Miscellaneous Billing

Release Notes JUNE 2026

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

CONTENTS

1 Special Invoice Register - [Enhancement]

Fixed an issue in the Special Invoice Register process by adding validation for the Customer Number field. The system will now display an error message if a Customer Number is not provided.

Navigation Path: Misc. Billing > Billing > Special Invoice Processing > Special Invoice Register

```
10525-MBREP:MBSPCINVREG.REP       Printed 01-Jun-2026 at 17:44:29 by CHRIS                                       Page 1
                                                             Town of Admins
                                                        Special Invoice Register

Invoice#  Customer Program                            Mailing Name & Address                    Bill Amount Message
========= ======== =================================== ======================================== =========== ============================
001459-00 00000000 CELEBRATION FUND - EL HARVEY                                                      110.00 INVOICE HAS ERRORS
                                                        ,    00000-0000                                     Mailing Address Missing
                                                                                                            Customer# missing
          ----------------------------------------------------------------------------------------------------------------------------

                                                                                Count       Amount
                                                                            =========   ===========
                                                         Invoices with Errors      1        110.00
                                                                            ---------   -----------
                                                            Invoices to Print
                                                            Invoices to Email
                                                            No print Invoices
                                                                            =========   ===========
```

[ADM-AUC-MB-274]

2 Added Balance Forward Line to New/Reprint Invoice - [Enhancement]

Allow the users to determine, by Form Type, if the customers' outstanding balance should be displayed on the new or reprinted invoices. This information is provided for informational purposes only and reflects any outstanding balances or credits for the customer. It is included on all new and reprinted invoices; however, it does not account for any payments or adjustments that are currently in progress and have not yet been posted.

Navigation Path: Misc. Billing > Tables > Bill Form

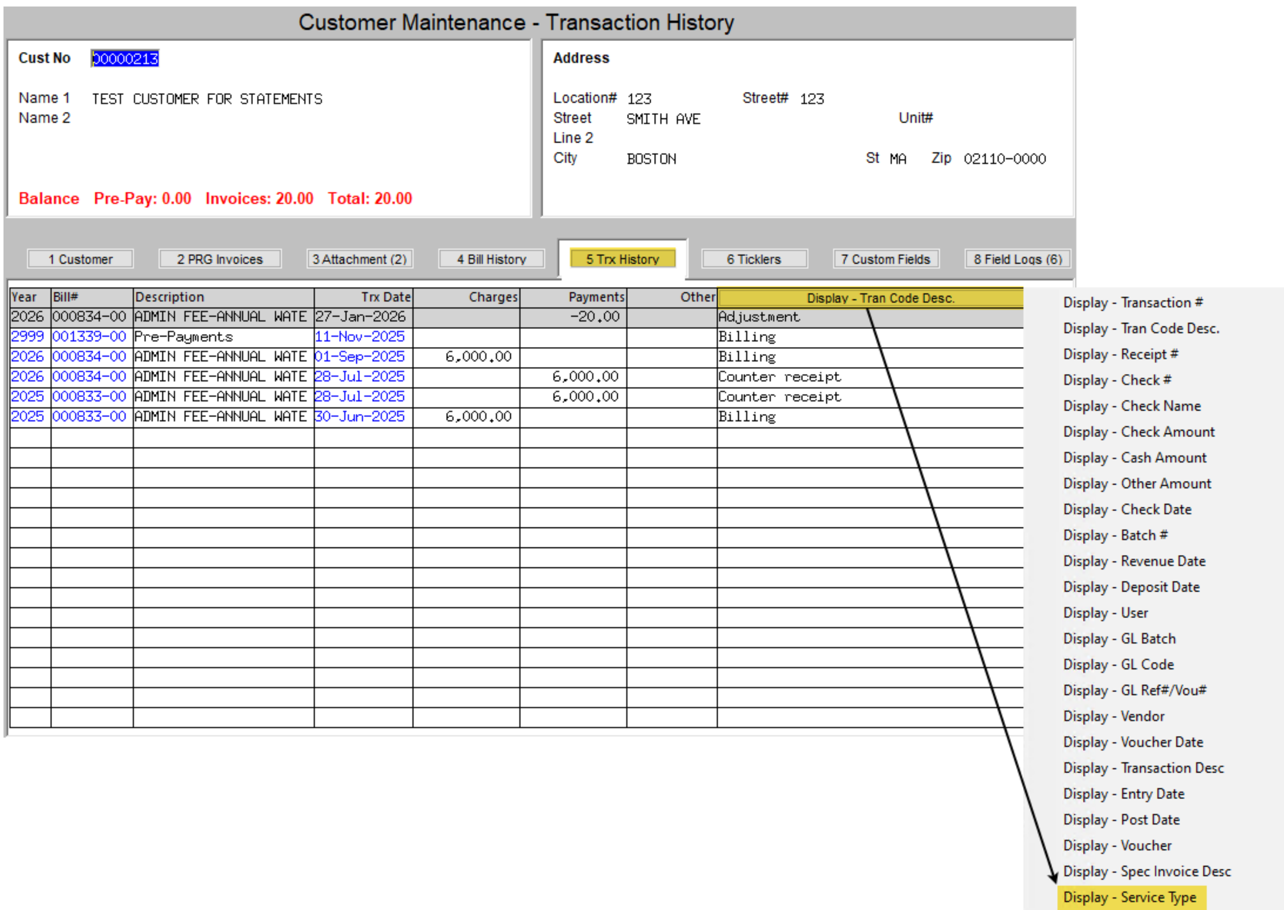
If "Include All current outstanding balances for customer on New/Reprinted Invoices issues" is Yes, a single line called Balance Forward will be added to the invoice that will include **ALL** current outstanding balances (including pre-payment credits). If the radio button is set to No, that would include all outstanding balances for a customer. This is simply an informational line and will show an Outstanding Balances line on the invoice, as of the date the invoice was printed.

[ADM-AUC-MB-275]

3 Service Type Added to Toggle Button Data – [Enhancement]

Enhanced the toggle button functionality to include Display - Service Type in the data. While the Display – Tran Code Desc. continues to display only the Invoice Line description, the corresponding Service Type value is now available for selection when needed.

Navigation Path: Misc. Billing > Maintenance > Customer Maintenance > [5 Trx History]
Misc. Billing > Queries > Transactions
Misc. Billing > Queries > Customer Query [Transactions Tab]
Misc. Billing > Collections > Bill Payment [Transactions Tab]



[ADM-AUC-MB-276]

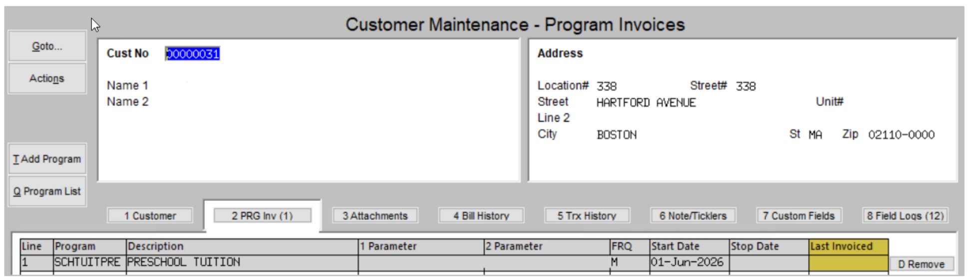
4 Special Invoice Process – [Enhancement]

Enhancements have been made to building Special Invoices:

There are times when several new customers are added into a program in the middle of a billing period/cycle. If the billing period is a shorter period, the user might wait to invoice the customer(s) at the next cycle, however if the billing period is long (e.g. Annual or Semi-Annual) the user might want to invoice them now, with a prorated amount.

Navigation Path: Misc. Billing > Maintenance > Customer Maintenance - [2 PRG Inv (1)]

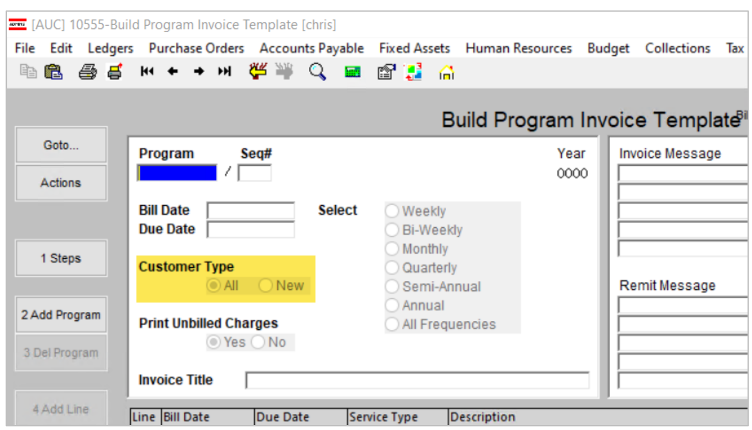
When a program is added to a customer, the last invoice date is blank until they have been invoiced. This would constitute a "New" customer for this program, yet that customer might have other programs that have been previously invoiced.



Added a new option when building a program template, to designate what type of customers to select for the program. "New" customers for this program are those that have not previously been invoiced OR "All" customers who are assigned to this program.

Navigation Path: Misc. Billing > Billing > Special Invoice Process - [Build Program Invoice Template]

Customer Type selection for ***New*** Customers or ***All*** Customers.



[ADM-AUC-MB-264]

5 Department Group assigned to Program Type – [Enhancement]

Updated miscellaneous billing invoice access to look at the Department Group assigned to the Program Type, ensuring users can only view and work with invoices for programs for which they have access to.

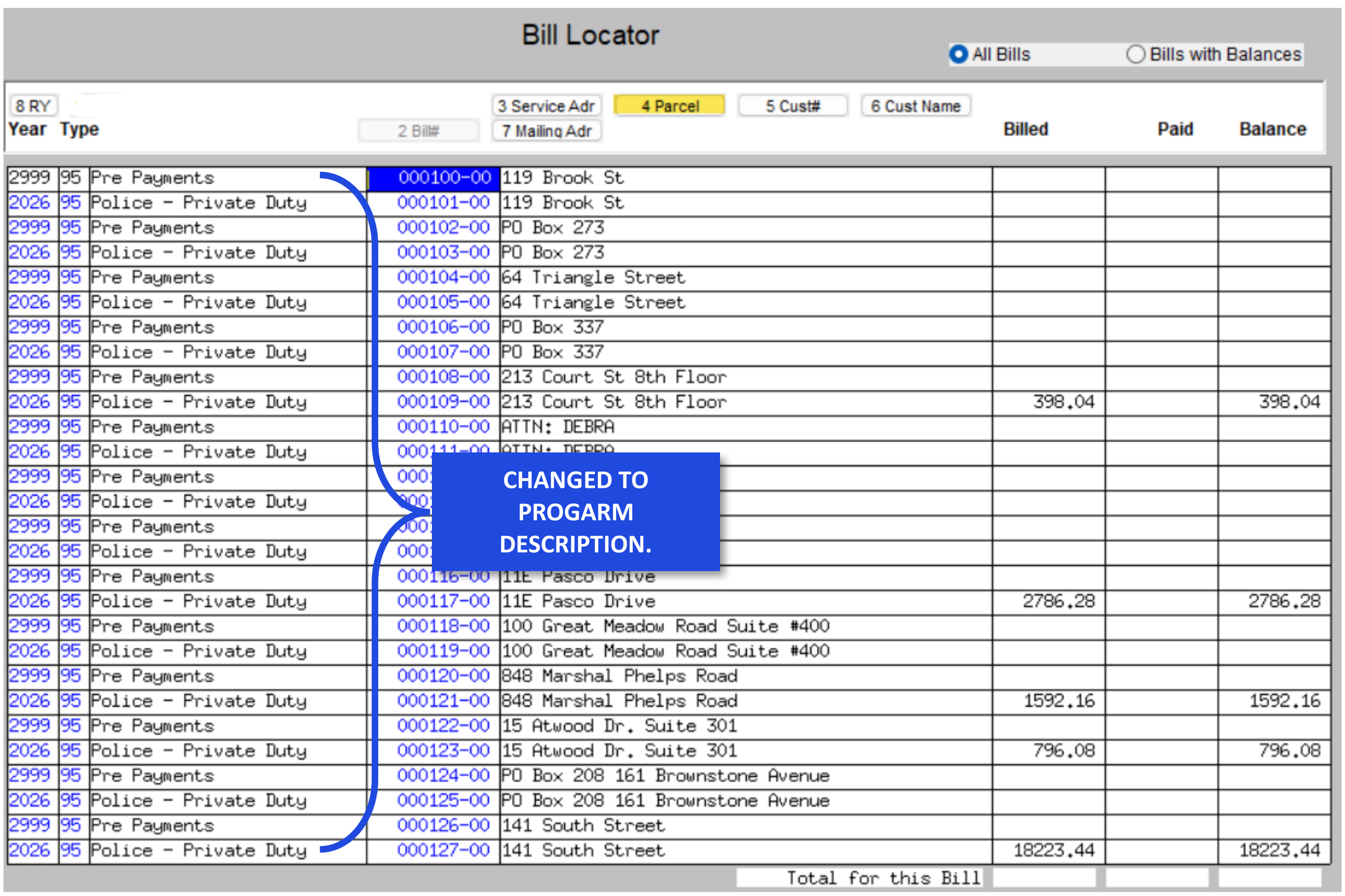
Additionally, the invoice query screen has been streamlined by removing unnecessary selection and display fields. Since all Miscellaneous Bills are created with Bill Type 95, the Bill Type field is no longer displayed. The Parcel field has also been removed from the query screen as it is not utilized.

Navigation Path: Misc. Billing > Queries > Bill Locator

The following changes have been made to the Bill Locator screen:

- ✓ Changed Type Description Column to now show Program Description.
- ✓ Removed Parcel Button on Toggle Column

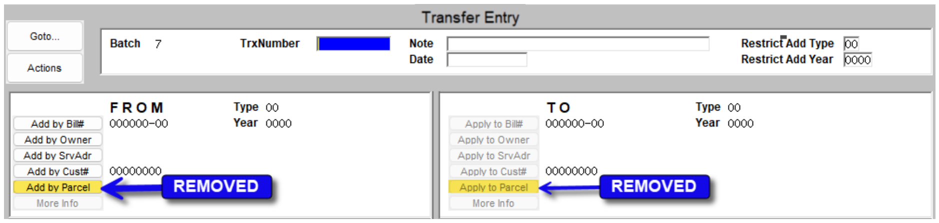
User can only see Programs where they have Dept. Group Access.



Year	Type		Bill#	Address	Billed	Paid	Balance
2999	95	Pre Payments	000100-00	119 Brook St			
2026	95	Police - Private Duty	000101-00	119 Brook St			
2999	95	Pre Payments	000102-00	PO Box 273			
2026	95	Police - Private Duty	000103-00	PO Box 273			
2999	95	Pre Payments	000104-00	64 Triangle Street			
2026	95	Police - Private Duty	000105-00	64 Triangle Street			
2999	95	Pre Payments	000106-00	PO Box 337			
2026	95	Police - Private Duty	000107-00	PO Box 337			
2999	95	Pre Payments	000108-00	213 Court St 8th Floor			
2026	95	Police - Private Duty	000109-00	213 Court St 8th Floor	398.04		398.04
2999	95	Pre Payments	000110-00	ATTN: DEBRA			
2026	95	Police - Private Duty	000111-00	ATTN: DEBRA			
2999	95	Pre Payments	000				
2026	95	Police - Private Duty	000				
2999	95	Pre Payments	000				
2026	95	Police - Private Duty	000				
2999	95	Pre Payments	000116-00	11E Pasco Drive			
2026	95	Police - Private Duty	000117-00	11E Pasco Drive	2786.28		2786.28
2999	95	Pre Payments	000118-00	100 Great Meadow Road Suite #400			
2026	95	Police - Private Duty	000119-00	100 Great Meadow Road Suite #400			
2999	95	Pre Payments	000120-00	848 Marshal Phelps Road			
2026	95	Police - Private Duty	000121-00	848 Marshal Phelps Road	1592.16		1592.16
2999	95	Pre Payments	000122-00	15 Atwood Dr. Suite 301			
2026	95	Police - Private Duty	000123-00	15 Atwood Dr. Suite 301	796.08		796.08
2999	95	Pre Payments	000124-00	PO Box 208 161 Brownstone Avenue			
2026	95	Police - Private Duty	000125-00	PO Box 208 161 Brownstone Avenue			
2999	95	Pre Payments	000126-00	141 South Street			
2026	95	Police - Private Duty	000127-00	141 South Street	18223.44		18223.44

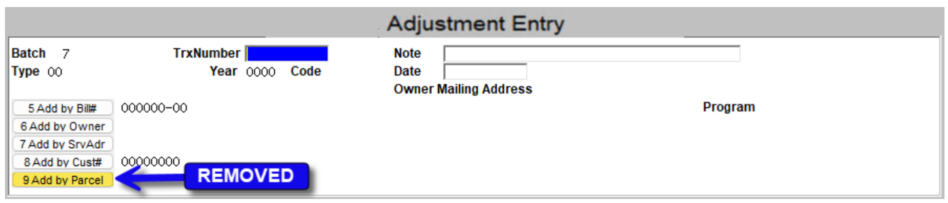
5.1 Adjustments – Transfer Screen

Removed "Add by Parcel" and "Apply to Parcel" from Transfer Entry.



5.2 Adjustments – Adjustment Entry

Removed "9 Add by Parcel"



[ADM-AUC-MB-266]

6 Reports with Account Number now showing Fiscal Year – [Enhancement]

Reports now display the Fiscal Year (FY) associated with any reported errors to assist users in identifying and resolving issues more efficiently.

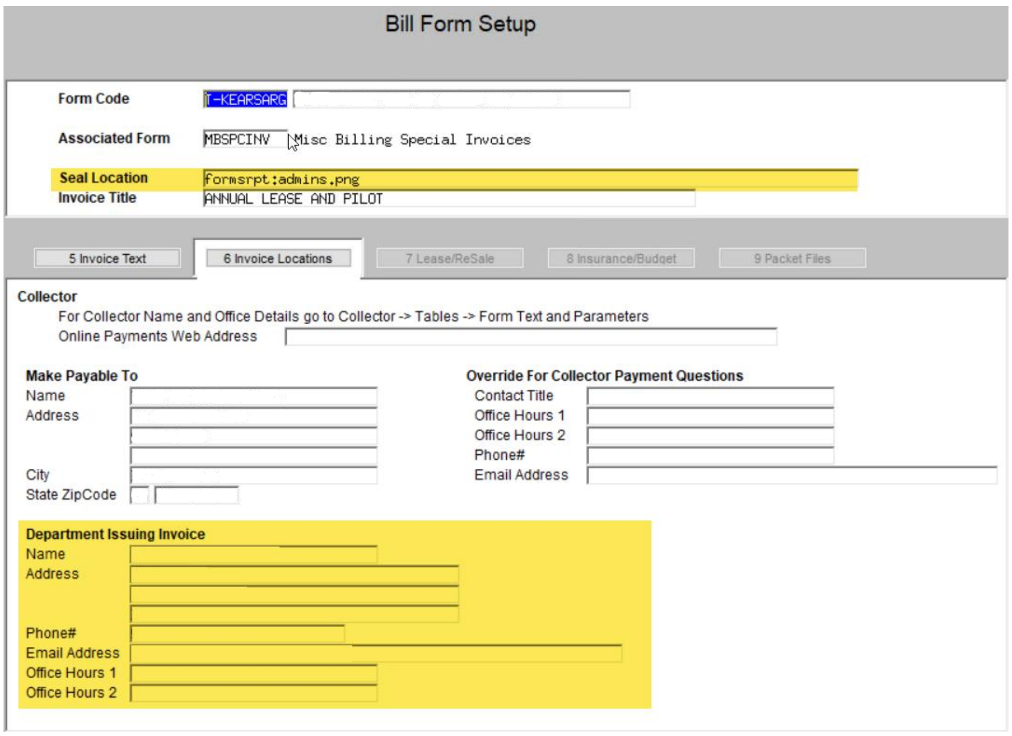
[ADM-AUC-MB-269]

7 Customer Statements by Department – [Enhancement]

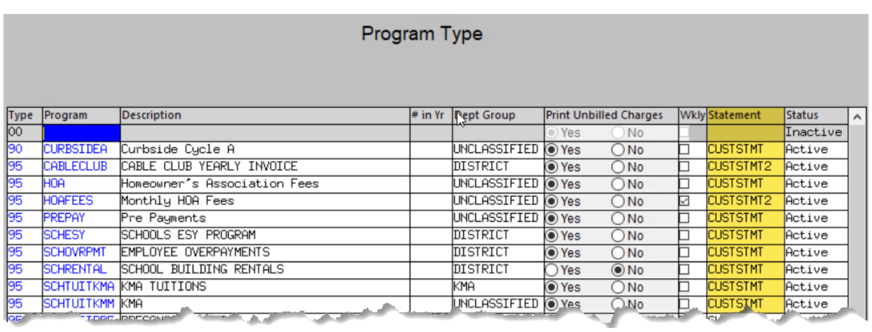
Prior to this update, customer statements used a single form setup that applied the same seal and department information on all statements.

This has been enhanced to allow forms to be set up per program or use current forms already created and apply them to a program.

Navigation Path: Misc. Billing > Tables > Bill Form Setup



Since the Customer statement includes all invoices for a customer no matter what the program. If a customer has invoices from different programs, then the seal and department information displayed on the customer statement will be from the first invoice for that customer.


Program Type

Type	Program	Description	# in Yr	Dept Group	Print Unbilled Charges	Wkly	Statement	Status
00								Inactive
90	CURBSIDEA	Curbside Cycle A		UNCLASSIFIED	Yes	☐	CUSTSTMT	Active
95	CABLECLUB	CABLE CLUB YEARLY INVOICE		DISTRICT	Yes	☐	CUSTSTMT2	Active
95	HOA	Homeowner's Association Fees		UNCLASSIFIED	Yes	☐	CUSTSTMT	Active
95	HOAFEES	Monthly HOA Fees		UNCLASSIFIED	Yes	☑	CUSTSTMT2	Active
95	PREPAY	Pre Payments		UNCLASSIFIED	Yes	☐	CUSTSTMT	Active
95	SCHESY	SCHOOLS ESY PROGRAM		DISTRICT	Yes	☐	CUSTSTMT	Active
95	SCHOVRPMT	EMPLOYEE OVERPAYMENTS		DISTRICT	Yes	☐	CUSTSTMT	Active
95	SCHRENTAL	SCHOOL BUILDING RENTALS		DISTRICT	No	☐	CUSTSTMT	Active
95	SCHTUITKMA	KMA TUITIONS		KMA	Yes	☐	CUSTSTMT	Active
95	SCHTUITKMM	KMA		UNCLASSIFIED	Yes	☐	CUSTSTMT	Active

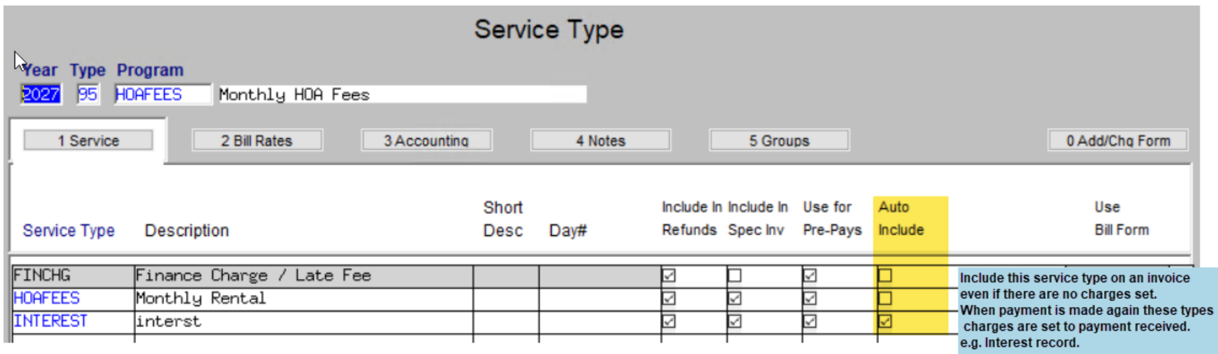
[ADM-AUC-MB-271]

8 Automatic Service Types added to Invoices – [Enhancement]

Added the ability to include service types on an invoice even when they do not have a current charge amount. This enhancement allows service types, such as Interest, to be added to an invoice and updated with charges later, if needed.

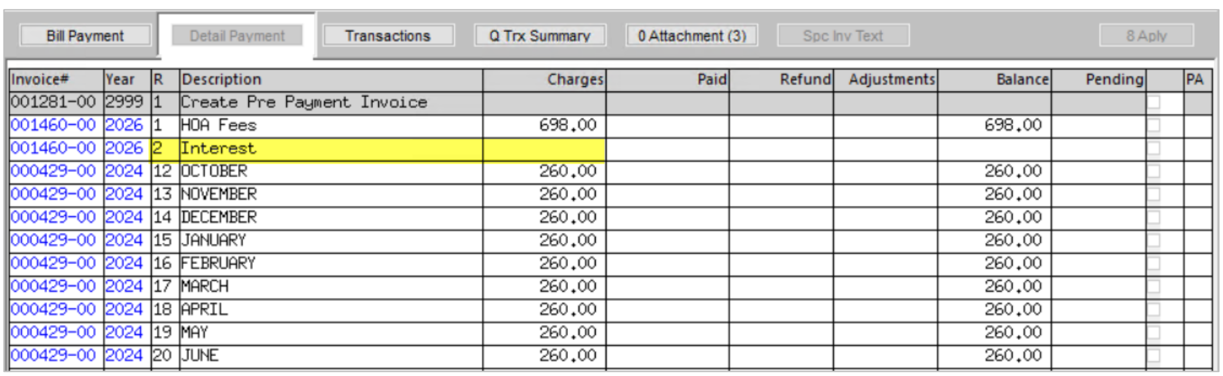
Navigation Path: Misc. Billing > Tables > Service Type

The new setting to the Service Type table allows designated service types to be automatically added (Auto Include) to an invoice during posting, even when no charge amount is associated with the service type.



Service Type	Description	Short Desc	Day#	Include In Refunds	Include In Spec Inv	Use for Pre-Pays	Auto Include
FINCHG	Finance Charge / Late Fee			☑	☐	☑	☐
HOAFEES	Monthly Rental			☑	☑	☑	☐
INTEREST	interst			☑	☑	☑	☑

If payments are made against this service type and it has no charge amount set, it will set the charge amount to the amount paid.



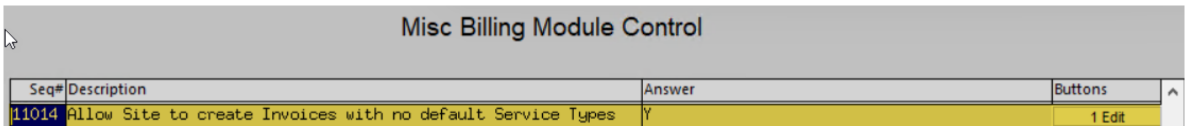
Invoice#	Year	R	Description	Charges	Paid	Refund	Adjustments	Balance	Pending		PA
001281-00	2999	1	Create Pre Payment Invoice								
001460-00	2026	1	HOA Fees	698.00				698.00			
001460-00	2026	2	Interest								
000429-00	2024	12	OCTOBER	260.00				260.00			
000429-00	2024	13	NOVEMBER	260.00				260.00			
000429-00	2024	14	DECEMBER	260.00				260.00			
000429-00	2024	15	JANUARY	260.00				260.00			
000429-00	2024	16	FEBRUARY	260.00				260.00			
000429-00	2024	17	MARCH	260.00				260.00			
000429-00	2024	18	APRIL	260.00				260.00			
000429-00	2024	19	MAY	260.00				260.00			
000429-00	2024	20	JUNE	260.00				260.00			

[ADM-AUC-MB-265]

9 New Module Control for Invoices with No Default Service Types – [Enhancement]

Added the ability to create invoices with no included service types. Default for sites will be set to “No”.

Navigation Path: System > System Module Control



[MDT-ADD-MB-13]

10 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.

10.1 New & Updated Documentation in the Help Reference Library

- RC - 320 – Adjustment Processing - Updated (Help Reference Document)
- HR - 430 – Manual Checks - Updated (Help Reference Document)
- MB - 690 – MDT Billing and Report (Help Reference Document)

10.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.
Site Link: Videos & Quick Tips