



Revenue Collections

Release Notes

December 2023

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

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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.

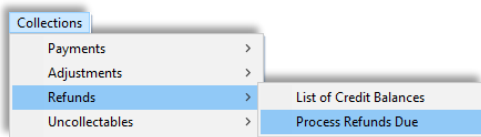
The screenshot shows the 'Post Receipt Batches' interface. At the top right, a 'Total Selected' field displays '1200,00'. Below this is a table with columns: Sel, 4 User, 5 Batch, 6 Bnk, 7 Pay Date, 8 Trx Date, Expected, and Entered. The table contains several rows for user 'WENDY' with various batch numbers (1364, 1365, 1366, 1367) and amounts (700,00, 500,00, 1000,00). A callout box points to the 'Total Selected' field with the text: 'The total was not being updated when batches were selected. 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.

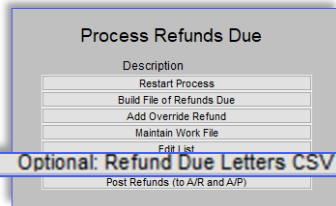


To access the refunds process, from the menu, select:

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).



4124-RCREFUNDREP REP Printed 06-Nov-2023 at 12:23:40 By THERESA Town of Adms Edit List Page 1

Type	Year	Bill#	Parcel#	Mailing Address	Category	Candidate	Refund Amt	To Be Issued	Neg Bal/Int By
Refunds will be Issued for these Bills									
RE	2023	006420-00	0095	-0057	-0000	TAME, KEVIN JR & JORDAN 21 WRENTHAM RD BELLINGHAM MA 02019-0000	Q4-Tax	254.47	254.47 Other
								254.47	
RE	2023	007540-00	0075	-0016	-0002	DODDAPANENI, VENKAT 5 WHITEHALL WY BELLINGHAM MA 02019-0000	Q4-Tax	7.03	7.03 Counter receipt
								7.03	
Real Estate Totals								261.50	261.50
No Refunds will be issued for these Bills									
RE	2023	003504-00	0050	-009B	-0038	GERSE, ERIQUE F & SELVANA 16 CRYSTAL WY BELLINGHAM MA 02019-0000	Q4-Tax	26.39	26.39 Counter receipt
								26.39	
RE	2023	004149-00	0064	-0080	-0000	COUGHLIN, PHYLLIS 16 FLORENCE ST BELLINGHAM MA 02019-0000	Q4-Tax	20.61	20.61 TAX - CITIZENS
								20.61	
Real Estate Totals								47.00	
*** Grand Total *** # New Vouchers 2 #Tzns: 4								308.50	261.50

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*.

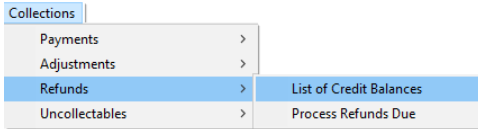
Bill Type	Year	Bill#	Mailing Owner Name	City	State	Zipcode	Location Address	Parcel#	Account#	Tax/CPA Amount	Other Amount	Total Refund
Real Estate	2023	006420-00	TAME, KEVIN JR & JORDAN	BELLINGHAM	MA	2019	21 WRENTHAM RD	0095 -0057	-00010095 -0057 -0000	254.47	0	254.47
Real Estate	2023	007540-00	DODDAPANENI, VENKAT	BELLINGHAM	MA	2019	5 WHITEHALL WY	0075 -0016	-00010075 -0016 -0002	7.03	0	7.03

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

[ADM-AUC-RC-8598]

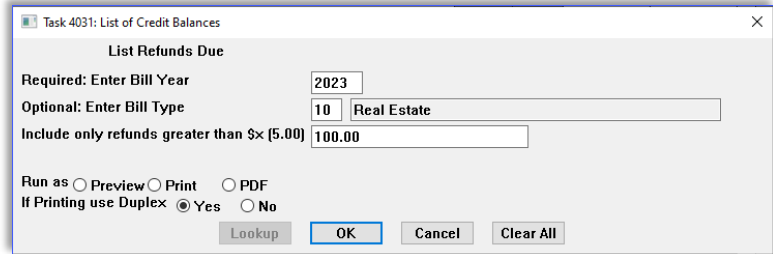


2.2 List of Credit Balances [Enhancement]



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.

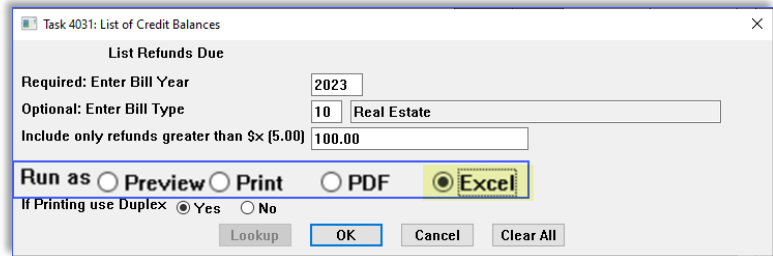


Figure 3 After– added the option to run as Excel®

Type	Year	Bill#	Parcel#	Name	Billing Address	City/State/Zip	Category	Refund Due	Entered Amt	Neg Bal by
RE	2023	003506-00	0050-099B-0038	JONES, JOHN PAUL	35 MAIN STREET	BOSTON, MA 02110	Q4-Tax	26.39	26.39	Counter receipt
							Total Bill		26.39	
RE	2023	004149-00	0064-0080-0000	SMITH, GEORGE J	16 FLORANCE ST	BOSTON, MA 02110	Q4-Tax	20.61	20.61	TAX - CITIZENS
							Total Bill		20.61	
RE	2023	006420-00	0095-0057-0000	21 WRENTHAM ROAD LLC	150 E CENTRAL S	BOSTON, MA 02110	Q4-Tax	254.47	254.47	Other
							Total Bill		254.47	
RE	2023	007540-00	0075-0016-0002	WONG, ALWAYS BEEN	5 WHITEHALL WY	BOSTON, MA 02110	Q4-Tax	7.03	7.03	Counter receipt
									7.03	
							Real Estate Totals		308.50	
						Grand Total #Bills: 4 #Trx: 4			308.50	

Selection Legend:
 Bill Year : 2023
 Minimum Amount: 5.00

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

[ADM-AUC-RC-8614]

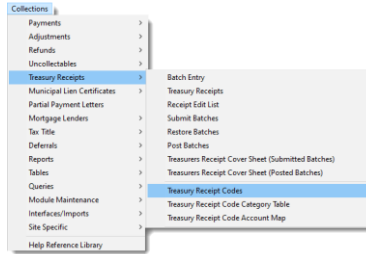


3 Treasury Receipts (TR) [Enhancement]

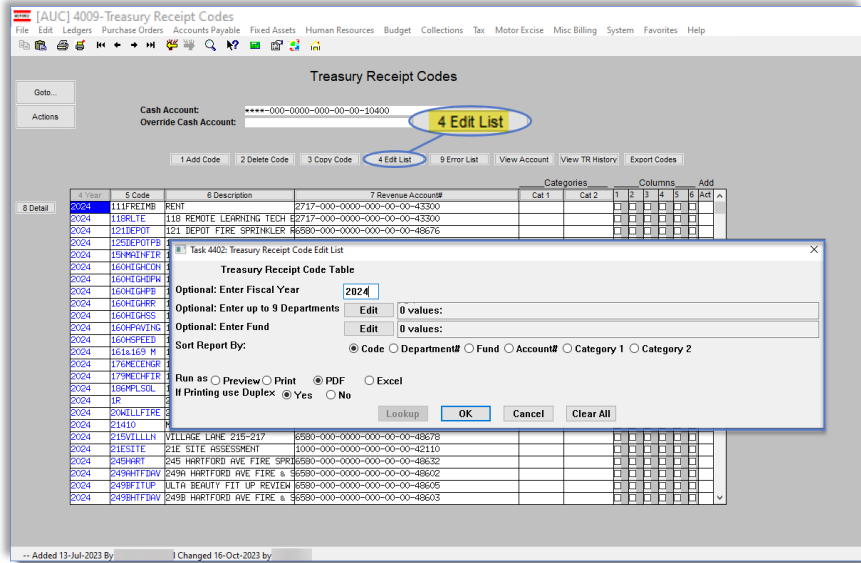
ADMINS added the cash account to the TR edit list and improved the process for adding a TR code.

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.

4402-RCRSP0002.REP Printed 31-Oct-2023 at 11:03:19 by LUMIN Page 1

Tom of Admins
Treasury Receipt Code Edit List

Sorted By: TR Code

TR Code	Description	Default Account Number & Description	Category	Def Amt	Department	Fst	Ovr	Rst	Chg	User
2024 111FRTMB	RENT	2717-000-0000-00-00-43300 OTHER STATE REVENUE	000							Y A THERESA
2024 1118RTE	118 REMOTE LEARNING TECH ED	2717-000-0000-00-00-43300 OTHER STATE REVENUE	000							Y A CRYPTAL
2024 121DEPOT	121 DEPOT FIRE SPRINKLER RE	6580-000-0000-00-00-48676 121 DEPOT ST FIRE R	000							Y A CRYPTAL
2024 125DEPOTPB	125 DEPOT ST PLANNING BO	6580-000-0000-00-00-48655 125 DEPOT ST PLANNI	000							Y A CRYPTAL
2024 160HGHST	160 HIGH ST - CON	6580-000-0000-00-00-48592 160 HIGH ST - CON	000							Y A CRYPTAL
2024 160HGHSTDPW	160 HIGH ST - DOW	6580-000-0000-00-00-48622 160 HIGH ST - DOW R	000							Y A CRYPTAL
2024 160HGHSTPB	160 HIGH ST - PLANNING BOAR	6580-000-0000-00-00-48591 160 HIGH ST - PLANN	000							Y A CRYPTAL

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.

Bill Category

Year: 2024, Type: 98, Description: Treasury Receipts, Account Number: ****-000-0000-000-00-10400

Categories 1, Accounting 2, Associations 3, Groups 4, Sub-Category S, Flags G

Category: 10, Description: Treasury Receipts, Adjustment Allowed this Category: None Charge Payment Both

Account Number	GL Account Description	Summarize Posting?
1 Cash	1 Cash	<input checked="" type="radio"/> No <input type="radio"/> Yes
2 Revenue or Liability	2 Revenue	<input type="radio"/> No <input type="radio"/> Yes

General Ledger Controls by Account#

FY: 2024, Account: 1000-000-0000-000-00-41450, Description: ANP PILOT AGRMT - ATM 5/01, Fund Status: OPEN

4-List Invalid Accounts, 5-Delete Invalid Accounts

Line	Account Number	Description	Summarize Postings?
Cash	1 1000-000-0000-000-00-10200	PETTY CASH, GENERAL FUND	<input type="checkbox"/>
Revenue	2	2 Revenue	<input type="checkbox"/>

Cash 1 1000-000-0000-000-00-10200

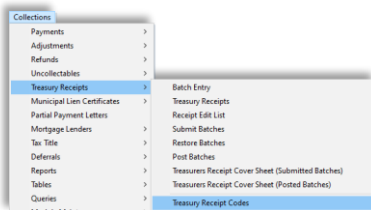
[ADM-AUC-RC-8553]

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 **1 Add Code** button to be prompted for the Required Fiscal Year and TR Code.

Treasury Receipt Codes

Cash Account: ****-000-0000-000-00-10400
Override Cash Account:

1 Add Code, 1 Add Code, 2 Delete Code, 3 Copy Code, 4 Edit List, 9 Error List, View Account, View TR History, Export Codes

Year	Code	Description	Revenue Account#	Cat 1	Cat 2	1	2	3	4	5	6	Act
2024	BIKE PATROL	BIKE PATROL GIFTS	6440-000-0000-000-00-48300			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BIOTECH	BIOTECH GRV-LIFE SCI	2950-000-0000-000-00-43300			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BLACKENH	[AUC] 4009-Treasury Receipt Codes [thereas]				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BLDG					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BLDGREMB					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BLIND					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BLOCK					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BPMSTINT					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BPMSTUDEN					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BOWTHSG					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BOBSGIFT					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BOHLEERT					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BOMEMERG					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BOTTLERS					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BONDI	1.5M ROAD REPAIRS	3831-000-0000-000-00-49100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2024	BONDI	METROPOLICE STATION	3834-000-0000-000-00-49100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Treasury Receipt Code

Required: Enter Fiscal Year: 2024

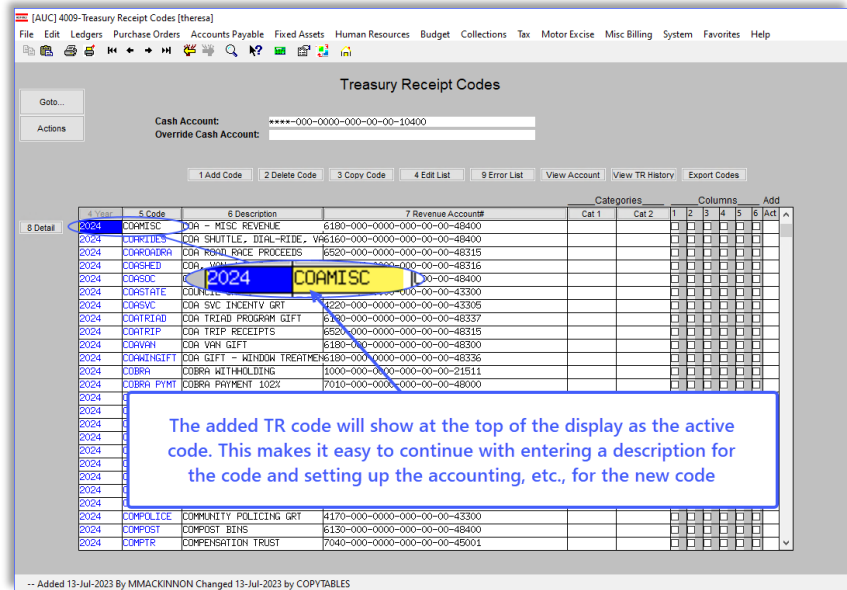
Required: Enter Treasury Receipt Code: COAMISC

Lookup, OK, Cancel, Clear All



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]

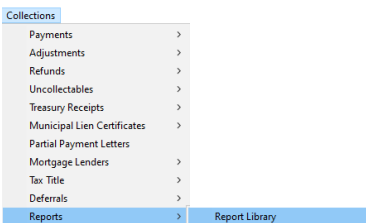
Before the software update, the certificates sometimes printed data regarding old splits and combos for parcels in tax title. This was corrected and now only recent splits and combos will be included.

[ADM-AUC-RC-8624]

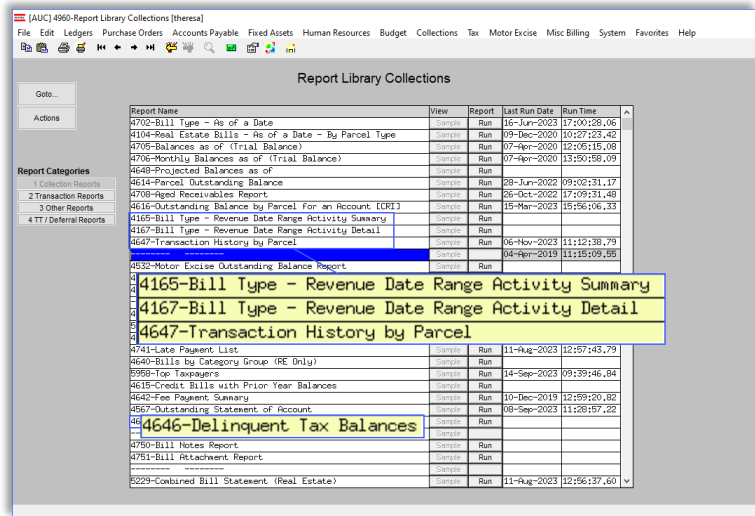
5 Reports [Enhancement]

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.

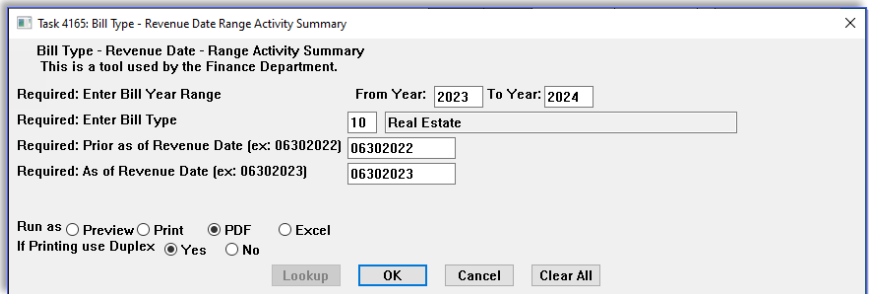
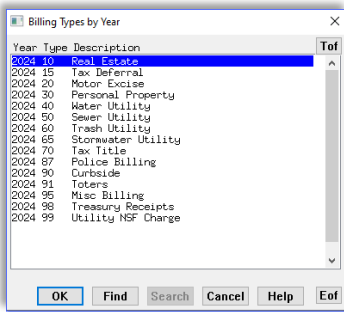
Enter Bill Year Range:

Enter Bill Type:

Prior as of Revenue Date:

As of Revenue Date:

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.

4165-RTXRMHS_BYPACT_ADOPT2.REP Printed 07-Nov-2023 Town of Adms
Bill Type - Revenue Date Range Activity Summary

Bill Type: 10 Real Estate as of Revenue Date 06302023

Category	Collections Receivable		Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Collections Receivable	
	30-Jun-2022	30-Jun-2023							30-Jun-2022	30-Jun-2023
01 Tax	22123.19	22123.19	4560650.83	346609.22		97299.16	9251.77	4410462.19	54254.02	54254.02
05 Water Lien	74.96	74.96	26454.81					26204.49	22875.28	22875.28
06 Water Ln CI	10.50	10.50						10.50	3283.48	3283.48
07 Sewer Lien									6282.29	6282.29
08 Sewer Ln CI									935.93	935.93
09 Trash Lien	558.63	558.63							14946.93	14946.93
13 Stormwater Lien	86.80	86.80							14914.45	14914.45
14 Stormwater Ln CI	12.14	12.14							2094.41	2094.41
17 Title S Bett									956.87	956.87
18 Title S Bett CI									196.71	196.71
19 Title S Bett			22123.19		22123.19				543254.02	543254.02
20 Title S Bett CI									22875.28	22875.28
33 Demand	-49.00		74.96		74.96				3283.48	3283.48
40 Tax Interest	520.77		10.50		10.50				6282.29	6282.29
80 Insufficient Funds	350.00								935.92	935.92
2023	23496.99	22866.22							611509.50	611017.56
01 Tax	11211.35	11211.35	558.63		558.63				14946.93	14946.93
40 Tax Interest	30.34		86.80		86.80				14914.45	14914.45
80 Insufficient Funds	25.00		12.14		12.14				2094.41	2094.41
2024	11266.69	11211.35							956.87	956.87
									196.71	196.71
									1030.00	1030.00
Report Total	34763.68	34077.57	-40.00						247.20	247.20
			520.77						456.94	456.94
			150.00						75.00	75.00
Selection Legends:										
Bill Year: 2023 to 2024			23496.99		22866.22				611509.50	611017.56
Bill Type: 10										
Prior As of Date: 06302022										
Revenue As of Date: 06302023										
			11211.35		11211.35				11211.35	11211.35
			30.34						30.34	30.34
			25.00						25.00	25.00
			11266.69		11211.35				11266.69	11211.35

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-RCTRRHS_BYCAT_DET_ASOFF.REP Printed 07-Nov-2023 at 15:26:17 by THERESA

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		Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Receivable	
		30-Jun-2022	30-Jun-2022							30-Jun-2023	30-Jun-2023
2022	001038-00 KOGA REAL ESTE	7160.83	7160.83			-7160.83					
2022	001049-00 JONES, EDWARD	1135.88	1135.88						1135.88		
2022	001093-00 TAYLOR, DANIEL	233.38	233.38						233.38		
2022	001042-00 COWELL, THOMAS	10.09	10.09						10.09		
2022	001087-00 HOLZEN, ALEXAN	46.18	46.18								
2022	001091-00 JOGG REALTY TR	3238.08	3238.08			-3238.08					
2022	001093-00 OLD FARM R.T.,	2684.70	2684.70						2684.70		
2022	001155-00 SHORT, MARLYNE	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 SFB WHITEBORN	3075.32	3075.32						3075.32		
2022	001152-00 FIFTEEN CHANGE	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]

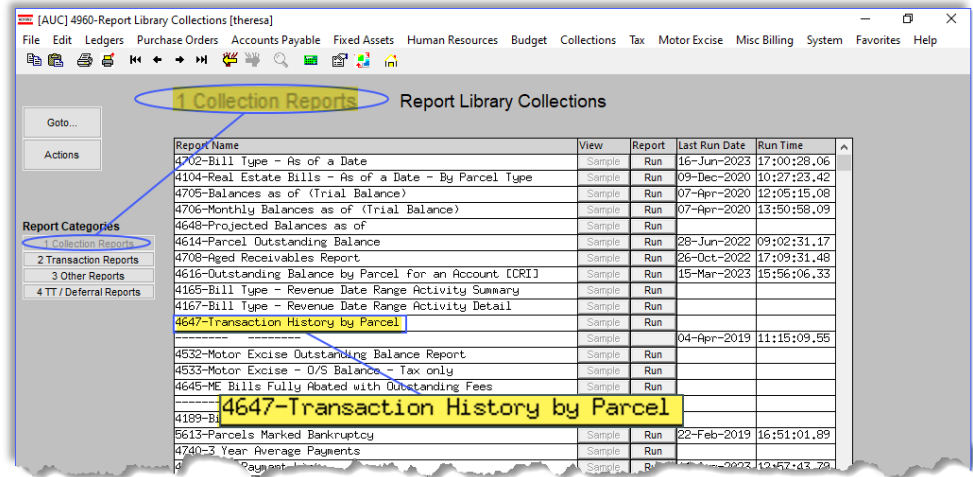


5.3 #4647 Report on Transaction History by Parcel [Enhancement]

To run this report, select:

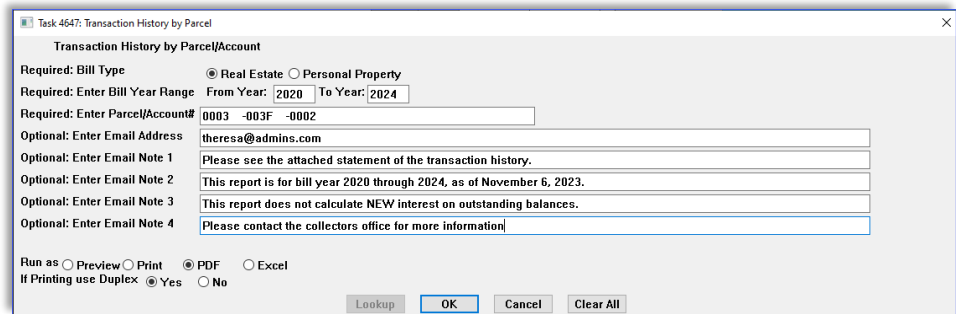
ADMINS added a new report of Transaction History by Parcel/Account.

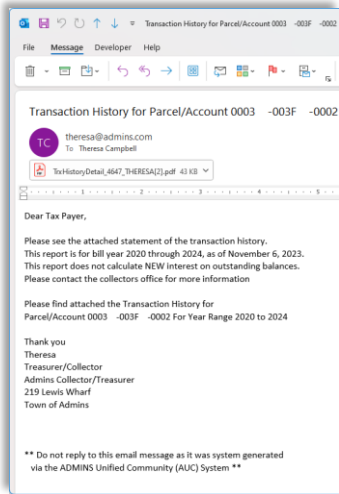
Collections ▶ Reports ▶ [1 Collection Reports] ▶ #4647 Transaction History by Parcel



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.





4647-RCHRP:RCTRNHSRPT.RBP Printed 04-Nov-2023 Page 4

Town of Admins
Transaction History by Parcel

Parcel: 0003-003F-0002
Location: 298 FRANK ST 298
Current Owner: DARTOLI, CARL + FRANCESCA

Year	Date Billed	Date Due	Last InterestDate	Category	Description	Tax Date	Posted Date	Charges	Adjustments	Refunds	Abatement	Deductions	Payments	Transaction Balance
				Tax	17-Exemption	30-Dec-2022	14-Dec-2022	.00	.00	.00	.00	.00	290.00	.00 (290.00)
				Tax	Counter receipt	24-Jan-2023	24-Jan-2023	.00	.00	.00	.00	.00	592.53	(592.53)
*** Total Bill Run 3														
2023	31-Mar-2023	01-May-2023	02-May-2023	Tax	Billing	31-Mar-2023	14-Dec-2022	842.53	.00	.00	.00	.00	.00	842.53
				Tax	17-Exemption	31-Mar-2023	14-Dec-2022	.00	.00	.00	.00	.00	250.00	.00 (250.00)
				Tax	Counter receipt	27-Apr-2023	27-Apr-2023	.00	.00	.00	.00	.00	592.53	(592.53)
*** Total Bill Run 4														
842.53 .00 .00 .00 250.00 592.53 .00														
*** Total Bill# 001018-00														
3,402.14 .00 .00 .00 500.00 2,902.14 .00														
*** Total Bill Type Real Estate														
3,402.14 .00 .00 .00 500.00 2,902.14 .00														
*** Total Bill Year 2023														
3,402.14 .00 .00 .00 500.00 2,902.14 .00														
2024	30-Jun-2023	01-Aug-2023	02-Aug-2023	Tax	Billing	30-Jun-2023	27-Jun-2023	747.30	.00	.00	.00	.00	.00	747.30
				Tax	Counter receipt	28-Jul-2023	01-Aug-2023	.00	.00	.00	.00	.00	747.30	(747.30)
*** Total Bill Run 1														
747.30 .00 .00 .00 .00 .00 747.30 .00														
2024	29-Sep-2023	01-Nov-2023	02-Nov-2023	Tax	Billing	29-Sep-2023	27-Jun-2023	747.30	.00	.00	.00	.00	.00	747.30
				Tax	Counter receipt	27-Jul-2023	01-Aug-2023	.00	.00	.00	.00	.00	747.30	(747.30)
*** Total Bill Run 2														
747.30 .00 .00 .00 .00 .00 747.30 .00														
*** Total Bill# 001018-00														
1,494.60 .00 .00 .00 .00 .00 747.30 747.30														
*** Total Bill Type Real Estate														
1,494.60 .00 .00 .00 .00 .00 747.30 747.30														

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.

4647-RCHRP:RCTRNHSRPT.RBP Printed 04-Nov-2023 at 11:03:09 by THERESA Page 1

Town of Admins
Transaction History by Parcel

Parcel: 0003-003F-0002
Location: 298 FRANK ST 298
Current Owner: DARTOLI, CARL + FRANCESCA

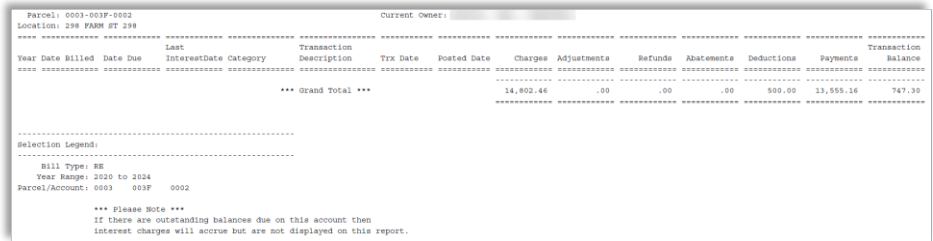
Year	Date Billed	Date Due	Last InterestDate	Category	Description	Tax Date	Posted Date	Charges	Adjustments	Refunds	Abatement	Deductions	Payments	Transaction Balance
2020	01-Jul-2019	01-Aug-2019	02-Aug-2019	Tax	Billing	01-Jul-2019	14-Jun-2019	753.77	.00	.00	.00	.00	.00	753.77
				Tax	Counter receipt	26-Jul-2019	26-Jul-2019	.00	.00	.00	.00	.00	753.77	(753.77)
*** Total Bill Run 1														
753.77 .00 .00 .00 .00 .00 753.77 .00														
2020	01-Oct-2019	01-Nov-2019	02-Nov-2019	Tax	SRCHOW - CORSELOO	26-Jul-2019	29-Jul-2019	.00	.00	.00	.00	.00	.00	753.77 (753.77)
				Tax	Billing	01-Oct-2019	14-Jun-2019	753.77	.00	.00	.00	.00	.00	753.77
*** Total Bill Run 2														
753.77 .00 .00 .00 .00 .00 753.77 .00														
2020	01-Feb-2020	03-Feb-2020	04-Feb-2020	Tax	Billing	01-Jan-2020	20-Dec-2019	841.71	.00	.00	.00	.00	.00	841.71
				Tax	Counter receipt	27-Jan-2020	27-Jan-2020	.00	.00	.00	.00	.00	841.71	(841.71)
*** Total Bill Run 3														
841.71 .00 .00 .00 .00 .00 841.71 .00														
2020	01-Apr-2020	01-Jun-2020	02-Jun-2020	Tax	Billing	01-Apr-2020	20-Dec-2019	841.72	.00	.00	.00	.00	.00	841.72
				Tax	Counter receipt	22-Apr-2020	22-Apr-2020	.00	.00	.00	.00	.00	841.72	(841.72)
*** Total Bill Run 4														
841.72 .00 .00 .00 .00 .00 841.72 .00														
*** Total Bill# 001018-00														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														
*** Total Bill Type Real Estate														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														
*** Total Bill Year 2020														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														
2021	01-Jul-2020	03-Aug-2020	04-Aug-2020	Tax	Billing	01-Jul-2020	04-Aug-2020	841.72	.00	.00	.00	.00	.00	841.72
				Tax	Counter receipt	04-Aug-2020	04-Aug-2020	.00	.00	.00	.00	.00	841.72	(841.72)
*** Total Bill Run 4														
841.72 .00 .00 .00 .00 .00 841.72 (841.72)														
*** Total Bill# 001018-00														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														
*** Total Bill Type Real Estate														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														
*** Total Bill Year 2020														
3,190.97 .00 .00 .00 .00 .00 3,190.97 .00														

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.



[ADM-AUC-RC-8592]

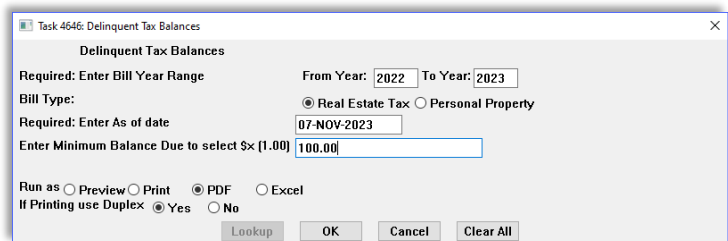
5.4 #4646 Delinquent Balances

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**.

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

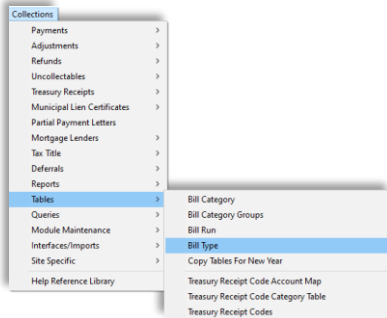


5.4.1 What Bill Types will be Included?

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.



Bill Type

Year: 2024

Type	Description	Int Rate	Days in Yr	Min. Balance	Ovr Pay	Refund Int	Module	Avail	Util
10	Real Estate	.1400	365,00				RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Tax Deferral	.0800	365,00				RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Motor Excise	.1200	365,00				ME	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Personal Property	.1400	365,00				PP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Water Utility							<input type="checkbox"/>	<input checked="" type="checkbox"/>
50	Sewer Utility							<input type="checkbox"/>	<input checked="" type="checkbox"/>
60	Trash Utility							<input type="checkbox"/>	<input checked="" type="checkbox"/>
65	Stormwater Utility							<input type="checkbox"/>	<input checked="" type="checkbox"/>
70	Tax Title	.1600	365,00				TT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
87	Police Billing	.1200	365,00				HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
90	Curbside							<input type="checkbox"/>	<input checked="" type="checkbox"/>
91	Toters						MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
96	Misc Billing						MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
98	Treasury Receipts						RC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99	Utility NSF Charge							<input type="checkbox"/>	<input checked="" type="checkbox"/>

Module column values: RE, RE, ME, PP, TT

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

[ADM-AUC-RC-8613]



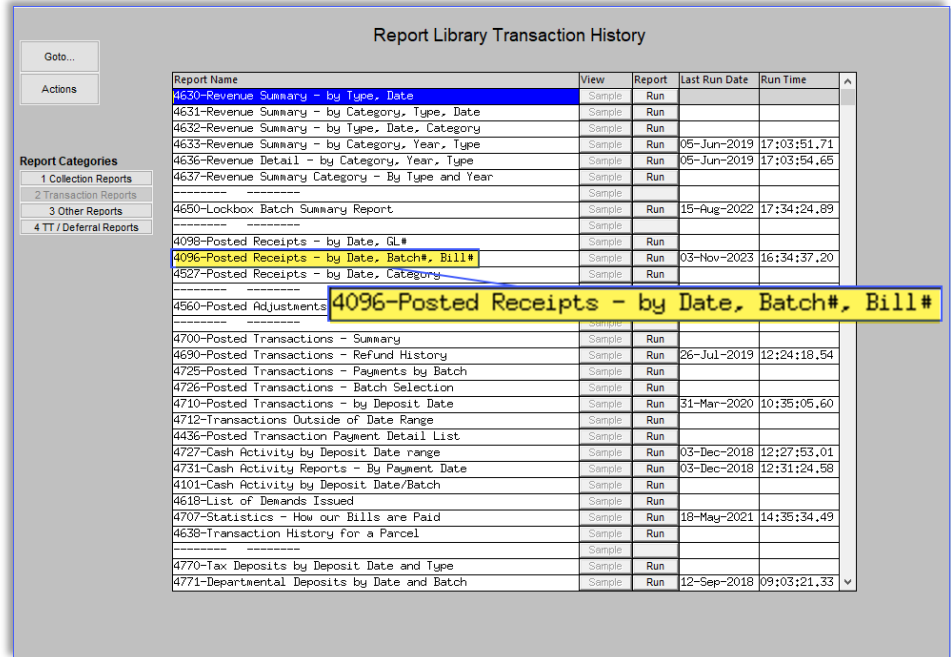
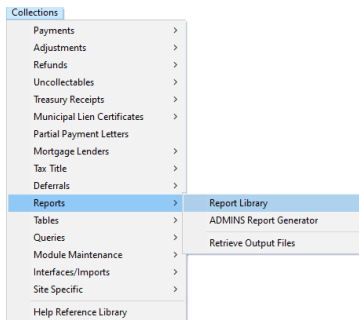
5.5 #4096 Report Optional Bill Year Selection [Enhancement]

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:

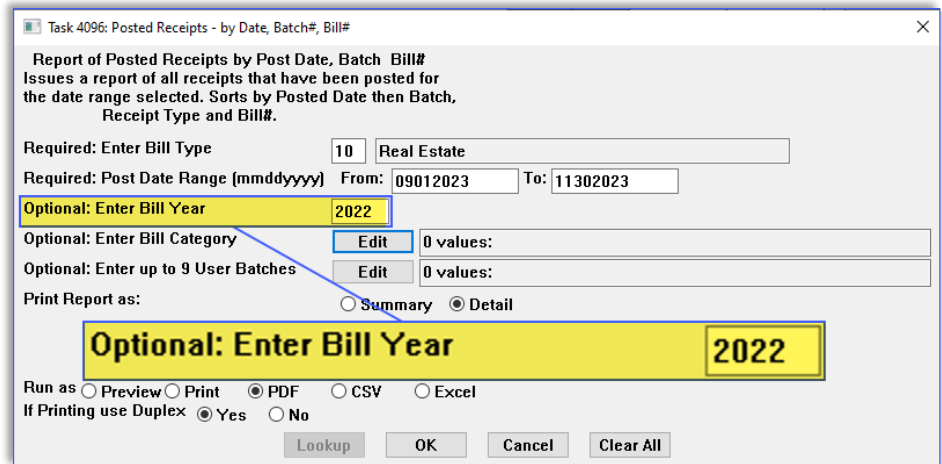
Collections ▶ Reports ▶ Report Library ▶ Transaction Reports



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

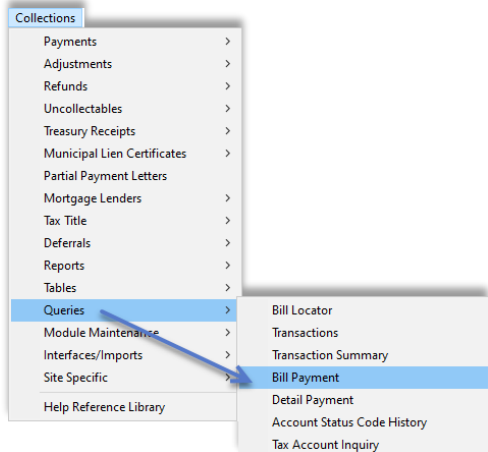
Receipts Posted On: 18-Sep-2023

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 CT	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										

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".

The screenshot shows the 'Attachments' screen with a table containing one row. The description is 'Copy of Bill Mailed 15-Jun-2023'. The filename is 'b_20_00004900_202306150921.pdf'. There are buttons for '7 View' and '0 Email'. The '7 View' button is circled in blue.

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

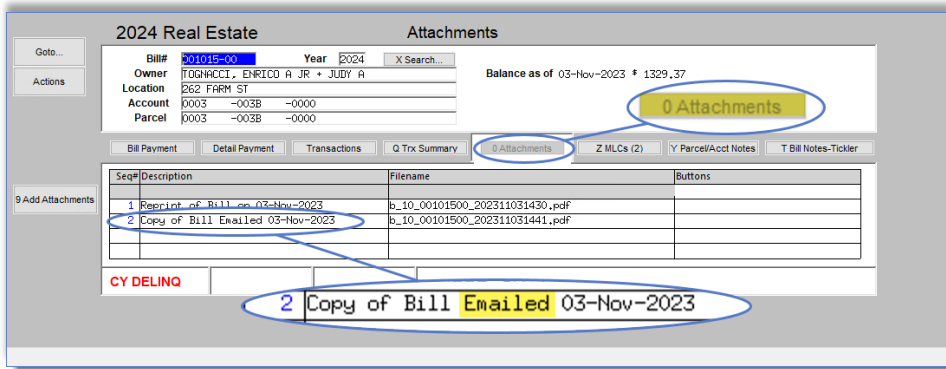


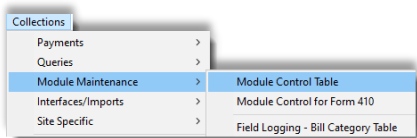
Figure 12 After – Emailed attachments are now described more precisely

[ADM-AUC-RC-8594]

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

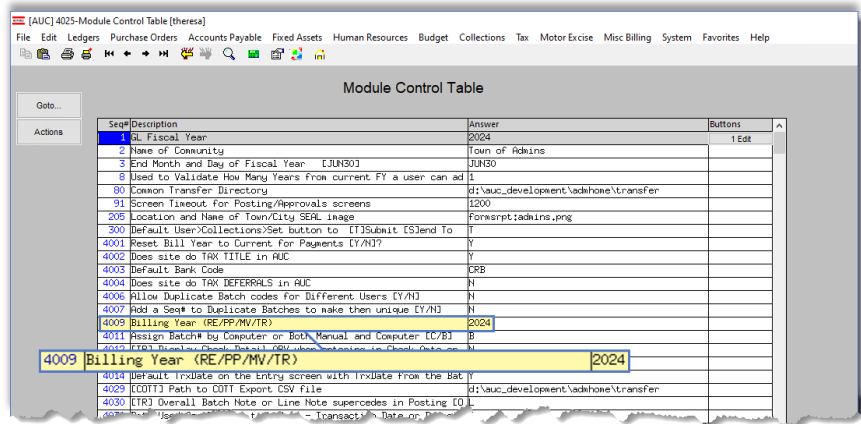
ADMINS changed the description of module control #4009 to clarify which processes are affected by the billing year setting. To access module control, from the menu, select:

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]