



# REVENUE COLLECTION

## RELEASE NOTES – SEPTEMBER 2014

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This document explains new product enhancements added to the ADMINS Unified Community for Windows **Revenue Collection** application.

The ADMINS Support staff installed these changes to your system on **September 6, 2014**.

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## 1. CASH BOOK

ADMINS, Inc., is pleased to announce a new feature in the Revenue Collections Module. The **Cash Book** process provides a means of managing your bank statements through the AUC system. All cash account transactions by bank account may be managed and reviewed via the **Cash Book**.

A separate document is available in the Help Reference Library to guide you in the process. If you wish to implement **Cash Book**, contact [support@admins.com](mailto:support@admins.com) for assistance as this feature requires installation by ADMINS.

## 2. MUNICIPAL LIEN CERTIFICATES

Prior to the update, for parcels with Supplemental Bills, the Municipal Lien Certificates were printing with only “Tax” as a description and no Due Date. The certificates now print the description and the due date.

ASSESSMENTS	
Tax	
Preliminary Qtr 1 Tax	Due: 01-Aug-2014
Preliminary Qtr 1 CPA	Due: 01-Aug-2014
Preliminary Qtr 2 Tax	Due: 03-Nov-2014
Preliminary Qtr 2 CPA	Due: 03-Nov-2014

Figure 1 Before

ASSESSMENTS	
Tax - Supplemental Bill	Due: 20-Jul-2014
Preliminary Qtr 1 Tax	Due: 01-Aug-2014
Preliminary Qtr 1 CPA	Due: 01-Aug-2014
Preliminary Qtr 2 Tax	Due: 03-Nov-2014
Preliminary Qtr 2 CPA	Due: 03-Nov-2014

Figure 2 After

[ADM-AUC-RC-8241]

## 4. REPORTS

### 4.1. Transaction Detail–Debits/Credits Only

The Transaction Detail Report was enhanced to provide Excel output broken out by payment type (such as cash, check, credit card) for Treasury Receipt transactions of the type DP01.

Transaction Description, Deposit Date, Quantity, Other (this is the type of transaction – check, cash, credit card), Bank, Import Source (if uploaded via an import) and Transaction Code are additional fields which will print on the Excel version of this report.



Account#	Trx Date	Code	GL Post#	User	Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	Fund	Function	Object	SchoolFunc	SchoolProg
1534	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,323	070114CL	1,629,123	31	10	08-Jul-2014	1,918.55	0.00	0.00	WATER 01-JUL-2014		100	00000	11313	0000	00
1535	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,323	070114CL	1,629,124	41	10	08-Jul-2014	103.76	0.00	0.00	WATER NT 01-JUL-2014		100	00000	11313	0000	00
1536	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,323	070114CL	1,629,127	71	10	08-Jul-2014	150.00	0.00	0.00	WIRE PERMIT 01-JUL-2014		100	00000	11313	0000	00
1537	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,323	070114CL	1,629,128	81	10	08-Jul-2014	160.00	0.00	0.00	PLUMBING PERMIT 01-JUL-2014		100	00000	11313	0000	00
1538	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,323	070114CL	1,629,135	91	10	08-Jul-2014	0.00	0.02	0.00	UNIDENTIFIED 01-JUL-2014		100	00000	11313	0000	00
1539	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,326	070114LB	1,629,136	21	10	08-Jul-2014	2,151.94	0.00	0.00	SEWER 01-JUL-2014		100	00000	11313	0000	00
1540	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,326	070114LB	1,629,137	31	10	08-Jul-2014	1,755.50	0.00	0.00	WATER 01-JUL-2014		100	00000	11313	0000	00
1541	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	622,326	070114LB	1,629,138	41	10	08-Jul-2014	33.65	0.00	0.00	WATER NT 01-JUL-2014		100	00000	11313	0000	00
1542	100-0000-11313-0000-00-00-00-0000	01-Jul-2014	DP01	624,255	070114CLA	1,680,798	31	10	13-Aug-2014	1,218.00	0.00	0.00	RECLASS FROM ELEC TO BLDG 01-JUL-2014		100	00000	11313	0000	00
1543	100-0000-11313-0000-00-00-00-0000	Cash - Collector's Account									1,142,988.74	23,863,398.57							
1544																			
1545	100-0000-13101-0000-00-00-00-0000	04-Aug-2014	DP01	624,198	080414CL	1,679,252	6,550	10	12-Aug-2014	0.00	0.00	25.00	WATER FEES 04-AUG-2014		100	00000	13101	0000	00
1546	100-0000-13101-0000-00-00-00-0000	25-Jul-2014	DP01	623,833	072514LB	1,675,275	6,540	10	05-Aug-2014	0.00	0.00	100.00	WATER FEES 25-JUL-2014		100	00000	13101	0000	00
1547	100-0000-13101-0000-00-00-00-0000	19-Jul-2014	DP01	623,558	071914CL	1,645,554	6,550	10	29-Jul-2014	0.00	0.00	200.00	WATER FEES 19-JUL-2014		100	00000	13101	0000	00

Figure 3 Before

Account#	Trx Date	Code	GL Post#	User	Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	TR Description	DepositDate	Qty	Other	Bank	Import	IRCode	Fund	Department	Function	Progra
3	0100-000-0000-00-00-10400	11-Jul-2014	DP01	8,845,639	071114MN01	1,277,873	191	10	16-Jul-2014	94.00	0.00	0.00			TRASH BAGS REVENUE	11-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
4	0100-000-0000-00-00-10400	11-Jul-2014	DP01	8,845,639	071114MN01	1,277,875	211	10	16-Jul-2014	30.00	0.00	0.00			TRASH BAGS REVENUE	11-Jul-2014	1	CK	CRB		TRASHBAGS	0100	000	0000	000
5	0100-000-0000-00-00-10400	07-Jul-2014	DP01	8,845,540	070714MN02	1,276,850	31	10	16-Jul-2014	78.00	0.00	0.00			TRASH BAGS REVENUE	07-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
6	0100-000-0000-00-00-10400	07-Jul-2014	DP01	8,845,540	070714MN02	1,276,852	51	10	16-Jul-2014	30.00	0.00	0.00			TRASH BAGS REVENUE	07-Jul-2014	1	CK	CRB		TRASHBAGS	0100	000	0000	000
7	0100-000-0000-00-00-10400	03-Jul-2014	DP01	8,845,514	070314MN04	1,276,701	81	10	16-Jul-2014	100.00	0.00	0.00			TRASH BAGS REVENUE	03-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
8	0100-000-0000-00-00-10400	03-Jul-2014	DP01	8,845,514	070314MN04	1,276,704	111	10	16-Jul-2014	986.25	0.00	0.00			TRASH MSC REVENUE	03-Jul-2014	1	CK	CRB		TRASHMSC	0100	000	0000	000
9	0100-000-0000-00-00-10400	01-Jul-2014	DP01	8,845,470	070114MN04	1,276,241	371	10	16-Jul-2014	70.00	0.00	0.00			TRASH BAGS REVENUE	01-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
10	0100-000-0000-00-00-10400	01-Jul-2014	DP01	8,845,470	070114MN04	1,276,262	581	10	16-Jul-2014	63.00	0.00	0.00			TRASH BAGS REVENUE	01-Jul-2014	1	CK	CRB		TRASHBAGS	0100	000	0000	000
11	0100-000-0000-00-00-10400	CASH, TRASH COLLECTION									1,451.25	0.00													
12																									
13	0100-000-0000-00-00-39100	11-Jul-2014	DP01	8,845,639	071114MN01	1,277,873	196	10	16-Jul-2014	0.00	94.00	0.00			TRASH BAGS REVENUE	11-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
14	0100-000-0000-00-00-39100	11-Jul-2014	DP01	8,845,639	071114MN01	1,277,875	216	10	16-Jul-2014	0.00	30.00	0.00			TRASH BAGS REVENUE	11-Jul-2014	1	CK	CRB		TRASHBAGS	0100	000	0000	000
15	0100-000-0000-00-00-39100	07-Jul-2014	DP01	8,845,540	070714MN02	1,276,850	36	10	16-Jul-2014	0.00	78.00	0.00			TRASH BAGS REVENUE	07-Jul-2014	1	CS	CRB		TRASHBAGS	0100	000	0000	000
16	0100-000-0000-00-00-39100	07-Jul-2014	DP01	8,845,540	070714MN02	1,276,852	56	10	16-Jul-2014	0.00	30.00	0.00			TRASH BAGS REVENUE	07-Jul-2014	1	CK	CRB		TRASHBAGS	0100	000	0000	000

Figure 4 After

New fields added to the excel version of the report

[ADM-AUC-RC-8244]

## 5. TABLES – YEAR END PROCESSING

### 5.1. Inactive Codes

The Copy Tables for New Year screen has been updated to include a radio button for users to select if they want to copy inactive records. Previously, if there was an inactive record the process terminated until the record was made active. This caused an issue with inactive treasury receipt codes that should remain inactive, but were needed for historical purposes. Note that you may select yes or no for each table and they are independent of one another.

Select	Copy Inactive	Table Name	Copied On	By	From	To
<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Bill Type	07-Jul-2014	ANTHEA	2014	2015
<input checked="" type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Category	08-Jul-2014	JASON	2015	2016
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Tax Rate Table	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Treasury Receipt Codes	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	MV - Maintain Bill Print Sequence	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	MV - Billing Category	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	MV - Form Texts and Parameters	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Deferral Fee Table	07-Jul-2014	ANTHEA	2014	2015
<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Maintain Tax Title Fees	07-Jul-2014	ANTHEA	2014	2015

[ADM-AUC-RC-8236]



## 5.2. Copy Tables to New Year

The **Copy Tables to New Year** process was not copying the **Include in Daily Balance** check marks to the new year. This has been corrected.

**Bill Category**

Year Type Description  
2015 10 Real Estate

Categories 1 Accounting 2 Associations 3 Groups 4 Sub-Category 5 Flags 6

Category & Description	Interest	Charge	Add/Omit to A/R	Betterment	Incl RE/PP Demands	Include In Refunds	Include In Balance	Include In Daily Bal	Post Order	Alt Pst Order
01 Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99	
02 CPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
03 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05 Water Lien	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	
06 Water Ln CI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31	

Figure 5 Before “Old Year”

**Bill Category**

Year Type Description  
2016 10 Real Estate

Categories 1 Accounting 2 Associations 3 Groups 4 Sub-Category 5 Flags 6

Category & Description	Interest	Charge	Add/Omit to A/R	Betterment	Incl RE/PP Demands	Include In Refunds	Include In Balance	Include In Daily Bal	Post Order	Alt Pst Order
01 Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	99	99
02 CPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
03 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05 Water Lien	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30	30
06 Water Ln CI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31	31
07 Sewer Lien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40	40

Figure 6 Before “New Year”

**Bill Category**

Year Type Description  
2016 10 Real Estate

Categories 1 Accounting 2 Associations 3 Groups 4 Sub-Category 5 Flags 6

Category & Description	Interest	Charge	Add/Omit to A/R	Betterment	Incl RE/PP Demands	Include In Refunds	Include In Balance	Include In Daily Bal	Post Order	Alt Pst Order
01 Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99	
02 CPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
03 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04 Unused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05 Water Lien	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	
06 Water Ln CI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31	

Figure 7 After “New Year”

[ADM-AUC-RC-8237]

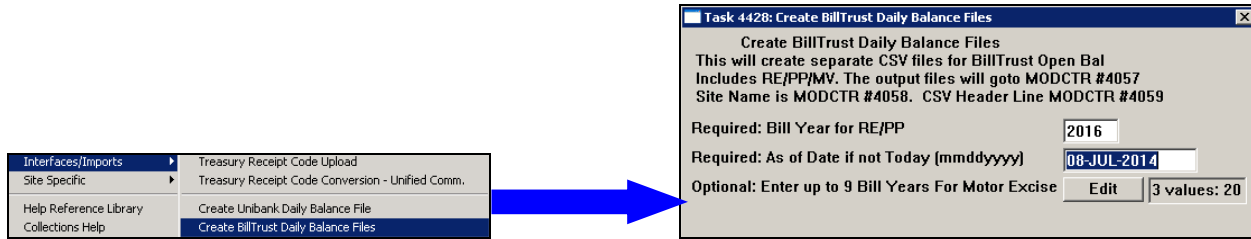
## 6. INTERFACES

### 6.1. Bill Trust Daily Balance

The Bill Trust daily balance file process will display an error message if there are **no** check marks against the bill category table. The process now checks that any year entered for Real Estate/Personal Property or Motor Vehicle Tax has at least one check mark set per category in the bill category table. If the year has at least one check mark then this error will not be displayed and processing will continue.



To run this process, select **Collections** ▶ **Interfaces/Imports** ▶ **Create BillTrust Daily Balance Files**.



When this process was run, there were some years/types which had no “Include in Daily Balance” checkmark.

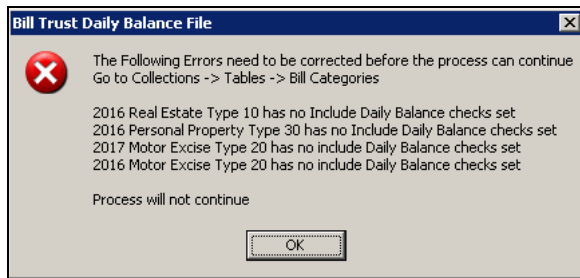
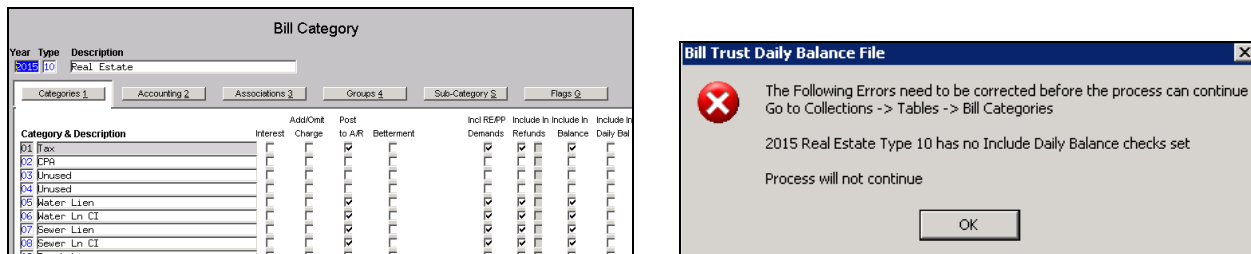
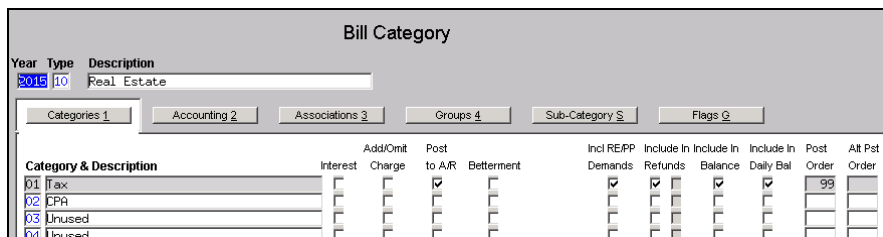


Figure 8 Before

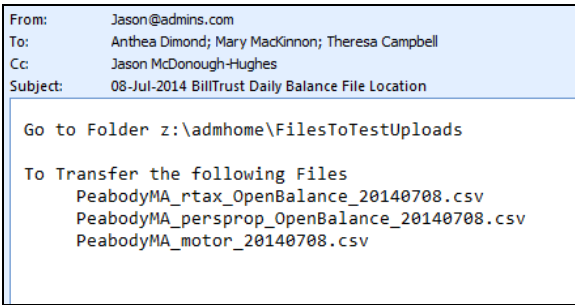
The process is run with no checkmark in any category for Bill Year 2015 type 10 – nothing is checked off to be included in Daily Balance file. The error message displayed is correct.



A selection is made for inclusion in the daily balance file and the process is re-run.



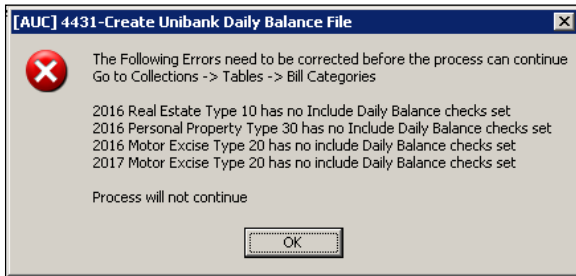
Since 2015 Type 10 has a checkmark for the Tax category, the file is created and the processing is complete.



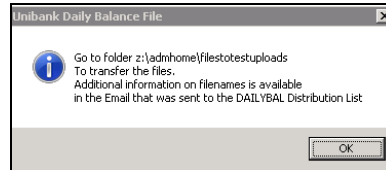
[ADM-AUC-RC-8239]

## 6.2. UniBank Daily Balance File

Error checking was added to the **Create Daily Balance** file screen. When the **Create Daily Balance** file button is clicked, for each year entered the bill category table is interrogated to ensure that at least one category is checked in the “**include in daily balance**” column.



In the event that errors are found, this error message will be displayed with information on which categories need to be corrected. If no errors are found, this message will be shown.



[ADM-AUC-RC-8240]

## 7. HELP REFERENCE LIBRARY

### 7.1. New or Updated Documentation

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

- INTERFACES      CUSI/UMS Interfaces