REVENUE COLLECTIONS RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system and installed on your site in June 2015.

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1. PAYMENTS

1.1. Pending Payments & Posting Escrow (Lockbox) Payments

To prevent duplicate payments being processed for the same bill checking has been added during the the upload of the escrow payments. The system now checks batches in both the **entry began** and **submitted** batch status to prevent the lockbox from being posted if there are pending payments in another batch.

[ADM-AUC-RC-8282]

2. TREASURY RECEIPTS

2.1. Posting an Unbalanced TR Batch

To avoid posting a TR batch that contains a transaction with an invalid TR code, new error checking has been added to the submit procedure. It will now check to make sure that if a 2^{nd} , 3^{rd} or 4^{th} debit or credit line was entered, that **BOTH** the debit and the credit for that same line were entered. This will prevent posting an unbalanced batch.



Figure 1 After – Error Report

If you see this error, "L-GL account for treasury receipt invalid/inactive", note the fiscal year and the Treasury Receipt code in error, and go to **Collections** > **Treasury Receipts** > **Treasury Receipt Codes** to select the code and fiscal year. Note that the 3rd credit and the 4th debit in the figure below are all zeros – not valid account numbers. Enter a valid account either manually or via the lookup. In the error column above, there are two "L"s – meaning that two of the accounts are either valid or inactive.



(i)

Be sure to select the correct fiscal year for the code from the available codes.

[ADM-AUC-RC-8277]

3. REPORTS

3.1. Cash Activity Reports

Two enhancements were made to the cash activity reports. To run these reports, click on **Collections** > **Reports** > **Report Library** > **Transaction Reports** > **Cash Activity Reports**.

- 1. The reports now include transactions from the Miscellaneous Billing module.
- 2. The reports no longer include blank transactions (for type=00 or bill #=000000-00).

4728-RC_TRN_SUMM4.REP	Printed 21-Apr	-2015 at 15:41:	18 by THERESA								Pa	ige 320
				Town of	ADMINS							
			Cash Act	ivity by Depo	sit Date, Batch	ı, Bill≢						
			Activity - Re	port #4 - Det	ail by Day, Bat	tch and Bill#						
			Deposit	Dates between	03012015 and 0	03302015						
Bill#/TR Owner	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Code	Eff Date	Entered By	Posted on	GL Post#	Bank
000000-00							STT	10-Mar-2015				
001030-00 HARTFORD AVE LTD REALTY	5.00	-5.00					STT	10-Mar-2015				
001087-00 HOLDEN, ALEXANDER B + H	105.86	-94.15					STT	10-Mar-2015				
001188-00 MASON, RONALD F + CHRIS	6329.55	-5559.46					STT	10-Mar-2015				
001214-00 STRATMAN, BENJAMIN L	5620.95	-4917.75					STT	10-Mar-2015				
*** Total *** Batch: 000000088	12061.36	-10576.36										
Deposit Date: 10-Mar-2015	12061.36	-10576.36										

Figure 3 Before

4728-RC TRN	SUMM4.REP	Printed 29-May-	2015 at 16:32:	02 by THERESA								Pe	age 320
	-	-		-	Town of	ADMINS							-
				Cash Act	ivity by Depos	it Date, Batch	, Bill#						
				Activity - Re Deposit	port #4 - Deta Dates between	il by Day, Bat 03012015 and 03	ch and Bill# 3302015						
D/ 11/ //700				D - 6 4-		The Average of the second				Research Res	Description of the second second		D
B111#/IR	uwner	unarges	Adjustments	Refunds	Abatements	Deductions	Payments	Lode	EII Date	Entered By	Posted on	GL POSC#	Bank
001006.00	WINDOWS AND ADD DELIGHT	5.00	r						10. Wow. 2015				
001036-00	HARIFORD AVE LID REALLY	5.00	-5.00					511	10-Mar-2015				
001087-00	HULDEN, ALEXANDER B + H	105.86	-94.15					511	10-Mar-2015				
001188-00	MASON, RONALD F + CHRIS	6329.55	-5559.46					STT	10-Mar-2015				
001214-00	STRATMAN, BENJAMIN L	5620.95	-4917.75					STT	10-Mar-2015				
*** Total *	** Batch: 000000088	12061.36	-10576.36										
Deposit Date	e: 10-Mar-2015	12061.36	-10576.36										

Figure 4 After

[ADM-AUC-RC-8272]

4. QUERIES

Bill Payment Screen 4.1.

Navigation Issues 4.1.1.

Collections		
Payments	•	
Adjustments	•	
Refunds	•	
Uncollectables	•	
Treasury Receipts	►	
Cash Book	Þ	
Municipal Lien Certificates	•	
Partial Payment Letters		
Mortgage Lenders	•	
Tax Title	•	
Deferrals	•	
Reports	•	
Tables	•	
Queries	×	Bill Locator
Module Maintenance	►	Transactions
Interfaces/Imports	•	Transaction Summa
Site Specific	•	Bill Payment

An issue was resolved that would make the user unable to branch to a desired module. The module, in the example below, Personal Property, was "grayed out" and not available for selection. This was corrected.

	2004 Motor Excise Bill Paymen								
	Goto	2 Bil#	000	001-	-00 Year	2004	X Search		
-	Actio <u>n</u> s	<u>3</u> Owner <u>4</u> Location <u>5</u> Account	A A BX	ND 6	A ELECTRICAL SUPPLY CO 310	RP			
	Change T	ype To	•		All Types				
	Activate S	canner			Real Estate	ctions	Q Trx Summary	1 0	
	Activate N	/Janual Scan			Deferral				
	Cancel Pa	yment			Motor Excise	atement	Interest	Net I	
	Reprint Bi				Personal Property			33	
	Reset Vali	dator			Tax Title				
	Reprint Re	eceipt			Curbside				

[PEA-SUP-SAPLAUC-264]

Bill Types Available 4.1.2.

Bill Type button to switch from one type of bill to another The bill payment inquiry screen offers a convenient when looking up information. The button was displaying invalid options; this was corrected.





J	Revenue Collections		
	2016 Real Estate	Bill Payment	Inquiry
<u>Q</u> oto Actio <u>p</u> s	2 Bill# D01002-00 Year 201 3 Owner DINAPOLI MICHAEL J & MICHE 4 Location 8 GRANITE ST 5 Account 0002 -0002 -0000 6 Parcel 0002 -0002 -0000	6 X Search Cash-Coin Cash-Paper Check Other	Tendered Cash I
	All Types Real Estate Tax Deferral Motor Excise e Deduction Abate	ns Q Trx Summary QAttachment (2) ment Interest Net Bill P	<u>Z MLCs (2)</u> aid Refund
Bill Type	Q1 Water Utility 1 Q2 Sewer Utility 1	649.71 649.71	

Figure 6 After

[ADM-AUC-RC-8268]

June 2015

Release Notes – Version 6.1

4.1.3. Pending Payments

ADMINS Unified Community

The **All Pending Payments** button on the Bill Payment Inquiry screen was not in focus when Pending Payments were available for the bill. This was corrected.



The Pending Payments button was not available on the bill payment detail screen. This was corrected.

	tail Payment [theresa]							
File Edit Ledgers	Purchase Orders Accou	ints Payable Fixe	d Assets Hu	man Resources	Budget Col	lections Tax	Motor Excise	Misc Billing Sys
	(+ + H <mark>從</mark> ≌	9 🔍 🔳 🖟	1					
. 1	2016 Real I	Estate		De	tail Pay	ment		Inquiry
<u>G</u> oto Actio <u>p</u> s	2.811# 001003 <u>3.0wner</u> BRIDGES <u>4.Location</u> FARM ST <u>5.Account</u> 0002 <u>6.Parcel</u> 0002	-00 5, LAURE f -0003 -0 -0003 -0	Year 2	016 <u>X</u> Se	erch	Cash-F Cash-F Che Oth	Coin Coin Coin Coin Coin Coin Coin Coin	red Cash E
	Bill Payment	Detail Payment	Transe	actions Q	Trx Summary	Q Attacher	nent (1)	MLCs (1)
	R# Description	Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund
Bill Type	1 Tax	375,80				375,80		
Reprint Bill	1 Tax Interest	775.90				775.90		
Email Bill	2 CPA	.05				.05		
	3 Tax 3 CPA 3 Tax Interest 4 Tax	371.26 .32				371.26 .32		
Counter receipt	4 CPA 4 Tax Interest	.32				.32		
Goto Batch								
<u>C</u> ancel Payment								
					Totals	1494.87		
All Pending Prits	PY DELINQ Payment Pending by	THERESA			PerDien Paymen Allow Ov	t Date erpayment	03-Jun-2015 V	B C Intere
	,							

[ADM-AUC-RC-8279]



4.1. Exclude Bills from Credit Balance Redistribution process

The Revenue Collections and Real Estate modules contain procedures that will apply credits from one quarter to another. The process is run automatically during the Calculation of a new quarterly/semi-annual tax bill cycle) but it may also be run on-demand by the user.

However, there may be circumstances under which you wish to exclude a bill from this process. For example, if a property is under agreement to be acquired by the Town and the activity on the account needs to remain static with certain quarters remaining overpaid versus delinquent, then you may wish to exclude it from the automated process.

2016 Real Estate E	3ill Payment Inquiry	A credit exists on O2
2 Bit 301008-00 Year 2016 XS 3 Owner IAPICCA, RICHARD N & DONNE E 300NN E	Search Search Cash-Sofn Cosh-Paper Check Cher Trx.Summary Q.Attachment (1) Z.MLCs (5) Y.Parcel/Acct Not	Applied A credit exists on Q2. If this parcel is excluded, then Exclude from CBR
Charge Deduction Abatement	Interest Net Bill Paid Refund Adjust E	Batance this credit will remain on Q2 until
Q1 905.79 Q2 905.79 Q3 1111.05 Q4 1111.06	905.79 905.79 905.79 1094.21 1111.05 1 1111.06	such time as the checkbox is removed and the process is re-run: Exclude from CBR
Bill Totals 4033.69	4033.69 2000.00 2	2033.69

To tag an account as being excluded from this process, you need to set a checkbox on the Parcel#. To do this, click:



Look for the "Exclude from CBR" checkbox. Click in the box to make the checkmark appear. While the checkmark is set, this parcel and all of its associated bills will be excluded from the Credit Balance Redistribution process.

Real Estate Parcel U	pdate Current Owner
Parcel 0002 -0005 -0000 Account 0002 -0005 -0000 Location# Street# 225 225 Unit Friefs 51 State Zipcode Chy State Zipcode ELLINSHH HH 2013-0000	BECCETRO, MICHEL P • BECCETRO, AMIGNIO 225 Fram 5 ELLINGAR, NA 02019-1124 BELLINGAR, NA 02019-1124 DEDITEFTITEFRADARTANIFERADOFTATFIDEFF
1 General 2 Deductions 3 Orig Values 4 Bit History 5	Custom Fields <u>6</u> Suppl Values <u>Z</u> Revised Values
Neighborhood Zoning 1,719 Rortage Fet 21,719 Summary Bill Code Distint Code Tar Tate Bankupty Filing Date Class 1 Resident Lal	Vear Dropped 2000
Date Activity From	Check this box if this parcel is to be excluded from the To Credit Balance Redistribution process

When you are ready to release this "stay" from the parcel, simply click on the checkmark to make it disappear. The presence of the checkmark tells the system to exclude the parcel. The non-existence of the checkmark tells the system to include the parcel.

[ADM-AUC-RE-5484]



4.2. Exclude from CBR [Note on Bill Payment Screen]

Accounts flagged for exclusion from the **Credit Balance Redistribution** process will display a note on the inquiry screen. Since this note is attached to the Parcel, it will appear for all bills related to this parcel# across all years.



Figure 9 Before

[ADM-AUC-RE-5484]

5. E-BILLING VIA UNIBANK

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). The following sections provide a broad overview of how this is implemented. A more detailed document specific to E-Billing Via Unibank will be added to the help reference libraries during the summer of 2015.

While many of the changes are not visible to the end-user, some of the overt changes include:

5.1. Table Setup

A new option has been added to the Bill Generation table allowing the designation of bills being Printed and Emailed via Unibank. This means that a file of data will be produced and delivered to Unibank. Unibank will then load this file into their systems and distribute bills either via printed paper copy or email (based on the enrollees desired delivery method and the site specification).



	Bill Generation Table Setup						
Bill Year <mark>2016</mark> Bill Type 10 Re	al Estate						
Owner Name & Address on Bill	Current Ow	ner C Owner of Record					
Bills Printed Via	C In-House	🔿 Service-Alt 🖲 Uni-Ebill	1 Distribution List				
Create and send to ESCROW	C No	Yes	2 Distribution List				
Create and send to LOCKBOX	No	C Century					
Create and send to ON-LINE SERVICE	O No	Onibank	4 Distribution List				

5.2. File Location

Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:

	Real Estate Mc	odule Control	
Seq#	Description	Answer	
5107	[Unibank] Upload E-Billing Import Folder	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER	<u>1</u> Edit

5.3. Upload the File

To upload the enrollee data from Unibank, select **Tax** > Interfaces Imports > Unibank Ebilling Enrollee Upload.

Тах	
Maintenance	•
Billing - Real Estate	•
Billing - Personal Property	•
Abatements	•
Exemptions	•
Sales History	•
Betterments	•
Liens	•
Omit/Revised/Suppl Billing	•
Demands	•
Queries	•
Reports	•
Tables	•
Module Maintenance	• F
Interfaces/Imports	下 💿 Email Use Code Upload Template
	Upload Land Use Codes
	Unibank EBilling Enrollee Upload

You will see the following prompt:



🖬 Task 5143: Unibank EBilling Enrollee Upload			
Unibank EBilling Enrollee Upload			
Enter Upload Filename			
Parcel Segment Separator	Dash [-] C Slash [/]		
Uploading	Real Estate ○ Personal Property		
	Lookup OK Cancel Clear All		

- Use the lookup to select the file received from Unibank
- Select the appropriate parcel segment separator (dash or slash)
- Select Real Estate or Personal Property

Once you click on OK, a report similar to the following will appear, listing the enrollees. You will be prompted to click on YES or NO – if you are satisfied with the report, click YES.

TedRE - Enrollee_Upload_Edit_5145_THERESA	
File Edit Format Options	
Courier New ▼ 11 ▼ B I U ■ III III III III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
5145-REUNIEBLLODEDT.REP Printed 02-J Town Upload EBilling :	un-2015 at 12:34:40 by THERESA Page 1 of ADMINS Enrollee Edit Report
Real Esta Row Parcel	
Total Enrollee Count 6	DINAPOLI MICHAEL J & MICHELLE BRIDGES, LAURE CUMMINGS, GARY R DECASTRO, MICHAEL P + ALGER, APRIL EVE IAPICCA, RICHARD & DONNA &
	Upload Enrollee Records



When the file is processed in AUC, this flag is automatically set to indicate which accounts are receiving their tax bill via e-mail. The email address (when supplied by Unibank) is updated.



Real Estate Parcel U		
Parcel 0002 -0000 Account 0002 -0000 Location# Street# Init Street Unit GRAFITE ST City State Zipcode ELLINGHAM BELLINGHAM MA [02019-0000]	DINAPOLI MICHAEL J & MICHELLE 8 GRANITE ST BELLINGHAM, MA 02019-0000	
1 General 2 Deductions 3 Orig Values 4 Bil History 5	Custom Fields <u>6</u> Suppl Values <u>7</u> Revised Values	J
Neighborhood Zoning	Year Dropped 2015	When accounts enroll in e-
Square Feet 41.905 Acres .96200 Frontage Feet UnitsUnits	Is this a Condo? CYes CNo Condo Owership % Small Business? CYes CNo Multiple Bills? CYes CNo	billing (via a 3 rd party provider), this flag gets set to Yes.
District Code 1 Town of Bellingham Tax Title? Bankruptcy Filing Date Dissolution Date Class	Issue Summary Bill? C Yes C No In Deferral C 41A C 18A C No Parcel on Ebilling Yes C No Exclude from CBR	

5.4. Interfaces/Imports

Subsequent to the initial enrollment, prepare a daily balance file and submit it to Unibank. This works the same as the creation of the Unibank Daily Balance File.

Interfaces/Imports	Treasury Receipt Code Upload Treasury Receipt Code Conversion - Unified Comm.		
	Create Unibank Daily Balance File		
	Create Pill Truct Daily Palance File		
-	Create bill Trust Dally balance File		
L	Create UniBank Ebilling Daily Balance File		
(Create UniBank Ebilling Daily Balance File		
Actions			
Include Real Estate / Personal Prop	ierty Years		
1 Edit List RE Bill Year 2015 Ch	eck to include All Years (leave Bill Year and Checkbox blank to exclude from Selection)		
PP Bill Year 2015 Ch	eckto include all Years		
2 Clear All Create output file as 1 File	C Separate File(s)		
Include Motor Excise Years	Check to include All Years and all commitments (Create output as 1 File)		
3 Clear MV Year Committi Sonti Create o	adat filo as		
1 0000 00 P1 File	C Separate File(s) (leave Commt# and Seq# blank to select all Commits for this Year)		
2 0000 00 0 1 File	C Separate File(s)		
3 0000 00 1 File	C Separate File(s)		
4 0000 00 F 1 File	C Separate File(s)		
5 0000 00 P1 File	C Separate File(s)		
6 0000 p0 1 * THE	C Separate File(s)		
7 0000 DU	C Reporte File(c)		
9 0000 00 F (1 File	C Separate File(s)		
10 0000 00 0 1 1 100	C Separate File(a)		
10 0000 PM [] ELEMAN	· deparate rise(s)		
Include Misc Billing Years			
Misc Bill 0000 C Ch	eck to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)		
	4 Create Daily Balance File		

[ADM-AUC-RC-8276]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

Not applicable for this software update.