REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2019

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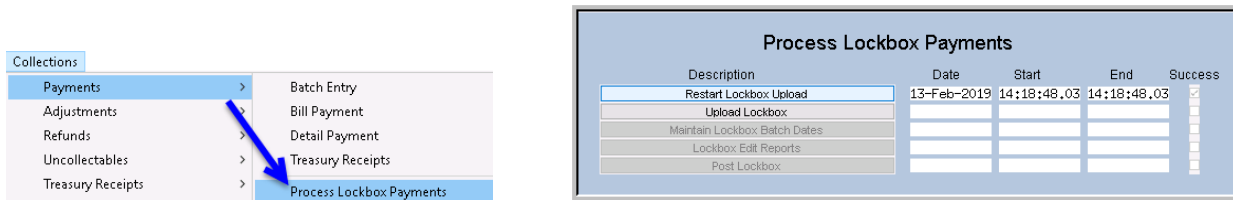
CONTENTS

1. PAYMENTS

ADMINS incorporated additional checks during the **[Post Lockbox]** step.

1.1. Lockbox Processing [Enhancement]

If there is a problem during the posting step, and the process is unable to **complete** the **posting**, the [Restart Lockbox Upload] step will be disabled and a message will be displayed:

Please contact support@admins.com immediately; do not run the posting again until **ADMINS** investigates and provides notification that the issue is resolved.

[ADM-AUC-RC-8416]

1.1.1. Error Checking Added on Report [Enhancement]

Error checking was added to the Upload Lockbox Error Report to identify any records with a missing payment amount. The report will look like the example in **Figure 1:**

```
4201-RCREP:RCLKBXERR.REP        Printed 09-Apr-2019 at 11:19:25 by ANTHEA                                      Page 1
                                       Upload Lockbox Error Report
                                          Error List for

=============================== ========== ====== =========== ==== =========== =========== =========== ============== ========================================
 Receipt type                    Batch#     Seq#   Account #   Year  Batch Date  Pay Date   DepositDate       Paid         Error Message
=============================== ========== ====== =========== ==== =========== =========== =========== ============== ========================================

 30 Tangible Property            RSL15      4      0330850501  2016 01-Apr-2019 20-Mar-2019 01-Apr-2019                Payment Amount Missing
                                                                                                   ----------------
                                           Total Tangible Property
                                                                                                   ================
```

Figure 1 Payment Amount Missing error message.

Request a corrected file from the lockbox company. Run the upload again with the new file.

[CRI-SUP-SAPLAUC-721]

1.2. Submit Batch Screen Changes [Enhancement]

A request was made to stop users from submitting batches for posting without entering a deposit date. There are a number of ways to submit a batch and all have been enhanced to require the user to enter a deposit date before submitting the batch for post. Receipt batches may be submitted via the **Collections ▶ Payments ▶ Submit Batch** screen, allowing the selection of batches via a check box.

ADMINS updated the screen to include two new columns – one for **Deposit Date** and another for **Message**.
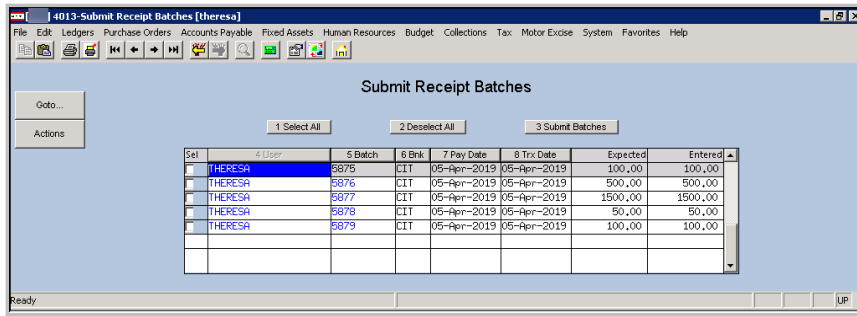
Figure 2 Submit Receipt Batches before the software update – no columns for Deposit Date or Message
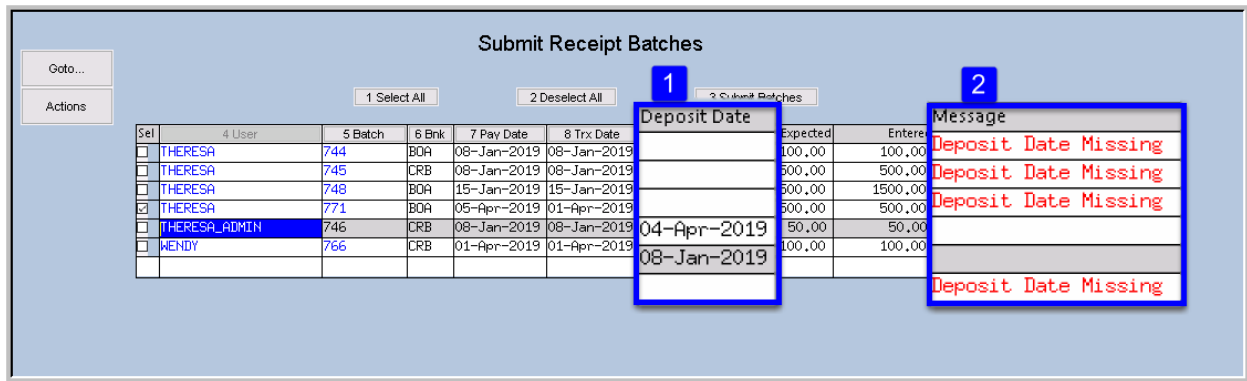

Figure 3 Submit Receipt Batches – After includes columns for Deposit Date and a Message

The new **Deposit Date** column allows the entry of a deposit date on batches without a date. Any dates entered in the **Deposit Date** column will not be retained when exiting the screen. The date will be used when clicking on **[3 Submit Batches].** An information message in red is an alert that the Deposit Date is Missing on batches.

Any new date entered in the **Deposit Date** column will be used for the batch when the **[3 Submit Batches]** button is clicked. Exit the screen prior to clicking the **[3 Submit Batches]** button to revert the **Deposit Date** to the original value (either blank or the date entered by the batch originator).

If **[Select All]** is used to select all batches on the screen, and some are not ready, a report of the batches with errors will be produced and the batches with errors will not be submitted. If the **"⊙ Yes"** is selected for the **"Issue Submit Batch Report"** prompt, a list of the error-free, balanced batches will be produced. These batches may then be posted.
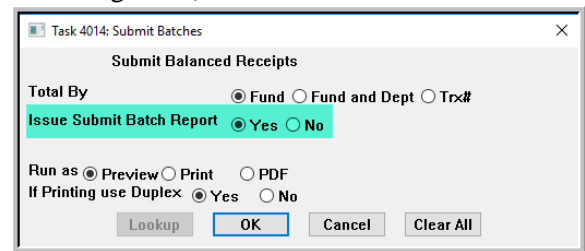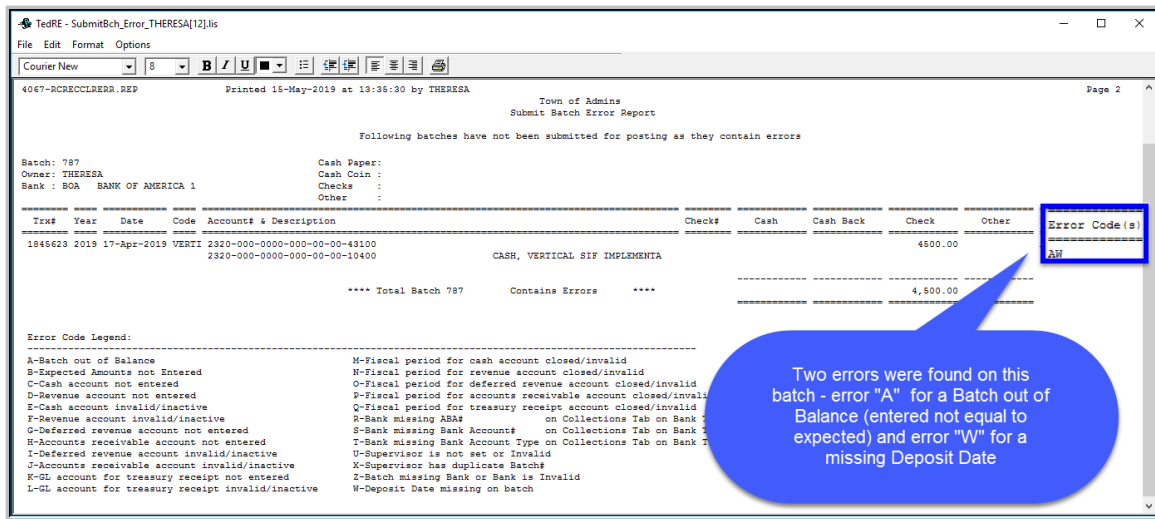
Figure 4 Submit Batch Error Report

[ADM-AUC-RC-8423]

1.3.   Batch Query History Screen [Enhancement]

As many years of data accumulated, batch processing was taking too long. **ADMINS** created a new query screen to expedite response time when running a Batch Query:
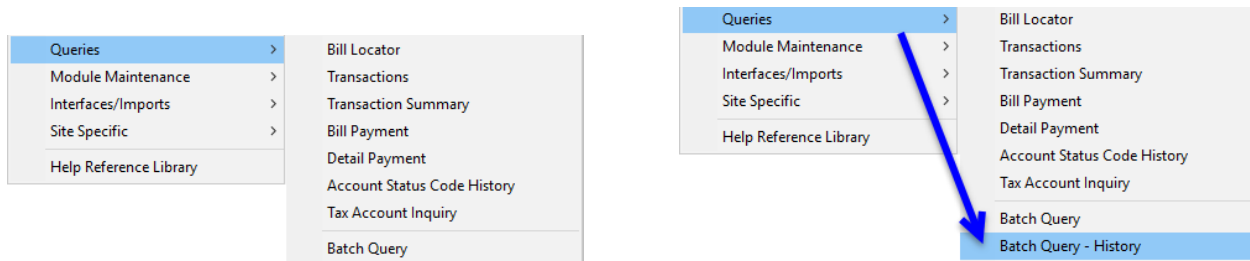

Figure 5 Before & After – Collections ▶ Queries ▶ Batch Query & Batch Query – History

ADMINS will move all *"old, posted"* records dated 01-Jan-1900 to 31-Dec-2017 to this new history screen as part of the June software update.

Figure 6 Old Batches are found in the Batch Query – History screen

The **Batch Query-History** screen holds the old batches available for review.

1.4.   Batch Query Screen [Enhancement]

The existing **Batch Query** screen will only show batches from **01-Jan-2018** through the **current date** (making this screen much faster). **ADMINS** will move old batches at the end of each calendar year. For example, on December 31, 2019, any batches older than December 31, 2018 will be moved to the history screen.

A new column was added to the screen that shows the type of batch (**Adjustment** or **Receipt**). The image in **Figure 7** illustrates the features of the **Batch Query Screen**.

❶ Select a batch for posting or submitting by clicking on the batch number to activate the **[1 Actions]** button.

Figure 7 Features of the Batch Query Screen

❷ If the **Batch number** and **Owner** are highlighted in RED, the batch is *not ready* to post. The selected batch may need a date added for the deposit date, or the expected and entered amounts do not match.

❸ The **Typ** column shows either **"R"** for a **Receipt** batch or **"A"** for an **Adjustment** batch (new column).

❹ **Adjustment** batches do not *require* a deposit date to post; the system sets the deposit date equal to the payment date when an adjustment batch is produced.
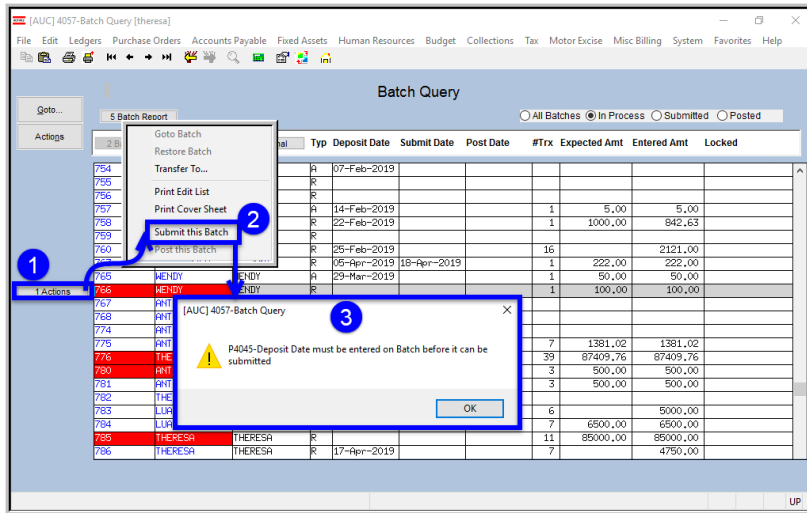
Figure 8 Deposit Date must be entered on batch before it can be submitted

Batches may be submitted or posted from the **Batch Query** screen if the batches are ready. Prior to the software update, users could submit a batch on this screen for processing if the batch *was not ready*. **ADMINS** corrected this. Now if a batch is *not ready*, and selected for submit, the system will display the error message shown in **Figure 8**. Go to either the **Batch Entry** screen or the **Submit Receipt Batches** screen (see **Figure 3**) to enter the deposit date.
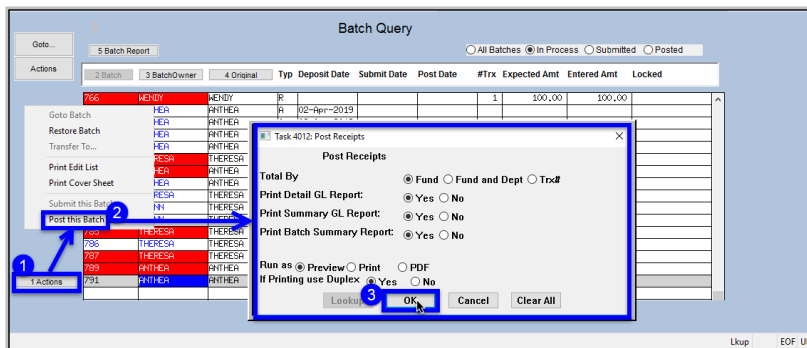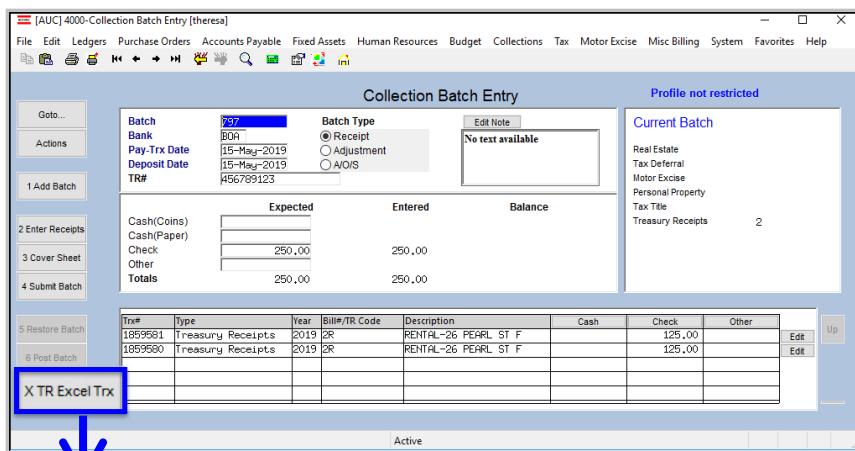
If the batch is ready to post, select **[1 Actions]▶ Post this Batch**. Make radio buttons selections as preferred on the resulting Post Receipts prompt. Click on **[OK]** to complete the posting.

Figure 9 Post a single batch from the Batch Query screen.

[ADM-AUC-RC-8426]

2. TREASURY RECEIPT ▶ [X TR EXCEL® TRX] EDIT LIST [ENHANCEMENT]

The **Excel®** version **Treasury Receipt Edit List "Note"** column was expanded to fit the entire 40 characters as entered in the note field. Run the report from the **Treasury Receipts ▶ Batch Entry ▶ [X TR Excel Trx]** button.

[BLG-SUP-SAPLAUC-1190]

3. MORTGAGE LENDERS ▶ CREATE ESCROW DELINQUENCY FILE [FIX]

ADMINS provides a fixed field file of Real Estate Balances for Mortgage Lenders. This command is run from the menu as shown in **Figure 10** and may be run on demand. Prior to the software update, if a file name contained spaces, the process would fail. **ADMINS** corrected this and now spaces are allowed in file names. The file location is found in **Collections ▶ Module Maintenance ▶ Module Control Table ▶ #4054**:
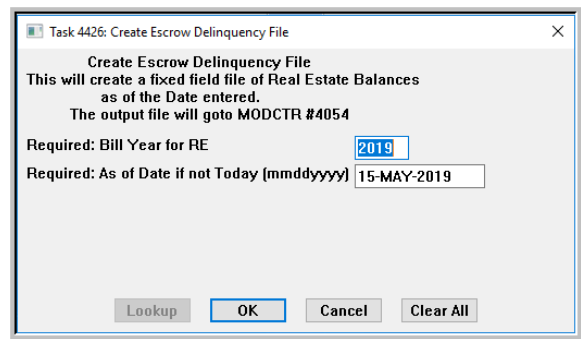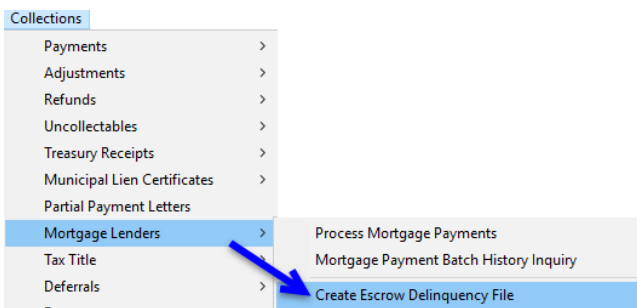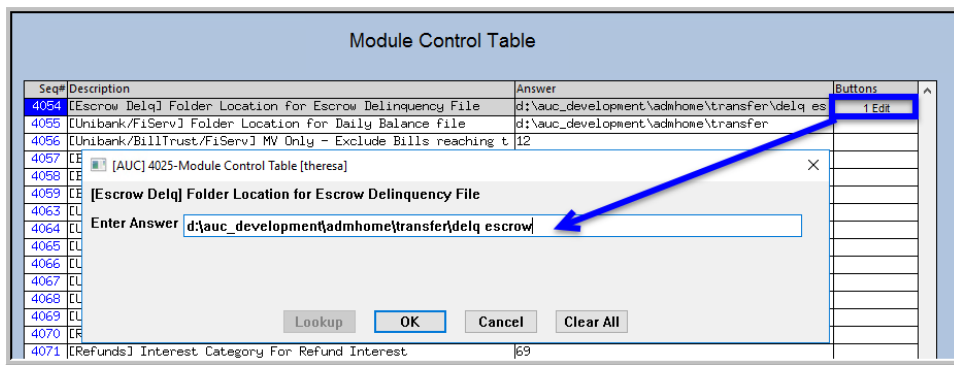

Figure 10 Create Escrow Delinquency File Command and Prompt
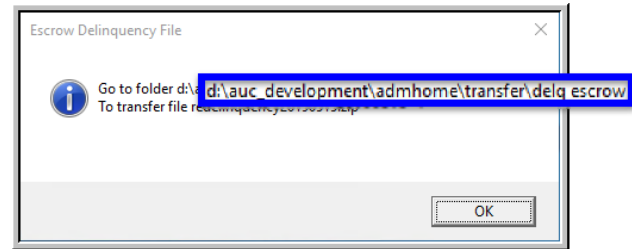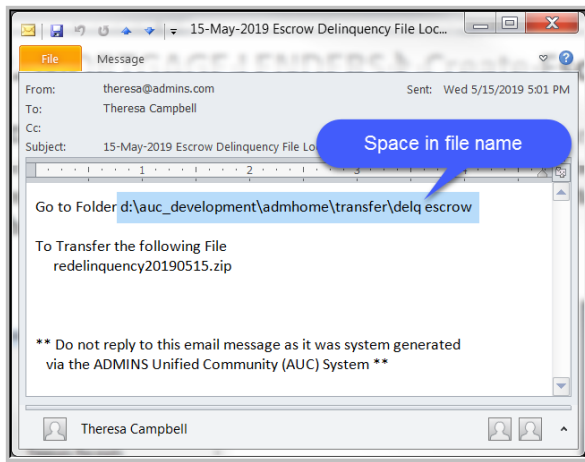
[ADM-AUC-RC-8428]

4. TAX TITLE BALANCE INQUIRY ▶ FORM 410 [ENHANCEMENT]
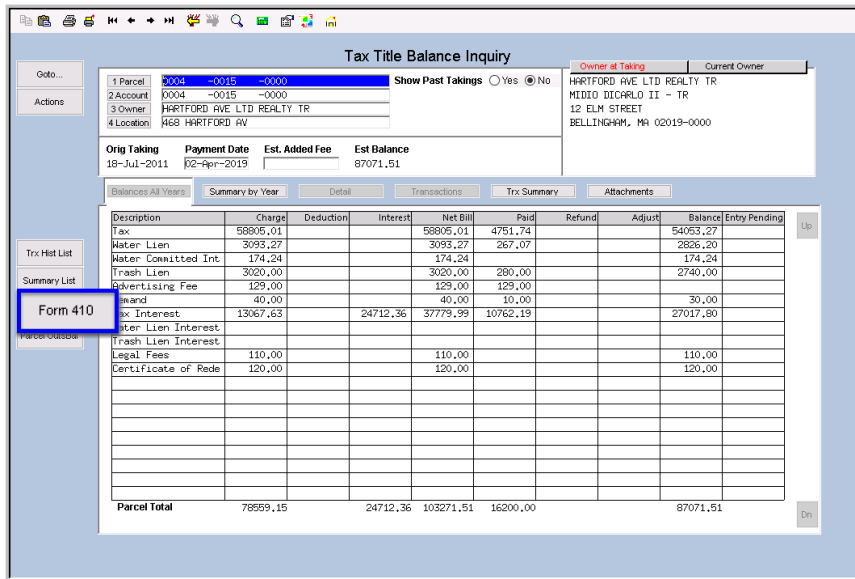
Figure 11 Printing a Form 410 from the Tax Title Balance Inquiry Screen

Access the form by selecting **Collections ▶ Tax Title ▶ Tax Title Balance Inquiry**.

Prior to the software update, **[Form 410]** (the form that provides the balance due for a given parcel for all years in Tax Title), was not showing the parcel number on any of the subsequent pages for parcels that required more than a single page for reporting.

The Parcel number was added to the header and footer on all pages.
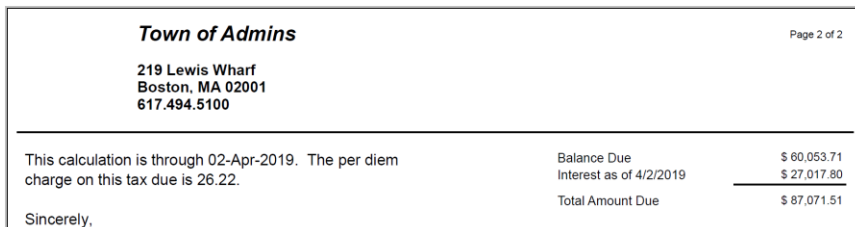
Figure 12 Before–Form 410 Page 2 of 2 without a parcel number

| 33 | Demand | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00 |
| 40 | Tax Interest | 939.89 | 0.00 | 0.00 | 0.00 | 0.00 | 939.89 |

RC410frm   **Parcel # in footer at the bottom of each page**   Parcel #:0004   0015   0000

Town of Admins   Page 2 of 2

219 Lewis Wharf
Boston, MA 02001
617.494.5100

Parcel # in header at the top of each page   Parcel #:0004   0015   0000

This calculation is through 08-Apr-2019. The per diem charge on this tax due is 26.22.

Balance Due	$ 60,053.71
Interest as of 4/8/2019	$ 27,175.12
Total Amount Due	$ 87,228.83

Sincerely,

**Figure 13 After–Form 410 Page 2 of 2 with a parcel number**

[ADM-AUC-TT-3843]

5. REPORTS

ADMINS enhanced a report, reinstated the reports progress bar, and offers a tip on soliciting help from support.

5.1. [1 Collections Reports]

ADMINS fixed an issue with the report of fully abated motor excise bills with outstanding balances.

5.1.1. #4645 ME Bills Fully Abated with Outstanding Balances [Fix]
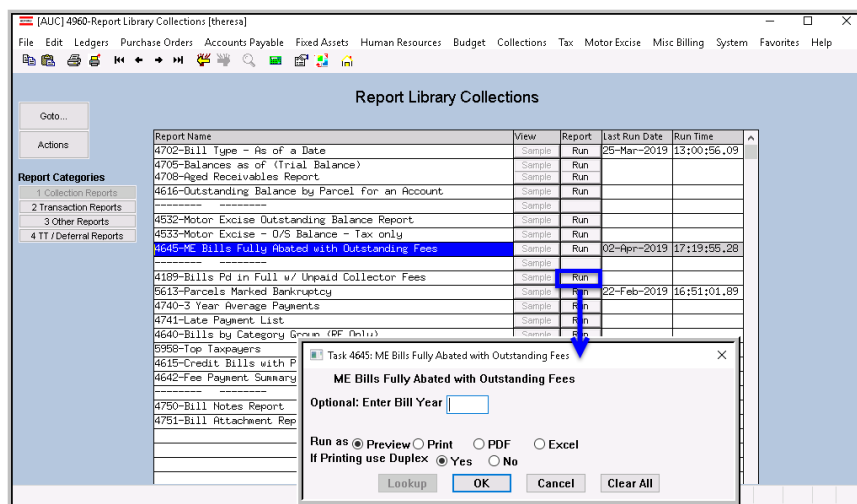
ADMINS corrected an error when running this report. To run the report, select **Collections ▶ Reports ▶ [Collection Reports] ▶ #4645 ME Bills Fully Abated with Outstanding Balances**. The report may be run for a single year or for all years. The example in **Figure 14** shows all years.

This report will identify accounts that may have been abated in full after the demand and/or warrant processes had already applied fees. The report was updated on sites in April and is mentioned here to document the change.

Figure 14 ME Bills Fully Abated with Outstanding Fees

[ADM-AUC-RC-8413]

5.2. [2 Transaction History Reports]

ADMINS enhanced two transaction history reports.

5.2.1. #4636 Revenue Detail by Category (By Year, By Type) [Enhancement]

Run the report by selecting **Collections**
▸ **Reports**
▸ **Report Library**
▸ **[2 Transaction Reports** ▸ **#4636 Revenue Detail by Category (By Year, By Type).**

Select the ⊙ **Excel**® radio button in the **"Run as"** selection.

ADMINS added a **"Parcel"** column to the **Revenue Detail by Category (By Year, By Type)** report.

This is available only in the **Excel**® version of the report, due to page width limitations.

[ADM-AUC-RC-8434]

5.2.2.   #4650 Lockbox Summary Report [Enhancement]
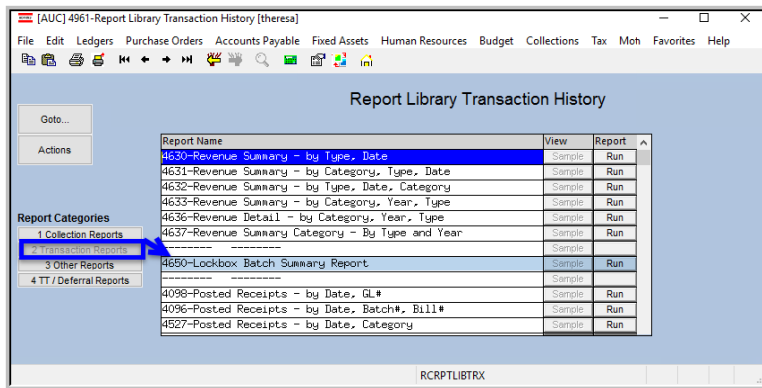
ADMINS added totalling options to the Lockbox Batch Summary Report. Run the report by selecting
Collections ▶ **Reports** ▶ **Report Library** ▶ **[2 Transaction Reports]** ▶ **#4650 Lockbox Summary Report**.
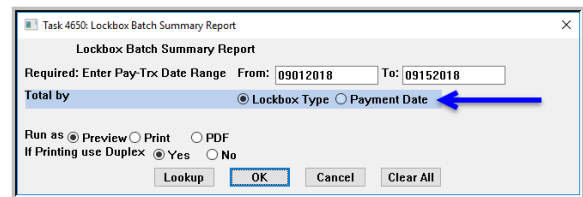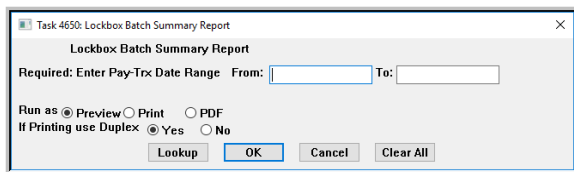
Figure 15 Before and After– Lockbox Summary Report prompt –added a "Total by" selection radio button

If **Total by ⊙ Lockbox Type** is selected, all dates within the specified range for a lockbox type will be listed
and a total at the end of each lockbox type will be provided.

In the example in **Figure 16** are multiple dates for a single lockbox type:

Figure 16 – Lockbox Summary Report with totals for each lockbox type

If **Total by ⊙ Payment Date** is selected, this will sort the report by payment date and give a lockbox type total on change of date. The activity for the **TAX-CITIZENS** type is highlighted in **Figure 17**.

```
4650-RCLKBXTRN.REP          Printed 07-Jun-2019 at 10:19:04 by THERESA                    Page 3
                                         Town of Admins
                                    Lockbox Batch Summary Report

                              Pay-Trx Dates From 07012018 to 06302019

=========== ===================== =========== =========== ================ ================ =============== ================ ================
Batch #        Description        Pay-Trx Date Deposit Date  Real Estate   Personal Property  Motor Excise       Other           Total
=========== ===================== =========== =========== ================ ================ =============== ================ ================

LRC0802340 MV - DEPUTY (KELLEY &  09-Jul-2018 02-Aug-2018                                      1,265.99                         1,265.99

            Total MV - DEPUTY (KELLEY &                                                        1,265.99                         1,265.99

LRC0709242 MV - UNIBANK          09-Jul-2018 09-Jul-2018                                       2,452.10                         2,452.10

            Total MV - UNIBANK                                                                 2,452.10                         2,452.10

LRC0709244 TAX - CITIZENS        09-Jul-2018 09-Jul-2018     17,039.09         91.39                                           17,130.48
LRC0709245 TAX - CITIZENS        09-Jul-2018 09-Jul-2018      2,058.62                                                          2,058.62
LRC0709246 TAX - CITIZENS        09-Jul-2018 09-Jul-2018     49,548.93         74.01                                          49,622.94
LRC0709247 TAX - CITIZENS        09-Jul-2018 09-Jul-2018                                       2,395.74                         2,395.74
LRC0709248 TAX - CITIZENS        09-Jul-2018 09-Jul-2018         75.55                                                            75.55
LRC0709249 TAX - CITIZENS        09-Jul-2018 09-Jul-2018                                       2,346.06                         2,346.06
LRC0709250 TAX - CITIZENS        09-Jul-2018 09-Jul-2018     46,821.97        321.20                                          47,143.17

            Total TAX - CITIZENS                            115,544.16        486.60           4,741.80                       120,772.56

LRC0709243 TAX - UNIBANK         09-Jul-2018 09-Jul-2018      5,712.04        912.39                                           6,624.43

            Total TAX - UNIBANK                               5,712.04        912.39                                           6,624.43

LRC0710251 TAX - CITIZENS        10-Jul-2018 10-Jul-2018      1,459.73                                                         1,459.73
LRC0710252 TAX - CITIZENS        10-Jul-2018 10-Jul-2018      4,208.08                                                         4,208.08

            Total TAX - CITIZENS                              5,667.81                                                         5,667.81
```

The legend at the bottom of the last page of the report will indicate which way the report was run; either by Payment/Trx Date or by Lockbox Type.

```
--------------------------------
Selection Legend:
--------------------------------
   Total by Payment/Trx Date

--------------------------------
Selection Legend:
--------------------------------
   Total by Lockbox Type
```

Figure 17 Lock Box summary report with Total by ⊙ Payment Date selected

5.3. Email Reports [Tip]

The support team frequently receives emails containing **_scanned_** images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to _support@admins.com_. There is a document, **AP–850 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

5.4. Progress Bar

Building the Report
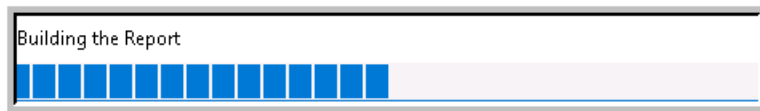
ADMINS reinstated the progress bar feature that indicates a report is running.

6. QUERIES

ADMINS changed the format for some reports generated from the query screens, corrected typographical errors in the **Statement of Account Report**, and added informational messages on the Bill Locator screens.

6.1. Bill Payment Screen ▶ Informational Views Reports [Enhancement]
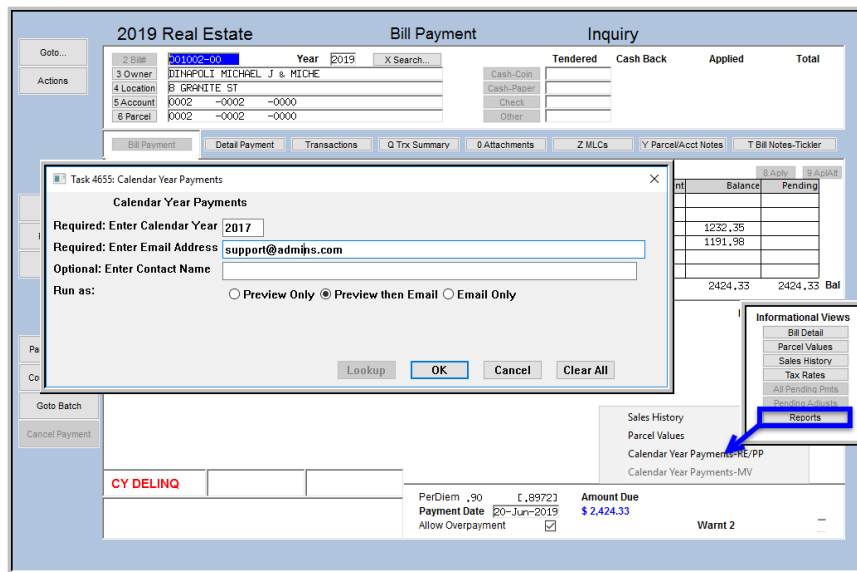
Prior to the software update, the reports generated from the **Informational Views Menu** were not available as **PDF®** reports, requiring the user to retrieve the output files, convert to **PDF®**, then print. **ADMINS** made a change that will save the reports as **PDF®** files, allowing the reports to be emailed without requiring the conversion.
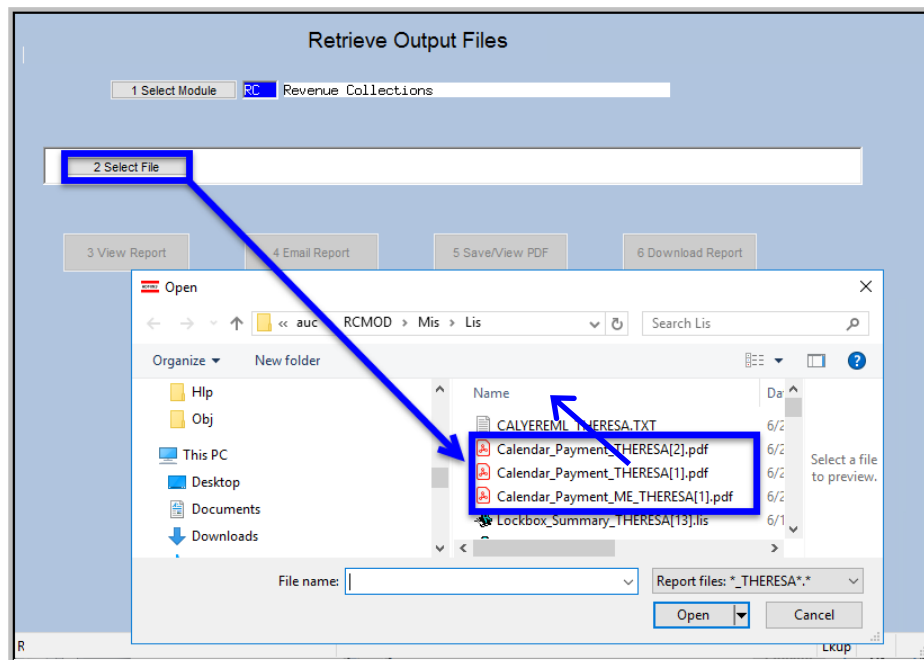
[ADM-AUC-RC-8435]

6.2.   Bill Payment ▶ Detail Tab [Fix]

There is a **[Stmt of Acct]** button on the **[Detail Payment]** screen that emails and / or displays a **Statement of Account** report that includes outstanding balances and in progress payments. **ADMINS** corrected typographical errors on the text of the report.

Figure 18 Statement of Account typos fixed

[ADM-AUC-RC-8427]

6.3.   Bill Locator Screen ▶ New on-screen message [Enhancement]

The **Bill Locator** screen provides a rapid way to retrieve a bill and includes a **Balance** column. **ADMINS** added a message to the screen as a reminder that the balance shown on this screen *does not* include interest due. Select **Collections ▶ Queries ▶ Bill Locator** to view this change.

Figure 19 The Bill Locator screen balance column does not include interest due – it shows a balance of $3484.02

Drill down to the bill using the **[1 Select]** button for complete information, including interest as of a specified date.

Figure 20 The Bill Query screen shows the detail, including interest due

Figure 21 Except from a bill reprint

The excerpt from a bill reprint in Figure 21 also shows the interest due as of a specified date.

Bill reprints and information provided from the bill query screen are the preferred method for providing responses to inquiries. This screen (and bill reprint) will supply complete information, in this example, the interest of **$266.50** added to the tax balance of **$3,484.02** for a total of **$3,750.62**.

[ADM-AUC-RC-8420]

7. DISTRIBUTION LIST EMAILS [ENHANCEMENT]

ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.

The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email.

This will help when users receive emails and are not sure where the email originates or why a particular user is receiving the email. In Figure 22, the **Email Distribution List** named **"VENDFLY"** was used by the system to notify users that a new vendor was created. If the distribution needs to change, the list may be edited.

Figure 22 System generated email identifies the Email List [Name] & Description

Detailed instructions are available in the Help Reference Library for each module, for example, **RC–1850 Email Distribution Lists**.

[ADM-AUC-SY-8102]

8. EXCEL® TEMPLATES [Fix]

ADMINS provides **Excel®** spreadsheets used for a variety of upload purposes. Prior to the software update, when accessing a template, if a user tried to open a second copy of the template, the process terminated, bringing the user to the support page.
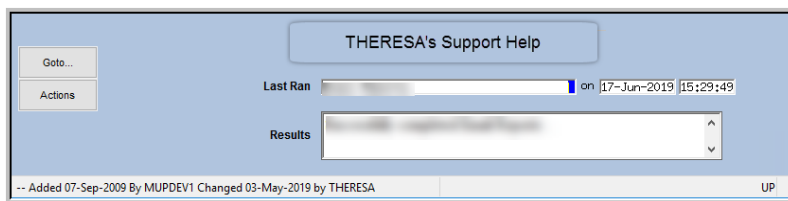
Figure 23 Before – if the template was already open, process brought the user to the support page

Figure 24 After – message instructing the user to close the open template prior to running the process again
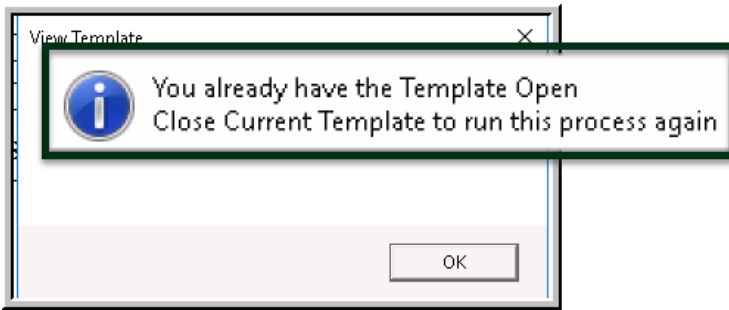
This was corrected and users will instead be informed that the template is already open.

Changes affected templates available by selecting **Collections ▶ Help Reference Library ▶ Templates**:
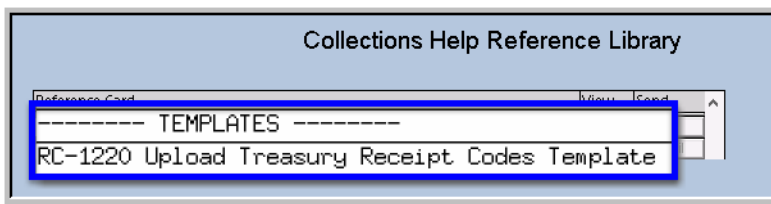
RC–1220 Upload Treasury Receipt Codes Template

[TOC-SUP-SAPLAUC-2966]

9. INTERFACES/IMPORTS – Cranston, RI [ENHANCEMENT]
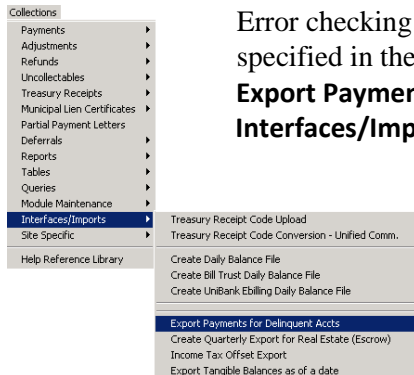
Error checking was added to two export tasks to halt the export if a file name is not specified in the expected manner. The first task is **Collections ▶ Interfaces/Imports ▶ Export Payments for Delinquent Accounts**. The second is **Collections ▶ Interfaces/Imports ▶ Export Tangible Balances as of a Date.**

Figure 25 shows an example of a filename being used on the prompt for exporting payments for delinquent accounts. In the example, the filename **"badfilename"** is entered without any **.txt** or **.csv** extension. The process requires that the filename be specified correctly with a ".txt" extension as shown in the example below – for example, **"(ex:E:\accts_pay\taxcollection\paid_delq.txt)"** highlighted below in **Figure 25**.
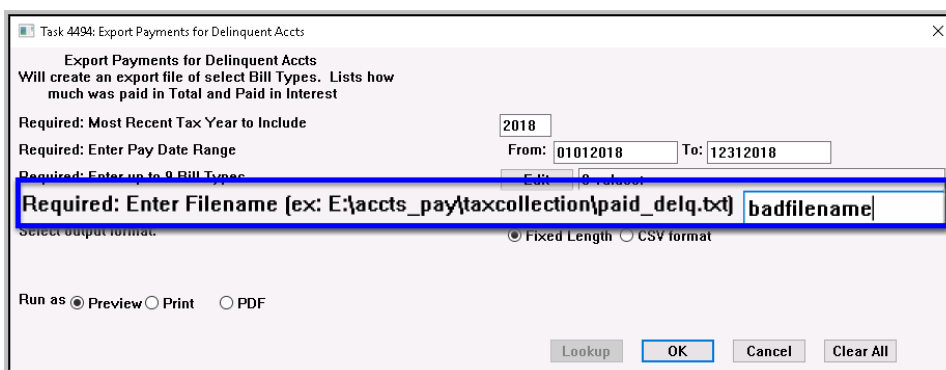
Figure 25 Entering a filename without the required .txt extension

The process now tests that the file name includes an appropriate file extension (either .txt or .csv). Entering the filename without an extension will display the popup message advising that the export filename must have a .txt or .csv at the end of the name, and the export will be terminated. Run the process again; all the previously entered data will be retained. Correct the file name and click on **[OK]**.
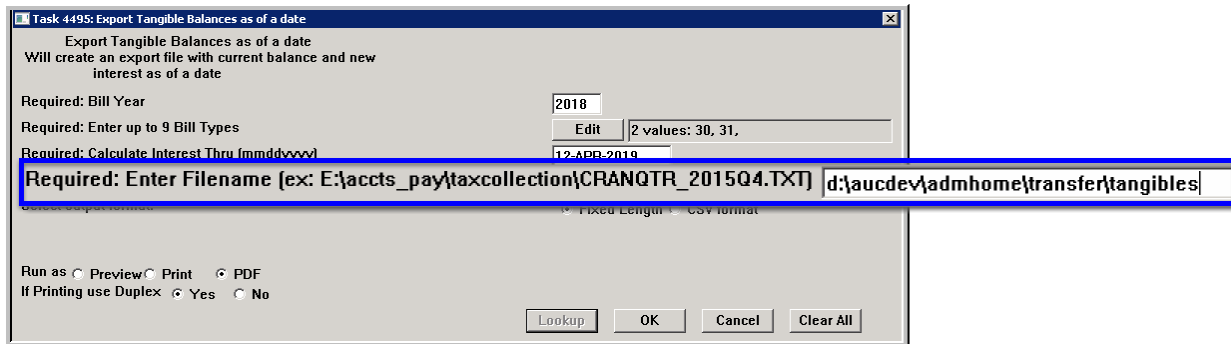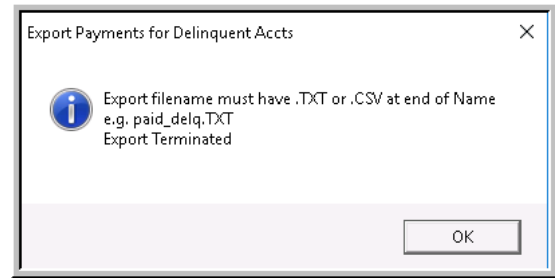
Figure 26 Entering a filename without an extension when Exporting Tangible Balances as of a date
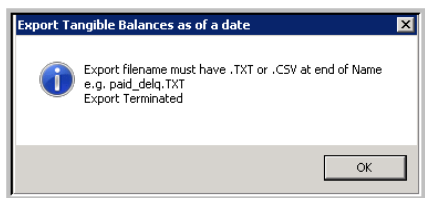
After seeing the error message, run the process again. The prompt will retain much of the previously entered data, with the exception of the interest date calculation. Add the date in the **"Calculate Interest Thru"** field and a file extension on the specified file name.
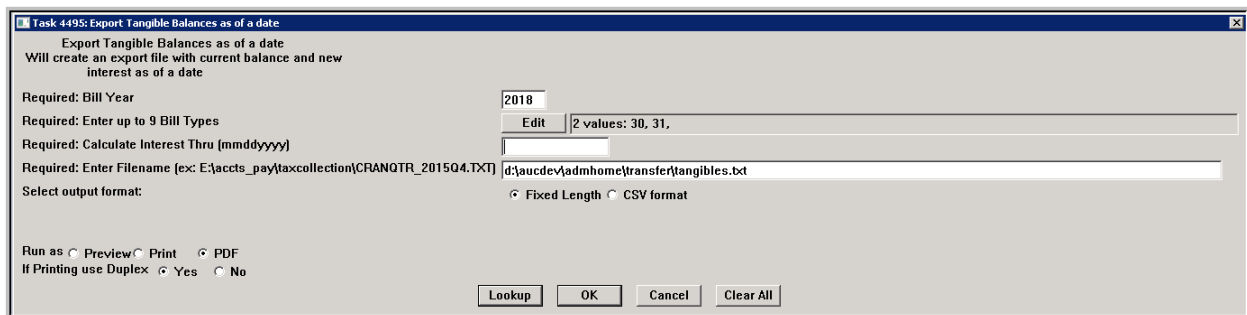
Figure 27 The filename is entered correctly and the export will succeed

[ADM-AUC–RC-8417]

10.   UniBank®MODULE MAINTENANCE

ADMINS provides an interface for **UniBank®** exports and imports. Several module control values were added that control this interface. These values are only valid for sites that have set up a **Secure File Transfer**

Protocol (sFTP) server for **UniBank®** files. If any customers of **UniBank®** and **UniPay®** need to deploy this feature, please email **ADMINS** at support@admins.com for assistance.

10.1. Module Control #4064 UniBank® sFTP Extract Folder Location

UniBank® requires a specific location structure for folders; module control #4064 specifies the "main" path to the **sFTP** server. For example, **\\printsrv\unibank\extracts** specifies the server name as **"printsrv"**, with a folder or share name of **"unibank"**, followed by a folder named **"extracts"**.

Each output module has a distinct transaction ID and must be stored in a separate folder location. The following four module control values define transaction IDs (folder names) for each module. Each value is appended to the end of the folder location defined in module control 4064 to make up the individual folders as specified by **UniBank®**.

10.1.1. Module Control #4065 – Motor Excise

The fully qualified file name for the Motor Excise export will be:

\\printsrv\unibank\extracts\18527\MEImport_3_XP.TXT
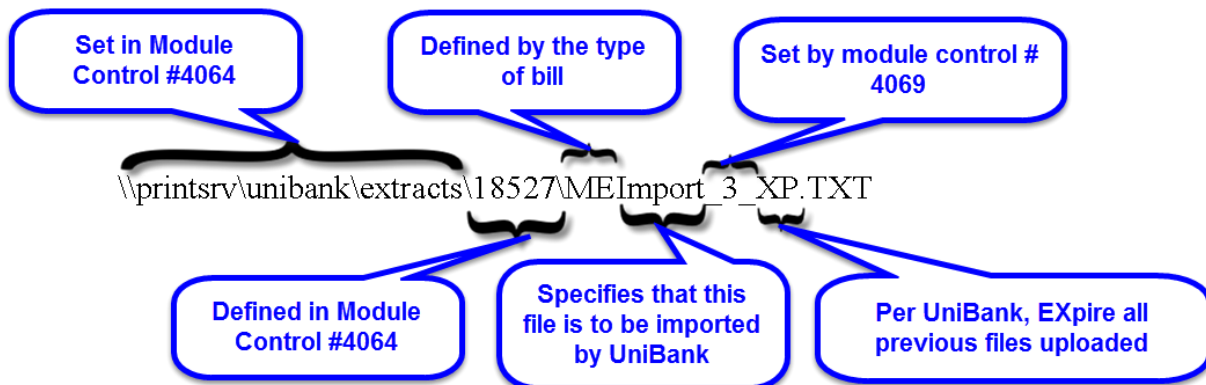
10.1.2. Module Control #4066 – Real Estate

The fully qualified file name for the Real Estate export will be similar to the one illustrated in section 10.1.1:

\\printsrv\unibank\extracts\20243\REImport_3_XP.TXT

10.1.3. Module Control #4067 – Personal Property

The fully qualified file name for the Personal Property export will be will be similar to the one illustrated in section 10.1.1:

\\printsrv\unibank\extracts\20243\PPImport_3_XP.TXT

10.1.4. Module Control #4068 – Miscellaneous Billing

The fully qualified file name for the Motor Excise export will be will be similar to the one illustrated in section 10.1.1:

\\printsrv\unibank\extracts\#\MBImport_3_XP.TXT

10.2. Module Control #4069 – Number of Days to Keep Import File Alive

The number of days will come from **Module Control** #**4069**. This is the number of days to keep the upload file **"alive"** or available on **UniBank®** site if **UniBank®** does not receive a new file from **AUC**. If **UniBank®** does not pickup an export from the **AUC** site – **UniBank®** will keep the current file available for up to three (3) days. (Three days is the **UniBank®** recommended minimum.) This can be longer if sites anticipate that there could be issues with **UniBank®** collecting the files from the **Secure File Transfer Protocol** (**sFTP)** server.
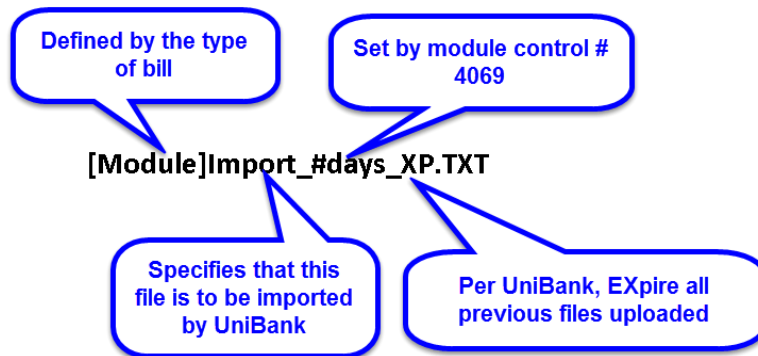
> Defined by the type of bill

> Set by module control # 4069

[Module]Import_#days_XP.TXT

> Specifies that this file is to be imported by UniBank

> Per UniBank, EXpire all previous files uploaded

10.3. UniBank® File Naming Convention

UniBank® requires a specific naming convention for these files. The process will copy the export file to the folder **\\printsrv\unibank\extracts*** as defined in module control #4054-. For sites that are creating a combined RE and PP file, the combined file will be created as specified in **Module Control # 4066**, Real Estate. The **[Module]** will come from the selected output, for example, **ME** or **RE** or **PP** (or in the case of the combined file, **REPP**). See the sample filenames in sections 10.1.1, 10.1.2, 10.1.3, and 10.1.4.

[ADM-AUC-RC-8414]

10.4. Module Control #4063

Value #4063 controls if Zero-Balance Bills are to be included in the **UniBank®** daily balance file. The default value is **"N"**, meaning no zero balance bills will be included. Set the value to **"Y"** to include zero balance bills. This ensures data accuracy if the data must be totally overwritten, such as during the initial phase of implementation when invalid test data may be present on the **UniBank®** system.

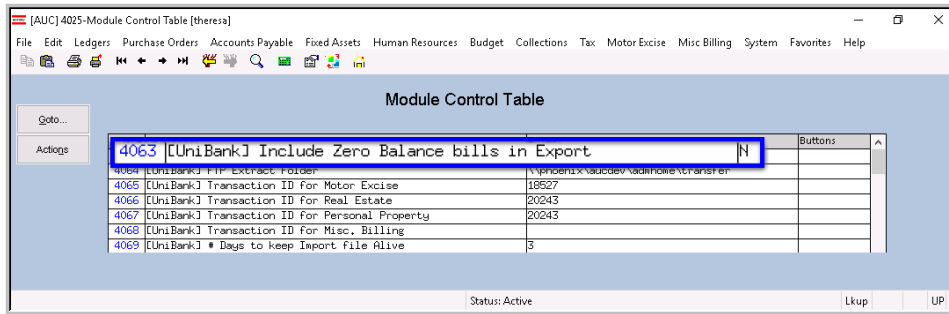This module control value #4063 applies to any site that exports the daily balance files to **UniBank®.**

Figure 28 New Module Control Value allowing zero balance bills in the UniBank® **export**

[ADM-AUC-RC-8419]

11. HELP REFERENCE LIBRARY

11.1. New or Updated Documents

- TEMPLATES   RC–1220 Upload Treasury Receipt Codes Template   [Updated]
- SITE SPECIFIC   RC–1740 Cranston, RI Rossi Law Lockbox   [Updated]

                                       RC–1760 Cranston, RI Leppizer & Laprocina Lockbox   [Updated]

                                       RC–1760 Cranston, RI Tax Sale Process   [Updated]
- OTHER   RC–1815 Favorites Screen   [Updated]

                                       RC–1830 I forgot to print my reports   [Updated]
- SYSTEM   RC–1910 System Administration Kit   [Updated]