REVENUE COLLECTIONS

RELEASE NOTES – MARCH 2017

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

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1. MUNICIPAL LIEN CERTIFICATE (MLC) FEES [FIX]

Collector Fees may be added **"on the fly"** when creating an MLC. These fees were not retained on the printed MLC due to the system refreshing the data at print time. Now if a category is set as a fee, the data for the fee is not refreshed when the MLC is printed and the manual entries made "on the fly" will print.

This is in effect for Categories marked as **F** on the **Collections ▶ Tables ▶ Bill Category Table▶ Sub-Category S** tab.

In the image below, three lines for Collector Fees are shown – the first Collector Fee line shows fees for all three years (2016, 2015 and 2014); the second Collector Fee line shows fees for 2015; The third Collector Fee line shows no fees.

The fees are aggregated and printed on the MLC. The **"on the fly"** entry applies only to the printed MLC; no fees entered here are posted back to the bill.

2. REPORTS

Click on **Collections ▶ Reports ▶ Report Library ▶ [1 Collection Reports]** to access the **4708 Aged Receivables Report**. In addition to the new feature described below, the report now runs faster.

2.1.   4708 Aged Receivables Report [New Option]

The prompt now allows the optional selection to include categories that do not post to Accounts Receivable. This facilitates balancing collections to the general ledger for sites that do not book fees, for example. The Bill Category table controls what is booked to Accounts Receivable. Access the table via **Collections ▶ Tables ▶ Bill Category**. In the image in Figure 1, Categories 02, 03 and 04 do not have a check in the Post to A/R box. These will be excluded from the Aging report if the **Include Categories that do not post to A/R [e.g. Fees]** prompt has **"No"** selected.

Figure 1 Bill Category Table Post to A/R Checkbox

Figure 2 Before   **Figure 3 After**

Conversely, if the **Include Categories that do not post to A/R [e.g. Fees]** prompt has **"Yes"** selected these categories will be included on the aging report.

[ADM-AUC-RC-8353]

2.2. Outstanding Balance by Account # Report – Site Specific [New]

For sites that maintain account numbers with associated bills for each parcel to aggregate bills, such as Cranston, RI, a new report is available. Select **Collections ▶ Reports ▶ Report Library ▶ 4616 Outstanding Balance by Parcel for an Account** to report on all the balances for all parcels associated with an account number. Details are available in the document found in the **Help Reference Library ▶ Site Specific ▶ 1765 Outstanding Balance by Parcel for an Account.**

[ADM-AUC-RC-8362]
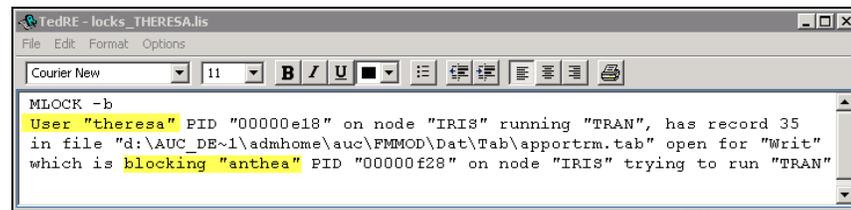
3. RECORD LOCKS [NEW]

Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say "Waiting for Record Lock, User \\IRIS\theresa", for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.

```
MLOCK -b
User "theresa" PID "00000e18" on node "IRIS" running "TRAN", has record 35
in file "d:\AUC_DE~1\admhome\auc\FMMOD\Dat\Tab\apportrm.tab" open for "Writ"
which is blocking "anthea" PID "00000f28" on node "IRIS" trying to run "TRAN"
```

In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.

The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[ADM-AUC-SY-7995]

4. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File ▶ Exit** from the menu.
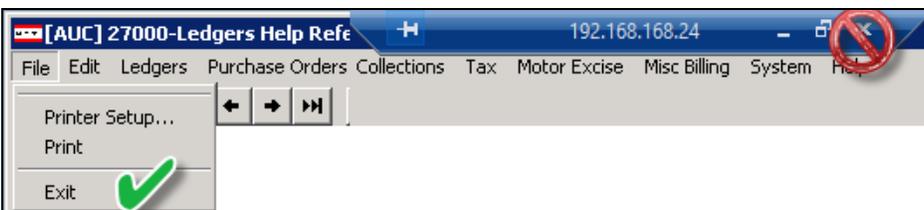
"Frozen" sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ▶ Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

5. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Figure 4 Before

Figure 5 After

[ADM-AUC-SY-8002]

6. SCREEN MINIMIZED ON TIMEOUT [FIX]
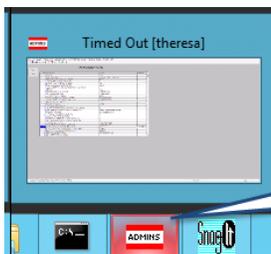
Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

7. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

7.1.   Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact support@admins.com to arrange for the change.

This is a site-wide change that will affect all modules and all users of AUC.
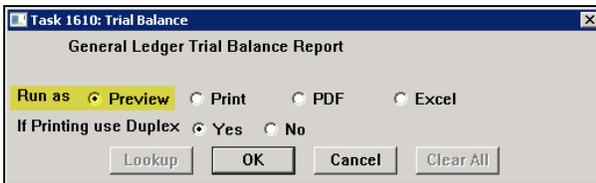
7.1.1.   What Will the Users See?

Figure 6 Preview as the Default

Figure 7 PDF as the Default
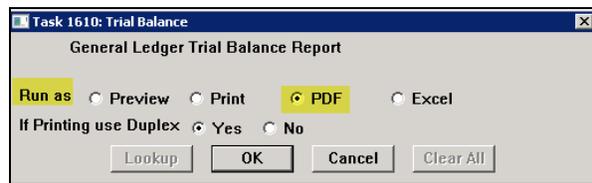

Figure 8 ADM Ted Viewer


Figure 9 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **"*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

8. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit▶Preferences**. From there, you may set your default layout and zoom with the drop down menus.
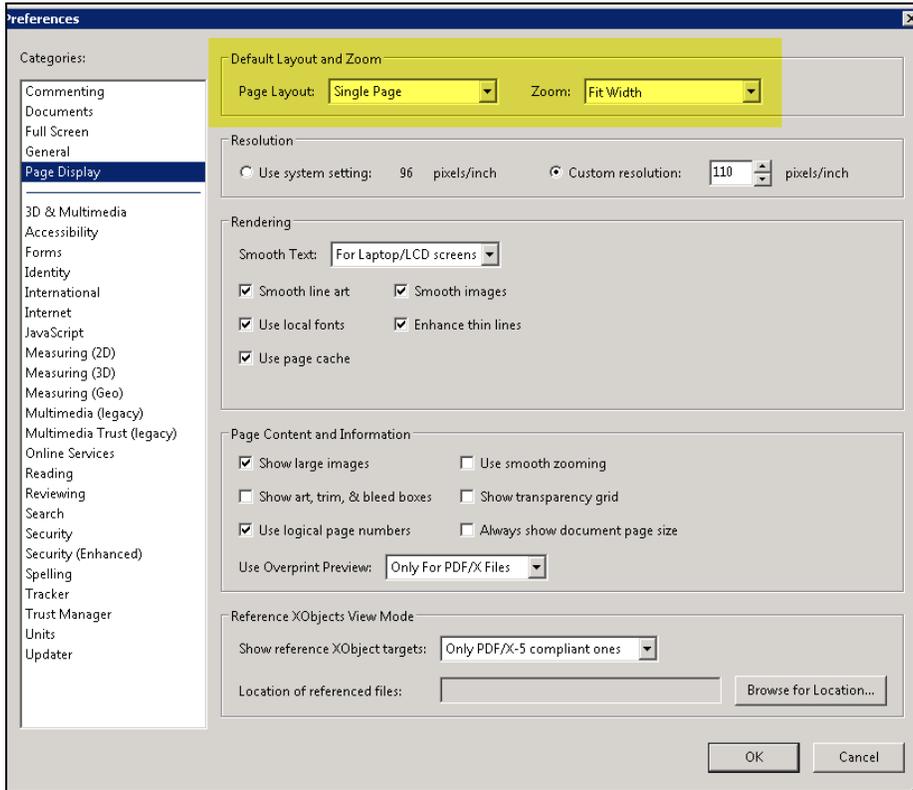
[ADM-AUC-DOC-118]

9. HELP REFERENCE LIBRARY

9.1.   New or Updated Documentation

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

- SITE SPECIFIC   RC–1750 CRI Account Status Codes   [New]
                          RC–1755 CRI Mailing Address Update   [New]
                          RC–1760 CRI Tax Sale Process   [New]
                          RC–1765 CRI Outstanding Balance By Parcel For An Account [New]
- SYSTEM   RC–1910 System Administration Kit   [Update]