REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system.

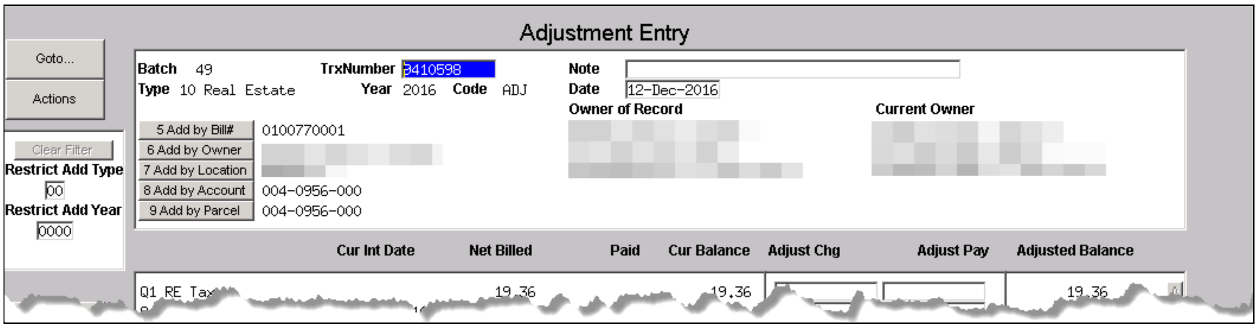
Table of Contents

1. ADJUSTMENTS

The bill # display field was truncating bill numbers longer than eight characters.

1.1. Longer Bill #s [Fix]

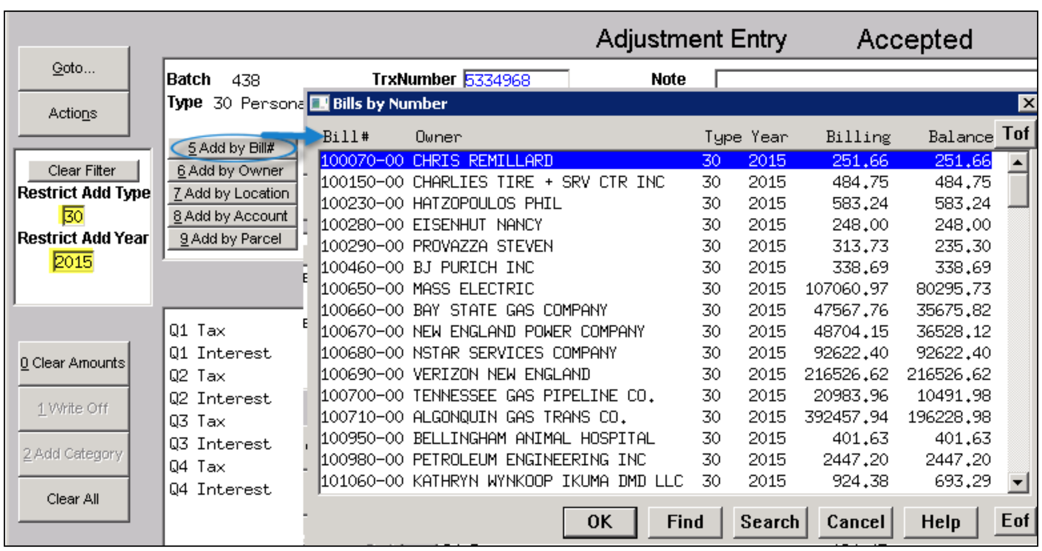
The Adjustment Entry screen **[5 Add by Bill]** # display field was expanded to allow for longer bill numbers.



[ADM-AUC-RC-8343]

1.2. Improved Response Time on Lookups [Fix]

The screen for adjustments was enhanced to improve response time when using a **"Restrict to Type & Year"** in the lookup when clicking on **[5 Add by Bill#]**.



[ADM-AUC-RC-8347]

1.3. Massachusetts Division of Local Services Bulletin 2016-06b

The state of Massachusetts issued Bulletin 2016-06b, Revised Abatement, Exemption and Deferral Forms and Taxpayer Fact Sheets effective November 7, 2016. Changes were incorporated into the forms in November and are mentioned here to reflect the change. The link for the bulletin is http://www.mass.gov/dor/docs/dls/publ/bull/2016/2016-06b.pdf.

1.3.1. Deferrals [Fix]

In addition to the dollar amount changing from $3000 to $5000, the state form revision date was added in the upper left corner and the date field for the form was expanded to prevent truncation.

```
APPEALS: You may appeal the amount allowed in the manner and under the conditions provided
by Chapter 59, Section 64-65B of the General Laws.  Under those sections, your appeal
may be made to the Appelate Tax Board.  The appeal must be filed within three months
of the date the assessor's voted to allow your deferral.  With certain exceptions,
if the real property tax for the fiscal year is more than $3000, you must pay all of
the tax without incurring interest on any installment payment in order for the appeals
to be heard.  The assessor's may grant a further dferral in final settlement fo your
application during the period for filing an appeal.  However, if a settlement is not
reached and a deferral not granted during that period, you must have filed a timely
appeal for the assessor's to be able to take any further action on your application.
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```


Figure 1 Before–Deferral

```
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reached and a deferral not granted during that period, you must have filed a timely
appeal for the assessor's to be able to take any further action on your application.
```

Figure 2 After–Deferral

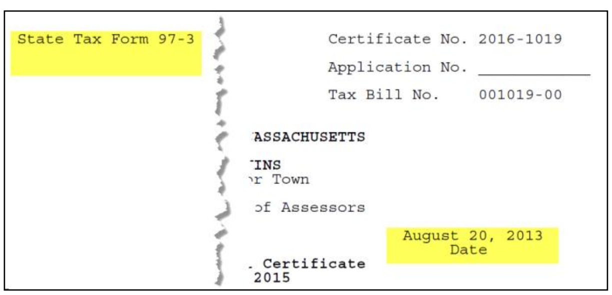


Figure 3 Deferral Dates–Before

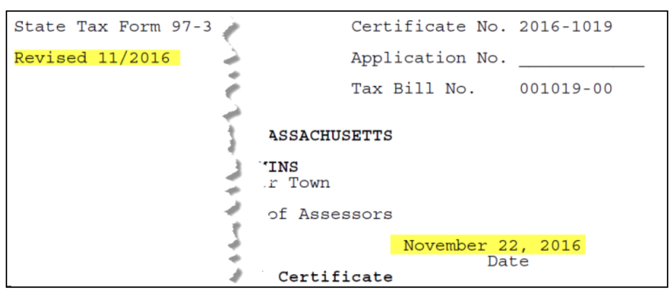


Figure 4 Deferral Dates–After

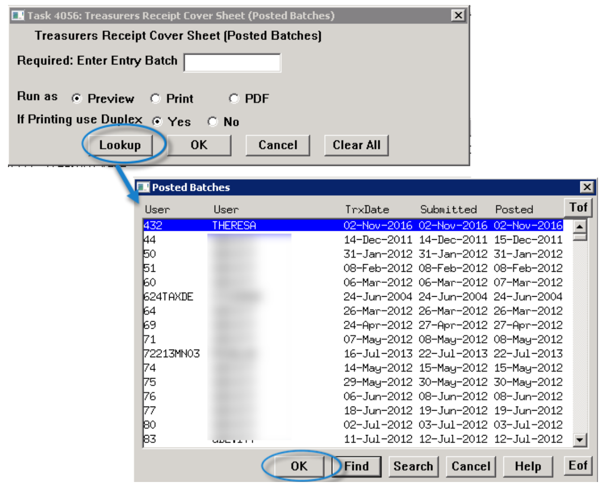
[TOC-SUP-SAPLAUC-2642]

2. TREASURY RECEIPTS

Treasury Receipt processing typically requires that a cover sheet be printed for each batch.

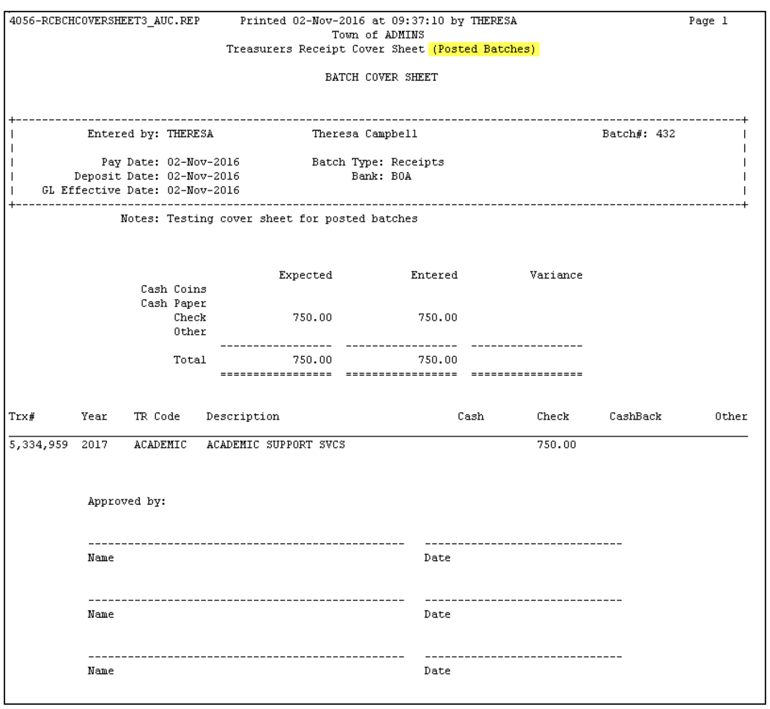
2.1. Cover Sheet for Posted Batches [New]

With this software update, users may now print a cover sheet for a previously posted batch. To access this feature, select
Collections ▸ Treasury Receipts ▸ Treasurers Receipt Cover Sheet (Posted Batches).



The batch number may be entered directly or selected from a lookup; click on OK.

A report similar to the example will appear on the screen and be available for printing.

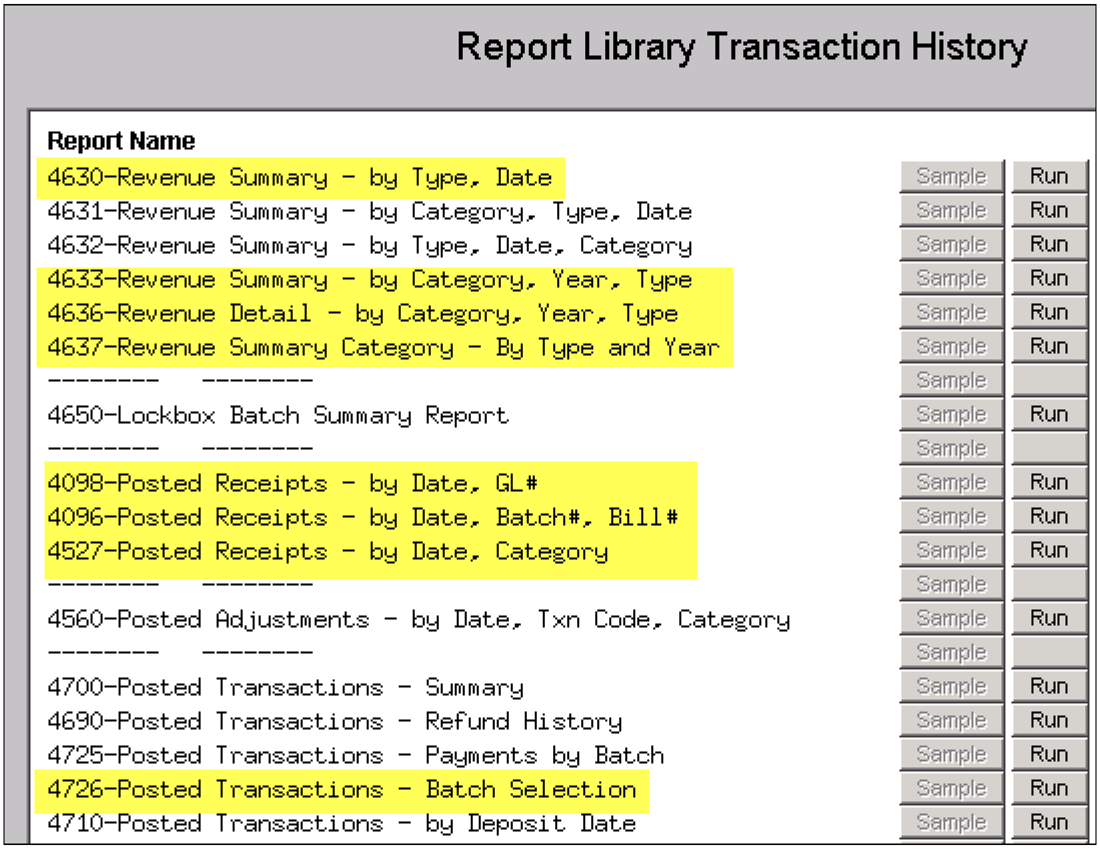


```
4056-RCBCHCOVERSHEET3_AUC.REP     Printed 02-Nov-2016 at 09:37:10 by THERESA                Page 1
                                            Town of ADMINS
                               Treasurers Receipt Cover Sheet (Posted Batches)

                                            BATCH COVER SHEET

+------------------------------------------------------------------------------------------------+
|          Entered by: THERESA                Theresa Campbell                    Batch#: 432    |
|                                                                                                |
|            Pay Date: 02-Nov-2016            Batch Type: Receipts                               |
|        Deposit Date: 02-Nov-2016                 Bank: BOA                                     |
|   GL Effective Date: 02-Nov-2016                                                               |
+------------------------------------------------------------------------------------------------+
                    Notes: Testing cover sheet for posted batches


                                       Expected          Entered          Variance
                    Cash Coins
                    Cash Paper
                         Check           750.00           750.00
                         Other
                               ---------------- ---------------- ----------------
                         Total           750.00           750.00
                               ================ ================ ================

Trx#        Year    TR Code    Description                     Cash        Check    CashBack       Other

5,334,959   2017    ACADEMIC   ACADEMIC SUPPORT SVCS                      750.00


           Approved by:


           ------------------------------------------------  ------------------------------
           Name                                              Date


           ------------------------------------------------  ------------------------------
           Name                                              Date


           ------------------------------------------------  ------------------------------
           Name                                              Date
```

Figure 5 Treasurers Receipt Cover Sheet (Posted Batches)

[ADM-AUC-RC-8337]

3. REPORTS



3.1. Transaction History Reports [Fix]

Several revenue reports were corrected to include both lockbox and direct entry batches. In the examples, bill # 007751 for Bill Year 2015 was processed via lockbox, and bill #001002 for Bill year 2016 was a counter receipt – both types appear on the reports.

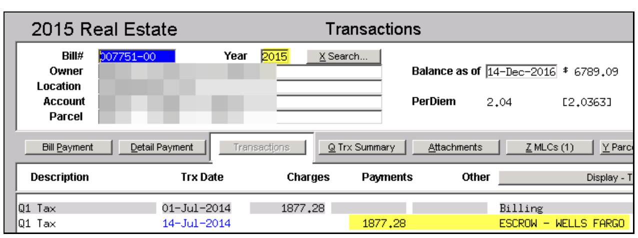


Figure 6 Bill #007751 Lockbox Payment

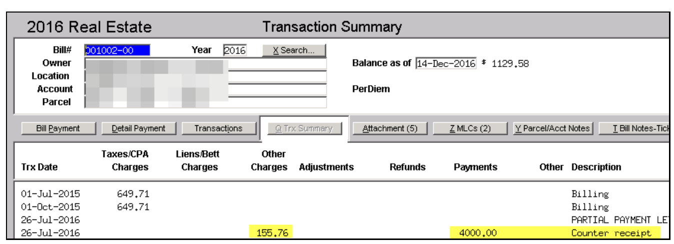


Figure 7 Bill #1002 Counter Receipt

The corrected reports include:

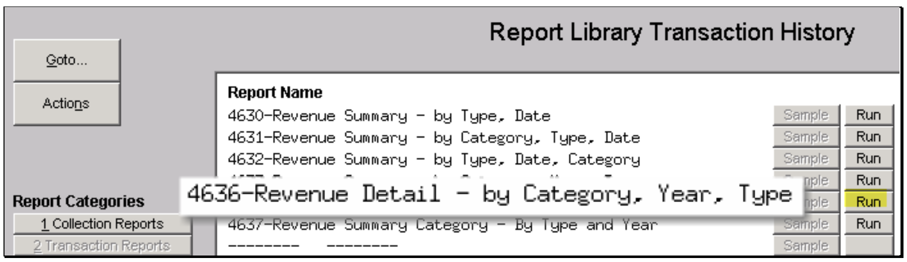
- 4095/4098- Posted Receipts - By Date, GL#
- 4096 Posted Receipts - By Date, Batch#, Bill#
- 4097/4098 - Posted Receipts By Date, GL# - Summary Version
- 4528/4527-Posted Receipts - By Date, Category - Summary

- 4529/4527-Posted Receipts - By Date, Category
- 4630 Revenue Summary - By Type, Date
- 4633 Revenue Summary By Category, Year, Type
- 4637 Revenue Summary Category - By Type & Year
- 4726 - Posted Transactions - Batch Selection
- 4816-Deferral Transaction History

[ADM-AUC-RC-8345]

3.1.1. 4636 Revenue Detail by Category, Year and Type–Excel® [New]

The **4636 Revenue Detail by Category, Year and Type** report now includes the option to filter by Transaction # and Receipt #. The Transaction, Receipt and User Batch #s will appear on the Excel version of the report. Access the report by selecting **Collections ▸ Reports▸ Report Library ▸ [Transaction Reports] ▸ 4636 Revenue Detail by Category, Year and Type** and clicking on the **[Run]** button.



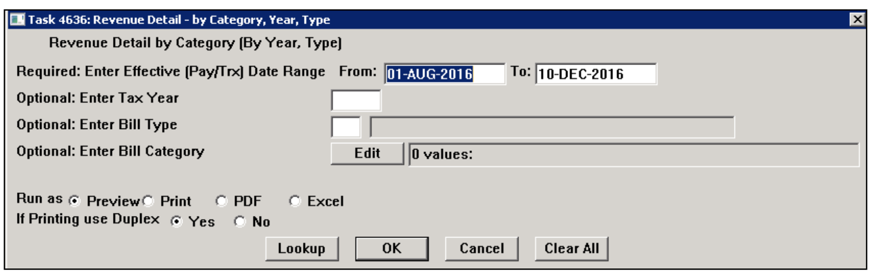


Figure 8 Before

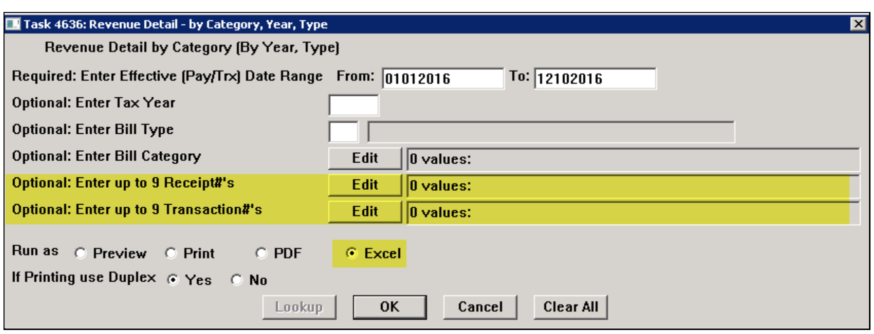


Figure 9 After

In the examples, columns were clipped from the images to show the new columns.

	A	B	C	D	E		I		N
1	**Bill Type**	**Category**	**Bill#**	**Pay Date**	**Daily Totals**	/	**Counter receipt**	[	**All Others**
2	Motor Excise	Charge	4302900000	09-Sep-2016	755.43		755.43	]	0.00
3	**Motor Excise**	**Charge**			**755.43**		**755.43**	**]**	**0.00**
4									
5	Motor Excise	Interest	4302900000	09-Sep-2016	830.97		830.97	]	0.00
6	**Motor Excise**	**Interest**			**830.97**		**830.97**	**]**	**0.00**
7									
8	**Motor Excise**	**2007**			**1,586.40**		**1,586.40**	**]**	**0.00**
9									
10	Tangible Property	Interest	2309021501	15-Aug-2016	600.00		600.00	]	0.00
11	Tangible Property	Interest	0229641501	29-Aug-2016	592.00		592.00	]	0.00
12	Tangible Property	Interest	2309021501	29-Aug-2016	600.00		600.00	]	0.00
13	**Tangible Property**	**Interest**			**1,792.00**		**1,792.00**	**]**	**0.00**
14									
15	**Tangible Property**	**2007**			**1,792.00**		**1,792.00**	**]**	**0.00**
16									
17		**2007**			**3,378.40**		**3,378.40**	**]**	**0.00**

Figure 10 Before

In addition to the new columns, a column **"O-OthCode"** was added which will display a transaction code if any transactions fall into the **All Others** column **(N).**

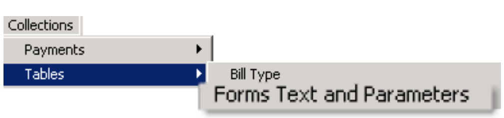
	A	B	C	D	E	I		O	P	Q	R
1	**Bill Type**	**Category**	**Bill#**	**Pay Date**	**Daily Totals**	**Counter receipt**	**!**	**Oth-Code**	**Receipt#**	**Transaction#**	**User-Batch**
2	Real Estate	Tax	001002-00	26-Jul-2016	649.71	649.71			972,970	5,333,966	411
3	Real Estate	Tax	001002-00	26-Jul-2016	1,811.12	1,811.12			972,970	5,333,966	411
4	Real Estate	Tax	001002-00	26-Jul-2016	649.71	649.71			972,970	5,333,966	411
5	Real Estate	Tax	001002-00	26-Jul-2016	681.55	681.55			972,970	5,333,966	411
6	Real Estate	Tax	001004-00	26-Jul-2016	361.86	361.86			972,971	5,333,967	411
7	Real Estate	Tax	001004-00	26-Jul-2016	1,298.96	1,298.96			972,971	5,333,967	411
8	Real Estate	Tax	001009-00	26-Jul-2016	963.94	963.94			972,972	5,333,968	411
9	Real Estate	Tax	001028-00	26-Jul-2016	276.07	276.07			972,973	5,333,969	411
10	Real Estate	Tax	001036-00	26-Jul-2016	1,524.69	1,524.69			972,974	5,333,970	411
11	Real Estate	Tax	001036-00	26-Jul-2016	13.55	13.55			972,974	5,333,970	411
12	Real Estate	Tax	001036-00	26-Jul-2016	1,502.41	1,502.41			972,974	5,333,970	411
13	Real Estate	Tax	001036-00	26-Jul-2016	1,524.69	1,524.69			972,974	5,333,970	411
14	**Real Estate**	**Tax**			**11,258.26**	**11,258.26**					
15											

Figure 11 After

[ADM-AUC-RC-8344 & 8350]

4. TABLES

Access this new feature by selecting **Collections ▸ Tables ▸ Forms Text and Parameters**.



4.1. Forms Text and Parameters [New]

A **Misc Bill Phone#** field was added to the **Collections ▸ Tables ▸ Forms Text and Parameters Table** for sites using **Special Invoices** in the Miscellaneous Billing module.

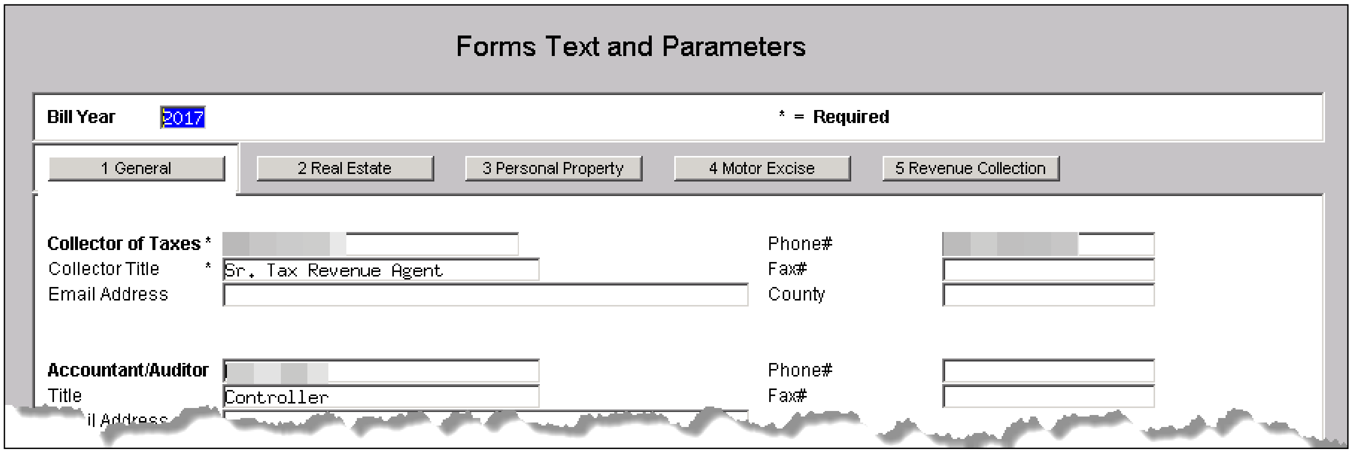


Figure 12 Before

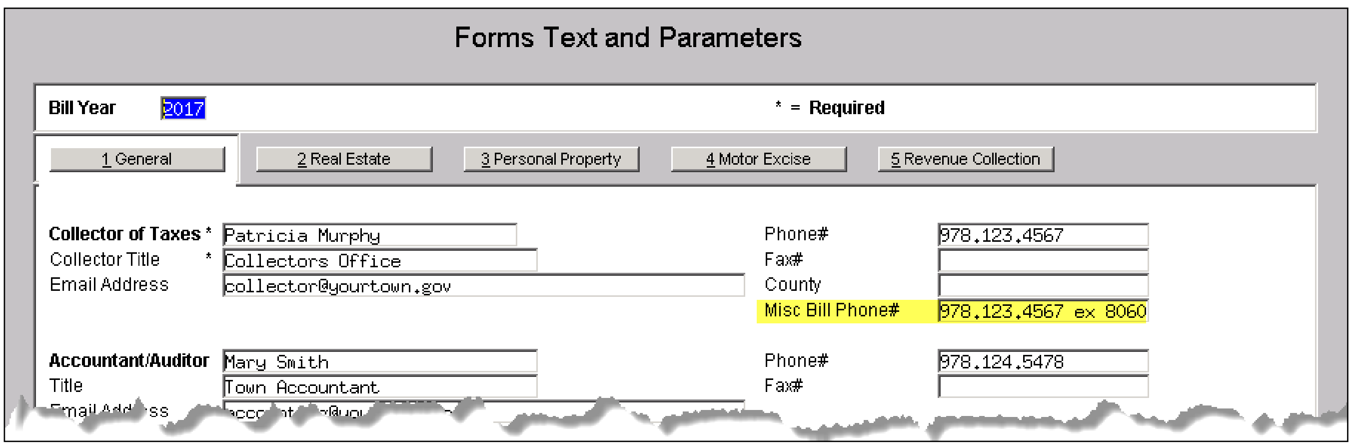


Figure 13 After

[ADM-AUC-RC-8346]

5. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

5.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 14 shows a sample of the new numbering scheme. For example, a Taxpayer may ask for the total of taxes paid for the calendar year. Support staff will refer the user to the help document **"RC-270 Calendar Year Payments for Tax Returns"**, and the document is found in numerical order in the Help Reference Library.

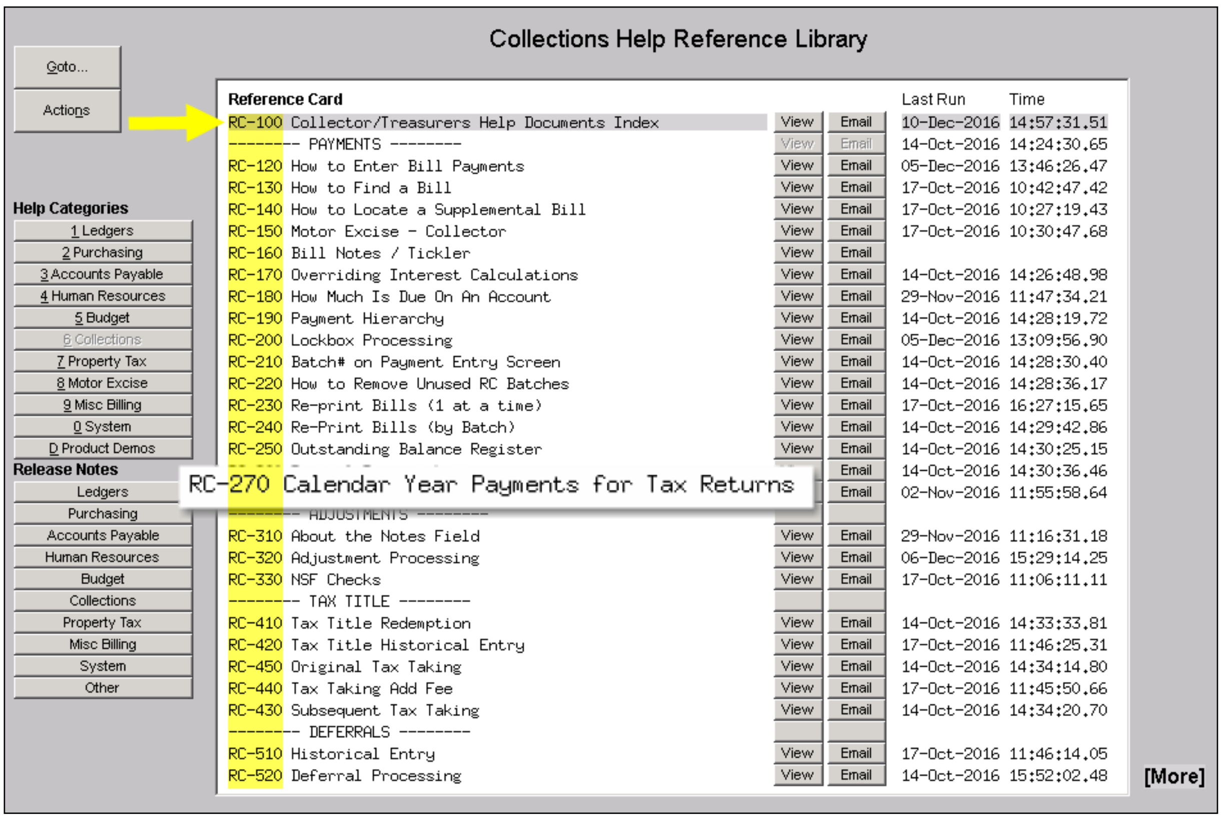
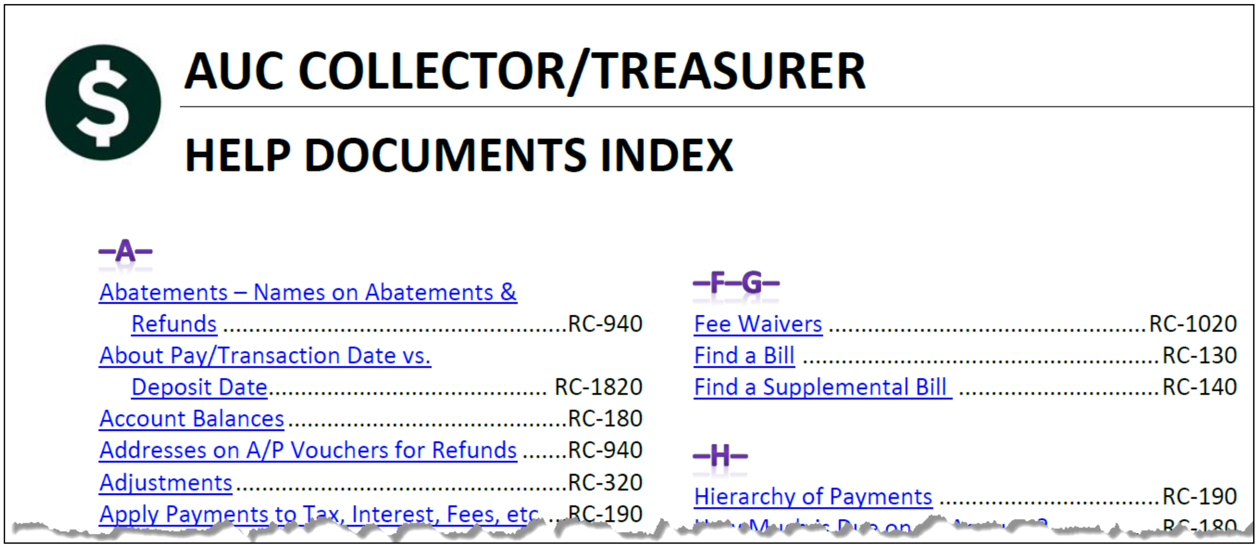


Figure 14 New numbering scheme and alphabetical index

5.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document. Each user may have a unique perspective on how to search for help on a given topic; as such, we encourage you to submit suggestions for additional entries or terminology to support@admins.com so that we may build these links into upcoming software releases.



AUC COLLECTOR/TREASURER
HELP DOCUMENTS INDEX

–A–

Abatements – Names on Abatements & Refunds RC-940
About Pay/Transaction Date vs. Deposit Date.... RC-1820
Account Balances RC-180
Addresses on A/P Vouchers for Refunds RC-940
Adjustments RC-320
Apply Payments to Tax, Interest, Fees, etc RC-190

–F–G–

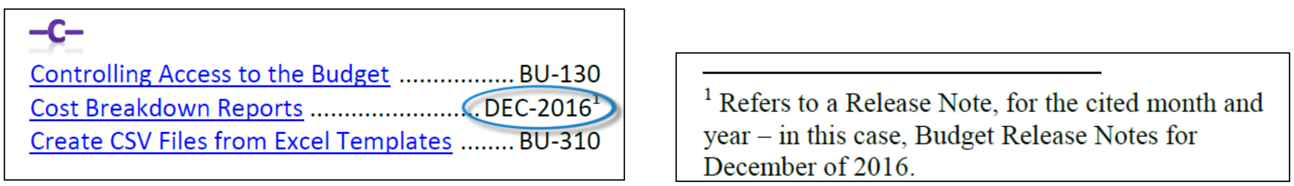
Fee Waivers RC-1020
Find a Bill RC-130
Find a Supplemental Bill RC-140

–H–

Hierarchy of Payments RC-190

Figure 15 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.



–C–

Controlling Access to the Budget BU-130
Cost Breakdown Reports .... DEC-2016[1]
Create CSV Files from Excel Templates BU-310

[1] Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 16 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

5.3. New or Updated Documentation

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

- RC 100 Collections Help Documents Index [New]
- TREASURY RECEIPTS RC-1365 Posted Batch Cover Sheet [New]
- SITE SPECIFIC RC-1710 CRI Quarterly Export of Real Estate Balances [New]
  RC-1720 CRI Export Payments made to Delinquent Accounts [New]
  RC-1730 CRI Income Tax Offset Export[New]
  RC-1740 CRI Rossi Law Lockbox [New]