > Customer Maintenance

This will impact the Invoice Reprints and the Process Unbilled Charges prints of Invoices

4   Payments now made by Customer# instead of Invoice#

To make it easier to see and pay all invoices for a single customer, we have changed the bill payment suite of screens to be by Customer Number instead of Invoice Number. The Invoice Number can still be found by using the search button at the top of the screen.

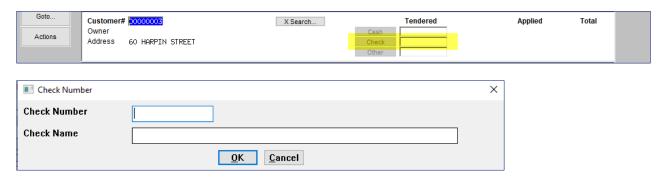**Navigation Path:** Misc. Billing > Collections > Bill Payment

4.1 Automatically enter Check# when Check Amount tendered

Added a new Module Control setting that when a check amount is tendered on an invoice, the site can require the entry of a check number. When enabled, the system will automatically prompt the user to enter a check number whenever a check amount is tendered.

Navigation Path: Misc Billing > Module Maintenance > Misc Billing Module Control [11013] –"Ask for Check# and Name when Enter Receipt Check Amount"
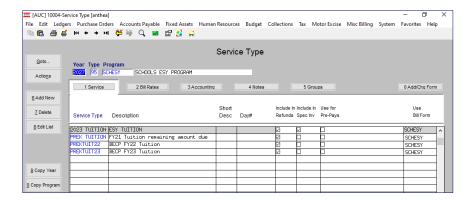
The default is Y (YES) but can changed and if set to N (NO), can still click on the check button to enter it if required.

5 Service Type Table Update

Updated the service type table to remove unused information and included the new pre-payment checkbox. The pre-payment checkbox indicates which service type any credits from the pre-payment invoice can be applied automatically.

Navigation Path: Misc Billing > Tables > Service Type

[ADM-AUC-MB-253]

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6　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.

New Content on ADMINS.com

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

Site Link: Videos & Quick Tips

- New - Element Categories - Element Categories in Reports