REVENUE COLLECTION

RELEASE NOTES – MARCH 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Revenue Collection** application and installed at your site in March 2015.

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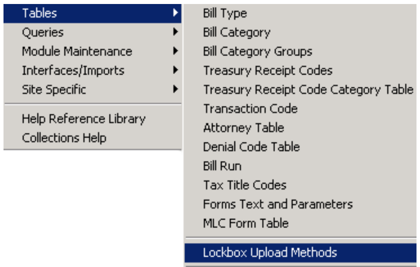
1. TABLES

1.1. Lockbox Upload Methods



The **Collections ▸ Tables ▸ Lockbox Upload Methods** has a new column labeled **"Module"**. This new field is editable **only** by AUC support staff and cannot be changed by users. It is used to accommodate processing of lockbox payments in the new **Miscellaneous Billing Module**.

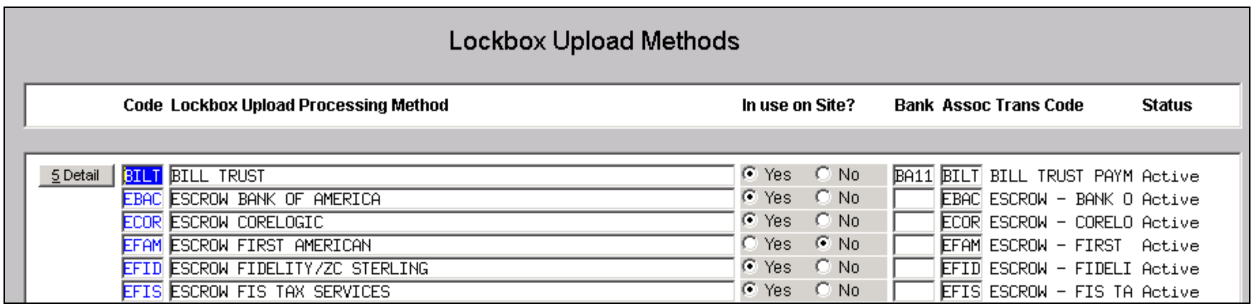


Figure 1 Before

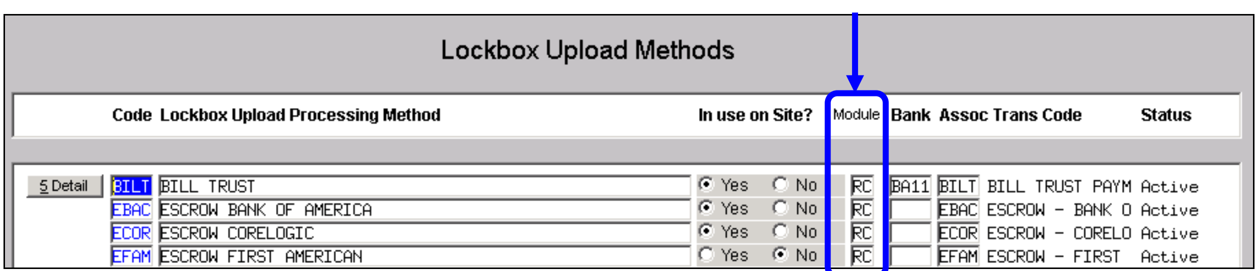


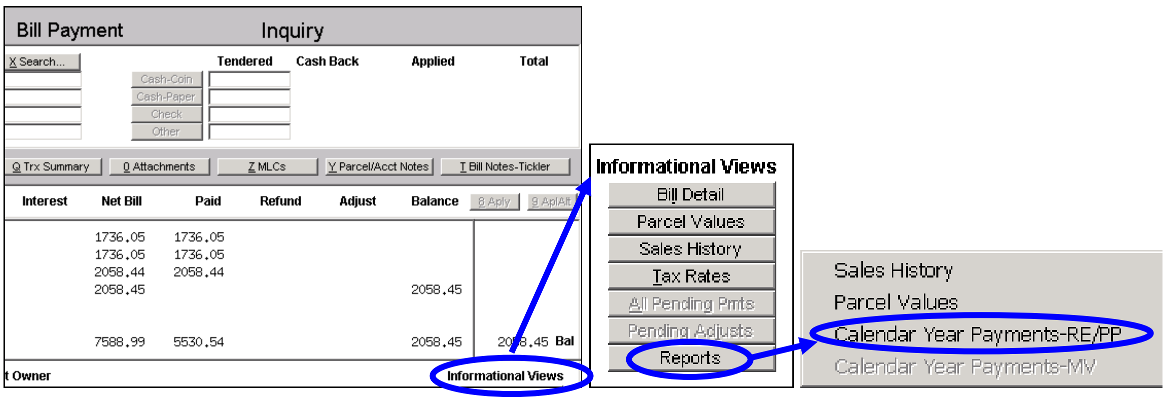
Figure 2 After

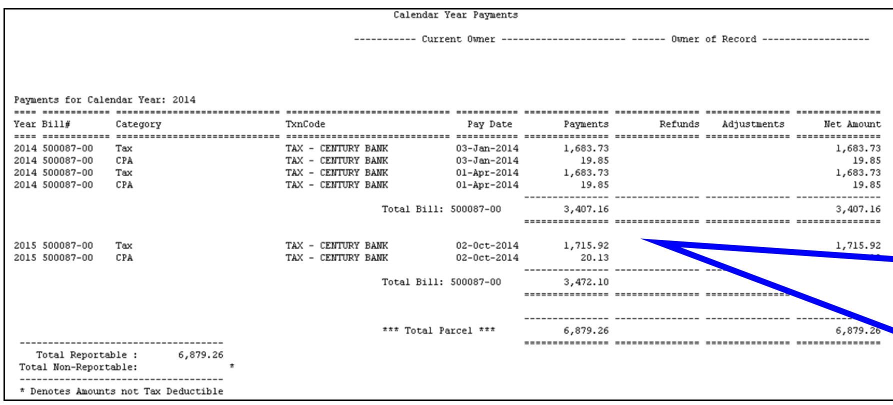
[ADM-AUC-RC-8266]

2. QUERIES ▶ BILL INQUIRY SCREEN

2.1. Calendar Year Payment Reports

The **Calendar Year Payments Report** was not showing the ***payment*** detail if the payment dates were the same as the charge dates, because this report aggregates all records by date, and suppresses all charges. To access this report, select **Collections ▶ Queries ▶ Bill Payment ▶ Reports ▶ Calendar Year Payments – RE/PP**.

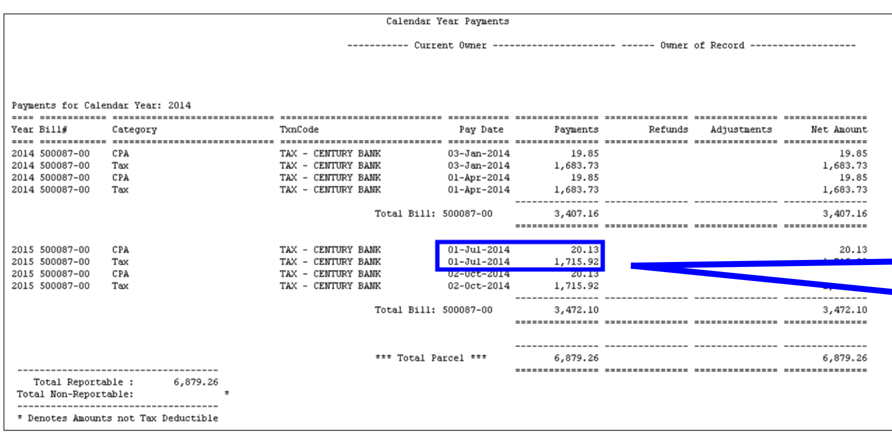




```
                                   Calendar Year Payments

                                         ----------- Current Owner --------------------- ------ Owner of Record ------------------

Payments for Calendar Year: 2014
==== ============ ============================ ============================ ========== ============== ============== ============== ===============
Year Bill#        Category                     TxnCode                        Pay Date       Payments        Refunds    Adjustments      Net Amount
==== ============ ============================ ============================ ========== ============== ============== ============== ===============
2014 500087-00    Tax                          TAX - CENTURY BANK           03-Jan-2014       1,683.73                                      1,683.73
2014 500087-00    CPA                          TAX - CENTURY BANK           03-Jan-2014          19.85                                         19.85
2014 500087-00    Tax                          TAX - CENTURY BANK           01-Apr-2014       1,683.73                                      1,683.73
2014 500087-00    CPA                          TAX - CENTURY BANK           01-Apr-2014          19.85                                         19.85
                                                                                    -------------- -------------- -------------- ---------------
                                                          Total Bill: 500087-00       3,407.16                                      3,407.16
                                                                                    ============== ============== ============== ===============

2015 500087-00    Tax                          TAX - CENTURY BANK           02-Oct-2014       1,715.92                                      1,715.92
2015 500087-00    CPA                          TAX - CENTURY BANK           02-Oct-2014          20.13                                   [illegible]
                                                                                    -------------- -------------- ---
                                                          Total Bill: 500087-00       3,472.10
                                                                                    ============== ============== ==============

                                                                                    -------------- -------------- -------------- ----------
                                                          *** Total Parcel ***        6,879.26                                      6,879.26
 ------------------------------------                                               ============== ============== ============== ===============
   Total Reportable :        6,879.26
 Total Non-Reportable:                *
 ------------------------------------
 * Denotes Amounts not Tax Deductible
```

Figure 3 Before – Totals are correct but the July Payments are not printed

The April payment was listed, as the corresponding charge was dated March 26. Since the payment and charge for July were both dated July 1 and the report was aggregating records by date, the payment detail was suppressed. This was corrected.



```
                                   Calendar Year Payments

                                         ----------- Current Owner --------------------- ------ Owner of Record ------------------

Payments for Calendar Year: 2014
==== ============ ============================ ============================ ========== ============== ============== ============== ===============
Year Bill#        Category                     TxnCode                        Pay Date       Payments        Refunds    Adjustments      Net Amount
==== ============ ============================ ============================ ========== ============== ============== ============== ===============
2014 500087-00    CPA                          TAX - CENTURY BANK           03-Jan-2014          19.85                                         19.85
2014 500087-00    Tax                          TAX - CENTURY BANK           03-Jan-2014       1,683.73                                      1,683.73
2014 500087-00    CPA                          TAX - CENTURY BANK           01-Apr-2014          19.85                                         19.85
2014 500087-00    Tax                          TAX - CENTURY BANK           01-Apr-2014       1,683.73                                      1,683.73
                                                                                    -------------- -------------- -------------- ---------------
                                                          Total Bill: 500087-00       3,407.16                                      3,407.16
                                                                                    ============== ============== ============== ===============

2015 500087-00    CPA                          TAX - CENTURY BANK           01-Jul-2014          20.13                                         20.13
2015 500087-00    Tax                          TAX - CENTURY BANK           01-Jul-2014       1,715.92                                   [illegible]
2015 500087-00    CPA                          TAX - CENTURY BANK           02-Oct-2014          20.13                                   [illegible]
2015 500087-00    Tax                          TAX - CENTURY BANK           02-Oct-2014       1,715.92                                   [illegible]
                                                                                    -------------- -------------- -------------- ---------------
                                                          Total Bill: 500087-00       3,472.10                                      3,472.10
                                                                                    ============== ============== ============== ===============

                                                                                    -------------- -------------- -------------- ---------------
                                                          *** Total Parcel ***        6,879.26                                      6,879.26
 ------------------------------------                                               ============== ============== ============== ===============
   Total Reportable :        6,879.26
 Total Non-Reportable:                *
 ------------------------------------
 * Denotes Amounts not Tax Deductible
```

Figure 4 After – July Payments for Tax and CPA are shown

The July payment is now listed.

```
01-Jul-2014           20.13
01-Jul-2014        1,715.92
```

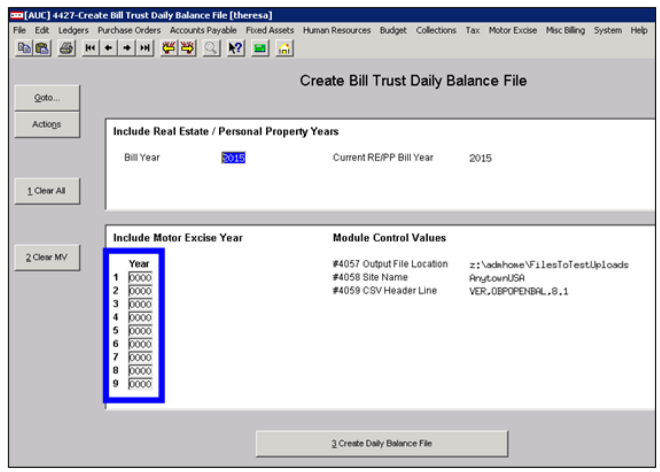
[ADM-AUC-RC-8265]

3. INTERFACES/IMPORTS

3.1. Bill Trust Daily Balance File

This process now runs each night in batch. When accessing the screen to enter the years used for Motor Vehicle Excise files, the following change should be noted. Prior to the software update, Motor Vehicle Excise records were automatically generated for inclusion in the Bill Trust Daily Balance File export **if the year fields for Motor Excise were left blank**. Now, the reverse is true. If all years are **left blank** in the Motor Excise section of the screen, Motor Excise records are **excluded** from the output and the Motor Excise filename will not be included in the email sent out to users. If Motor Excise records are required, enter the year for each dataset to be sent to BillTrust.

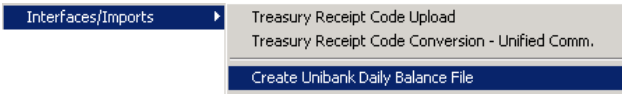
This change streamlines the process for sites not using BillTrust for Motor Excise billing.



[ADM-AUC-RC-8261]

3.2. UNIBANK Daily Balance File

New fields were added to accommodate a future Miscellaneous Billing Module.



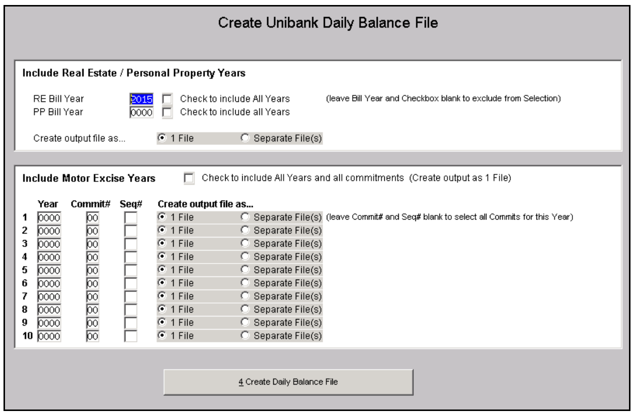


Figure 5 Before

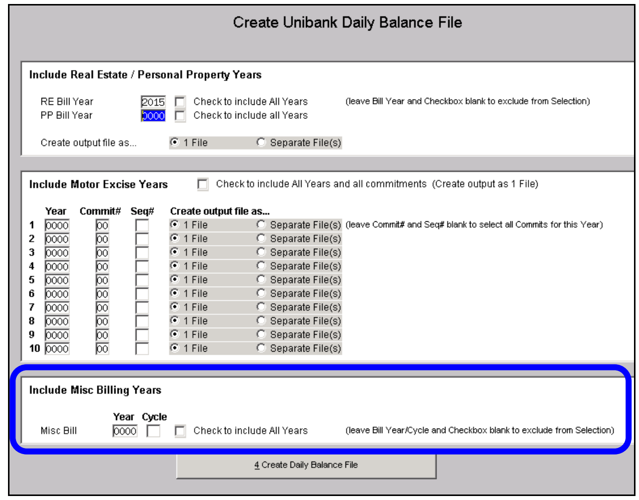


Figure 6 After

[ADM-AUC-RC-8263]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

- SYSTEM System Administration Kit