REVENUE COLLECTION

RELEASE NOTES – DECEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Revenue Collection** application.

The ADMINS Support staff will install these changes to your system on **December 6, 2014**.

TABLE OF CONTENTS

1. CASH RECONCILIATION REPORTS

AUC offers online cash book functionality to assist in the general reconciliation of off line cashbooks. To aid these reconciliation efforts, a number of reports were enhanced and/or added to the suite of available collections reports. These reports are intended to assist the Treasurer and Accountant in reconciling cash each month.

1.1. Lockbox Batch Listing

1.1.1. Added Excel and Filter on Deposit Date

To facilitate cashbook reconciliation efforts, the Lockbox batch listing now produces Excel output as well as allows selecting on a range of deposit dates. This allows you to produce a list of all 3rd party (lockbox, deputy, online payment) deposits for a desired date range.
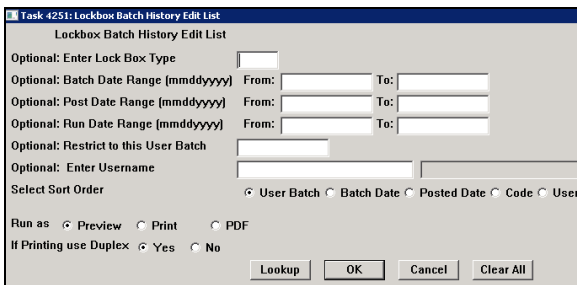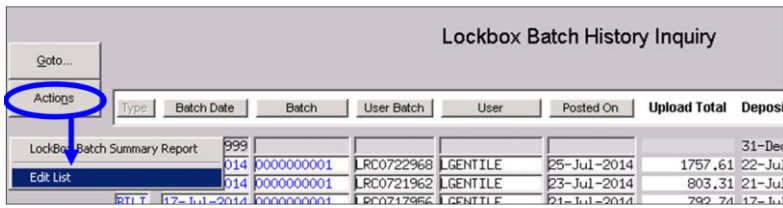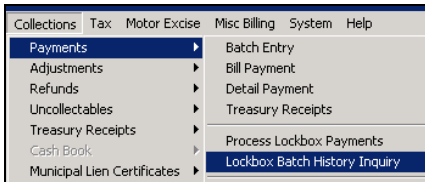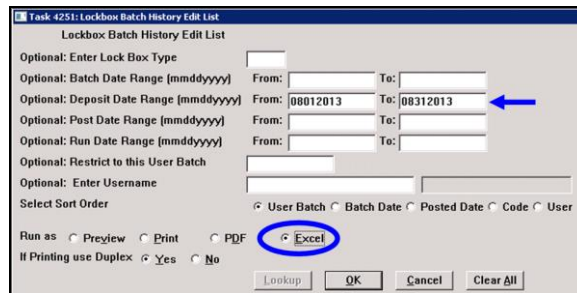

Figure 1 Before

Figure 2 After

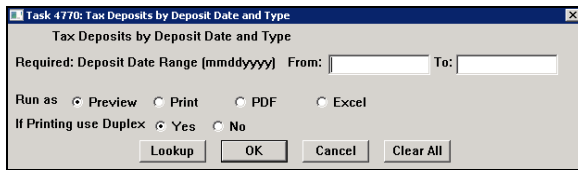**Figure 3 Excel Output**

[ADM-AUC-RC-8248]

Three new reports are now available in the Collections Reports library. To access these reports, select
Collections ▶ Reports ▶ Report Library ▶ Transaction Reports.
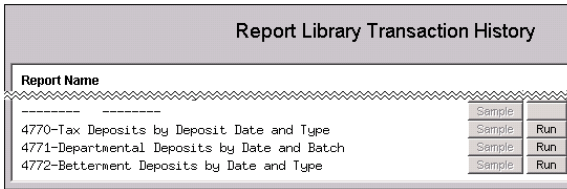
1.2. Tax Deposits by Date and Type

This report shows a total by Deposit Date and Transaction Type, e.g., all CRC transactions are summarized for
each day.

If no data is shown in the amount column for a given date and type,
it indicates that a balancing transaction (netting to zero) was
entered. Debits and credits for that day that net to zero would
appear on the bank statement. As shown, beginning and ending
dates are required, and the report is available in Excel or Print,
Preview and PDF formats.

Figure 4 Tax Deposits by Deposit Date and Type

1.3.   Departmental Deposits by Date and Batch

This report shows a total by **Deposit Date** and **User Batch** because typically each department would process their own batch. A total of all departmental deposits for each date prints along with a grand total. The only transaction types shown will be "CRC" (counter receipts). Other types of receipts such as lockbox or on line payments are excluded from this report.

Figure 5 Departmental Deposits by Date and Batch

1.4.   Betterment Deposits by Date and Type

The third report, Betterment Deposits by Date and Type, also requires a date range and is available in Excel, Print, Preview and PDF formats.

Figure 6 Betterment Deposits by Date and Type

[ADM-AUC-RC 8249]

2.   BATCH ENTRY

To access this screen, select **Collections ▶ Payments ▶ Batch Entry**.

2.1.   Display of Bill Types

Prior to this update the **Collection Batch Entry screen** displayed Bill Types that are not processed through Collections. This has been corrected.

Figure 7 Before   **Figure 8 After**

[ADM-AUC-RC-8259]

2.2. Display of User Batch Access

Prior to this update the display of the user batch access was not displaying correctly on the **Collections Batch Entry** screen.
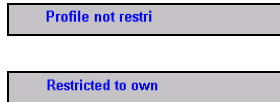
Figure 9 Before
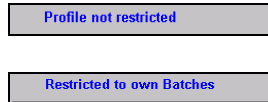
Figure 10 After

[ADM-AUC-RC-8259]

3. INTERFACES

3.1. Bill Trust Daily Balance File

AUC has introduced a new feature that will allow sites to automatically create and send the **Bill Trust Daily Balance file** to Bill Trust without the site having to manually create and send the file. If you would like this new feature on your site contact AUC support at support@admins.com. To accommodate this new feature there has been a change to the original process. Please review the updated document in the Help Reference Library.

Figure 11 Before

Figure 12 After

[ADM-AUC-RC-8258]

4. REFUNDS

4.1. Refunds Due to Abatements Edit List

The refund due edit list was displaying the **CPA** amount on the **Interest** line. This was corrected.

Figure 13 Before

Figure 14 After

[ADM-AUC-RC-8252]

5. MUNICIPAL LIEN CERTIFICATES (MLC)

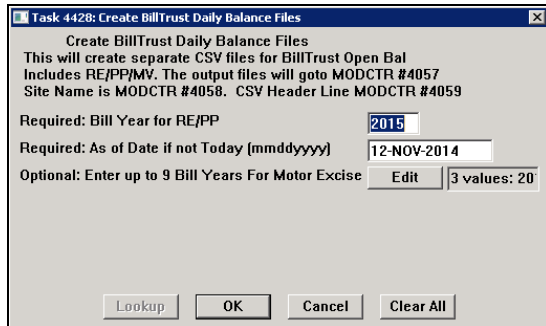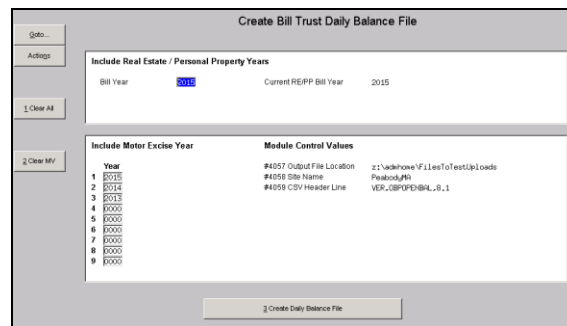There was an issue with interest amounts on MLCs. For parcels taken into tax title during a prior year when a *different interest rate* was in effect, the interest is in effect for all subsequent takings. This was corrected.

[ADM-AUC-RC-8260]

6. TREASURY RECEIPTS

A new excel report is available for **Treasury Receipt transactions only**. To access the report from the **Collections ▶ Batch Entry** screen, click on X TR Excel Trx .

An excel file similar to the one shown will be displayed.

Figure 15 Excel Report of Treasury Receipt Transactions

Note: This report only includes Treasury Receipt transactions. If batches with other types of transactions (for example, Real Estate or Motor Excise Payments) are co-mingled in a single batch, *only the Treasury Receipt transactions* will appear in the spreadsheet.

[AVON-SUP-ADD-6]

6.1. Treasury Receipt History Deposit List

6.1.1. Add Summary by Deposit Date

The **Treasury Receipt Deposit List** report now includes an option to summarize by deposit date and show the batches comprising the day's deposit. This report differs from the report shown in section 1.3 in that the Posted On date is included in the output. In addition, more selection options are available with this report. Run this report by selecting **Collections ▶ Treasury Receipts ▶ Treasury Receipts History Deposit List**.

Figure 16 Before   **Figure 17 After**

Figure 18 New output format available

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- INTERFACES   Bill Trust Daily Balance File