



REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2016

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

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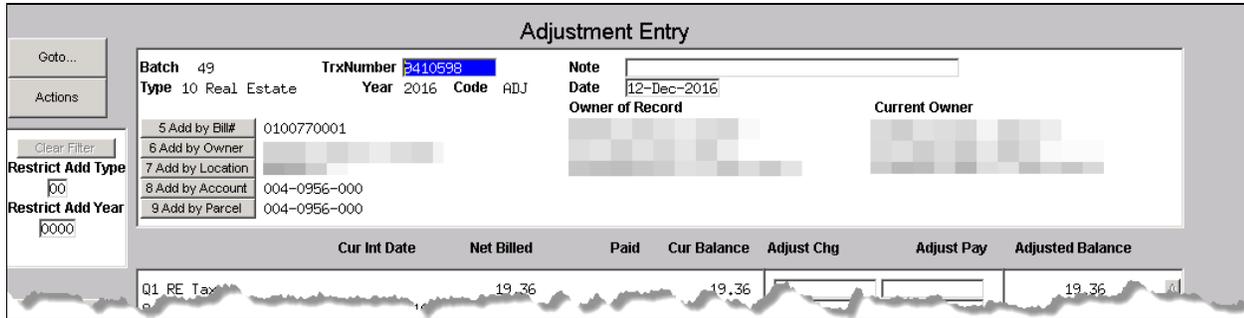


1. ADJUSTMENTS

The bill # display field was truncating bill numbers longer than eight characters.

1.1. Longer Bill #s [Fix]

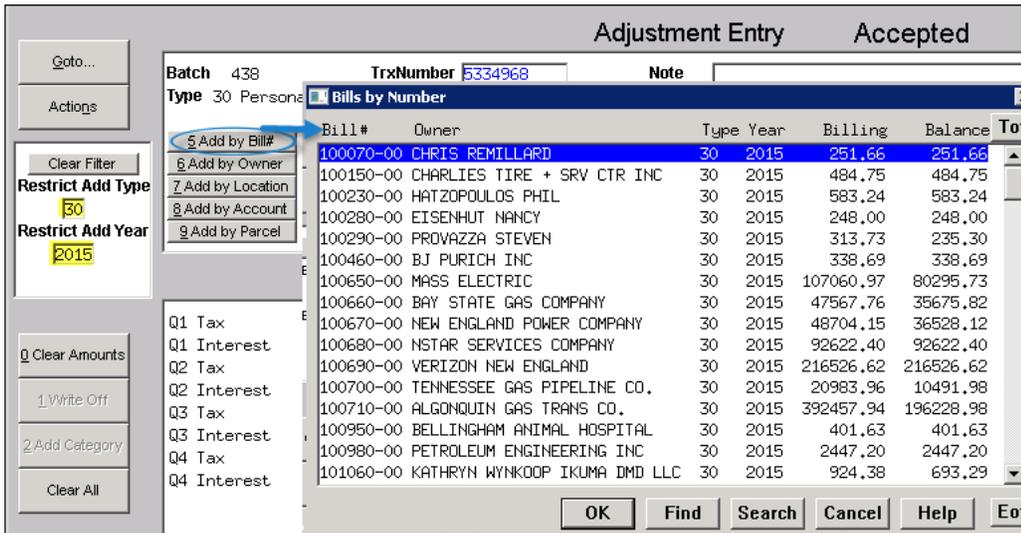
The Adjustment Entry screen **[5 Add by Bill]** # display field was expanded to allow for longer bill numbers.



[ADM-AUC-RC-8343]

1.2. Improved Response Time on Lookups [Fix]

The screen for adjustments was enhanced to improve response time when using a "Restrict to Type & Year" in the lookup when clicking on **[5 Add by Bill#]**.



[ADM-AUC-RC-8347]



1.3. Massachusetts Division of Local Services Bulletin 2016-06b

The state of Massachusetts issued Bulletin 2016-06b, Revised Abatement, Exemption and Deferral Forms and Taxpayer Fact Sheets effective November 7, 2016. Changes were incorporated into the forms in November and are mentioned here to reflect the change. The link for the bulletin is <http://www.mass.gov/dor/docs/dls/publ/bull/2016/2016-06b.pdf>.

1.3.1. Deferrals [Fix]

In addition to the dollar amount changing from \$3000 to \$5000, the state form revision date was added in the upper left corner and the date field for the form was expanded to prevent truncation.

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Section 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessor's voted to allow your deferral. With certain exceptions, if the real property tax for the fiscal year is more than \$3000, you must pay all of the tax without incurring interest on any installment payment in order for the appeals to be heard. The assessor's may grant a further deferral in final settlement fo your application during the period for filing an appeal. However, if a settlement is not reached and a deferral not granted during that period, you must have filed a timely appeal for the assessor's to be able to take any further action on your application.

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Section 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessor's voted to allow your deferral. With certain exceptions, if the real property tax for the fiscal year is more than \$3000, you must pay all of the tax without incurring interest on any installment payment in order for the appeals to be heard. The assessor's may grant a further deferral in final settlement fo your application during the period for filing an appeal. However, if a settlement is not reached and a deferral not granted during that period, you must have filed a timely appeal for the assessor's to be able to take any further action on your application.

Figure 1 Before–Deferral

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Section 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessor's voted to allow your deferral. With certain exceptions, if the real property tax for the fiscal year is more than \$5000, you must pay all of the tax without incurring interest on any installment payment in order for the appeals to be heard. The assessor's may grant a further deferral in final settlement fo your application during the period for filing an appeal. However, if a settlement is not reached and a deferral not granted during that period, you must have filed a timely appeal for the assessor's to be able to take any further action on your application.

Figure 2 After–Deferral

Figure 3 Deferral Dates–Before

Figure 4 Deferral Dates–After

[TOC-SUP-SAPLAUC-2642]



2. TREASURY RECEIPTS

Treasury Receipt processing typically requires that a cover sheet be printed for each batch.

2.1. Cover Sheet for Posted Batches [New]

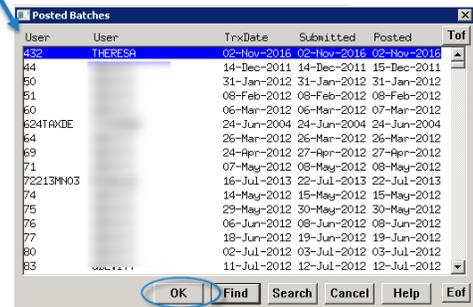
With this software update, users may now print a cover sheet for a previously posted batch. To access this feature, select

Collections ▶ Treasury Receipts ▶ Treasurers Receipt Cover Sheet (Posted Batches).



The batch number may be entered directly or selected from a lookup; click on OK.

A report similar to the example will appear on the screen and be available for printing.



4056-RCBCHCOVERSHEETS3_AUC.REP Printed 02-Nov-2016 at 09:37:10 by THERESA Page 1
Town of ADMINS
Treasurers Receipt Cover Sheet (Posted Batches)

BATCH COVER SHEET

Entered by: THERESA Theresa Campbell Batch#: 432
Pay Date: 02-Nov-2016 Batch Type: Receipts
Deposit Date: 02-Nov-2016 Bank: BOA
GL Effective Date: 02-Nov-2016

Notes: Testing cover sheet for posted batches

	Expected	Entered	Variance
Cash Coins			
Cash Paper			
Check	750.00	750.00	
Other			
Total	750.00	750.00	

Trx#	Year	TR Code	Description	Cash	Check	CashBack	Other
5,334,959	2017	ACADEMIC	ACADEMIC SUPPORT SVCS		750.00		

Approved by:

Name _____ Date _____
Name _____ Date _____
Name _____ Date _____

Figure 5 Treasurers Receipt Cover Sheet (Posted Batches)

[ADM-AUC-RC-8337]



3. REPORTS

Report Library Transaction History	
Report Name	
4630-Revenue Summary - by Type, Date	Sample Run
4631-Revenue Summary - by Category, Type, Date	Sample Run
4632-Revenue Summary - by Type, Date, Category	Sample Run
4633-Revenue Summary - by Category, Year, Type	Sample Run
4636-Revenue Detail - by Category, Year, Type	Sample Run
4637-Revenue Summary Category - By Type and Year	Sample Run

4650-Lockbox Batch Summary Report	Sample Run

4098-Posted Receipts - by Date, GL#	Sample Run
4096-Posted Receipts - by Date, Batch#, Bill#	Sample Run
4527-Posted Receipts - by Date, Category	Sample Run

4560-Posted Adjustments - by Date, Txn Code, Category	Sample Run

4700-Posted Transactions - Summary	Sample Run
4690-Posted Transactions - Refund History	Sample Run
4725-Posted Transactions - Payments by Batch	Sample Run
4726-Posted Transactions - Batch Selection	Sample Run
4710-Posted Transactions - by Deposit Date	Sample Run

3.1. Transaction History Reports [Fix]

Several revenue reports were corrected to include both lockbox and direct entry batches. In the examples, bill # 007751 for Bill Year 2015 was processed via lockbox, and bill #001002 for Bill year 2016 was a counter receipt – both types appear on the reports.

2015 Real Estate Transactions					
Bill#	007751-00				
Year	2015				
Balance as of	14-Dec-2016 * 6789.09				
PerDiem	2.04 [2.0363]				
Description	Trx Date	Charges	Payments	Other	Display
Q1 Tax	01-Jul-2014	1877.28		Billing	
Q1 Tax	14-Jul-2014		1877.28	ESCROW - HELLS FARGO	

Figure 6 Bill #007751 Lockbox Payment

2016 Real Estate Transaction Summary							
Bill#	001002-00						
Year	2016						
Balance as of	14-Dec-2016 * 1129.58						
PerDiem							
Trx Date	Taxes/CPA Charges	Liens/Bett Charges	Other Charges	Adjustments	Refunds	Payments	Other Description
01-Jul-2015	649.71						Billing
01-Jul-2015	649.71						Billing
26-Jul-2016			155.76			4000.00	PARTIAL PAYMENT LE
26-Jul-2016							Counter receipt

Figure 7 Bill #1002 Counter Receipt

The corrected reports include:

- 4095/4098- Posted Receipts - By Date, GL#
- 4096 Posted Receipts - By Date, Batch#, Bill#
- 4097/4098 - Posted Receipts By Date, GL# - Summary Version
- 4528/4527-Posted Receipts - By Date, Category - Summary



- 4529/4527-Posted Receipts - By Date, Category
- 4630 Revenue Summary - By Type, Date
- 4633 Revenue Summary By Category, Year, Type
- 4637 Revenue Summary Category - By Type & Year
- 4726 - Posted Transactions - Batch Selection
- 4816-Deferral Transaction History

[ADM-AUC-RC-8345]

3.1.1. 4636 Revenue Detail by Category, Year and Type–Excel® [New]

The **4636 Revenue Detail by Category, Year and Type** report now includes the option to filter by Transaction # and Receipt #. The Transaction, Receipt and User Batch #s will appear on the Excel version of the report. Access the report by selecting **Collections ▶ Reports▶ Report Library ▶ [Transaction Reports] ▶ 4636 Revenue Detail by Category, Year and Type** and clicking on the **[Run]** button.

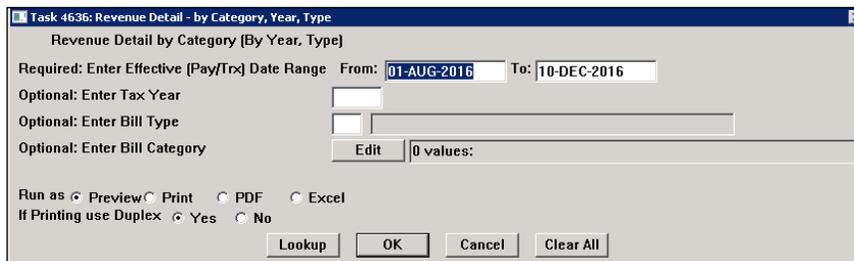
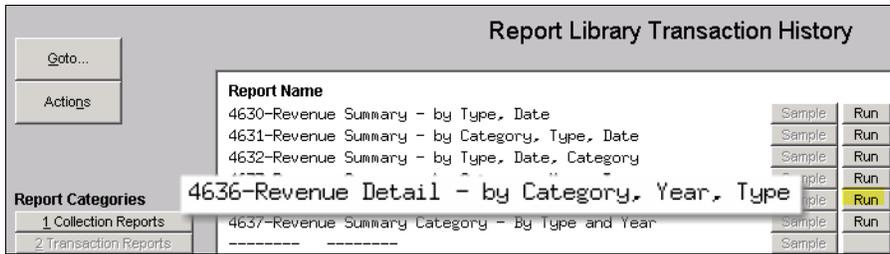


Figure 8 Before

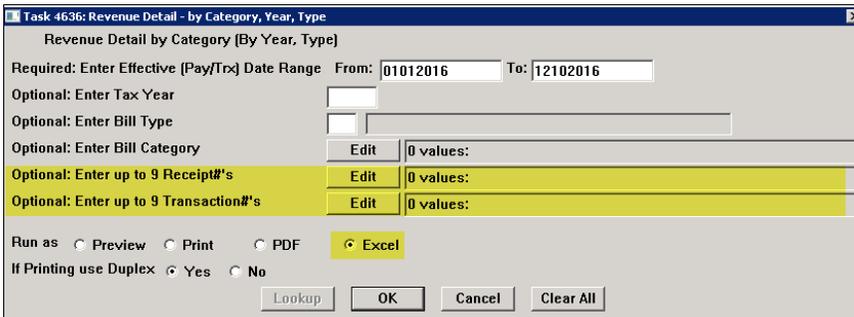


Figure 9 After

In the examples, columns were clipped from the images to show the new columns.



	A	B	C	D	E	I	N
1	Bill Type	Category	Bill#	Pay Date	Daily Totals	Counter receipt	All Others
2	Motor Excise	Charge	4302900000	09-Sep-2016	755.43	755.43	0.00
3	Motor Excise	Charge			755.43	755.43	0.00
4							
5	Motor Excise	Interest	4302900000	09-Sep-2016	830.97	830.97	0.00
6	Motor Excise	Interest			830.97	830.97	0.00
7							
8	Motor Excise	2007			1,586.40	1,586.40	0.00
9							
10	Tangible Property	Interest	2309021501	15-Aug-2016	600.00	600.00	0.00
11	Tangible Property	Interest	0229641501	29-Aug-2016	592.00	592.00	0.00
12	Tangible Property	Interest	2309021501	29-Aug-2016	600.00	600.00	0.00
13	Tangible Property	Interest			1,792.00	1,792.00	0.00
14							
15	Tangible Property	2007			1,792.00	1,792.00	0.00
16							
17		2007			3,378.40	3,378.40	0.00

Figure 10 Before

In addition to the new columns, a column “O-OthCode” was added which will display a transaction code if any transactions fall into the **All Others** column (N).

	A	B	C	D	E	I	O	P	Q	R
1	Bill Type	Category	Bill#	Pay Date	Daily Totals	Counter receipt	Oth-Code	Receipt#	Transaction#	User-Batch
2	Real Estate	Tax	001002-00	26-Jul-2016	649.71	649.71		972,970	5,333,966	411
3	Real Estate	Tax	001002-00	26-Jul-2016	1,811.12	1,811.12		972,970	5,333,966	411
4	Real Estate	Tax	001002-00	26-Jul-2016	649.71	649.71		972,970	5,333,966	411
5	Real Estate	Tax	001002-00	26-Jul-2016	681.55	681.55		972,970	5,333,966	411
6	Real Estate	Tax	001004-00	26-Jul-2016	361.86	361.86		972,971	5,333,967	411
7	Real Estate	Tax	001004-00	26-Jul-2016	1,298.96	1,298.96		972,971	5,333,967	411
8	Real Estate	Tax	001009-00	26-Jul-2016	963.94	963.94		972,972	5,333,968	411
9	Real Estate	Tax	001028-00	26-Jul-2016	276.07	276.07		972,973	5,333,969	411
10	Real Estate	Tax	001036-00	26-Jul-2016	1,524.69	1,524.69		972,974	5,333,970	411
11	Real Estate	Tax	001036-00	26-Jul-2016	13.55	13.55		972,974	5,333,970	411
12	Real Estate	Tax	001036-00	26-Jul-2016	1,502.41	1,502.41		972,974	5,333,970	411
13	Real Estate	Tax	001036-00	26-Jul-2016	1,524.69	1,524.69		972,974	5,333,970	411
14	Real Estate	Tax			11,258.26	11,258.26				
15										

Figure 11 After

[ADM-AUC-RC-8344 & 8350]

4. TABLES

Access this new feature by selecting **Collections** ▶ **Tables** ▶ **Forms Text and Parameters**.





4.1. Forms Text and Parameters [New]

A **Misc Bill Phone#** field was added to the **Collections ▶ Tables ▶ Forms Text and Parameters Table** for sites using **Special Invoices** in the Miscellaneous Billing module.

The screenshot shows the 'Forms Text and Parameters' form with the 'Bill Year' set to 2017. There are five tabs: 1 General, 2 Real Estate, 3 Personal Property, 4 Motor Excise, and 5 Revenue Collection. The 'Collector of Taxes' section includes fields for Name, Title, Email Address, Phone#, Fax#, and County. The 'Accountant/Auditor' section includes fields for Name, Title, Phone#, and Fax#. The 'Misc Bill Phone#' field is not present.

Figure 12 Before

The screenshot shows the 'Forms Text and Parameters' form with the 'Bill Year' set to 2017. The 'Collector of Taxes' section is populated with: Name: Patricia Murphy, Title: Collectors Office, Email Address: collector@yourtown.gov, Phone#: 978.123.4567, Fax#: [empty], County: [empty]. A new field, 'Misc Bill Phone#', is highlighted in yellow and contains the value '978.123.4567 ex 8060'. The 'Accountant/Auditor' section is populated with: Name: Mary Smith, Title: Town Accountant, Phone#: 978.124.5478, Fax#: [empty].

Figure 13 After

[ADM-AUC-RC-8346]



5. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

5.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 14 shows a sample of the new numbering scheme. For example, a Taxpayer may ask for the total of taxes paid for the calendar year. Support staff will refer the user to the help document “RC-270 Calendar Year Payments for Tax Returns”, and the document is found in numerical order in the Help Reference Library.

Collections Help Reference Library

Reference Card		View	Email	Last Run	Time
RC-100	Collector/Treasurers Help Documents Index	View	Email	10-Dec-2016	14:57:31.51
----- PAYMENTS -----					
RC-120	How to Enter Bill Payments	View	Email	14-Oct-2016	14:24:30.65
RC-130	How to Find a Bill	View	Email	05-Dec-2016	13:46:26.47
RC-140	How to Locate a Supplemental Bill	View	Email	17-Oct-2016	10:42:47.42
RC-150	Motor Excise - Collector	View	Email	17-Oct-2016	10:27:19.43
RC-160	Bill Notes / Tickler	View	Email	17-Oct-2016	10:30:47.68
RC-170	Overriding Interest Calculations	View	Email	14-Oct-2016	14:26:48.98
RC-180	How Much Is Due On An Account	View	Email	29-Nov-2016	11:47:34.21
RC-190	Payment Hierarchy	View	Email	14-Oct-2016	14:28:19.72
RC-200	Lockbox Processing	View	Email	05-Dec-2016	13:09:56.90
RC-210	Batch# on Payment Entry Screen	View	Email	14-Oct-2016	14:28:30.40
RC-220	How to Remove Unused RC Batches	View	Email	14-Oct-2016	14:28:36.17
RC-230	Re-print Bills (1 at a time)	View	Email	17-Oct-2016	16:27:15.65
RC-240	Re-Print Bills (by Batch)	View	Email	14-Oct-2016	14:29:42.86
RC-250	Outstanding Balance Register	View	Email	14-Oct-2016	14:30:25.15
RC-270	Calendar Year Payments for Tax Returns	View	Email	14-Oct-2016	14:30:36.46
----- ADJUSTMENTS -----					
RC-310	About the Notes Field	View	Email	02-Nov-2016	11:55:58.64
RC-320	Adjustment Processing	View	Email	29-Nov-2016	11:16:31.18
RC-330	NSF Checks	View	Email	06-Dec-2016	15:29:14.25
----- TAX TITLE -----					
RC-410	Tax Title Redemption	View	Email	17-Oct-2016	11:06:11.11
RC-420	Tax Title Historical Entry	View	Email	14-Oct-2016	14:33:33.81
RC-450	Original Tax Taking	View	Email	17-Oct-2016	11:46:25.31
RC-440	Tax Taking Add Fee	View	Email	14-Oct-2016	14:34:14.80
RC-430	Subsequent Tax Taking	View	Email	17-Oct-2016	11:45:50.66
----- DEFERRALS -----					
RC-510	Historical Entry	View	Email	14-Oct-2016	14:34:20.70
RC-520	Deferral Processing	View	Email	17-Oct-2016	11:46:14.05
		View	Email	14-Oct-2016	15:52:02.48

[More]

Figure 14 New numbering scheme and alphabetical index

5.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document. Each user may have a unique perspective on how to search for help on a given topic; as such, we encourage you to submit suggestions for additional entries or terminology to support@admins.com so that we may build these links into upcoming software releases.



Figure 15 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

Figure 16 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

5.3. New or Updated Documentation

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

- RC 100 Collections Help Documents Index [New]
- TREASURY RECEIPTS RC-1365 Posted Batch Cover Sheet [New]
- SITE SPECIFIC RC-1710 CRI Quarterly Export of Real Estate Balances [New]
- RC-1720 CRI Export Payments made to Delinquent Accounts [New]
- RC-1730 CRI Income Tax Offset Export [New]
- RC-1740 CRI Rossi Law Lockbox [New]