



REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2018

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

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1. REFUND PROCESS [Enhanced]

To access the steps menu, select **Collections** ▶ **Refunds** ▶ **Process Refunds Due**.

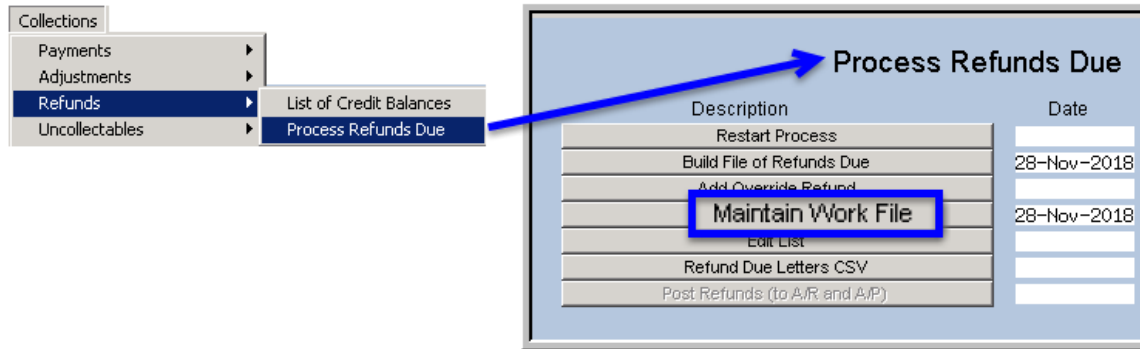


Figure 1 Accessing the Refund Process Steps Menu

Refund interest is calculated only on the **abatement** portion of an amount to be refunded during the **[Build File of Refunds Due]** step, if your site is set up¹ to calculate refund interest. Refund interest is **not** automatically calculated when **[Adding an Override Refund]** via the steps menu or using the **[Add Refund]** button on the **Maintain Work File** screen.

To allow the collector to selectively remove refund amounts, **ADMINS** updated the **[Maintain Work File]** screen to allow any selected refund amount (including interest) to be changed to zero.

Maintain Work File						
Type	Year	Bill#	Transaction#			
10 Real Estate	2017	001004-00	15442			
Owner		Billing Address		Mailing Address		
CUMMINGS, GARY R		231 FARM ST		231 FARM ST		
		BELLINGHAM		BELLINGHAM MA		
		MA 02019-0000		MA 02019-0000		
Location	231 FARM ST		Interest From	01-May-2017		
Parcel	0002	-0004 -0000	To	01-Dec-2018		
Account	0002	-0004 -0000				
Category	Net Billed	Paid	Cur Balance	Refund Amount	Adjusted Balance	
Q4-Tax	620,43	1420,43	-800,00	800,00		
Q4-Refund Interest				101,70	101,70	

Figure 2 Before—an interest amount of \$101.70 is shown for Q4 Refund Interest

To remove an amount, position the cursor in the field with the amount to be removed, and either type a zero in the field or use {spacebar} | {enter} to remove the amount.



Maintain Work File

Go to...
Actions

1 Steps
2 Set All Issue
3 Set All Not
4 Add Refund
5 Del Refund
6 Edit List

Type	Year	Bill#	Transaction#
10 Real Estate	2017	001004-00	15442

Owner
CUMMINGS, GARY R

Billing Address
231 FARM ST
BELLINGHAM MA 02019-0000

Mailing Address
231 FARM ST
BELLINGHAM MA 02019-0000

Location 231 FARM ST
Parcel 0002 -0004 -0000
Account 0002 -0004 -0000

Interest From 02-May-2017
To 01-Dec-2018

Category	Net Billed	Paid	Cur Balance	Refund Amount	Adjusted Balance
Q4-Tax	620,43	1420,43	-800,00	800,00	
Q4-Refund Interest					

Figure 3 After – the Q4 Refund Interest amount has been removed from the work file

Please refer to **RC-910 Refunds** for a thorough discussion of the refunds process.

[ADM-AUC-RC-8398]

2. REPLACING A BANK/Inactivating A Bank Code [Instructions]

To inactivate a bank code, for example when changing to a new bank, go to **Ledgers ▶ Account Maintenance ▶ Bank Codes**, select the code for the bank to inactivate, and select **Actions ▶ Inactivate Bank**.

2.1. Ledgers ▶ Account Maintenance ▶ Bank Codes

[AUC] 2517-Maintain Bank Codes [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Maintain Bank Codes

Go to...
Actions

Bank BOA Name BANK OF AMERICA 1 ABA# 0631-0027-7 ABA Numerator
ABA Denominator

Add Bank
Edit List
Inactivate Bank

Address 1 PO BOX 830175
Address 2
Address 3
City DALLAS State TX Zip Code 75283-0000

Direct Deposit Only
 Yes No
Cash Book Bank Yes No
Imprest Account Yes No

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing

Figure 4 Inactivate a bank on the Bank Code table

2.2. User Profile Screen (Multiple Tabs per User)

Go to the **System ▶ User Menu ▶ User Profile ▶** to set the Default Bank for users to something other than the old bank: *(If there is no bank on the user, leave it blank so that it will “fall through” and use the system default).*



2.2.1. User Profile Screen ▶ [6 Collections] Tab

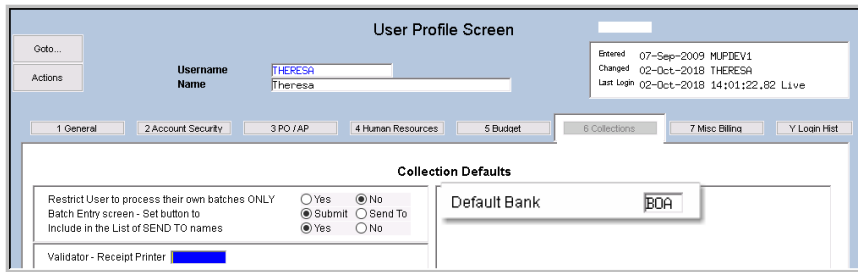


Figure 5 Collection Tab of the User Profile Screen

2.2.2. User Profile Screen ▶ [7 Misc Billing] Tab

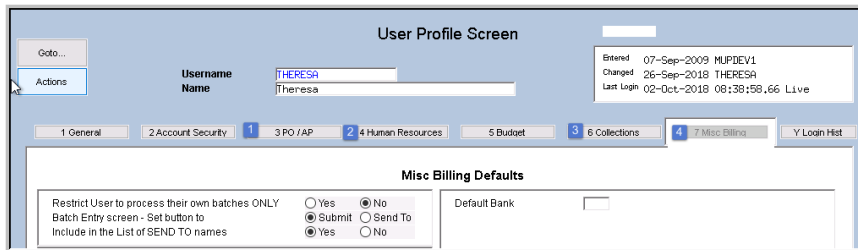


Figure 6 Miscellaneous Billing default bank for each user on the User Profile screen

2.3. System ▶ Department Group Profile

System ▶ Department Group Profile ▶ Collections (for any departments that do Treasury Receipts Imports)
Treasury Receipts Import Defaults section:

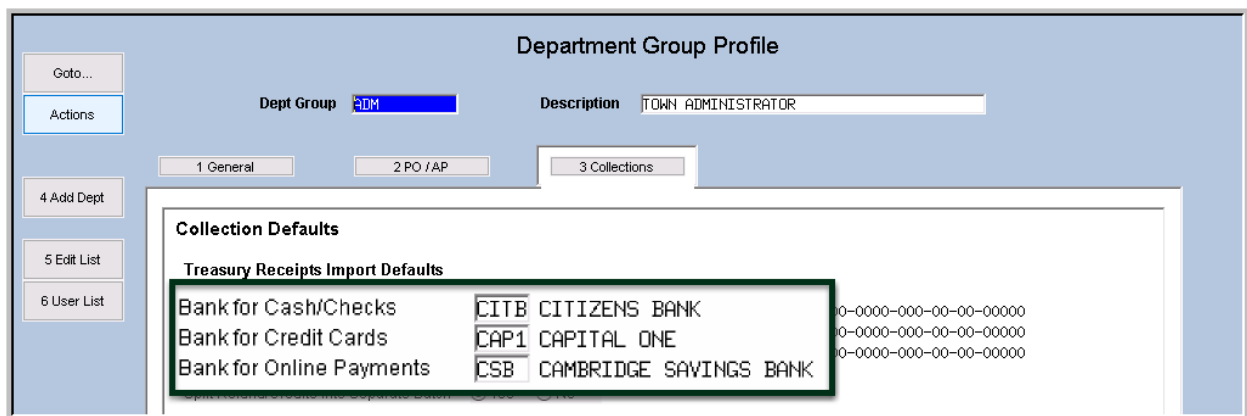


Figure 7 Three banks – for Cash/Checks, Credit Cards, and Online payments may be specified per department



2.4. Module Control #4003 for Treasury Collections Batches

Seq#	Description	Answer	Edit Button
4003	Default Bank Code	CRB	

Figure 8 Collections ▶ Module Maintenance ▶ Module Control

2.5. Module Control #11002–Default Bank for Miscellaneous Billing

Seq#	Description	Answer
11002	Default Bank Code	BOA

Figure 9 Miscellaneous Billing ▶ Module Maintenance ▶ Module Control

[ADM-AUC-AP-908]

3. REPORTS

Report Library Transaction History			
Report Name	View	Report	
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	
-----	Sample		
4650–Lockbox Batch Summary Report	Sample	Run	
-----	Sample		
4090–Posted Receipts – by Date, GL	Sample	Run	

4727–Cash Activity by Deposit Date range	Sample	Run	
4731–Cash Activity Reports – By Payment Date	Sample	Run	
4101–Cash Activity by Deposit Date/Batch	Sample	Run	
4707–Statistics – How our Bills are Paid	Sample	Run	
4638–Transaction History for a Parcel	Sample	Run	

Write off of under and over payments does not impact cash. These transactions will no longer appear on the **4101 Cash Activity** report.

[TOC-SUP-SAPLAUC-2942]

4. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the ADMINS team is enthusiastically working on a “User Favorites” feature to be implemented in the coming months.



4.1. Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with AUC, a “Favorites” screen is in development. This screen may be set as the user’s home screen that is displayed when accessing AUC.

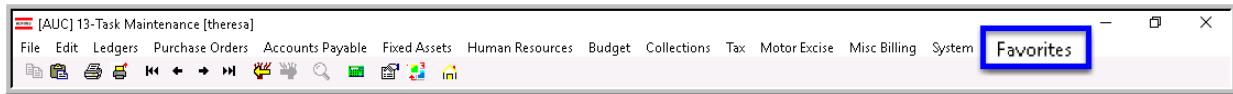


Figure 10 Select Favorites ► User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the Favorites screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.

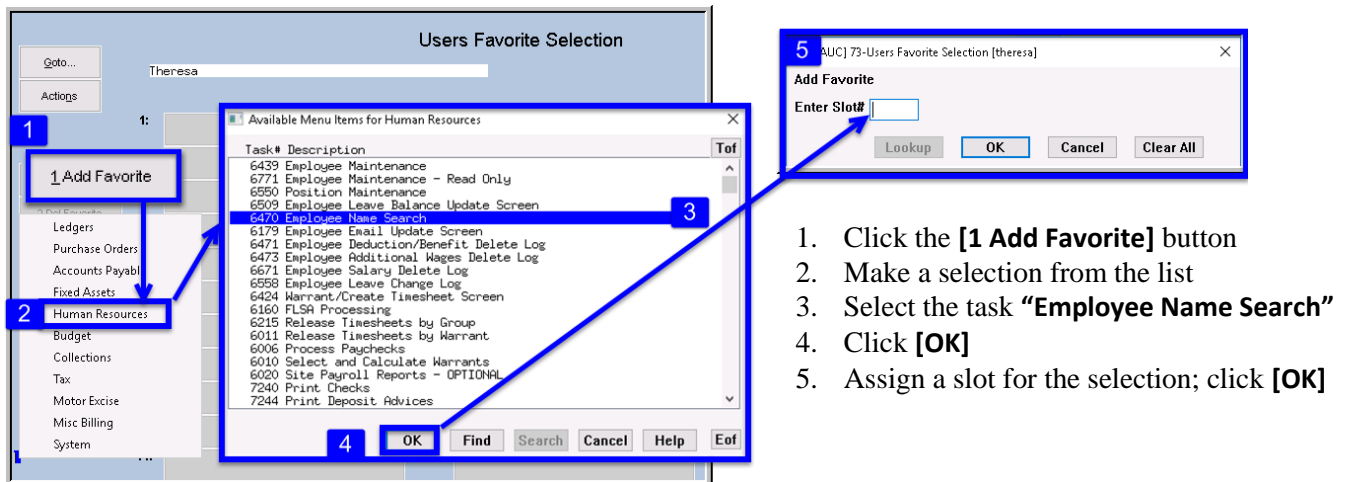


Figure 11 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

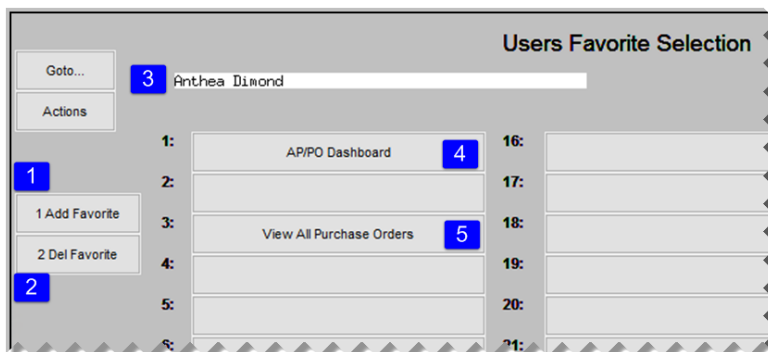


Figure 12 A user’s selections

1. The [1 Add Favorite] button displays a menu of available tasks
2. The [2 Del Favorite] button allows the removal of a favorite from a slot
3. The user’s name as entered in the user profile screen
4. A favorite task in slot #1
5. A second favorite task in slot #3

[ADM-AUC-SY-8067]



5. HELP REFERENCE LIBRARY

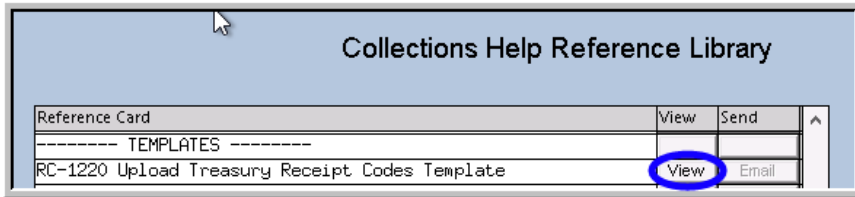


Figure 13 Before

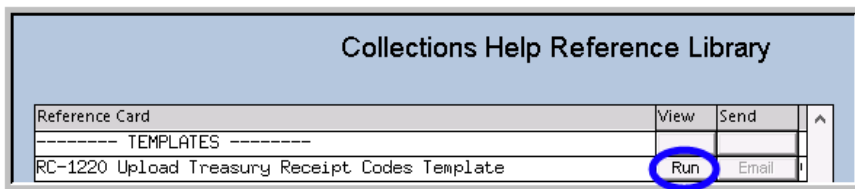


Figure 14 After

The button label on the **RC-1220 Upload Treasury Receipt Codes Template** was changed from **[View]** to **[Run]** to make all template buttons within the Help Reference Libraries consistent.

[ADM-AUC-DOC-156]

5.1. New or Updated Documents

- REFUNDS RC-910 Refunds [Updated]
- TABLES RC-1510 Implementing a New Bank Account [Updated & New to this Library]
- SYSTEM RC-1910 System Administration Kit [Updated]

ⁱ See RC-910 Refunds for more information.