



# 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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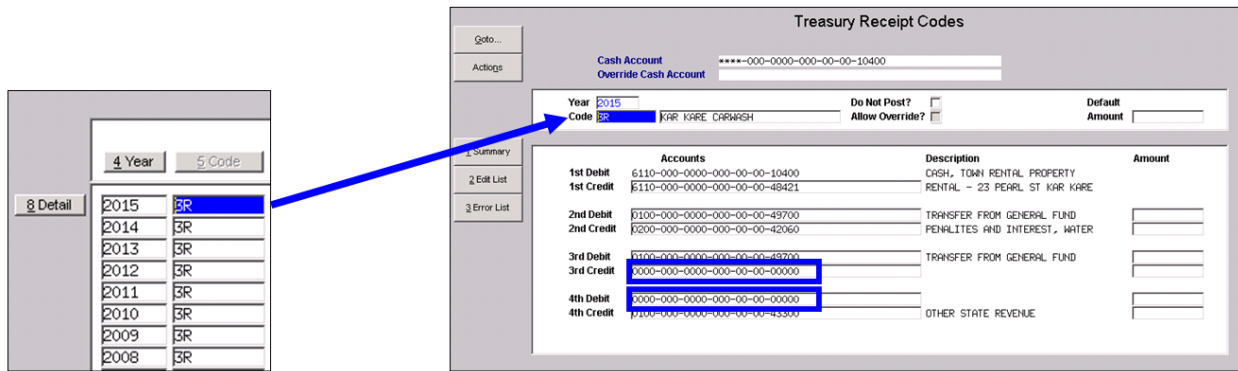


Figure 2



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).

4728-RC\_TRN\_SUMM4.REP Printed 21-Apr-2015 at 15:41:18 by THERESA Town of ADMINS Page 320

Cash Activity by Deposit Date, Batch, Bill#

Activity - Report #4 - Detail by Day, Batch and Bill#  
Deposit Dates between 03012015 and 03302015

Bill#/TR	Owner	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Code	Eff Date	Entered By	Posted on	GL Post#	Bank
000000-00								STT	10-Mar-2015				
001036-00	HARTFORD AVE LTD REALTY	5.00	-5.00					STT	10-Mar-2015				
001087-00	HOLDEN, ALEXANDER B + H	105.86	-94.15					STT	10-Mar-2015				
001188-00	MASON, RONALD F + CHRIS	6329.55	-5559.46					STT	10-Mar-2015				
001214-00	STRATMAN, BENJAMIN L	5620.95	-4917.75					STT	10-Mar-2015				
*** Total *** Batch: 0000000088		12061.36	-10576.36										
Deposit Date: 10-Mar-2015		12061.36	-10576.36										

Figure 3 Before

4728-RC\_TRN\_SUMM4.REP Printed 29-May-2015 at 16:32:02 by THERESA Town of ADMINS Page 320

Cash Activity by Deposit Date, Batch, Bill#

Activity - Report #4 - Detail by Day, Batch and Bill#  
Deposit Dates between 03012015 and 03302015

Bill#/TR	Owner	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Code	Eff Date	Entered By	Posted on	GL Post#	Bank
001036-00	HARTFORD AVE LTD REALTY	5.00	-5.00					STT	10-Mar-2015				
001087-00	HOLDEN, ALEXANDER B + H	105.86	-94.15					STT	10-Mar-2015				
001188-00	MASON, RONALD F + CHRIS	6329.55	-5559.46					STT	10-Mar-2015				
001214-00	STRATMAN, BENJAMIN L	5620.95	-4917.75					STT	10-Mar-2015				
*** Total *** Batch: 0000000088		12061.36	-10576.36										
Deposit Date: 10-Mar-2015		12061.36	-10576.36										

Figure 4 After

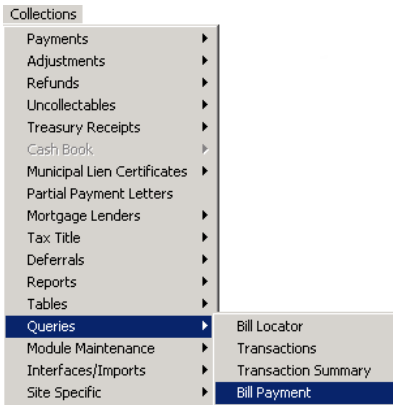
[ADM-AUC-RC-8272]



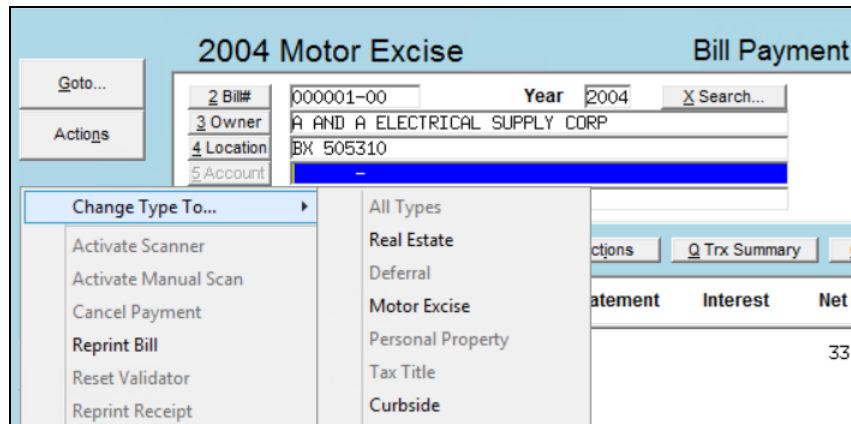
## 4. QUERIES

### 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  button to switch from one type of bill to another when looking up information. The button was displaying invalid options; this was corrected.

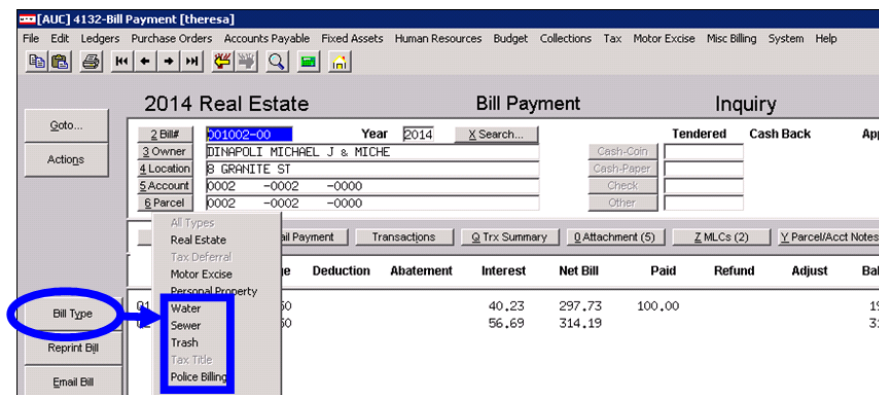


Figure 5 Before

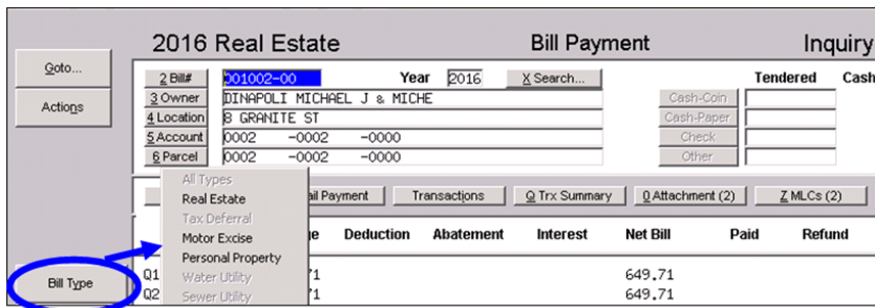


Figure 6 After

[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.

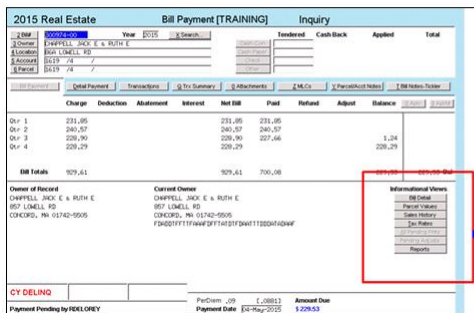


Figure 7 Before

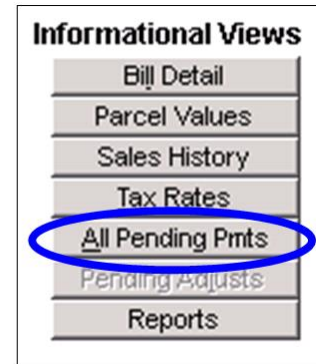
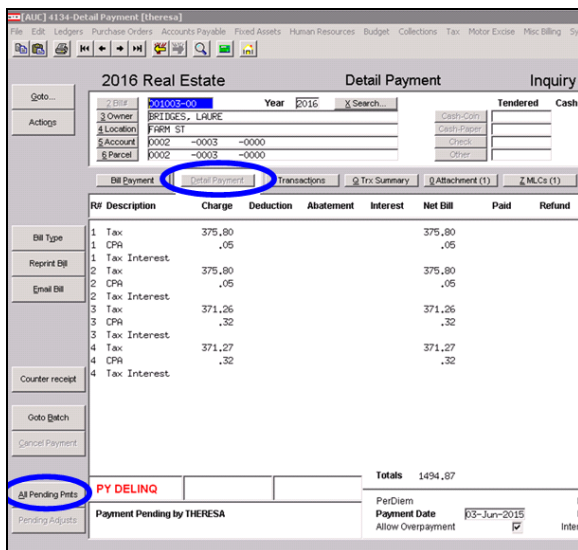


Figure 8 After

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.

2016 Real Estate		Bill Payment		Inquiry	
2 Bill#	201008-00	Year	2016	Tendered	Cash Back
3 Owner	LAPICCA, RICHARD W & DONNA E			Applied	
4 Location	506 FARM ST			Cash/Coin	
5 Account	0003 -0004 -0000			Cash/Paper	
6 Parcel	0003 -0004 -0000			Check	
				Other	

Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund	Adjust	Balance
Q1	905.79			905.79	905.79			
Q2	905.79			905.79	1094.21			-188.42
Q3	1111.05			1111.05				1111.05
Q4	1111.06			1111.06				1111.06
<b>Bill Totals</b>	<b>4033.69</b>			<b>4033.69</b>	<b>2000.00</b>			<b>2033.69</b>

A credit exists on Q2.

If this parcel is excluded, then

Exclude from CBR

this credit will remain on Q2 until such time as the checkbox is removed and the process is re-run:

Exclude from CBR

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.

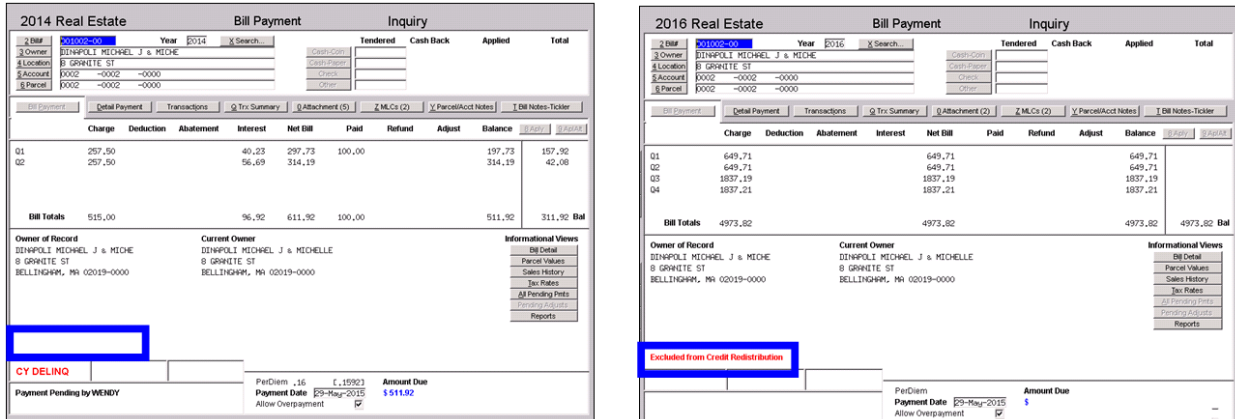


Figure 9 Before

[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 3<sup>rd</sup> 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).





**Bill Generation Table Setup**

Bill Year   
 Bill Type  Real Estate

---

Owner Name & Address on Bill  Current Owner  Owner of Record  
 Bills Printed Via  In-House  Service-Alt  Uni-Ebill   
 Create and send to ESCROW  No  Yes   
 Create and send to LOCKBOX  No  Century  
 Create and send to ON-LINE SERVICE  No  Unibank

### 5.2. File Location

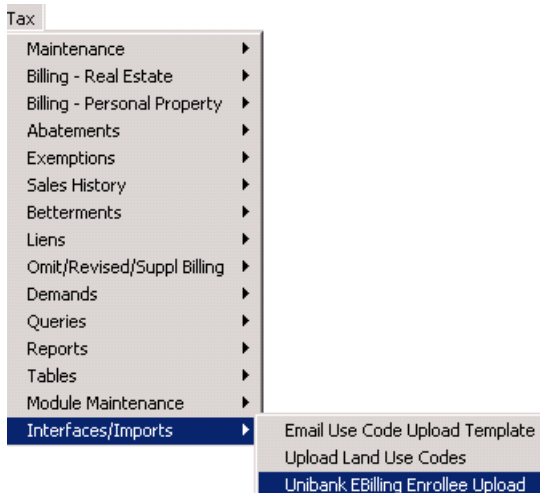
Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:

**Real Estate Module Control**

Seq#	Description	Answer
5107	[Unibank] Upload E-Billing Import Folder	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER <input type="button" value="1 Edit"/>

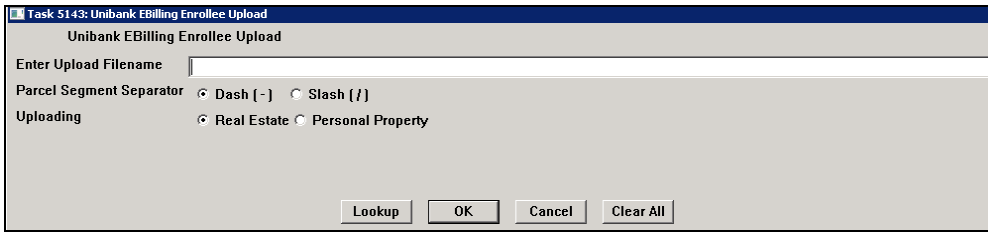
### 5.3. Upload the File

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



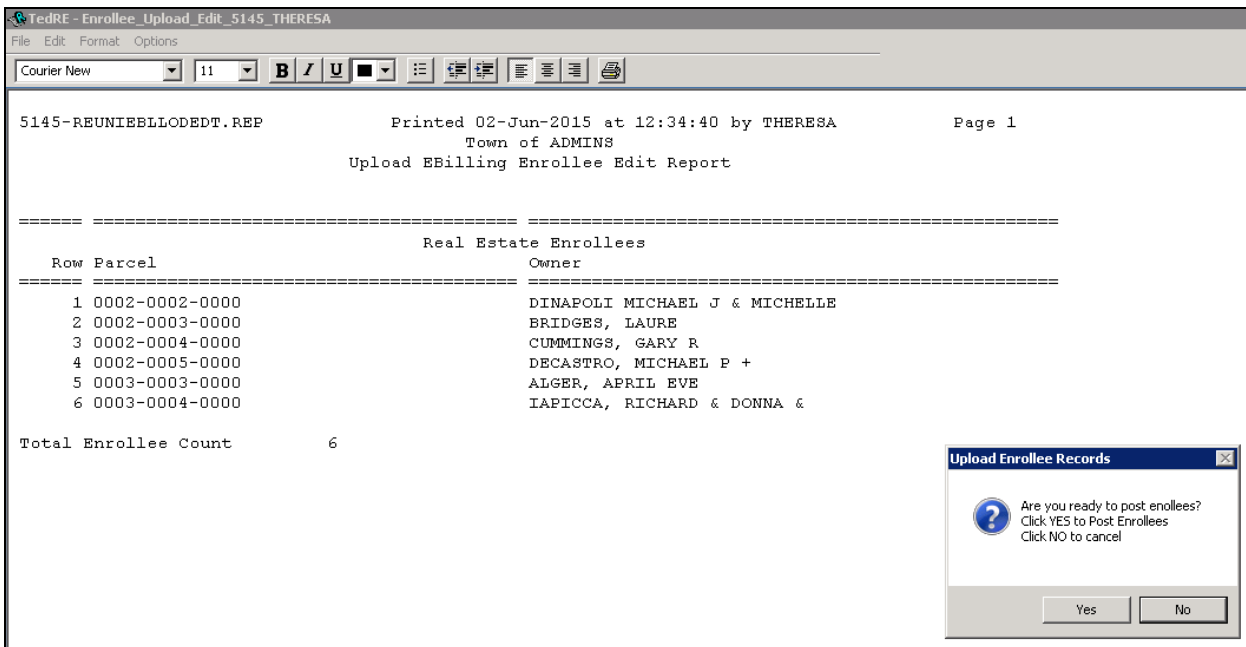
You will see the following prompt:





- 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.



**Real Estate Parcel Update** Current Owner

Parcel: 0002 -0002 -0000  
Account: 0002 -0002 -0000

Location# 8 Street# 8  
Street: GRANITE ST Unit:  
City: BELLINGHAM State: MA Zipcode: 02019-0000

Current Owner: DINAPOLI MICHAEL J & MICHELLE  
8 GRANITE ST  
BELLINGHAM, MA 02019-0000

1 General 2 Deductions 3 Orig Values 4 Bill History 5 Custom Fields 6 Suppl Values 7 Revised Values

Neighborhood: Zoning:  
Square Feet: 41,905 Acres: 1.96200  
Frontage Feet: Units:

Year Dropped: 2015

Is this a Condo?  Yes  No  
Condo Ownership %  Yes  No  
Small Business?  Yes  No  
Multiple Bills?  Yes  No  
Issue Summary Bill?  Yes  No  
In Deferral  41A  18A  No  
Parcel on Ebilling?  Yes  No  
Exclude from CBR

When accounts enroll in e-billing (via a 3<sup>rd</sup> 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.

Interfaces/Imports

- Treasury Receipt Code Upload
- Treasury Receipt Code Conversion - Unified Comm.
- Create Unibank Daily Balance File
- Create Bill Trust Daily Balance File
- Create Unibank Ebilling Daily Balance File

**Create Unibank Ebilling Daily Balance File**

Get...  
Actions

1 Edit List  
2 Clear All  
3 Clear MV

**Include Real Estate / Personal Property Years**

RE Bill Year: 2015  Check to include All Years (leave Bill Year and Checkboxes blank to exclude from Selection)  
PP Bill Year: 2015  Check to include all Years  
Create output file as...  1 File  Separate File(s)

**Include Motor Excise Years**  Check to include All Years and all commitments (Create output as 1 File)

Year	Commet#	Seq#	Create output file as...
1	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
2	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)

**Include Misc Billing Years**

Misc Bill: 0000  Check to include All Years (leave Bill Year/Cycle and Checkboxes blank to exclude from Selection)

4 Create Daily Balance File

[ADM-AUC-RC-8276]

## 6. HELP REFERENCE LIBRARY

### 6.1. New or Updated Documentation

*Not applicable for this software update.*