REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2017

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

Table of Contents

1. REPORTS

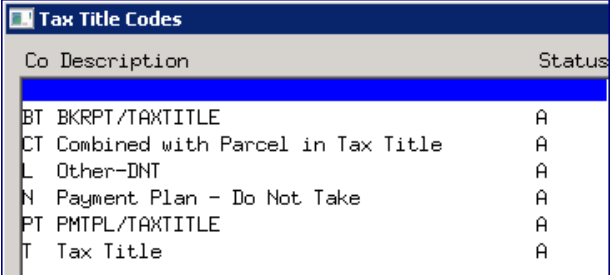## 1.1.   Mailing Labels for Deferrals/Tax Title [New]

ADMINS added the ability to produce a CSV file from the Real Estate files for Deferrals and Tax Title to be used when creating labels or form letters. To create the file, select **Tax ▶ Reports ▶ Report Library ▶ Collection Admin ▶ 5616-Tax Title/Deferral Mailing Address Labels.**


Figure 1 Tax Title/Deferral mailing Address Labels

The mailing labels report looks at the **Tax Title Flag** and **Deferral Flag** on the **Parcel Maintenance** screen to select the addresses to be included. There are a number of options available when creating the file; required fields are in **BOLD**:

Field Name	Description
Bill Year	Required field – enter the four-digit bill year
Send To	Current Owner/Owner of Record/Both if Different
Parcel Class Codes	Up to nine parcel class codes may be entered or may be selected from a lookup
Land Use Codes	Up to nine Land Use Codes may be entered or may be selected from a lookup
Bank Codes	Up to nine Bank Codes may be entered or may be selected from a lookup
Foreign Addresses Only	Radio button – Select **Yes** to only include addresses outsided the United States; select **No** for all addresses both foreign and domestic.
Mail Returned Dates	Enter a Date Range to limit the list to only those records that indicate that mail was returned within that date range

Field Name	Description
Tax Title Code	The code may be entered directly or selected from a lookup. If no code is selected, all codes will be included in the file.
Deferral Type	**None/41A/18A** – if the default selection of "**None**" is made, all deferral types will be included in the file.
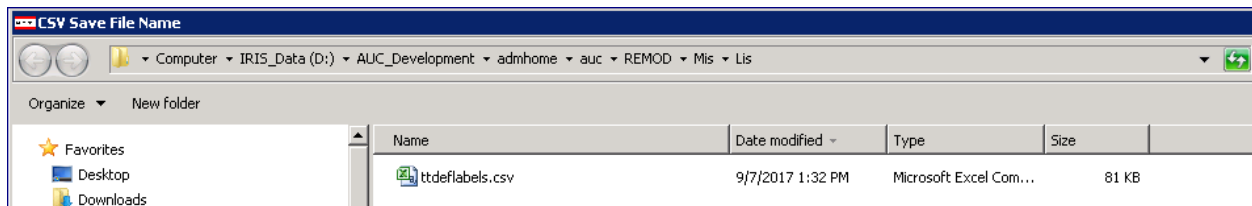
The file may be viewed with Excel® or a text editor.
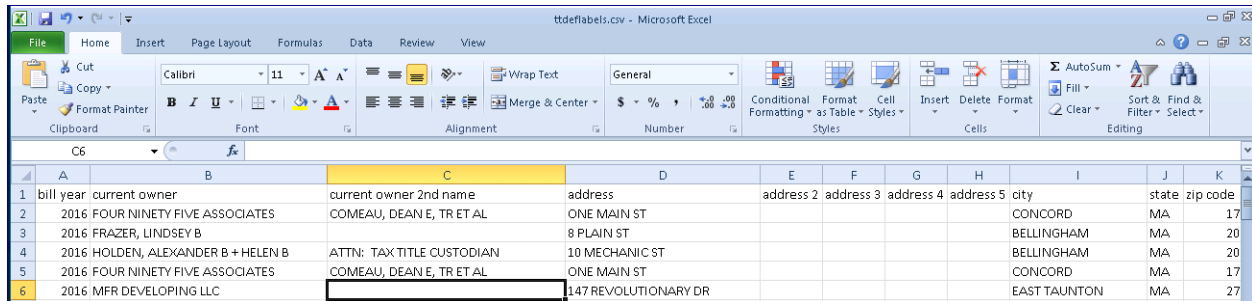
[ADM-AUC-RC-8372

1.2.   Posting Reports Now Have Up To 99 Versions [New]

Prior to the software update, only 30 versions of each posting report were being kept in the active folders before being over-written with new reports. Now, posting reports will have 99 versions before version #1 is over-written. This will allow staff to access a greater number of prior posting reports when reviewing information available on the reports.

[ADM-AUC-RC-8375]

2. E-MAIL TREASURY RECEIPT BATCH COVER SHEET [New]

The Collection Batch Entry screen has a **[3 Cover Sheet]** button that is used to print a Treasury Receipt Cover Sheet.
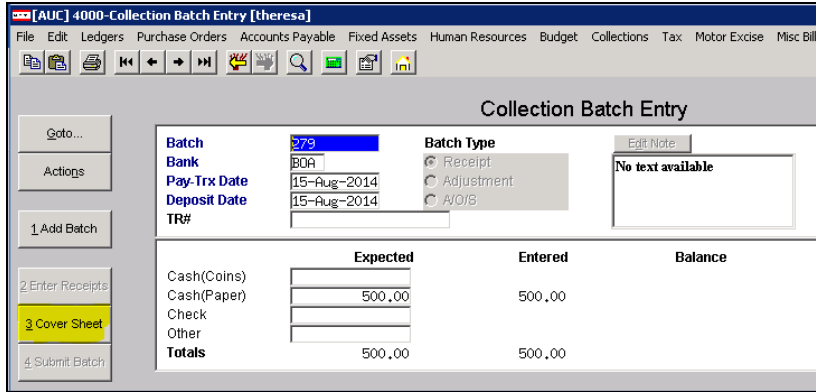
Figure 2 Collection Batch Entry Screen
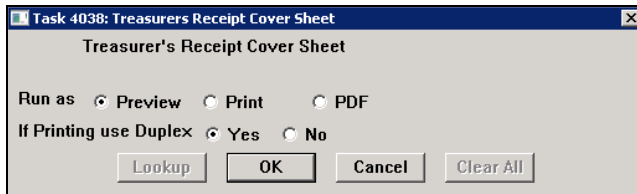
Figure 3 Before – Cover sheet prompt only offered Preview/Print/PDF options
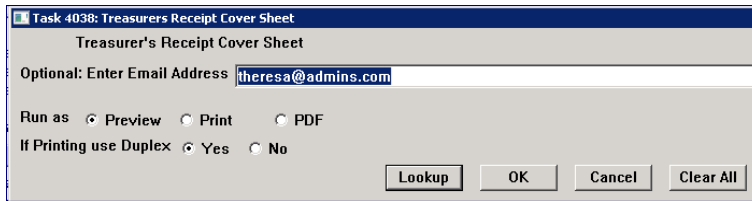
Figure 4 New Optional prompt will allow cover sheet to be sent to any valid E-mail address.
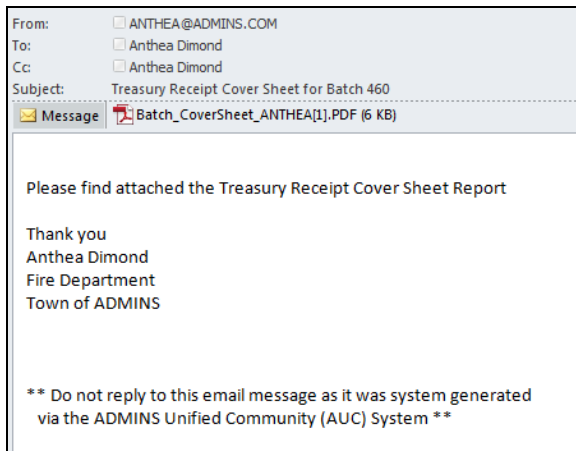
The **Treasury Receipt Cover Sheet** may now be E-mailed. This is optional; a PDF copy of the cover sheet will be sent to the email address entered in the prompt.

The **Treasury Receipt Cover Sheet** will still be displayed or printed in the customary manner (**Preview, Print or PDF**) depending on the selection made on the prompt. Users who are not co-located with the treasury office may find this helpful if they make receipt deposits directly to the bank.

[ADM-AUC-RC-8379

3. QUICK REPORT SELECTOR [New]

ADMINS is pleased to announce a new system-wide feature available across all AUC modules.

A new toolbar button has been added to AUC. This feature will allow a user to run any report in AUC quickly from any module rather than having to go to the report library for each module.

From any screen, click the toolbar button and type in the report# as displayed on the top left hand corner of the report and click **Run Report**. For example, the 2171 report shown below was run in August.

```
2171-POPORAGERPT.REP     Aug-2017 at 12:46:34 by THERESA                                    Page 1

                                          Purchase Order Aging Report

                        Detail Purchase Order Aging Report Sorted by Vendor Number

========== ============ ====== ==================================== ========== ================ ================ ================ ================ ================
PO#        PO Date      Vendor Name                                 Department  Under 30 Days     31-60 Days       61-90 Days       Over 90 Days            Total
========== ============ ====== ==================================== ========== ================ ================ ================ ================ ================
3202731    02-Jul-2015  000133 AAA MOBILE WAREHOUSING               1400                                                                180.00           180.00
                                                                               ---------------- ---------------- ---------------- ---------------- ----------------
                               Vendor Total                                                                                             180.00           180.00
                                                                               ================ ================ ================ ================ ================

3204969    15-Mar-2016  000222 ANDERSON MOTORS                      1307                                                                 79.41            79.41
                                                                               ---------------- ---------------- ---------------- ---------------- ----------------
                               Vendor Total                                                                                              79.41            79.41
                                                                               ================ ================ ================ ================ ================

3204038    16-Nov-2015  000306 ADMINS INC                           1116                                                             42,500.00        42,500.00
3204491    12-Jan-2016  000306 ADMINS INC                           1116                                                             29,160.00        29,160.00
3204492    12-Jan-2016  000306 ADMINS INC                           1116                                                             23,280.00        23,280.00
3204493    12-Jan-2016  000306 ADMINS INC                           1116                                                             43,260.00        43,260.00
                                                                               ---------------- ---------------- ---------------- ---------------- ----------------
                               Vendor Total                                                                                         138,200.00       138,200.00
                                                                               ================ ================ ================ ================ ================
```
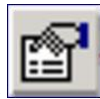
To re-run the report, use the new button on the toolbar and type in 2171. If you do not know the report #, open a report lookup window by either a right–click of the mouse on the **Enter Report/Task #** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button.
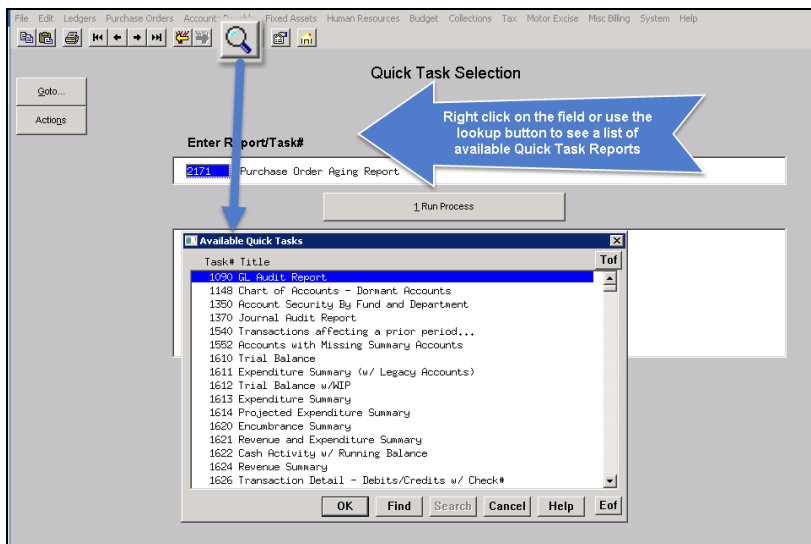
This process checks if you have permission to run the report. If you don't have permission you will see the following message:

```
You dont have permission to run this process

Contact your system admin to grant you access
or support@admins.com
```

```
2553-APPORHLD.REP          Printed 07-Aug-2017 at 08:06:51 by ANTHEA        Page 1
                                Hold Codes Table Listing

                  ======  =======================================  ========
                  Code    Description                              Status
                  ======  =======================================  ========
                  AD      No Address on File                       Active
                  ID      No Federal ID# on file                   Active
                  NA      Needs Finance Approval                   Active
                  NI      No invoice received                      Active
                  OW      OWES TAXES/FINES                         Active
                  PJ      Project Not Complete                     Active
                  SS      No Social Security # on file             Active
                  UI      Under Investigation                      Active

                  *** Grand Total *** # of Hold Codes: 8
```

In some cases, the report will not be available for the Quick Select button. Follow the instructions to request adding a report.

Quick Task Selection

Enter Report/Task#

| 2553 | Hold Codes Table Listing |

1 Run Process

Task not Available for Quick Select

Contact support@admins.com if you want to add this process
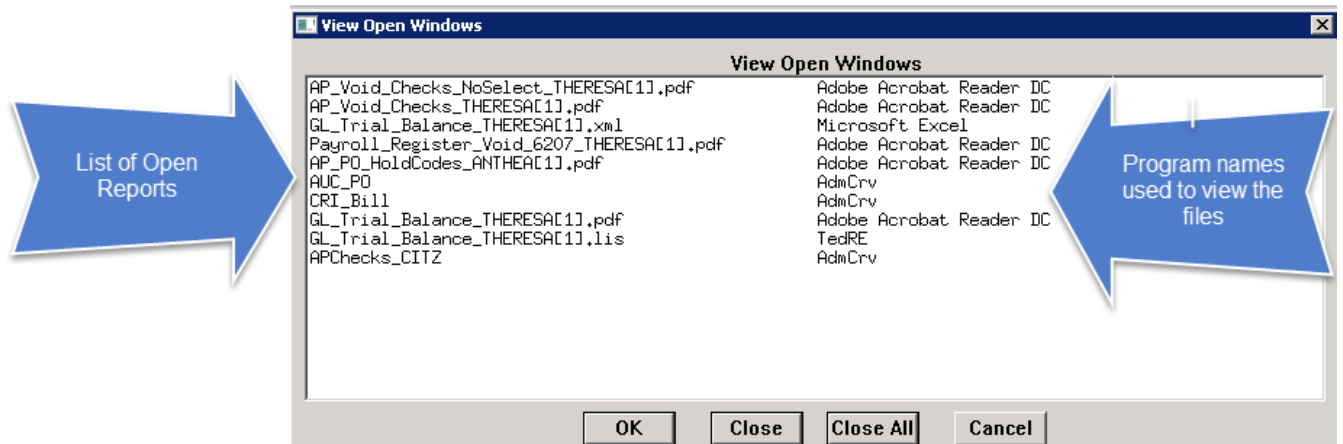to the Quick select process

[ADM-AUC-SY-8020]

4. NEW BUTTON TO SHOW "HIDDEN" REPORTS [New-V9.2]

Some users notified ADMINS that reports become "hidden" behind the screen. Other users reported that they are trying to do a bill re-print and get an error because they already have a bill re-print open. To show all reports open in AUC and maintain the security of a restricted desktop, a new button is introduced with this update.

The new Toolbar button will display a **View Open Windows** screen, and allow the user to select or close a report(s) or window.

Select Process	Use your mouse to select the report/process you want to View/Close
OK	Click **[OK]** to bring that process to the front & closes the **View Open Windows** screen
Close	Click **[Close]** to close the selected process & close the **View Open Windows** screen
Close All	Click **[Close All]** to close all open processes (the AUC application will remain open)
Cancel	Click **[Cancel]** to exit the **View Open Windows** screen and do nothing

Once any selection is made, the **View Open Windows** screen will no longer be displayed. To re-display the View Open Windows list, click again on the new button. . *Note: This is only available to our ADMINS V9.2 Sites*

[ADM-AUC-SY-8022]

5. CRYSTAL REPORT TITLES UPDATED [New]

To allow users to identify which crystal report is listed in the **View Open Windows** screen described in section 4, titles were added to all crystal reports. This change may be noticed when displaying checks, bills and other reports in the **ADMINS Crystal Reports Viewer (AdmCrv)** window prior to printing. The upper right corner of the window will now show the report title and the **AdmCrv** text.
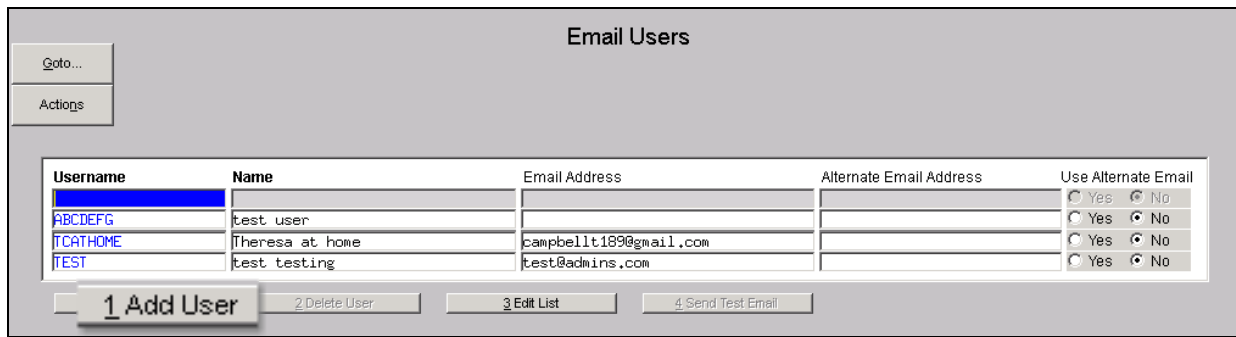

Figure 5 Before

Figure 6 After

[ADM-AUC-CRYSTAL-104]

6. EMAIL USERS [New]

From **any** module, select **Module Maintenance ▶ Email Users.** This screen allows the entry of non-AUC user email addresses so that persons with a valid email address may receive reports from AUC.

The **[1 Add User]** button presents a prompt. Prior to the software update, the prompt asked for neither an email address nor an alternate email address.
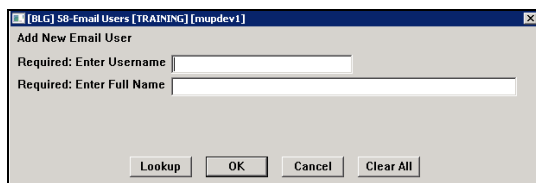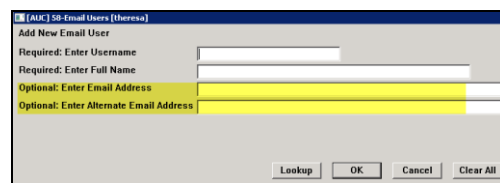

Figure 7 Before

Figure 8 After–Optional Email Address Entry

Now, users may enter the email address via the new prompt, or enter the email addresses directly on the screen once the Username and Name have been added via the prompt.

Note: if entering an alternate email address in the prompt, the alternate will be selected for use. That may be changed by selecting the "No" radio button on the Email Users screen for that entry.

More information regarding this screen is available in the **Accounts Payable ▶ Help Reference Library ▶ AP–865 External E-mail Addresses**.

[ADM-AUC-SY-8028]

7. 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.
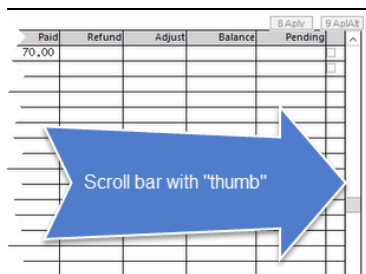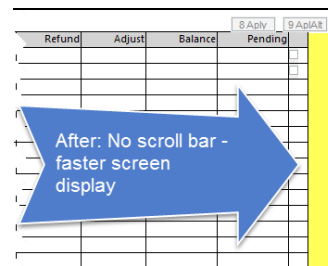

Figure 9 Before

Figure 10 After

[ADM-AUC-RC-8369]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 8 of 9

8. HELP REFERENCE LIBRARY

8.1.   New or Updated Documentation

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

		RC–100 User Help Documents Index	[Updated]
•	OTHER	RC–1855 External E-mail Addresses	[New]
		RC–1870 Change AUC Screen Size	[New]
		RC–1880 The Most Effective Way to Contact Support	[New]