Revenue Collections

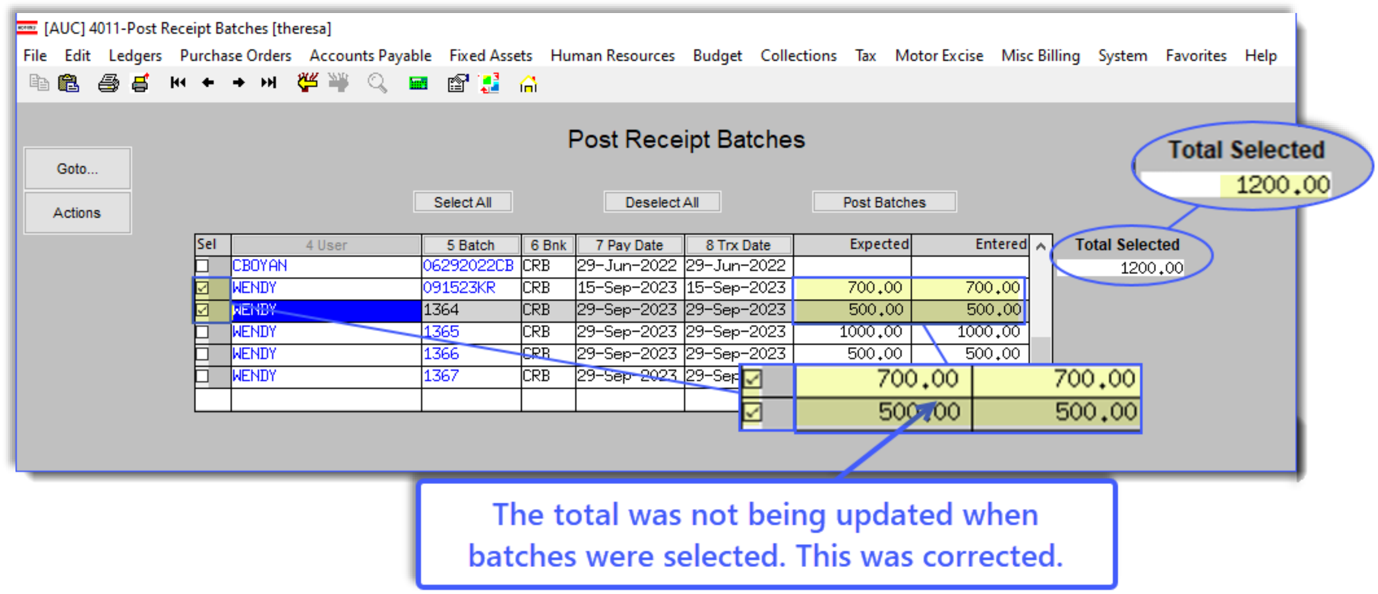
Release Notes December 2023

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

Contents

1 Receipt Batch Posting Screen Totals [Fix]

ADMINS fixed an issue with the totals display on this screen. If a user who did not own any of the batches clicked on the Select All button, then deselected some batches, the total was not updating. This was corrected.

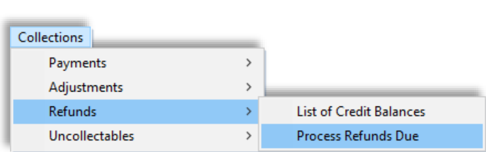


[ADM-AUC-RC-8616]

2 Refunds

ADMINS added the option to Run the List of Credit Balances as **Excel®** and fixed an issue with the creation of the CSV file.

2.1 Refunds Due CSV File [Fix]



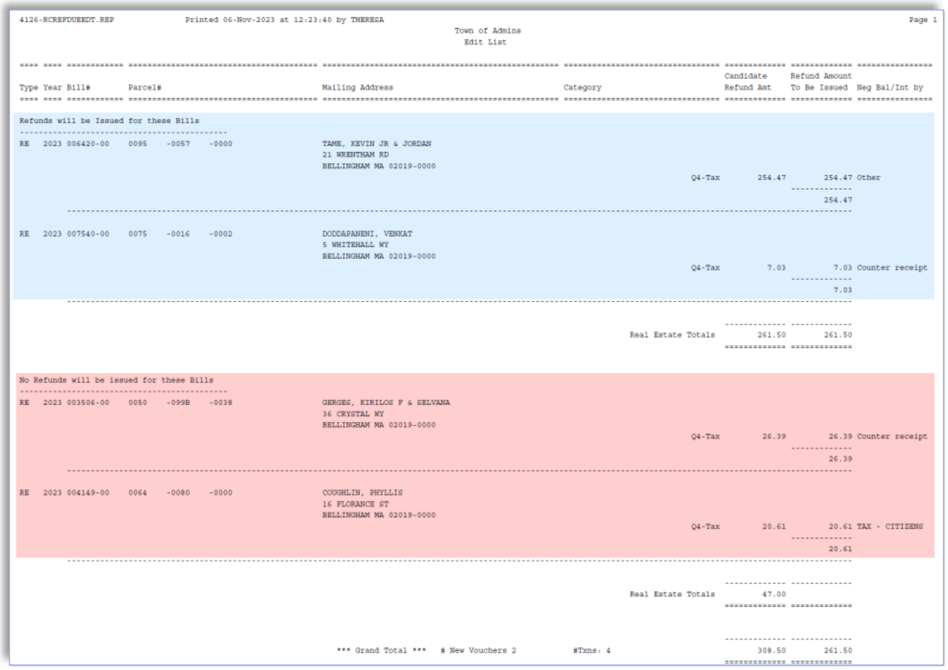
Before the software update, the .CSV file created included all refunds, instead of just the refunds selected for processing. **ADMINS** corrected this and now only the selected refunds will be included.

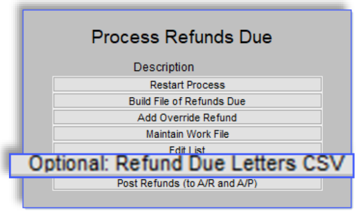
To access the refunds process, from the menu, select:

Collections ▸ Refunds ▸ Process Refunds Due

To deselect refunds from the work file use the **[Maintain Work File]** step.

The Edit list at right shows that two of the refunds are selected (highlighted in blue) and the refunds will be issued, and two will not be issued (highlighted in red).





The CSV file option is available to all sites that supply a letter of explanation (via a mail merge using the CSV file as a data source) along with the check for the refund.

The .csv file now shows only the two refunds that were selected to be ***issued***.

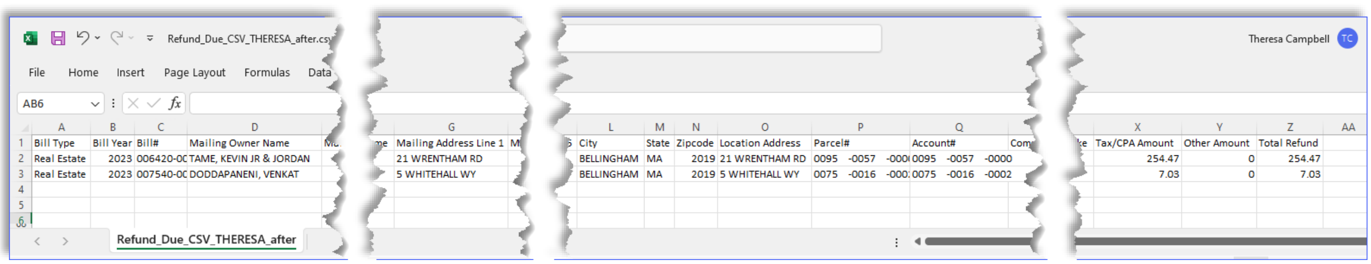
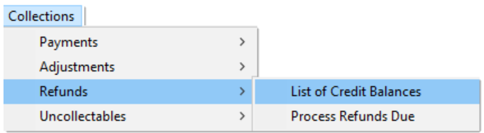
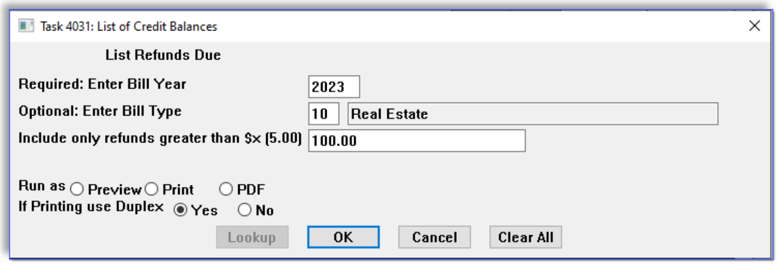


Figure 1 Sample .csv file created for use with a mail merge letter

[ADM-AUC-RC-8598]

2.2 List of Credit Balances [Enhancement]





Before the software update, the list of credit balances was available as **PDF®**. **ADMINS** added the option to run the report as **Excel®**.

Figure 2 Before – the option was to run as PDF®

Running the report as Excel® provides the user with a spreadsheet to allow edits, adding columns, and performing analysis.

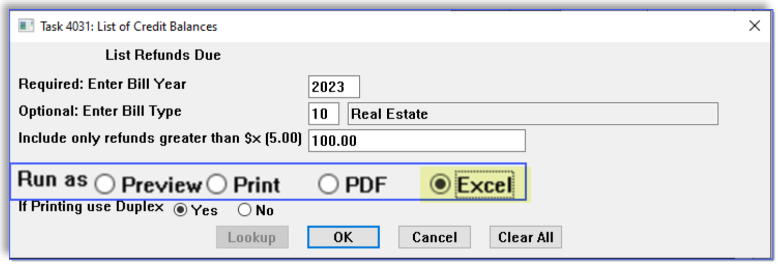
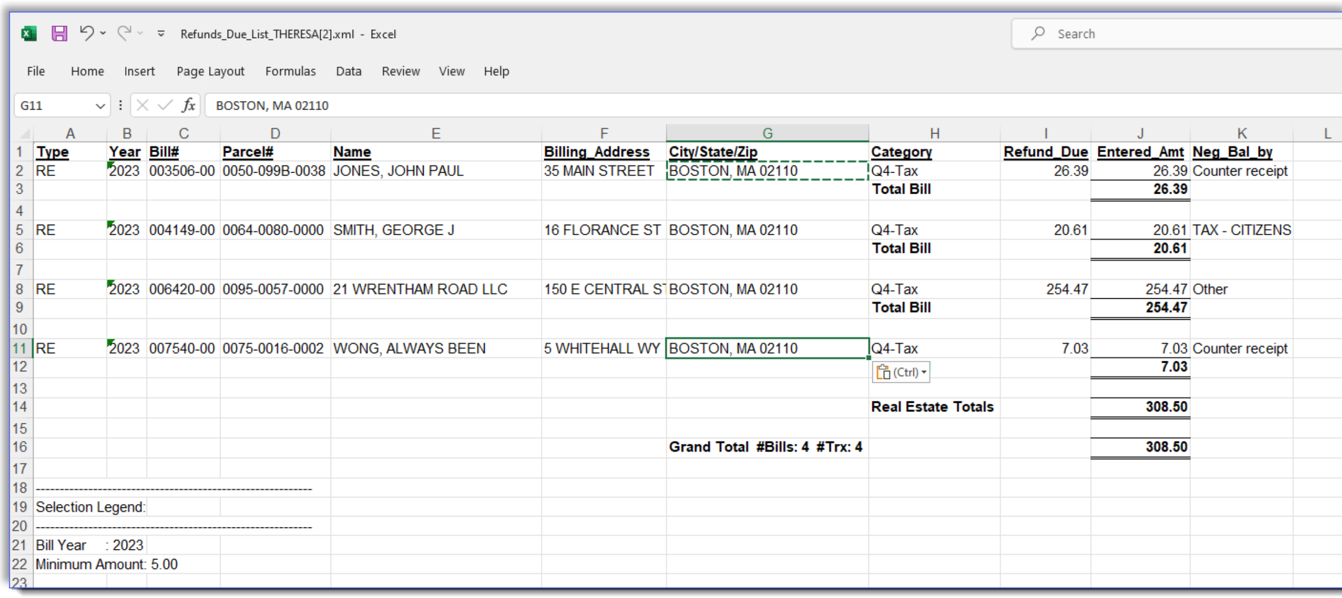


Figure 3 After– added the option to run as Excel®



	A	B	C	D	E	F	G	H	I	J	K
1	Type	Year	Bill#	Parcel#	Name	Billing_Address	City/State/Zip	Category	Refund_Due	Entered_Amt	Neg_Bal_by
2	RE	2023	003506-00	0050-099B-0038	JONES, JOHN PAUL	35 MAIN STREET	BOSTON, MA 02110	Q4-Tax	26.39	26.39	Counter receipt
3								Total Bill		26.39	
4											
5	RE	2023	004149-00	0064-0080-0000	SMITH, GEORGE J	16 FLORANCE ST	BOSTON, MA 02110	Q4-Tax	20.61	20.61	TAX - CITIZENS
6								Total Bill		20.61	
7											
8	RE	2023	006420-00	0095-0057-0000	21 WRENTHAM ROAD LLC	150 E CENTRAL ST	BOSTON, MA 02110	Q4-Tax	254.47	254.47	Other
9								Total Bill		254.47	
10											
11	RE	2023	007540-00	0075-0016-0002	WONG, ALWAYS BEEN	5 WHITEHALL WY	BOSTON, MA 02110	Q4-Tax	7.03	7.03	Counter receipt
12										7.03	
13											
14								Real Estate Totals		308.50	
15											
16							Grand Total #Bills: 4 #Trx: 4			308.50	
17											
18	--										
19	Selection Legend:										
20	--										
21	Bill Year : 2023										
22	Minimum Amount: 5.00										
23											

Figure 4 Sample of the List of Credit Balances run as Excel®

[ADM-AUC-RC-8614]

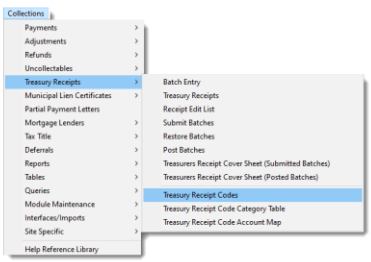
3 Treasury Receipts (TR) [Enhancement]

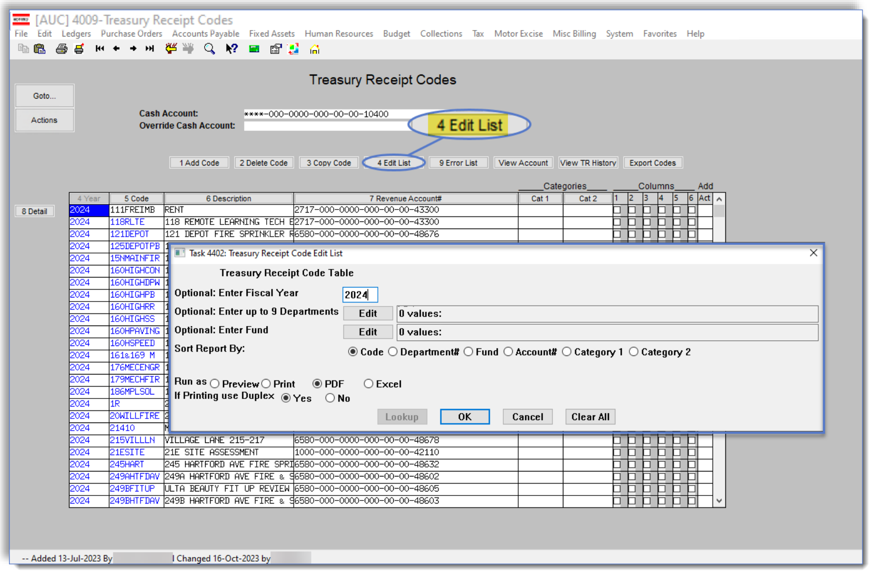
ADMINS added the cash account to the TR edit list and improved the process for adding a TR code.

3.1 TR Code → Edit List

Before the software update, the TR Codes Edit List did not show the cash account. Now, the cash account will appear on the edit list. To access the report, from the menu, select:

Collections ▸ Treasury Receipts ▸ Treasury Receipt Codes ▸ [4 Edit List]





Click on the 4 Edit List button; fill in the optional prompts.

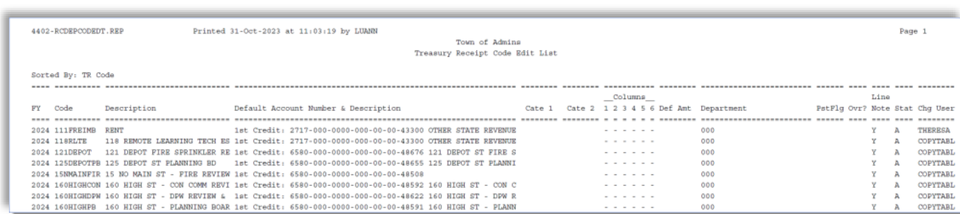


Figure 5 Before – #4402 Receipt Code Edit list did not list the Cash Account

The report can be **Run as ⦿ PDF®** or **⦿ Excel®**. **Excel®** is shown.

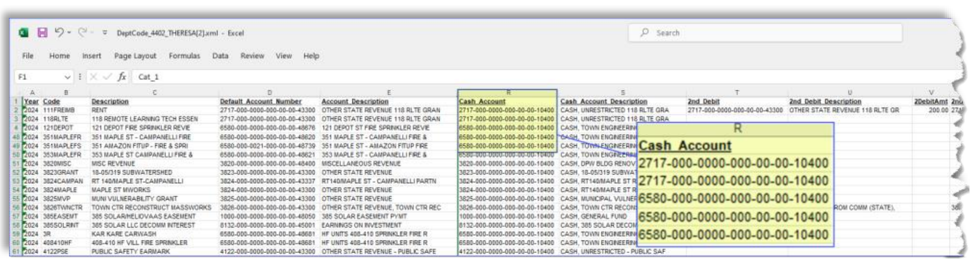
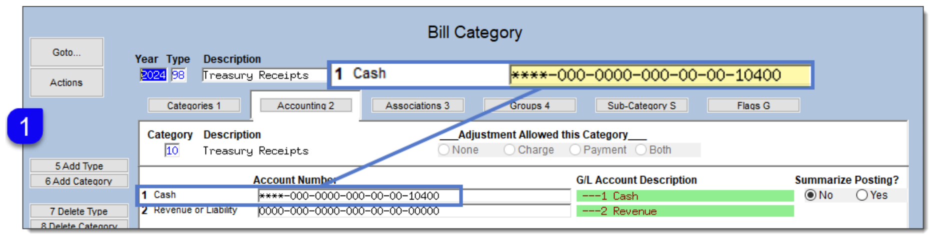


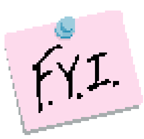
Figure 6 After – #4404 TR Code Edit List includes cash account # (if set, override cash account will be listed on the report)

3.1.1 Cash Override Accounts

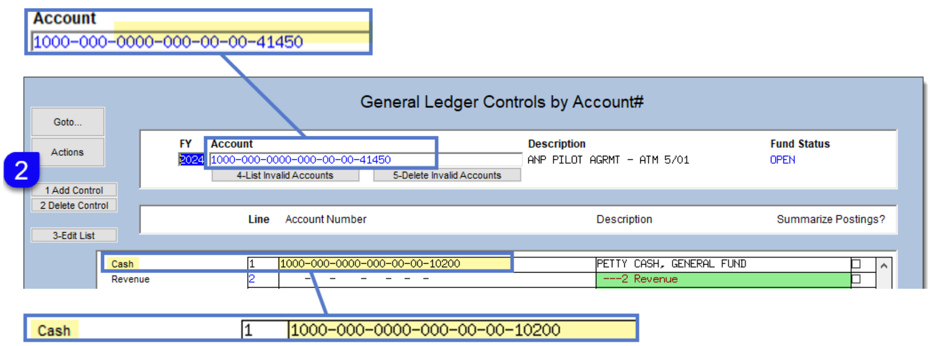
In some cases, a TR Code will have an "Override Cash Account" set. This is determined by either:

1. The Bill Category Table Accounting for Bill Type 98,
2. Or on the General Ledger Controls by Account #.





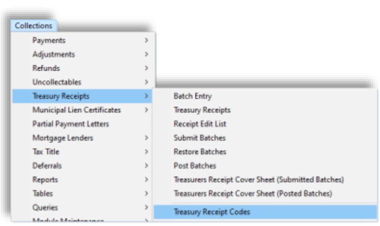
Note that if the revenue account number has an override set, the override is in effect for ALL TR Codes that use the account.



[ADM-AUC-RC-8553]

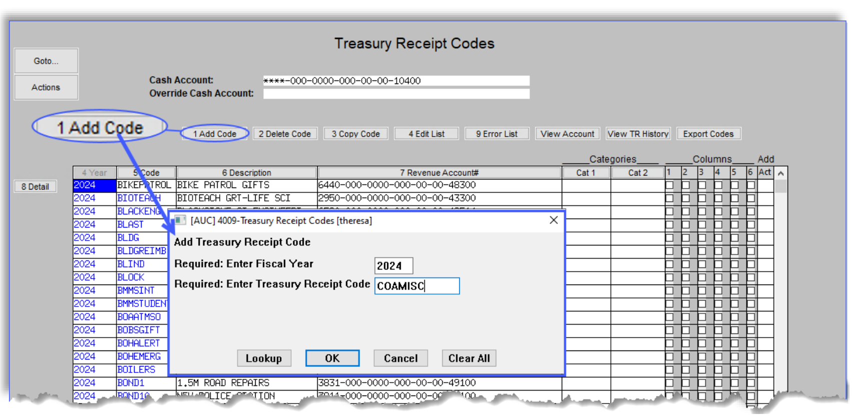
3.2 TR Code → Add Code

Before the software update, when adding a TR code, the system did not automatically bring the new code to the top of the display.



To access the screen for adding a TR Code, from the menu, select:

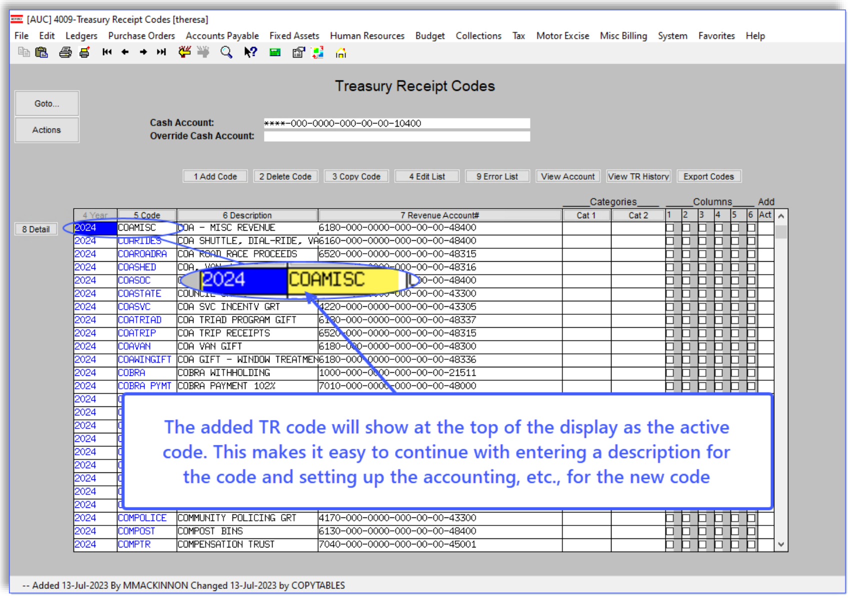
Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes



Click on the  button to be prompted for the Required Fiscal Year and TR Code.

The system will display the new code at the top of the TR Codes screen.

Enter a description, account number, and any other details required for the new code.



[ADM-AUC-RC-8563]

4 Municipal Liens Certificates (MLCs) [Fix]

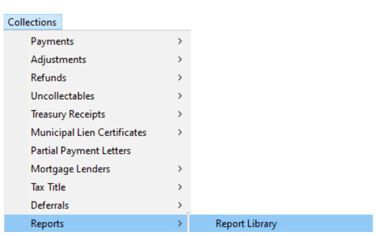
Before the software update, the certificates sometimes printed data regarding old splits and combos for parcels in tax title. This was corrected and now only recent splits and combos will be included.

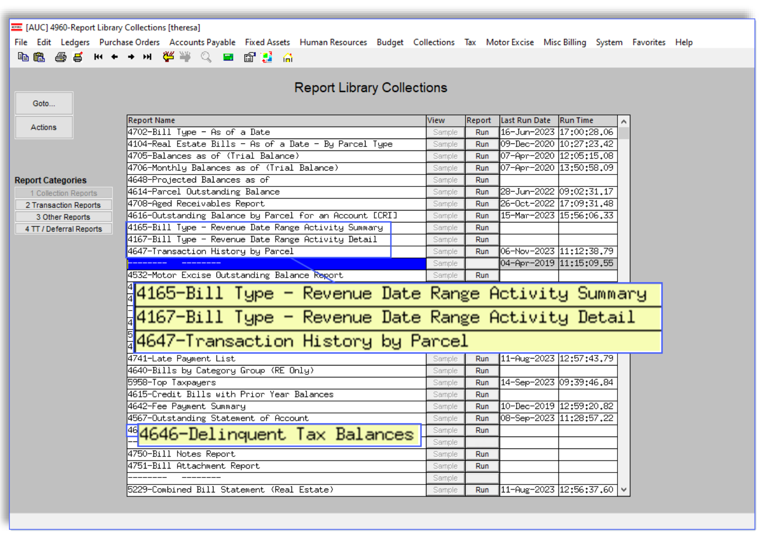
[ADM-AUC-RC-8624]

5 Reports [Enhancement]

ADMINS added new reports to the collections report library. To run these reports, from the menu, select:

Collections ▶ Reports ▶ [1 Collection Reports] ▶



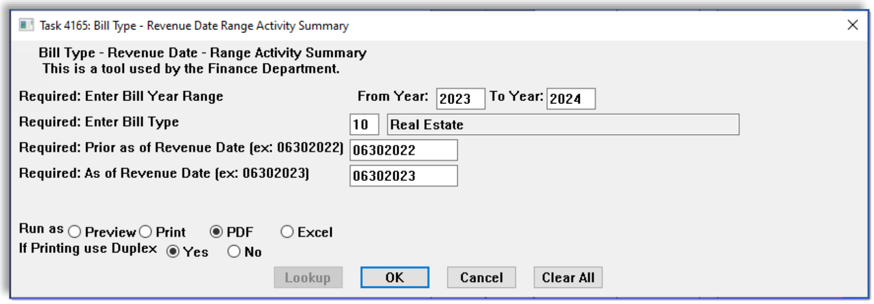


See below for details on each.

5.1 #4165 Bill Type –Revenue Date Range Activity Summary

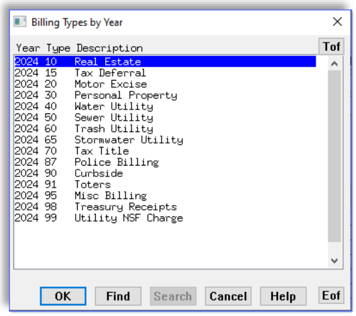
This report requires filling in all the prompts.

Enter Bill Year Range:
Enter Bill Type:
Prior as of Revenue Date:
As of Revenue Date:



y

Bill Types Lookup *(some sites may not use all of these):*



This report shows ***revenue*** activity between two dates.

- Enter a four-digit "From" and four-digit "To" year.
- Bill Types can be entered directly or choose the type from the **Lookup**.
- The "Prior as of Revenue Date" is the old date and balance,
- The "As of Revenue Date" is the new date and balance.

E.g., for the finance director, they want to know the 06/30/2022 balance, activity, 06/30/2023 balance.

For a given bill type, such as "10" for Real Estate, all the categories with transactions are listed for each year.

The columns highlighted in green show the Collections and Receivable balances as of the "Prior as of Revenue Date". The activity (Charges, Deductions, Adjustments, Abatements, Refunds, and Payments is shown.

The two blue columns show the Collections and Receivable balances "As of Revenue Dates".

As shown at the right, there are more bill categories with transactions in 2023 than there are in 2024.

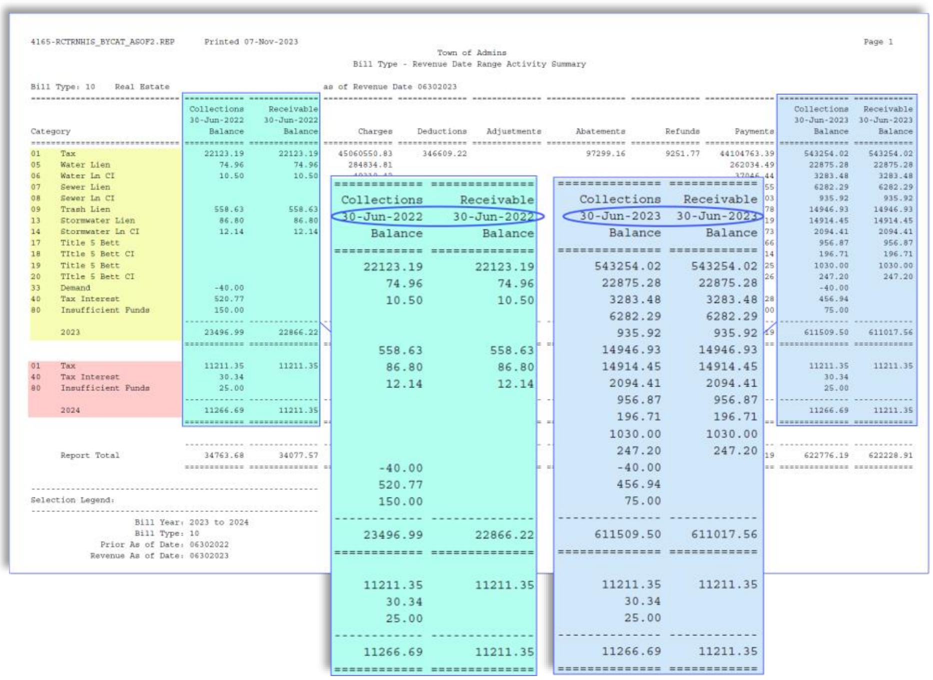


Figure 7 #4165 Bill Type Revenue Date Range Activity Summary

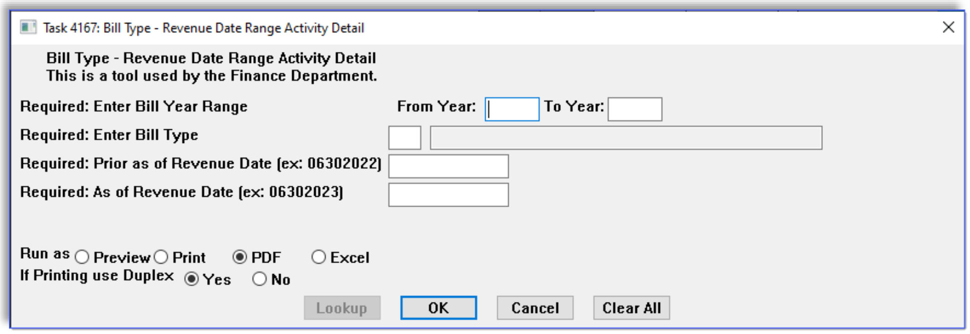
[ADM-AUC-RC-8605]

5.2 #4167 Bill Type –Revenue Date Range Activity Detail

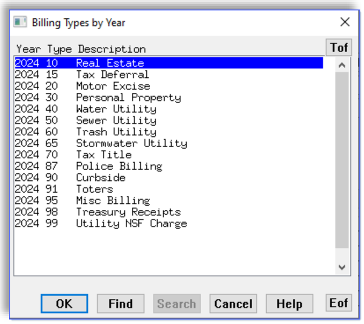
The Revenue Date Range Activity Detail report will take longer to run, as it will list all bills for the specified date range.

This report requires filling in all the prompts.

Enter Bill Year Range:
Enter Bill Type:
Prior as of Revenue Date:
As of Revenue Date:



Bill Types Lookup
(sites may not use all types):



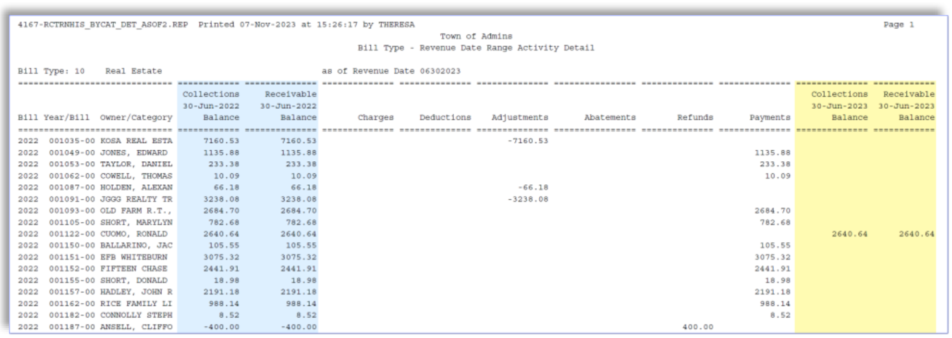
This report shows ***revenue*** activity between two dates.

- Enter a four-digit **"From"** and four-digit **"To"** year.
- Bill Types can be entered directly or choose the type from the **Lookup**.
- The "Prior as of Revenue Date" is the old date and balance,
- The "As of Revenue Date" is the new date and balance.

For the finance director, they want to know e.g., the 06/30/2022 balance, activity 06/30/2023 balance as an example.

The columns highlighted in green show the Collections and Receivable balances as of the "Prior as of Revenue Date".

The two blue columns show the Collections and Receivable balances "As of Revenue Dates".


4167-RCTRNHIS_BYCAT_DET_ASOF2.REP Printed 07-Nov-2023 at 15:26:17 by THERESA Page 1
Town of Admins
Bill Type - Revenue Date Range Activity Detail

Bill Type: 10 Real Estate as of Revenue Date 06302023

Bill Year/Bill	Owner/Category	Collections 30-Jun-2022 Balance	Receivable 30-Jun-2022 Balance	Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Collections 30-Jun-2023 Balance	Receivable 30-Jun-2023 Balance
2022 001035-00	KOSA REAL ESTA	7160.53	7160.53			-7160.53					
2022 001049-00	JONES, EDWARD	1135.88	1135.88						1135.88		
2022 001053-00	TAYLOR, DANIEL	233.38	233.38						233.38		
2022 001062-00	COWELL, THOMAS	10.09	10.09						10.09		
2022 001087-00	HOLDEN, ALEXAN	66.18	66.18			-66.18					
2022 001091-00	JGGG REALTY TR	3238.08	3238.08			-3238.08					
2022 001093-00	OLD FARM R.T.,	2684.70	2684.70						2684.70		
2022 001105-00	SHORT, MARYLYN	782.68	782.68						782.68		
2022 001122-00	CUOMO, RONALD	2640.64	2640.64							2640.64	2640.64
2022 001150-00	BALLARINO, JAC	105.55	105.55						105.55		
2022 001151-00	EFB WHITEBURN	3075.32	3075.32						3075.32		
2022 001152-00	FIFTEEN CHASE	2441.91	2441.91						2441.91		
2022 001155-00	SHORT, DONALD	18.98	18.98						18.98		
2022 001157-00	HADLEY, JOHN R	2191.18	2191.18						2191.18		
2022 001162-00	RICE FAMILY LI	988.14	988.14						988.14		
2022 001182-00	CONNOLLY STEPH	8.52	8.52						8.52		
2022 001187-00	ANSELL, CLIFFO	-400.00	-400.00					400.00			

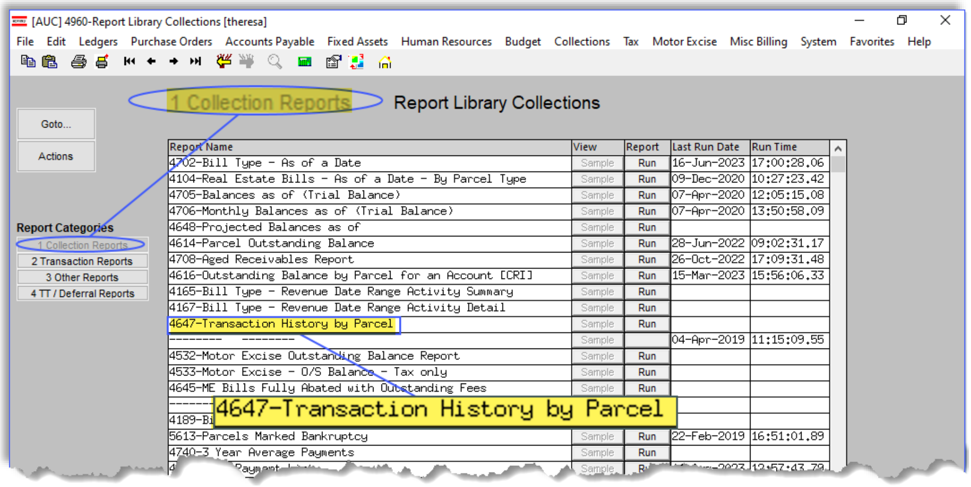
[ADM-AUC-RC-8605]

5.3 #4647 Report on Transaction History by Parcel [Enhancement]

ADMINS added a new report of Transaction History by Parcel/Account.

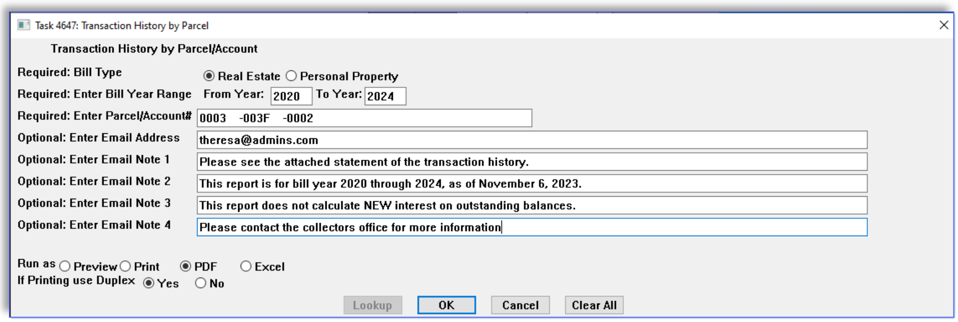
To run this report, select:

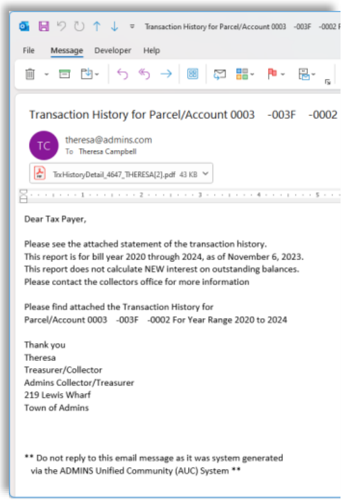
Collections ▶ Reports ▶ [1 Collection Reports] ▶ #4647 Transaction History by Parcel

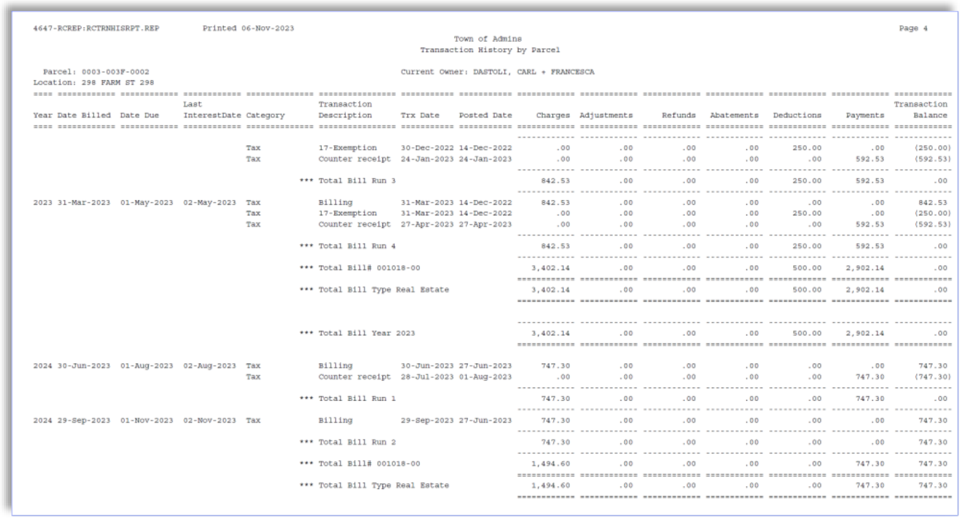


Fill in the required Bill Type, Bill Year Range, and Parcel/Account number. If emailing, enter the email address and any text to be included in the body of the email.

Select the format for the report – either **PDF®** or **Excel®** can be emailed.



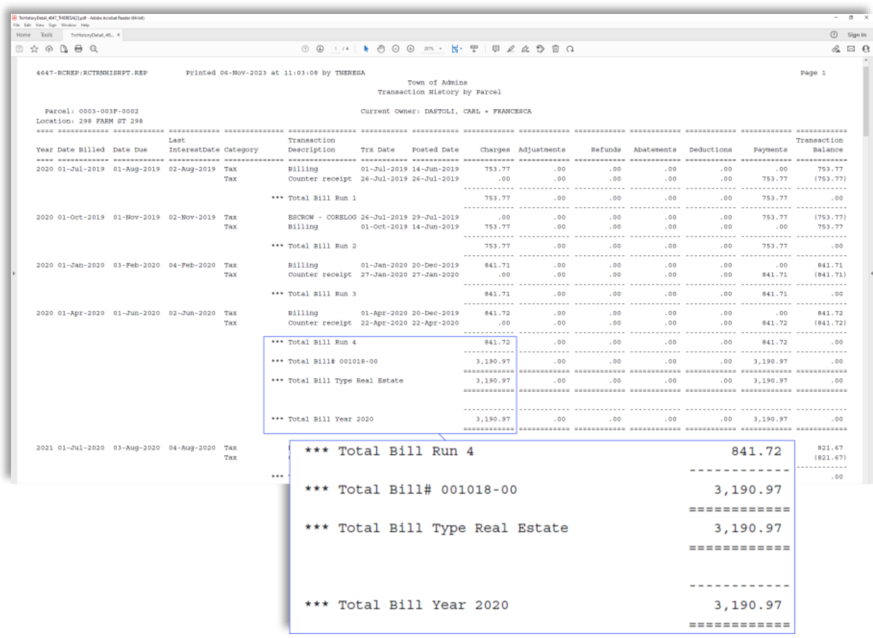




A sample email is shown at left; the attachment will include a PDF® or Excel® report; PDF® is shown above.

The report is subtotaled by Bill run, bill #, Bill Type, and Bill year.

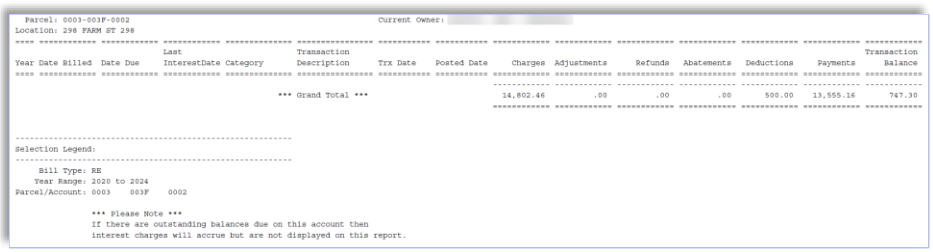
The report includes the data shown in the table below. This is for both the PDF® and the Excel® version of the report.



Column Header	Description
Year	The bill year for the transaction
Bill#	The bill number
DateBilled	Date the charges were billed
DateDue	Date the payment is due
Last_IntDate	The most recent date interest was computed on the outstanding balance

Column Header	Description
Run	The bill run (1, 2, 3, or 4 – in general, bill runs 1 & 2 are preliminary, and 3 & 4 are actual bills)
Category	The category, e.g., tax, interest, demands.
Transaction_Description	The description of the transaction, e.g., billing, counter receipt, lockbox.
Trx_Date	The transaction date
PostedDate	The date the transaction was posted (a payment could be made before the posting date)
Charges	This column shows the charges billed
Adjustments	This shows any adjustments made via an adjustment batch
Refunds	This column lists any refunds
Abatements	Any abatements to the tax/cpa are listed here
Deductions	Other deductions are shown in this column
Payments	Payments are deducted from the balance
Transaction Balance	The balance for the transaction

The Selection Legend on the last page at the bottom of the report shows the selections when the report was run and includes a note to remind the taxpayer that interest charges will accrue on outstanding balances but are not displayed on the report.



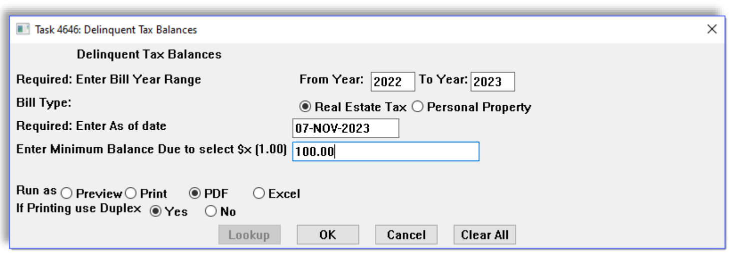
```
 Parcel: 0003-003F-0002                                 Current Owner:
Location: 298 FARM ST 298
Year Date Billed  Date Due  Last InterestDate  Category  Transaction Description  Trx Date  Posted Date  Charges  Adjustments  Refunds  Abatements  Deductions  Payments  Transaction Balance

                              *** Grand Total ***                    14,802.46  .00  .00  .00  500.00  13,555.16  747.30

Selection Legend:
     Bill Type: RE
    Year Range: 2020 to 2024
Parcel/Account: 0003    003F    0002

          *** Please Note ***
          If there are outstanding balances due on this account then
          interest charges will accrue but are not displayed on this report.
```

[ADM-AUC-RC-8592]

5.4 #4646 Delinquent Balances

ADMINS added a report of delinquent balances, which can be run for a range of years, and is available for either Real Estate or Personal Property tax.

Enter the required **Bill Year Range**. For a report that includes bills for a single year, use the same year in both the **"From Year"** and **"To Year"** fields.



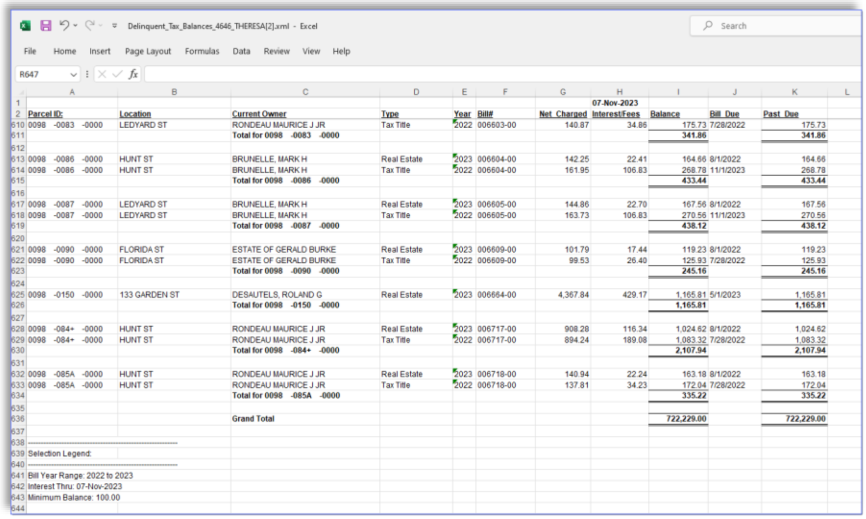
Note: the larger the range of bill years – the longer the report will take.

As of Date – this is for calculation of interest. Any Bill that has a due date prior to this date will have interest calculated.

See below for information on what will be printed based on the radio button selected for **"Bill Type"**.

Some sites total by Account #; if so, the report will list the information, but the total will be on the Account number instead of the bill number.

Each column of the report is described in the table below. The same columns are printed when selecting ⦿ **Run as PDF®**.



Delinquent_Tax_Balances_4646_THERESA[2].xml - Excel

	Parcel ID:	Location	Current Owner	Type	Year	Bill#	Net Charged	07-Nov-2023 Interest/Fees	Balance	Bill Due	Past Due
610	0098 -0083 -0000	LEDYARD ST	RONDEAU MAURICE J JR	Tax Title	2022	006603-00	140.87	34.86	175.73	7/28/2022	175.73
611			**Total for 0098 -0083 -0000**						**341.86**		**341.86**
613	0098 -0086 -0000	HUNT ST	BRUNELLE, MARK H	Real Estate	2023	006604-00	142.25	22.41	164.66	8/1/2022	164.66
614	0098 -0086 -0000	HUNT ST	BRUNELLE, MARK H	Tax Title	2022	006604-00	161.95	106.83	268.78	11/1/2023	268.78
615			**Total for 0098 -0086 -0000**						**433.44**		**433.44**
617	0098 -0087 -0000	LEDYARD ST	BRUNELLE, MARK H	Real Estate	2023	006605-00	144.86	22.70	167.56	8/1/2022	167.56
618	0098 -0087 -0000	LEDYARD ST	BRUNELLE, MARK H	Tax Title	2022	006605-00	163.73	106.83	270.56	11/1/2023	270.56
619			**Total for 0098 -0087 -0000**						**438.12**		**438.12**
621	0098 -0090 -0000	FLORIDA ST	ESTATE OF GERALD BURKE	Real Estate	2023	006609-00	101.79	17.44	119.23	8/1/2022	119.23
622	0098 -0090 -0000	FLORIDA ST	ESTATE OF GERALD BURKE	Tax Title	2022	006609-00	99.53	26.40	125.93	7/28/2022	125.93
623			**Total for 0098 -0090 -0000**						**245.16**		**245.16**
625	0098 -0150 -0000	133 GARDEN ST	DESAUTELS, ROLAND G	Real Estate	2023	006664-00	4,367.84	429.17	1,165.81	5/1/2023	1,165.81
626			**Total for 0098 -0150 -0000**						**1,165.81**		**1,165.81**
628	0098 -084+ -0000	HUNT ST	RONDEAU MAURICE J JR	Real Estate	2023	006717-00	908.28	116.34	1,024.62	8/1/2022	1,024.62
629	0098 -084+ -0000	HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006717-00	894.24	189.08	1,083.32	7/28/2022	1,083.32
630			**Total for 0098 -084+ -0000**						**2,107.94**		**2,107.94**
632	0098 -085A -0000	HUNT ST	RONDEAU MAURICE J JR	Real Estate	2023	006718-00	140.94	22.24	163.18	8/1/2022	163.18
633	0098 -085A -0000	HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006718-00	137.81	34.23	172.04	7/28/2022	172.04
634			**Total for 0098 -085A -0000**						**335.22**		**335.22**
636			**Grand Total**						**722,229.00**		**722,229.00**
639	Selection Legend:										
641	Bill Year Range: 2022 to 2023										
642	Interest Thru: 07-Nov-2023										
643	Minimum Balance: 100.00										

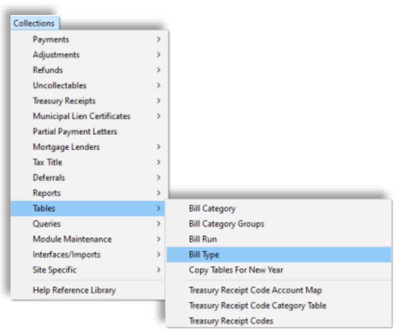
Figure 8 Sample Delinquent Tax Balances report run as Excel®

Table 1 Columns on the Delinquent Balances Report

Column Header	Description / How it is used
Parcel ID	The parcel number (for Real Estate) or the Account number (for for Personal Property)
Location	The street name for the parcel
Current Owner	The current owner as shown for the parcel
Type	The type of tax. In this example, both Real Estate and Tax Title are shown; if any parcels were outstanding that were in Tax Deferral, they would also be listed (based on the module type as shown in the bill table). If Real Estate is selected, the report will include Real Estate, Tax Title, and Tax Deferral
Year	The year of the bill. Notice in the report that some parcels show two types – one for Tax Title and one for Real Estate.
Bill #	The bill number
Net Charged	Net amount charged
(Date)/Interest – Fees	Any New Interest + Unpaid Interest + Fees
Balance	Total Balance –includes amounts not yet past due– this is the total balance on the bill
Bill Due *(Date)*	The Due Date of the bill when issued
(Amount) Past Due	Past Due–is the amount past the due date and outstanding

5.4.1 What Bill Types will be Included?

The report will check the value in the **Bill Type Table – Module** column to decide if the bill type should be included in the report. If the MODULE column has **RE** or **TT** (tax title), the type will be included in the Real Estate Tax Delinquent Balances report.



If the ⦿ Real Estate Tax radio button is selected, the report will list any delinquent accounts that meet the year bill range and minimum balance criteria for all the listed modules.

Select ⦿ Personal Property to include anything with a PP in the MODULE column of the Bill Type table.

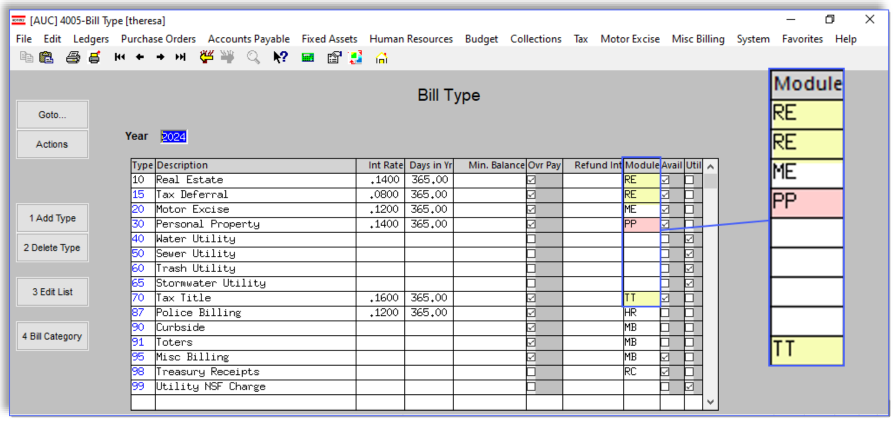


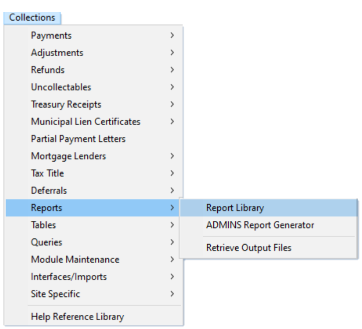
Figure 9 The Bill Type table defines which modules will be reported on the Delinquent Tax Balances report

[ADM-AUC-RC-8613]

5.5 #4096 Report Optional Bill Year Selection [Enhancement]

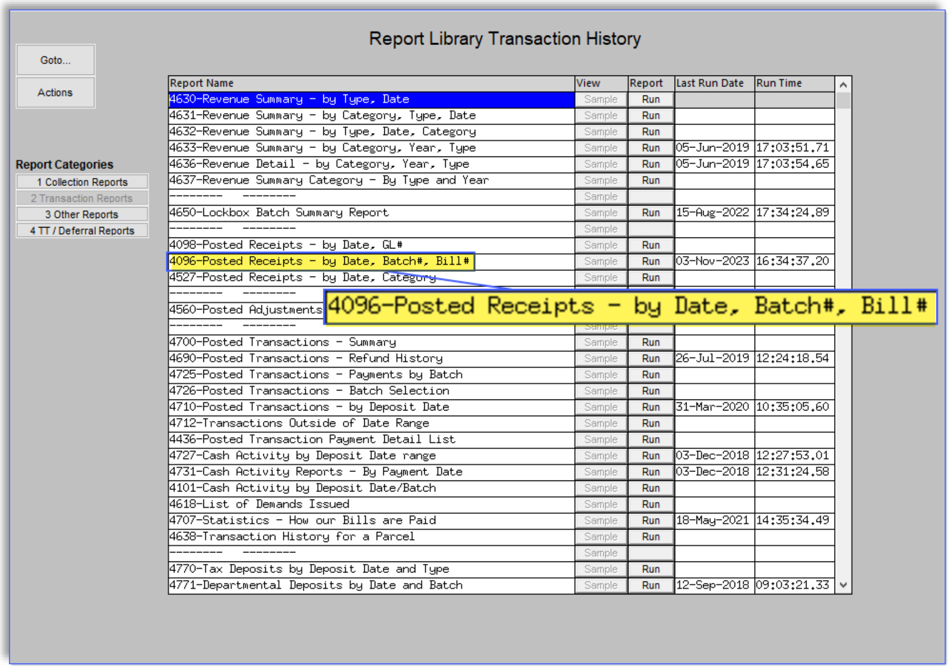
The collector's office sometimes needs to report on transactions for a specific year tax bill.

To provide that option, **ADMINS** enhanced the #4096 Posted Receipts by Post Date, Batch & Bill Number report to include an optional filter by bill year.



To run the report, from the menu, select:

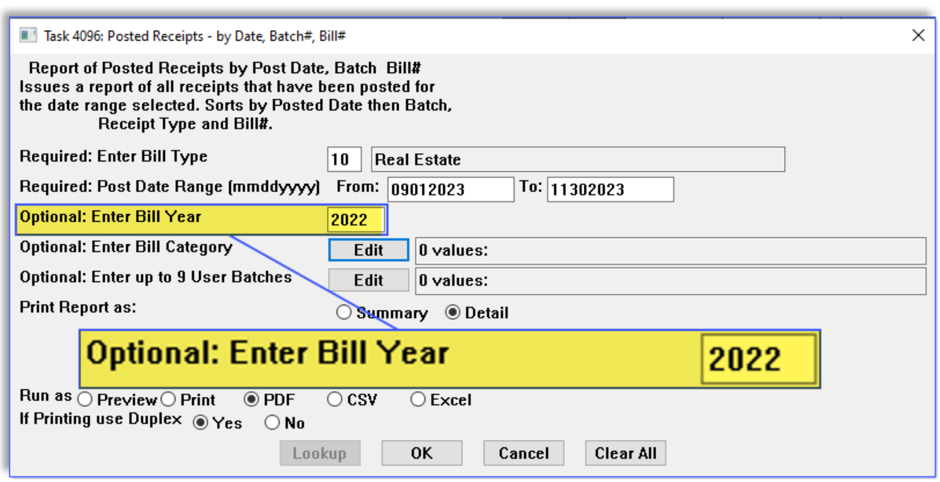
Collections ▶ Reports ▶ Report Library ▶ Transaction Reports



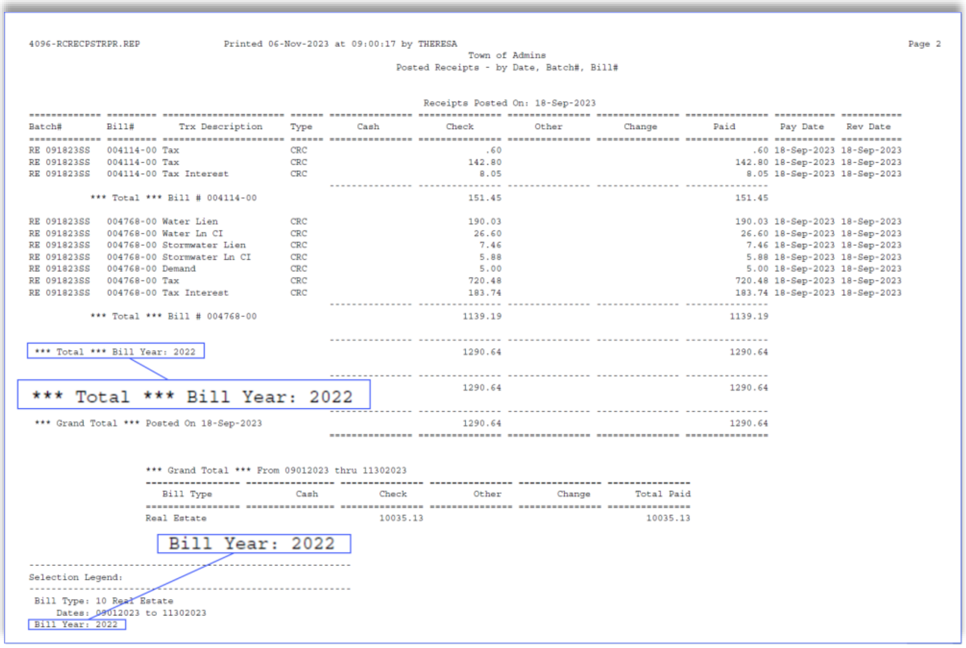
The required Bill Type and Date Range prompts must be filled in. Optionally, enter a bill year to restrict the report to only transactions for that bill year.

Other optional filters include selecting up to nine Bill Categories, and up to nine User Batches.

The report may be run in Summary or Detail.



The report is available to run as PDF, CSV, or Excel. The PDF version is shown.

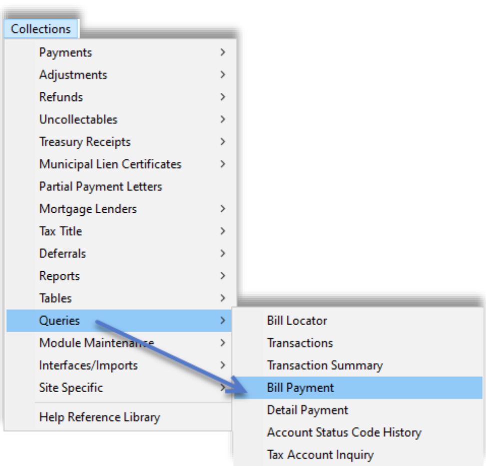


```
4096-RCRECPSTRPR.REP          Printed 06-Nov-2023 at 09:00:17 by THERESA                              Page 2
                                              Town of Admins
                                   Posted Receipts - by Date, Batch#, Bill#

                                      Receipts Posted On: 18-Sep-2023
Batch#        Bill#     Trx Description      Type   Cash     Check    Other   Change    Paid     Pay Date    Rev Date
RE 091823SS   004114-00 Tax                  CRC                .60                       .60 18-Sep-2023 18-Sep-2023
RE 091823SS   004114-00 Tax                  CRC             142.80                    142.80 18-Sep-2023 18-Sep-2023
RE 091823SS   004114-00 Tax Interest         CRC               8.05                      8.05 18-Sep-2023 18-Sep-2023

        *** Total *** Bill # 004114-00                       151.45                    151.45

RE 091823SS   004768-00 Water Lien           CRC             190.03                    190.03 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Water Ln CI          CRC              26.60                     26.60 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Stormwater Lien      CRC               7.46                      7.46 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Stormwater Ln CI     CRC               5.88                      5.88 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Demand               CRC               5.00                      5.00 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Tax                  CRC             720.48                    720.48 18-Sep-2023 18-Sep-2023
RE 091823SS   004768-00 Tax Interest         CRC             183.74                    183.74 18-Sep-2023 18-Sep-2023

        *** Total *** Bill # 004768-00                      1139.19                   1139.19

 *** Total *** Bill Year: 2022                              1290.64                   1290.64

*** Total *** Bill Year: 2022                               1290.64                   1290.64

 *** Grand Total *** Posted On 18-Sep-2023                  1290.64                   1290.64

              *** Grand Total *** From 09012023 thru 11302023
                Bill Type        Cash       Check       Other      Change     Total Paid
              Real Estate                 10035.13                              10035.13

               Bill Year: 2022

Selection Legend:

 Bill Type: 10 Real Estate
     Dates: 09012023 to 11302023
 Bill Year: 2022
```

Figure 10 Report #4096 with optional Bill Year Filter applied, run as PDF

[ADM-AUC-RC-8560]

6 Queries – Bill Payment – Attachments [Enhancement]



Before the software update, the description of emailed attachments was "Copy of Bill ***Mailed***…". Now, the description is "Copy of Bill ***Emailed*** …". To view the attachments screen, from the menu, select:

Collections ▸ Queries ▸ Bill Payments ▸ Attachment (1)

This will be in effect for emailed bills after the software update; bills that were emailed and attached before December 2023 will show up as "Mailed".

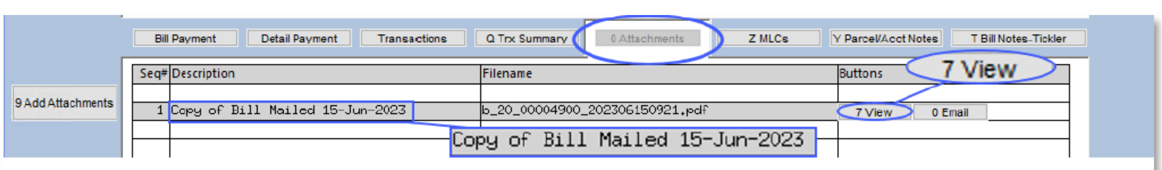


Figure 11 Before – Emailed attachments were described as "Mailed"

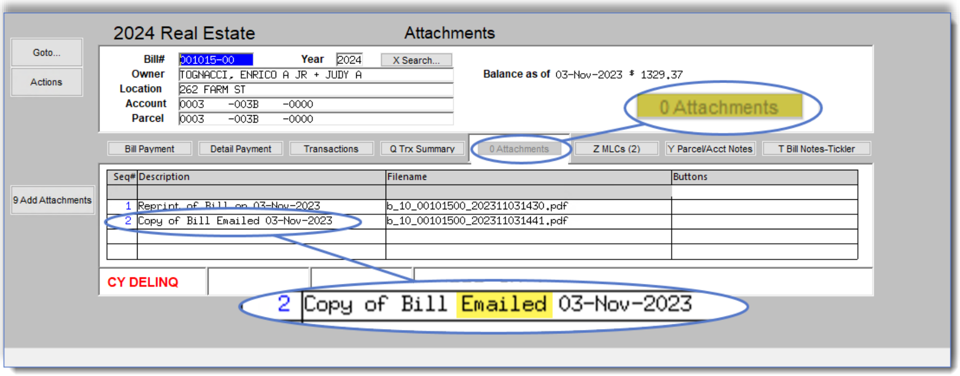


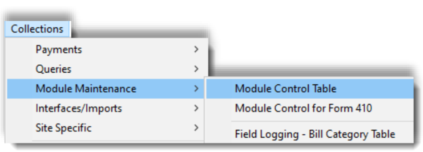
Figure 12 After – Emailed attachments are now described more precisely

[ADM-AUC-RC-8594]

7 Module Control #4009 Includes TR Bill Year [Enhancement]

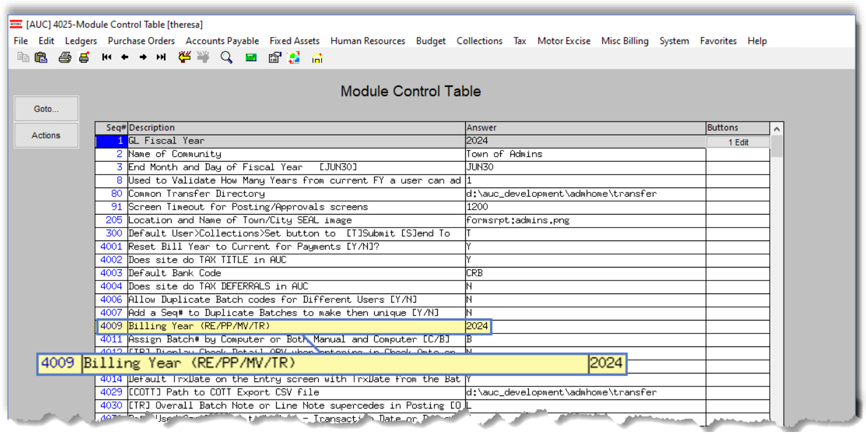
ADMINS changed the description of module control #4009 to clarify which processes are affected by the billing year setting. To access module control, from the menu, select:

Collections ▸ Module Maintenance ▸



Before the software update, the description was "Billing Year (RE/PP/MV)".

Now, the description is **"Billing Year (RE/PP/MV/TR)"**; adding "TR" will clarify that this is also the setting for Treasury Receipts.



[ADM-AUC-RC-8623]

8 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

8.1 New & Updated Documentation in the Help Reference Library

Tax	RE–525 Upload Patriot Exemptions File	[New]