

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

Table of Contents

1.	PAYMENTS PROCESS LOCKBOX PAYMENTS CORELOGIC ESCROW FILE	. 1
2.	ABATEMENTS [FIX]	. 2
	MUNICIPAL LIENS CERTIFICATES [FIX]	
	REPORTS	
Z	1.1. Fee Payment Summary Report [New]	.3
	I.2. Aging Report [Fix]	
	SCREEN DELAY [FIX]	
	HELP REFERENCE LIBRARY	
-		-

1. PAYMENTS > Process Lockbox Payments > Corelogic Escrow File

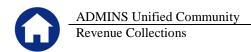
The quarterly Corelogic escrow payment files exceeded a defined maximum number of lines, causing a general ledger posting error. Select **Collections** > **Payments** > **Process Lockbox Payments** to upload payment files.

Collections								
Payments •	Batch Entry Bill Payment Detail Payment Treasury Receipts							
	Process Lockbox Payments Lockbox Batch History Inquiry							

This was corrected and installed on sites and is noted here to document the change. Future lockbox files of similar size will be processed properly in the system.

	Task 4200: Upload Lockbox
Process Lock Box or Clearing House Payment Upload	
Required: LockBox Upload Method	ECOR ESCROW CORELOGIC
Enter Lock Box Date (MMDDYYYY)	27-APR-2017
Required: Enter Upload Filename (FILENAME.DAT)	D:\ADMHOME\TRANSFER\MVX\LB\ESCROW\CORELOGIC 4-27-17.TXT
Run as © Preview C Print C PDF If Printing use Duplex © Yes C No	Lookup OK Cancel Clear All

[ADM-AUC-RC-8365]



2. ABATEMENTS [Fix]

Prior to the software update, the system allowed a tax bill to be abated for more than the net amount of the bill. This was corrected. Refunds resulting from abatements can only be issued for up to the amount paid.

			Abateme	ent Entry		
Goto						
Actions	Year 2016 Com# 02 Seq 01 Bill# 0000070 Acct# 033029				Mailing Address:	
l						
	Abate Date 31- Abate Code DA	Dec-2016 DUPLICATE ASSESSMENT	Certificate#	4 Comment	•	
d Abatement	Abate Amt.	7 <mark>10.00</mark> Calc.	88,42		c.	
Rescission	Dill	ad Charman		iuntenante	Vehicle Data	
1 Delete		ed Charges	Payments & Ad		[CRI] 8300-Abatement Entry	X
	Type Tax Bill	Amount Date 707.37 16-Dec-2016	Type Paid	Amount L	[CRI] 0500-Abatement Entry	
2 Edit List	Demand Warrant 1		Adjusted Refunded		You cannot abate for more than the net amour Abatement is 710.00 Net is 707.37 for Bill 0330	
3 Post	Warrant 2		Waived			200700
Council List	Registry Abated		Transfered			ОК
	Exempted Interest		Balance	707.37		
	interest		Dalanoo	101.31	1	
igure 1 M	lotor Vehicl	e Abatement				
Goto	Pending		patement Entry			
Actions Year Code		Location Owner of R	5 ABORN ST Record BRIDGE GROUP LLC			
Add New Applic	cant & Mailing Address cant Name		Current Owner			
2 Delete Sec	ond Name Address					
4 Edit List						
1011111						
R Doct	n • Granted	Application Date 31-Dec-2016 Year 2016	9 Edit Notes No text available			
Council List	C Denied C Late Application C No Action C Deemed Denied	Bill# 0230613001 Tax 4,799,40 N/A				
a Use Collise Code Des 3333 LRG BUS MD	cription	Tax N/A Other	Netval Abatememnt Gran 142,500	ed New Value	e Abated Tax A S.,000.00	
			Check Error			
			E5331-Amount Ente	red cannot be more than Net /	t Amount on Bill	
+ +						
3 D						

Figure 2 Real Estate Abatement

Images for Motor Excise and Real Estate are shown; Personal Property taxes also cannot be abated for more than the net amount of the tax bill.

[ADM-AUC-RC-8364]

3. MUNICIPAL LIENS CERTIFICATES [Fix]

To access this screen, select **Collections** > **Municipal Liens Certificates** > **Print MLCs**. There was an issue with sorting multiple MLCs by parcel number–a check error would pop up instead of sorting the column. Now clicking the [5 Parcel] button sorts the column in ascending order.

Select MLCs to Print								
@oto Actio <u>n</u> s	1 Select All	2 Deselect All	3 Print MLCs					
Sel 4 Cert#	§ Parcel	<u>6</u> Owner	Location					
☐ [17433 0099	Check Erro	EBOTO ENCLOSE A CONJECTABLE X	I4 LINK ST					

Figure 3 Before

	1			Select MLCs to Print			
<u>Qoto</u> Actio <u>n</u> s			<u>1</u> Select Al	2 Deselect AI 3 Print MLCs			
Sel 4 Cert# 5 Parcel		<u>€</u> Owner	7 Location				
П	□ 18150 0002 -0001 -0000		FOUR NINETY FIVE ASSOCIATES	ROUTE 495			
18151 0002 -0003 -0000		BRIDGES, LAURE	FARM ST				
18152 0002 -0004 -0000		CUMMINGS, GARY R & ELIZABETH PATRICIA	231 FARM ST				
18139 0004 -0438 -0000		HOLDEN, ALEXANDER B + HELEN B	507 HARTFORD AV				
	☐ 18142 0004 -043B -0000			HOLDEN, ALEXANDER B + HELEN B	507 HARTFORD AV		
Г	18144	0017 -0002	-0000	QUARTULLI MARC J & DENISE D	26 R BELANGER DR		

Figure 4 After

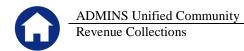
[ADM-AUC-RC-8367]

4. REPORTS

4.1. Fee Payment Summary Report [New]

Run this report by selecting **Collections** > **Reports** > **Report Library** > **4642 Fee Payment Summary**. This new report provides a listing of all fees paid within a given date range. It may be optionally filtered to select up to nine fee categories. All fees are selected by default if no filter is applied to the bill category.

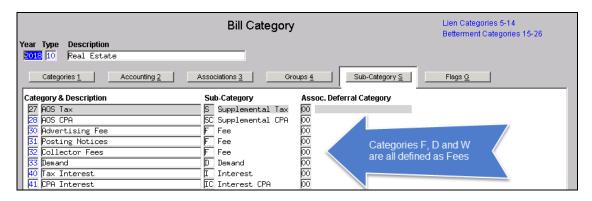
	🔝 Billing Categories by Yea	r	×	
	Year Type	Ca Description	Tof	
	2018 Real Estate	30 Advertising Fee		
	2018 Real Estate	31 Posting Notices		
Task 4642: Fee Payment Summary	2018 Real Estate	32 Collector Fees		
Fee Payment Summary	2018 Real Estate	33 Demand		
Summary of Fee Payments Categories by Year and Type	2018 Real Estate	80 Insufficient Funds		
	2018 Real Estate	81 Bankruptcy Release Fee		
equired: Enter Effective (Pay/Trx) Date Range From: To:	2018 Real Estate	82 Betterment Fees		
tional: Enter Bill Category Edit 0 values:	2018 Real Estate	83 2nd Betterment Fee		
Euit U Values:	2018 Tax Deferral	80 Insufficient Funds		
	2018 Tax Deferral	81 Deferral Release Fee		
n as @ Excel	2018 Motor Excise	Motor Excise 11 Demand		
	2018 Motor Excise	12 Warrant1		
	2018 Motor Excise	13 Warrant2	-	
Lookup OK Cancel Clear All		OK Find Search Cancel	Help Eof	



- 4	A	B	С	E	F		L	M
1	Bill-Year	Total-Fees	<u>Real Estate</u>	Re: xcise	Tangible Proper	Tanj	<u>Sewer</u>	Sewer Supplemen
2	2008	31.65	0.00	0.00	31.65		0.00	0.00
З	2013	-90.00	-90.00	0.00	0.00	OU.	0.00	0.00
4	2014	5.00	0.0	0.00	0.00	0.00	5.00	0.00
5	2015	-464.25	-585.00	0.00	0.00	00 [°]	120.75	0.00
6	2016	2,401.16	2,296.16	5.00	15.00	ר ו	85.00	0.00
7	Collector Fee	1,883.56	1,621.16	5.00	46.65		210.75	0.00
8								
9	2016	10.00	10.00	0.00	0.00	00.ر	0.00	0.00
10	Demand	10.00	10.0	0.00	0.00	0.00	0.00	0.00
11								
12	2013	20.00	0.00	20.00	0.00		0.00	0.00
13	2015	20.00	0.00	20.00	0.00		0.00	0.00
14	2016	1,000.00	460.00	360.00	0.00	ل.	180.00	0.00
15	Insufficient Funds	1,040.00	460.00	400.00	0.00	J.00	180.00	0.00
16								
17	** Grand Total **	2,933.56	2,091.16	405.00	46.65	10	390.75	0.00
18								
19								
20	Selection Criteria:							
21								
22	Select Pay Dates: 01-JUL-2016 to 09-May-2017							

Figure 5 Sample Fee Payment Summary Report output

The report is rendered in EXCEL[®] to allow reporting on a large number of bill types. The data listed on the report is based on the Sub-Category data in the Bill Category table. Sub-Category values of F (Fees), D (Demand Fees) and W (Warrant Fees) are all designated as "Fees" and will be reported.

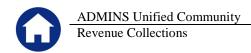


[ADM-AUC-RC-8366]

4.2. Aging Report [Fix]

The 4708 Aged Receivables report was reporting on bills not yet due. This was corrected.

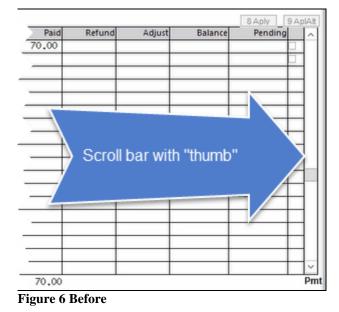
[ADM-AUC-RC-8368]



8 Aply 9 AplAlt

5. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.



 Refund
 Adjust
 Balance
 Pending

 After:
 No scroll bar faster screen

 faster screen
 display

 display
 Pmt

 Figure 7 After

[ADM-AUC-RC-8369]

6. HELP REFERENCE LIBRARY

Not applicable for this software update