REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system and installed on your site in June 2015.

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1. PAYMENTS

1.1.   Pending Payments & Posting Escrow (Lockbox) Payments

To prevent duplicate payments being processed for the same bill checking has been added during the the upload of the escrow payments. The system now checks batches in both the **entry began** and **submitted** batch status to prevent the lockbox from being posted if there are pending payments in another batch.

[ADM-AUC-RC-8282]

2. TREASURY RECEIPTS

2.1.   Posting an Unbalanced TR Batch

To avoid posting a TR batch that contains a transaction with an invalid TR code, new error checking has been added to the submit procedure. It will now check to make sure that if a 2nd, 3rd or 4th debit or credit line was entered, that **BOTH** the debit and the credit for that same line were entered. This will prevent posting an unbalanced batch.

Figure 1 After – Error Report

If you see this error, "`L-GL account for treasury receipt invalid/inactive`", note the fiscal year and the Treasury Receipt code in error, and go to **Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes** to select the code and fiscal year. Note that the 3rd credit and the 4th debit in the figure below are all zeros – not valid account numbers. Enter a valid account either manually or via the lookup. In the error column above, there are two "L"s – meaning that two of the accounts are either valid or inactive.
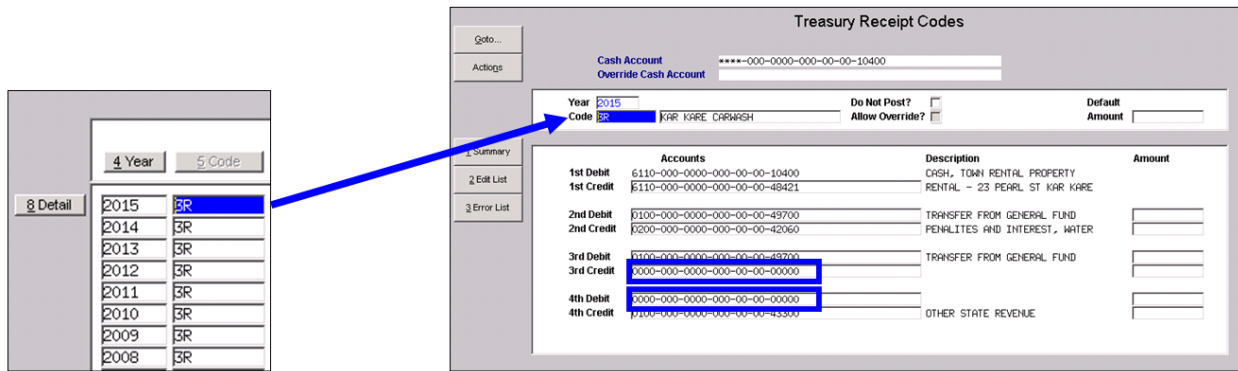
Figure 2

Be sure to select the correct fiscal year for the code from the available codes.

[ADM-AUC-RC-8277]

3. REPORTS

3.1. Cash Activity Reports

Two enhancements were made to the cash activity reports. To run these reports, click on **Collections ▶ Reports ▶ Report Library ▶ Transaction Reports ▶ Cash Activity Reports**.

1. The reports now include transactions from the **Miscellaneous Billing** module.
2. The reports no longer include blank transactions (for type=00 or bill #=000000-00).

Figure 3 Before

Figure 4 After
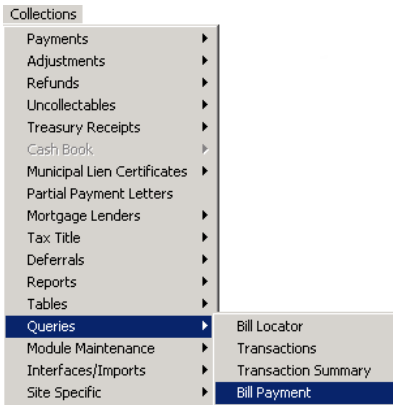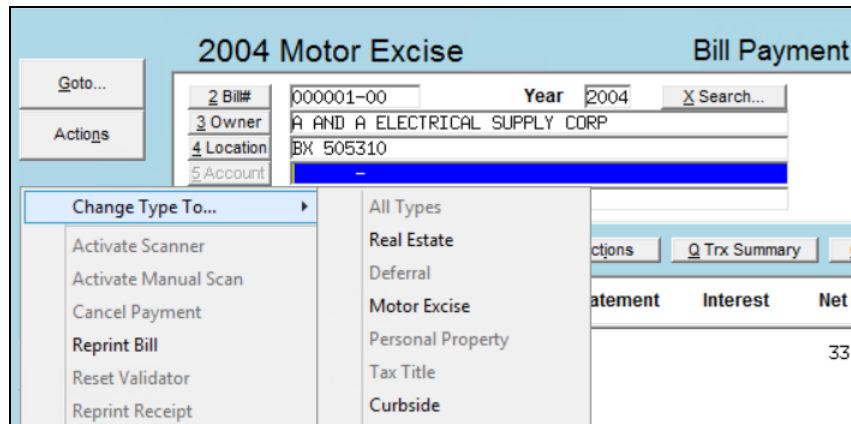
[ADM-AUC-RC-8272]

4. QUERIES

4.1. Bill Payment Screen

4.1.1. Navigation Issues

An issue was resolved that would make the user unable to branch to a desired module. The module, in the example below, Personal Property, was "grayed out" and not available for selection. This was corrected.

[PEA-SUP-SAPLAUC-264]

4.1.2. Bill Types Available

The bill payment inquiry screen offers a convenient `Bill Type` button to switch from one type of bill to another when looking up information. The button was displaying invalid options; this was corrected.
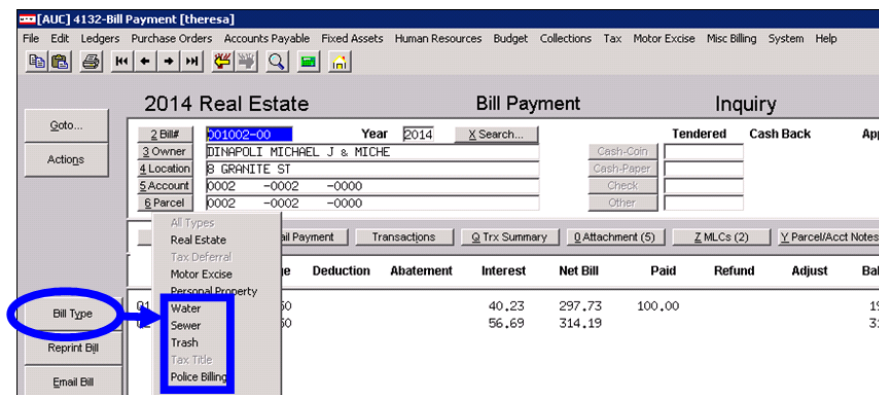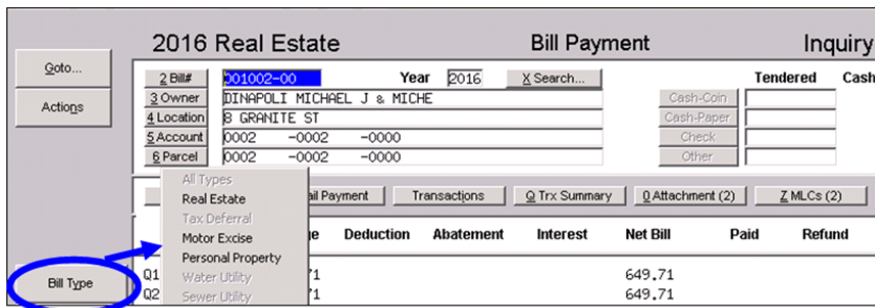

Figure 5 Before

Figure 6 After

[ADM-AUC-RC-8268]

4.1.3.   Pending Payments

The **All Pending Payments** button on the Bill Payment Inquiry screen was not in focus when Pending Payments were available for the bill. This was corrected.
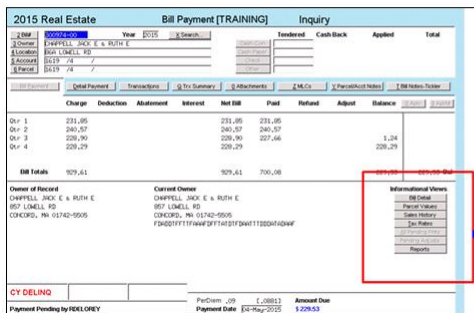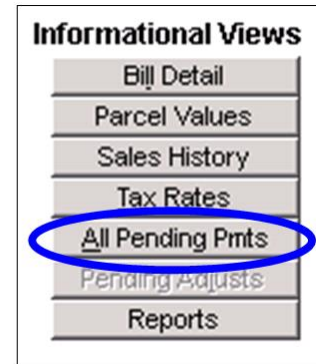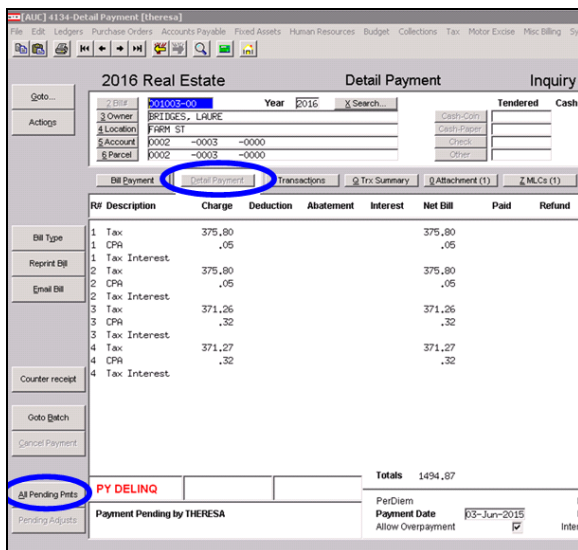

Figure 7 Before   **Figure 8 After**

The **Pending Payments** button was not available on the bill payment detail screen. This was corrected.

[ADM-AUC-RC-8279]

4.1.   Exclude Bills from Credit Balance Redistribution process

The Revenue Collections and Real Estate modules contain procedures that will apply credits from one quarter to another. The process is run automatically during the Calculation of a new quarterly/semi-annual tax bill cycle) but it may also be run on-demand by the user.

However, there may be circumstances under which you wish to exclude a bill from this process. For example, if a property is under agreement to be acquired by the Town and the activity on the account needs to remain static with certain quarters remaining overpaid versus delinquent, then you may wish to exclude it from the automated process.

To tag an account as being excluded from this process, you need to set a checkbox on the Parcel#. To do this, click:

Look for the "Exclude from CBR" checkbox. Click in the box to make the checkmark appear. While the checkmark is set, this parcel and all of its associated bills will be excluded from the Credit Balance Redistribution process.

When you are ready to release this "stay" from the parcel, simply click on the checkmark to make it disappear. The presence of the checkmark tells the system to exclude the parcel. The non-existence of the checkmark tells the system to include the parcel.

[ADM-AUC-RE-5484]

4.2.   Exclude from CBR [Note on Bill Payment Screen]

Accounts flagged for exclusion from the **Credit Balance Redistribution** process will display a note on the inquiry screen. Since this note is attached to the Parcel, it will appear for all bills related to this parcel# across all years.
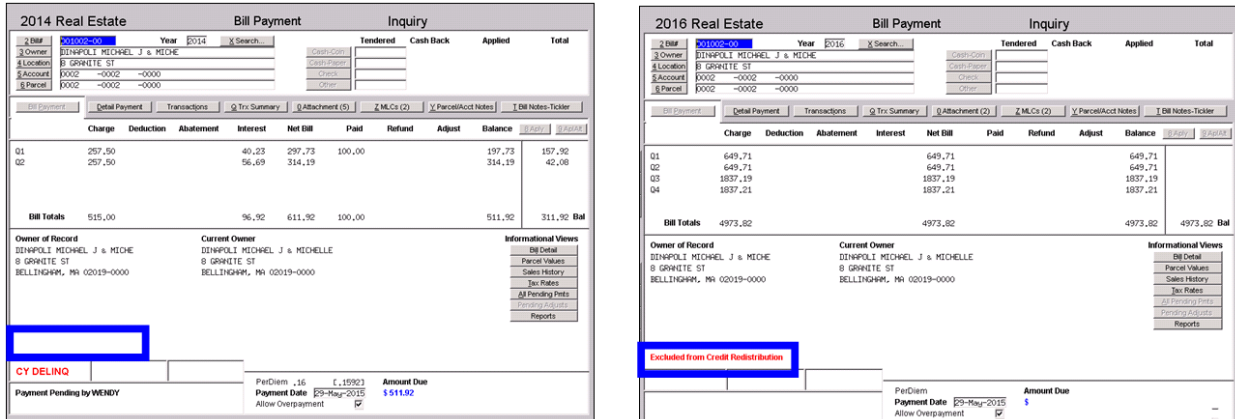

Figure 9 Before

[ADM-AUC-RE-5484]

5. E-BILLING VIA UNIBANK

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). The following sections provide a broad overview of how this is implemented. A more detailed document specific to E-Billing Via Unibank will be added to the help reference libraries during the summer of 2015.

While many of the changes are not visible to the end-user, some of the overt changes include:

5.1.   Table Setup

A new option has been added to the Bill Generation table allowing the designation of bills being Printed and Emailed via Unibank. This means that a file of data will be produced and delivered to Unibank. Unibank will then load this file into their systems and distribute bills either via printed paper copy or email (based on the enrollees desired delivery method and the site specification).
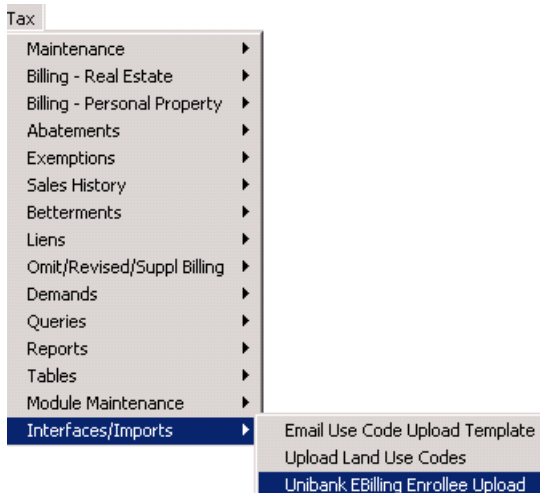
5.2.   File Location

Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:
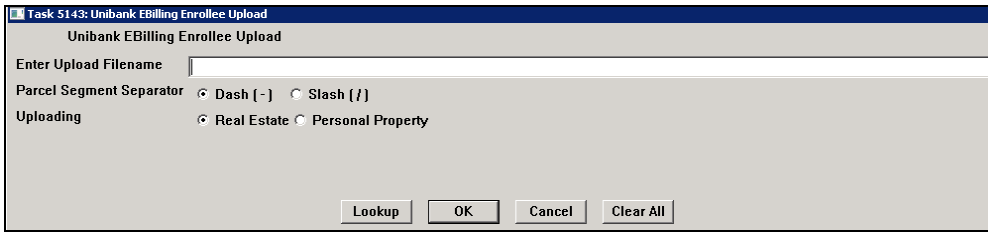

5.3.   Upload the File

To upload the enrollee data from Unibank, select **Tax ▶ Interfaces Imports ▶ Unibank Ebilling Enrollee Upload**.

You will see the following prompt:

- Use the lookup to select the file received from Unibank
- Select the appropriate parcel segment separator (dash or slash)
- Select Real Estate or Personal Property

Once you click on OK, a report similar to the following will appear, listing the enrollees. You will be prompted to click on YES or NO – if you are satisfied with the report, click YES.
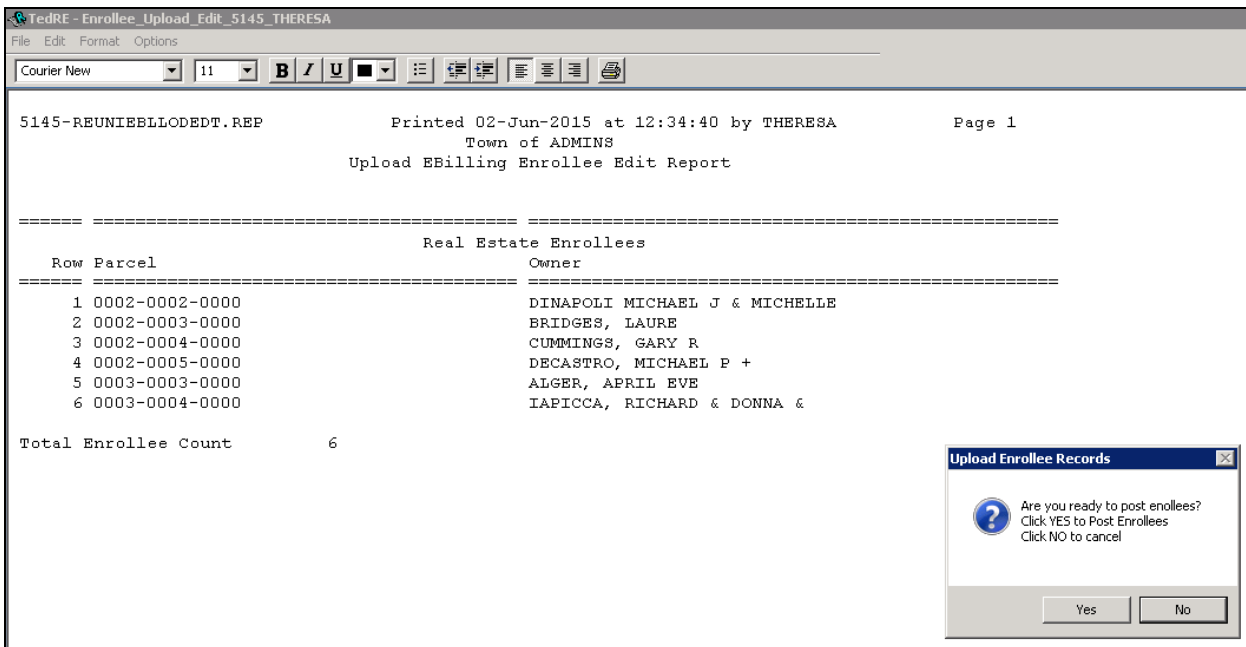
When the file is processed in AUC, this flag is automatically set to indicate which accounts are receiving their tax bill via e-mail. The email address (when supplied by Unibank) is updated.

When accounts enroll in e-billing (via a 3rd party provider), this flag gets set to Yes.

5.4.   Interfaces/Imports

Subsequent to the initial enrollment, prepare a daily balance file and submit it to Unibank. This works the same as the creation of the Unibank Daily Balance File.

[ADM-AUC-RC-8276]

6. HELP REFERENCE LIBRARY

6.1.   New or Updated Documentation

Not applicable for this software update.