



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**.

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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.

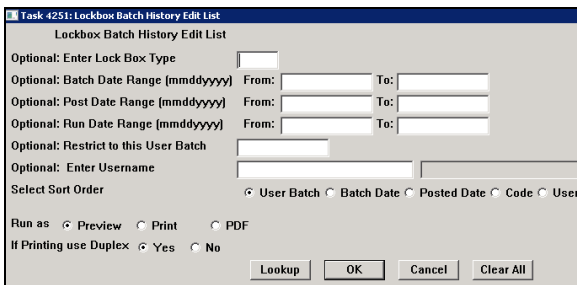
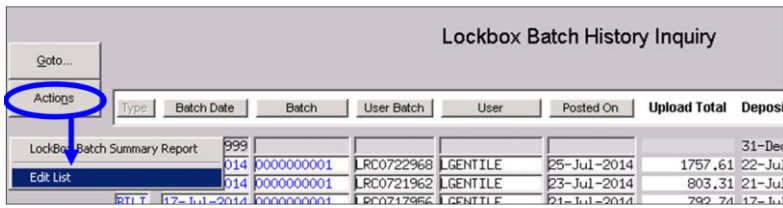
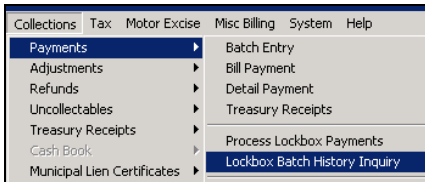


Figure 1 Before

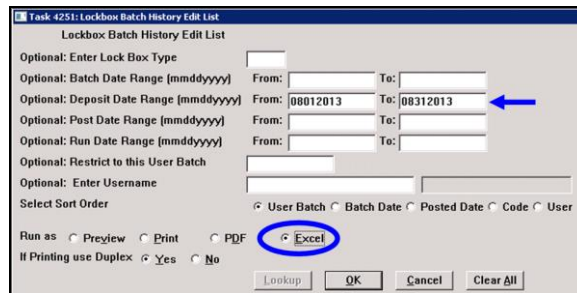


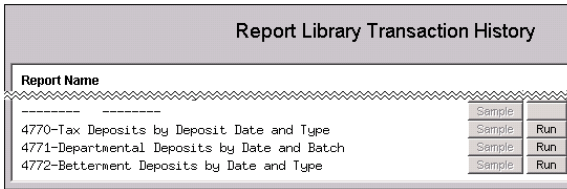
Figure 2 After

	A	B	C	D	E	F	G	H	I	J	K
	Code	Batch Date	Batch#	User Batch	User	Posted On	Bank Total	Upload Total	DepositDate	Pay Date	Run Date
1	MEDP	8/1/2013	DEP16	LRC0801354	ESZAMRETA	8/1/2013	6,701.56	6,701.56	8/2/2013	8/1/2013	8/1/2013
2	TXCZ	8/1/2013	0001	LRC0801355	ESZAMRETA	8/2/2013	41,876.36	41,876.36	8/1/2013	8/1/2013	8/1/2013
3	TXCZ	8/1/2013	0002	LRC0801356	ESZAMRETA	8/2/2013	4,963.29	4,963.29	8/1/2013	8/1/2013	8/1/2013
4	BILT	8/1/2013	0000000001	LRC0801359	GDEVITT	8/6/2013	14,348.65	14,348.65	8/1/2013	8/1/2013	8/1/2013
5	TXCZ	8/2/2013	0001	LRC0802358	ESZAMRETA	8/5/2013	26.67	26.67	8/2/2013	8/2/2013	8/2/2013
6	BILT	8/2/2013	0000000001	LRC0802365	GDEVITT	8/7/2013	3,748.40	3,748.40	8/2/2013	8/1/2013	8/2/2013

Figure 3 Excel Output

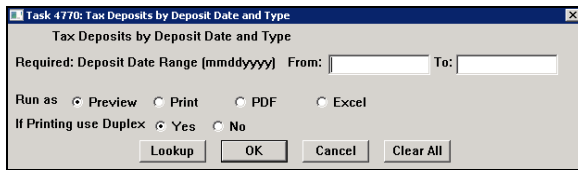


Three new reports are now available in the Collections Reports library. To access these reports, select **Collections ▶ Reports ▶ Report Library ▶ Transaction Reports**.



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.

	A	B	C	D
	Deposit Date	Type	Description	Amount
1	1/1/2014	BACB	BILLING ADJUSTED CREDIT	
2			Total_Deposit_Date	
3				
4				
5	1/2/2014	BILT	BILL TRUST PAYMENTS	2,069.55
6	1/2/2014	MEDP	MV - DEPUTY (KELLEY & RYAN)	2,049.49
7	1/2/2014	TXCZ	TAX - CITIZENS	212.19
8			Total_Deposit_Date	4,331.23
9				
10	1/3/2014	BILT	BILL TRUST PAYMENTS	4,014.96
11	1/3/2014	CRC	Counter receipt	31,255.39
12			Total_Deposit_Date	35,270.35
13				
14	1/6/2014	ADJ	Adjustment	
15	1/6/2014	BILT	BILL TRUST PAYMENTS	5,644.02
16	1/6/2014	CRC	Counter receipt	29,003.16
17	1/6/2014	TXCZ	TAX - CITIZENS	62,784.19
18			Total_Deposit_Date	97,431.37
19				
20	1/7/2014	CRC	Counter receipt	22,019.31
21	1/7/2014	TTPP	TAX TITLE PARTIAL PAYMEN	4,300.00
22	1/7/2014	TXCZ	TAX - CITIZENS	4,890.23
23			Total_Deposit_Date	31,209.54
24				
25	1/8/2014	TTPP	TAX TITLE PARTIAL PAYMEN	1,300.00
26	1/8/2014	TXCZ	TAX - CITIZENS	76,465.17
27			Total_Deposit_Date	77,765.17
28				
29	1/9/2014	BILT	BILL TRUST PAYMENTS	1,000.00
30	1/9/2014	CRC	Counter receipt	49,336.59
31	1/9/2014	REV	Reversal	-709.45
32	1/9/2014	TRF	Transfer From	-813.49
33	1/9/2014	TRT	Transfer To	813.49
34	1/9/2014	TXCZ	TAX - CITIZENS	40,874.86
35			Total_Deposit_Date	90,502.00

Town of ADMINS Tax Deposits by Deposit Date and Type			
Deposit Date	Type	Description	Amount
01-Jan-2014	BACB	BILLING ADJUSTED CREDIT BALANCE	
		Total Deposit Date	
02-Jan-2014	BILT	BILL TRUST PAYMENTS	2,069.55
02-Jan-2014	MEDP	MV - DEPUTY (KELLEY & RYAN)	2,049.49
02-Jan-2014	TXCZ	TAX - CITIZENS	212.19
		Total Deposit Date	4,331.23
03-Jan-2014	BILT	BILL TRUST PAYMENTS	4,014.96
03-Jan-2014	CRC	Counter receipt	31,255.39
		Total Deposit Date	35,270.35
06-Jan-2014	ADJ	Adjustment	
06-Jan-2014	BILT	BILL TRUST PAYMENTS	5,644.02
06-Jan-2014	CRC	Counter receipt	29,003.16
06-Jan-2014	TXCZ	TAX - CITIZENS	62,784.19
		Total Deposit Date	97,431.37
07-Jan-2014	CRC	Counter receipt	22,019.31
07-Jan-2014	TTPP	TAX TITLE PARTIAL PAYMENT	4,300.00
07-Jan-2014	TXCZ	TAX - CITIZENS	4,890.23
		Total Deposit Date	31,209.54
08-Jan-2014	TTPP	TAX TITLE PARTIAL PAYMENT	1,300.00
08-Jan-2014	TXCZ	TAX - CITIZENS	76,465.17
		Total Deposit Date	77,765.17
09-Jan-2014	BILT	BILL TRUST PAYMENTS	1,000.00
09-Jan-2014	CRC	Counter receipt	49,336.59
09-Jan-2014	REV	Reversal	-709.45
09-Jan-2014	TRF	Transfer From	-813.49
09-Jan-2014	TRT	Transfer To	813.49
09-Jan-2014	TXCZ	TAX - CITIZENS	40,874.86
		Total Deposit Date	90,502.00

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.

	A	B	C	D
	User Batch	Amount	Deposit Date	Type
2	010214MN01	23,149.12	1/2/2014	CRC
3	010214MN02	35,333.98	1/2/2014	CRC
4	010214MN03	19,405.99	1/2/2014	CRC
5	010214MN04	557.85	1/2/2014	CRC
6	010214MN05	59,481.32	1/2/2014	CRC
7	010214MN06	133,327.95	1/2/2014	CRC
8	010214MN07	38,515.07	1/2/2014	CRC
9	010214MN08	70.00	1/2/2014	CRC
10	010714MN05	2,712.18	1/2/2014	CRC
11	010714MN06	2,277.02	1/2/2014	CRC
12	010714MN08	197.54	1/2/2014	CRC
13	010714MN12	696.65	1/2/2014	CRC
14	011414MN06	32.41	1/2/2014	CRC
15	012414MN24	441.04	1/2/2014	CRC
16	MEAL010214	95.00	1/2/2014	CRC
17	Total	316,293.12		
18				
19	010714MN09	1,375.08	1/3/2014	CRC
20	010714MN10	974.99	1/3/2014	CRC
21	010714MN11	331.60	1/3/2014	CRC
22	MEAL010314	15.00	1/3/2014	CRC
23	Total	2,696.67		
24				
25	012314MN06	1.08	1/5/2014	CRC
26	Total	1.08		
27				

```

4771-RCRTRDATBAT.REP          Printed 15-Sep-2014 at 14:05:08 by THERESA
                                Town of ADMINS
                                Departmental Deposits by Date and Batch

=====
User_Batch          Amount Deposit_Date Type
=====
010214MN01          23,149.12 02-Jan-2014  CRC
010214MN02          35,333.98 02-Jan-2014  CRC
010214MN03          19,405.99 02-Jan-2014  CRC
010214MN04          557.85 02-Jan-2014  CRC
010214MN05          59,481.32 02-Jan-2014  CRC
010214MN06          133,327.95 02-Jan-2014  CRC
010214MN07          38,515.07 02-Jan-2014  CRC
010214MN08          70.00 02-Jan-2014  CRC
010714MN05          2,712.18 02-Jan-2014  CRC
010714MN06          2,277.02 02-Jan-2014  CRC
010714MN08          197.54 02-Jan-2014  CRC
010714MN12          696.65 02-Jan-2014  CRC
011414MN06          32.41 02-Jan-2014  CRC
012414MN24          441.04 02-Jan-2014  CRC
MEAL010214          95.00 02-Jan-2014  CRC
-----
Total Date          316,293.12
-----

010714MN09          1,375.08 03-Jan-2014  CRC
010714MN10          974.99 03-Jan-2014  CRC
010714MN11          331.60 03-Jan-2014  CRC
MEAL010314          15.00 03-Jan-2014  CRC
-----
Total Date          2,696.67
-----

012314MN06          1.08 05-Jan-2014  CRC
-----
Total Date          1.08
=====

```

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.



Deposit Date	Type	Description	Amount
2/1/2013	BPOF	BETTERMENT PAYOFF	7,027.64
		Total_Deposit_Date	7,027.64
6/10/2013	BPOF	BETTERMENT PAYOFF	5,886.58
		Total_Deposit_Date	5,886.58
8/19/2013	BPOF	BETTERMENT PAYOFF	12,937.13
		Total_Deposit_Date	12,937.13
9/12/2013	BPOF	BETTERMENT PAYOFF	11,968.05
		Total_Deposit_Date	11,968.05
9/24/2013	BPOF	BETTERMENT PAYOFF	1,867.47
		Total_Deposit_Date	1,867.47
		Grand_Total	39,686.87

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Term of ADMINS
Betterment Deposits by Date and Type

Deposit Date	Type	Amount
01-Feb-2013	BPOF	7,027.64
	Total Deposit Date	7,027.64
10-Jun-2013	BPOF	5,886.58
	Total Deposit Date	5,886.58
19-Aug-2013	BPOF	12,937.13
	Total Deposit Date	12,937.13
12-Sep-2013	BPOF	11,968.05
	Total Deposit Date	11,968.05
24-Sep-2013	BPOF	1,867.47
	Total Deposit Date	1,867.47
	Grand Total	39,686.87

Selection Legend:
Select Deposit Date: 01-Jan-2013 to 31-Dec-2013

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.

Collection Batch Entry

Profile not restricted

Batch: 879
Bank: B04
Pay Trx Date: 15-Aug-2014
Deposit Date: 15-Aug-2014

Batch Type: Receipt (selected), Adjustment, AVOID

Expected: 500.00, Entered: 500.00, Balance: 0.00

Real Estate
Tax Deferral
Motor Excise
Personal Property
Tax Title
Treasury Receipts 1

Current Batch

Entered not equal Expected

Real Estate 2

Tax Deferral
Motor Excise
Personal Property
Tax Title
Police Billing
Curbside
Toters
Misc Billing
Treasury Receipts

Figure 7 Before

Current Batch

Entered not equal Expected

Real Estate 2

Tax Deferral
Motor Excise
Personal Property
Tax Title
Treasury Receipts

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.

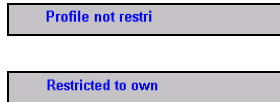


Figure 9 Before

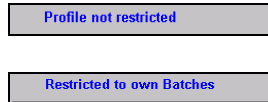


Figure 10 After

[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.

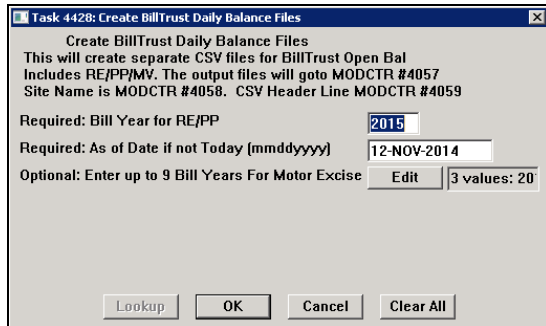


Figure 11 Before

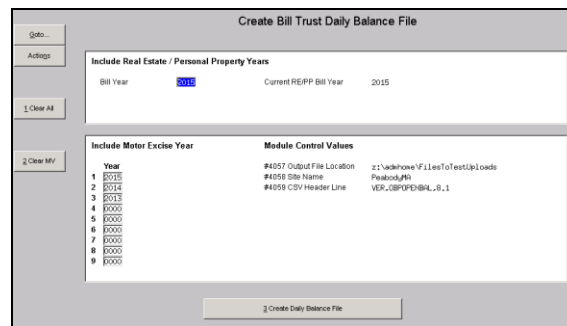


Figure 12 After

[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.

Category	Candidate Refund Amt	Refund Amount To Be Issued	Neg Bal/Int by
Qtr 4-Tax	15175.39	15175.39	Abatement
Qtr 4-CPA	227.63	227.63	Abatement
Qtr 4-Refund Interest	227.63	465.66	Abatement
		15868.68	

Figure 13 Before

Category	Candidate Refund Amt	Refund Amount To Be Issued	Neg Bal/Int by
Qtr 4-Tax	15175.39	15175.39	Abatement
Qtr 4-CPA	227.63	227.63	Abatement
Qtr 4-Refund Interest	227.63	465.66	Abatement
		15868.68	

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Batch#	Trx#	Year	Pay Date	TR Code	Account#	Account Description	Note	Check#	Cash	Cash Back	Check	Other	Total
1	308	2,373,885	2015	04-Dec-2014	111FREIMB	1000-000-0000-000-00-43236	111F REIMBURSEMENTS			0.00	0.00	500.00	0.00	500.00
2	308	2,373,886	2015	04-Dec-2014	179MECHFIR	6580-000-0000-000-00-48513	179 MECHANIC ST - FIRE REVIEW			0.00	0.00	300.00	0.00	300.00
3	308	2,373,887	2015	04-Dec-2014	3R	6110-000-0000-000-00-48421	RENTAL - 23 PEARL ST KAR KARE			0.00	0.00	200.00	0.00	200.00
4	308	2,373,886	2015	04-Dec-2014	ANPCRWVA	6680-000-0000-000-00-42001	FEES			0.00	0.00	1,000.00	0.00	1,000.00
5	308						Total			0.00	0.00	2,000.00	0.00	2,000.00
6							Batch In Balance							
7							Will Post							

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

Town of Bellingham Treasury Receipts History Deposit List						
Deposit Date	Batch#	Amount	Bank	Posted_On	Entered_By	Batch Notes
	070113MM01	3,089.18	CRB	01-Jul-2013	MNOWLAN	
	070113MM02	19,279.78	CRB	01-Jul-2013	MNOWLAN	
	070113MM03	7,038.08	CRB	01-Jul-2013	MNOWLAN	
	070113MM04	891.35	CRB	01-Jul-2013	MNOWLAN	
	070213MM03	32,285.03	CRB	09-Jul-2013	MNOWLAN	
01-Jul-2013		62,583.42				
	070213MM01	3,955.50	CRB	09-Jul-2013	MNOWLAN	
	070213MM02	212,488.00	CRB	09-Jul-2013	MNOWLAN	
	070213MM04	2,400.00	CRB	09-Jul-2013	MNOWLAN	
	071513MM04	3,087.06	CRB	15-Jul-2013	MNOWLAN	
	080513L610	21.72	CRB	05-Aug-2013	LGENTILE	
02-Jul-2013		221,952.28				

Figure 18 New output format available

[ADM-AUC-RC-8250]

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