



# REVENUE COLLECTIONS

## RELEASE NOTES – JUNE 2020

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

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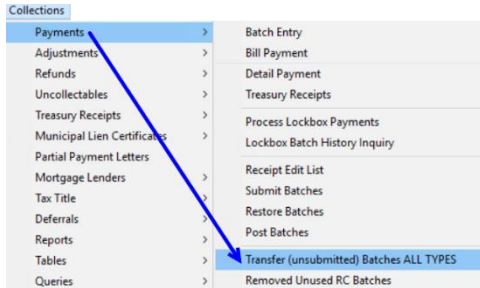
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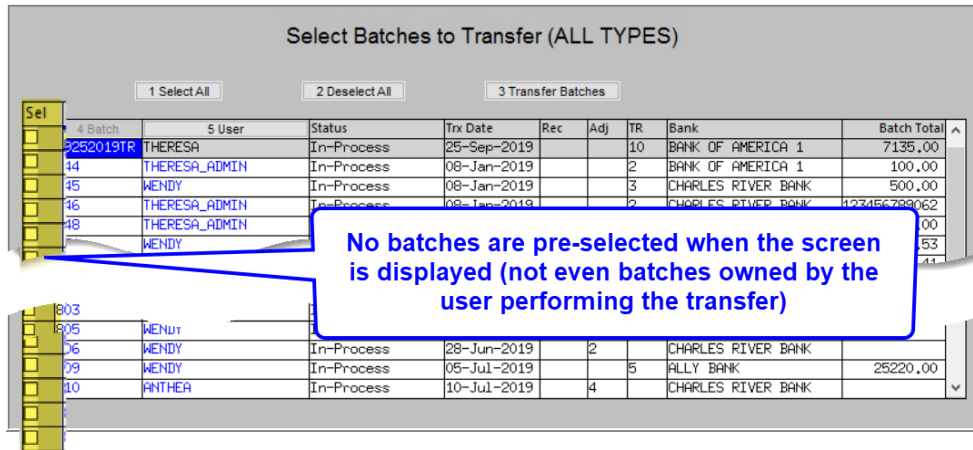
# 1. PAYMENT & ADJUSTMENT BATCH TRANSFERS [Enhancement]

ADMINS now ensures that there will not be any preselected batches when doing a batch transfer and added an option to **CC: the originator** of a Batch Transfer on the email that is sent notifying the “original” and “current” batch owners of the transfer.

## 1.1. Selecting Batches for Transfer [Fix]

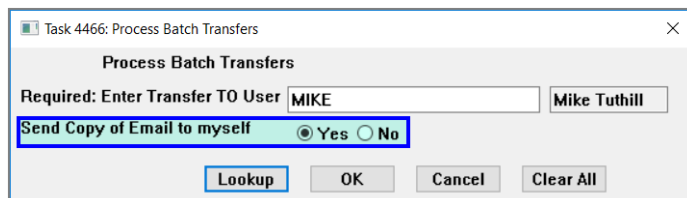


No batches will be pre-selected when the screen of batches available for transfer is displayed.



[ADM-AUC-RC-8484]

Once selections are made, the system will prompt for the user to whom the batches will be transferred:



The example shows several batches with different owners being transferred to the new owner “Mike”.

This provides a record of the transfer when the user performing the transfer is neither an original nor a current batch owner. In the example, user “Theresa” is transferring batches from four other users to “Mike”.

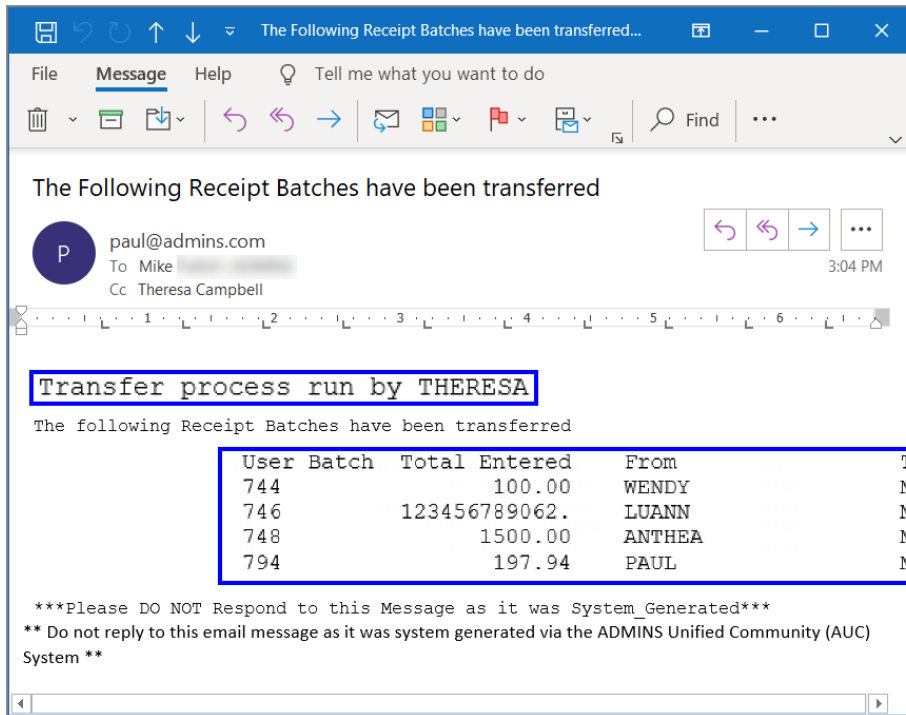


Figure 1 Sample of email sent when transferring batches

[ADM-AUC-RC-8483]

## 2. REFUNDS [Fix]

### Select Collections ▶ Refunds

When **Refunds** are processed and automatically create vouchers in AP, **ADMINS** limits the number of vouchers in a batch to a manageable 99 vouchers. **ADMINS** fixed an issue where the 99<sup>th</sup> Voucher in a batch had multiple transactions and the process tried to split the transaction over two batches.

[ADM-AUC-RC-8485]

## 3. POSTING TRANSACTIONS Prematurely to the General Ledger (Fix)

**ADMINS** corrected an issue that allowed sites to post transactions to the General Ledger *prior* to the completion of the Revenue Collections posting. This happened every so often for postings with many transactions.

[ADM-AUC-RC-8475]

## 4. TREASURY RECEIPTS [Enhancement]

**ADMINS** added the transaction and batch number to the attachments screen. Access the screen by selecting **Treasury Receipts ▶ Treasury Receipt History ▶ [ATTACH]**.

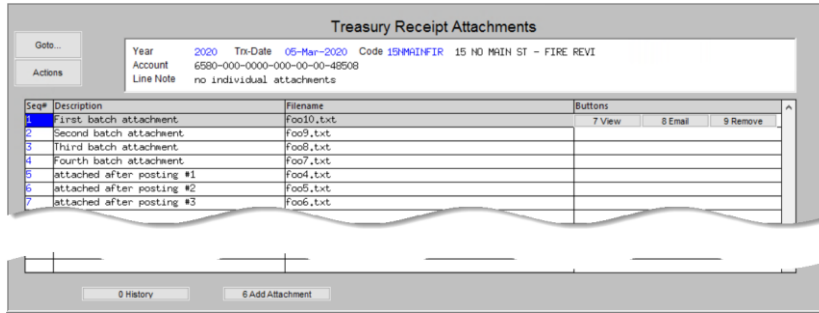


Figure 2 Before – the Attachment screen did not display the batch and transaction number

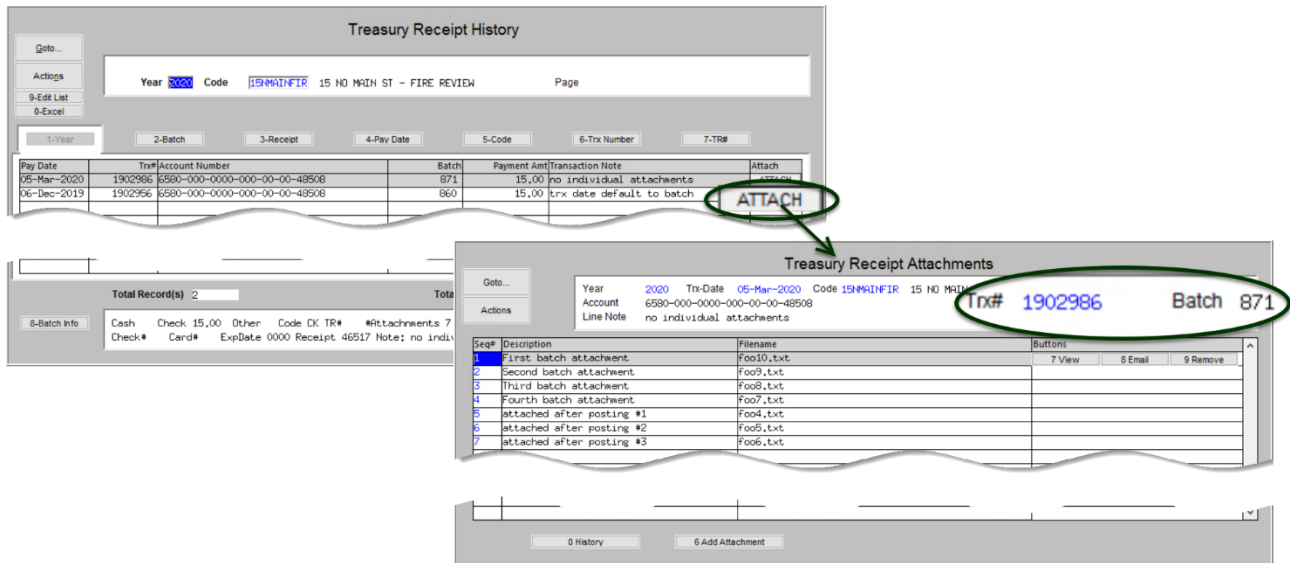


Figure 3 After - Attachment screen now displays Transaction # and Batch #

[BLG-SUP-SAPLAUC-1273]

## 5. REPORTS

ADMINS fixed an issue with the Balances as of (Trial Balance) and added a new report. Select **Collections** ▶ **Reports** ▶ **Report Library** ▶ **Collections Reports** to access the menu.

Report Library Collections			
Report Name	View	Report	
4702-Bill Type - As of a Date	Sample	Run	
4705-Balances as of (Trial Balance)	Sample	Run	
4706-Monthly Balances as of (Trial Balance)	Sample	Run	
4614-Parcel Outstanding Balance	Sample	Run	
4708-Aged Receivables Report	Sample	Run	
4616-Outstanding Balance by Parcel for an Account	Sample	Run	



## 5.1. #4706 Monthly Balances as of (Trial Balance) [Enhancement]

ADMINS added a new report of Monthly Balances summarized by **Year**, **Month** and **Bill Category**. The report selects all transactions prior to the **As Of** date entered on the prompt, then allocates the transactions into the months they should be accounted for in a fiscal year. This report may be used when reconciling receivables.

**Table 1 Fields on the Prompt for the Report – all fields are required**

Field (all fields are required)	Description / How used
<b>As of date</b>	This determines which transactions are to be included. This also determines the fiscal year used to generate the months to be used in the report
<b>Bill Year Range</b>	Which bill years to review in report. Note – the larger the range of years the longer the report will take to run
<b>Bill Types</b>	Specify which bill types should appear on the report. Each bill type generates a separate report.
<b>Run as <input type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF® <input type="radio"/> Excel®</b>	Select the run as option.
<b>If Printing user Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No</b>	Print double or single sided

E.g. As of Date 03/28/2020 the fiscal year is from 07/01/2020 through the **As Of** date 03/28/2020

**Table 2 Examples of where transactions for Bill Year 2019 will be shown, depending on transaction date**

Month	Transaction Dated		
	1/1/2020	5/25/2019	8/1/2019
July 2019		<input checked="" type="checkbox"/>	
August 2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September 2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October 2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November 2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December 2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
January 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



The transaction dated 01/01/2020 will not be included in any bucket prior to January 2020 because the transaction did not exist prior to that. This produces an **Excel®** or **PDF®** output.

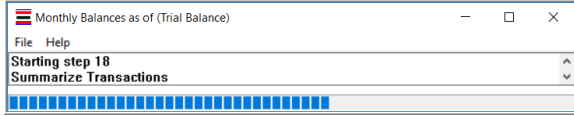


Figure 4 Progress Bar shown while the transactions are being summarized

### 5.1.1. Excel® Output

On the **Excel®** report – Abatements, Deductions, Deferrals, and Tax Title are shown in separate columns.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Bill-Year	Type	Category	Description	Charges	Prelim Adjmts	Abatements	Deductions	Adj-Oth	Deferrals	TaxTaking	Refunds	Payments	Balance	Bankruptcy Bal	Prelim Abate	GL Balance
2	2009	10	01	Tax	23,489,166.46		221,504.66	170,394.76	-32,430.26		-265,276.07	138,300.86	22,937,812.09	-49.48			-49.48
3	2009	10	05	Water Lien	105,210.17		1,756.46				-9,679.10		93,606.06	-31.45			-31.45
4	2009	10	06	Water Ln Cl	3,333.24						-105.13		3,229.19	-1.08			-1.08
5	2009	10	07	Sewer Lien	42,938.36						-5,776.43		37,210.23	-48.30			-48.30
6	2009	10	08	Sewer Ln Cl	1,609.57						-117.51		1,493.86	-1.80			-1.80
7	2009	10	09	Trash Lien	109,400.43		340.00				-10,903.55		98,496.89	-340.01			-340.01
8	2009	10	15	Sewer Bett	27,919.92						-2,419.32	-80.15	27,223.78	-1,803.33			-1,803.33
9	2009	10	16	Sewer Bett Cl	22,770.30								20,966.97	1,803.33			1,803.33
10	2009	10	17	Title 5 Bett	21,090.17								21,101.21	-11.04			-11.04
11	2009	10	18	Title 5 Bett Cl	5,931.08								5,920.04	11.04			11.04
12	2009	10	33	Demand	4,535.00				-290.00		-830.00		3,420.00	-5.00			-5.00
13	2009	10	40	Tax Interest	102,488.65						-20.28		102,502.14	-35.77			-35.77
14				Total As Of 31-Jul-2019	23,936,391.35		223,601.12	170,394.76	-32,720.26		-295,127.39	138,220.71	23,353,182.46	-413.93			-413.93
15																	

Figure 5 Monthly Balances as of (Trial Balance) sample Run as Excel®

Table 3 Columns on the report

Column Label	Description
Bill-Year	The year the bill was issued
Type	The bill type (10=Real Estate, 20=Motor Excise, 30=Personal Property)
Category	The category number for this bill type – as described in column D
Description	The category for the charges
Charges	Dollar amount of the charges
Prelim_Adjmts	Total of preliminary Adjustments for this bill type and category
Abatements	Total of Abatements for this bill type and category
Deductions	Total of Deductions for this bill type and category
Adj-Oth	Total of any other adjustments
Deferrals	Total deferrals
TaxTaking	Total in tax taking
Refunds	Total Refunds for this bill type and category
Payments	Total Payments for this bill type and category
Balance	Balance for this bill type and category
Bankruptcy_Bal	Bankruptcy balance for this bill type and category



Column Label	Description
Prelim_Abate	Preliminary Abatements for this bill type and category
GL_Balance	General Ledger Balance for this bill type and category

Due to space limitation on the printed page for PDF® output, **Abatements** and **Deductions** are combined into a single column, as are **Deferrals** and **Tax Title**. Each Bill Year will start on a new page.

### 5.1.2. Print/Preview/PDF® Output

4706-RCTRH\_BYCAT\_MON.REP Printed 07-Apr-2020 at 10:29:36 by THERESA Town of Adms Monthly Balances as of (Trial Balance) Page 1

Bill Type: 20 Motor Excise As Of 03282020

Category	Charges	Prelm Adjmts	Abate/Deduct	Adj-Oth Defer/Tax Taking	Refunds	Payments	Balance	Bankruptcy Bal	Prelim Abate	GL Balance
Bill Year: 2018										
01 Tax	2749729.22		260.00		37323.39	2564781.47	154830.36			(260.00)
11 Demand	19350.00		67440.78			13159.94	6190.06			154830.36
12 Warrant	22550.00			(210.00)		11087.51	11252.49			6190.06
14 Registry	3280.00					3300.00	(20.00)			11252.49
40 Interest	8102.23			(28.52)		8070.44	3.27			(30.00)
80 Insufficient Funds	225.00					175.00	50.00			3.27
95 Miscellaneous	110.00						110.00			50.00
*** Total As Of 31-Jul-2019			67700.78	(238.52)	37323.39	2600574.36	172156.18			172156.18
Bill Year: 2019										
01 Tax	2749729.22		260.00		37323.39	2564781.47	154830.36			(260.00)
11 Demand	19350.00		67440.78			13159.94	6190.06			154830.36
12 Warrant	22550.00			(210.00)		11087.51	11252.49			6190.06
14 Registry	3280.00					3300.00	(20.00)			11252.49
40 Interest	8102.23			(28.52)		8070.44	3.27			(30.00)
80 Insufficient Funds	225.00					175.00	50.00			3.27
95 Miscellaneous	110.00						110.00			50.00
*** Total As Of 31-Aug-2019			67700.78	(238.52)	37323.39	2600574.36	172156.18			172156.18

4706-RCTRH\_BYCAT\_MON.REP Printed 07-Apr-2020 at 10:29:36 by THERESA Town of Adms Monthly Balances as of (Trial Balance) Page 4

Bill Type: 20 Motor Excise As Of 03282020

Category	Charges	Prelm Adjmts	Abate/Deduct	Adj-Oth Defer/Tax Taking	Refunds	Payments	Balance	Bankruptcy Bal	Prelim Abate	GL Balance
Bill Year: 2019										
01 Tax	2173542.50						2173191.04			2173191.04
*** Total As Of 31-Oct-2019	2173542.50						2173191.04			2173191.04
Bill Year: 2020										
01 Tax	2173542.50		351.46				2173191.04			2173191.04
*** Total As Of 30-Nov-2019	2173542.50		351.46				2173191.04			2173191.04

Selection Legend:  
Bill Year: 2018 to 2020  
Bill Type: 20

Figure 6 Monthly Balances as of (Trial Balance)

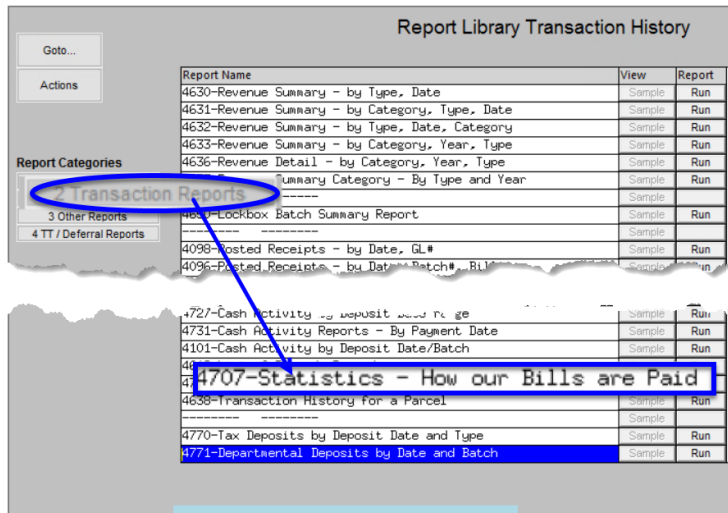


Please Note: Consider the time when running this report; it takes a long time to run for multiple bill years. It can take about 2.5 minutes for a single bill type for one year, to about one hour 45 minutes for three bill types for 12 years. Start with a single bill year and bill type to gauge the time required to run the report.

[ADM-AUC-RC-8476]



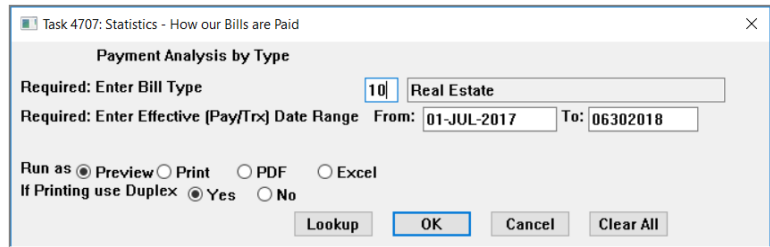
## 5.2. Transaction Reports



### 5.2.1. #4707 Statistics – How our Bills are Paid

ADMINS installed a new report that provides a breakdown by type of payment (e.g. check, counter, lockbox) and provides the **count of each payment type** as well as the percentages.

Run the report by selecting **Collections ▶ Reports ▶ Report Library ▶ Transaction Reports ▶ #4707 Statistics – How our Bills are Paid**.



The report is available as **Preview/Print/PDF®** format or may be run as **Excel®**.

Paid By	Qtr_1	%	Qtr_2	%	Qtr_3	%	Qtr_4	%	Percentage	Total
RF Added Fees					1	.01	1	.01	.01	2
BILL BILL TRUST PAYMENTS	106	1.51	114	1.58	110	1.49	93	1.28	1.46	423
CRC Counter receipt	2,331	33.09	2,452	33.98	2,638	35.75	2,763	38.10	35.25	10,184
ECOR ESCROW - COMELOGIC	2,942	40.34	2,817	39.04	2,758	37.38	2,723	37.55	38.56	11,140
ELER ESCROW - LIBERTIA	157	2.23	164	2.27	163	2.21	166	2.29	2.25	650
ENFG ESCROW - WELLS FARGO	378	5.37	371	5.14	389	5.27	390	5.38	5.29	1,528
INS Insufficient Funds	4	.06	5	.07	6	.08	5	.07	.07	20
TRXZ TAX - CITIZENS	1,134	16.10	1,127	15.62	1,141	15.66	955	13.17	15.08	4,357
TRXB TAX - UNIBANK	93	1.32	166	2.30	173	2.34	156	2.15	2.04	588
*** Grand Total ***	7,045		7,216		7,379		7,252			28,692

Figure 7 Preview/Print/PDF® format





Code	Paid_By	Qtr_1	%	Qtr_2	%	Qtr_3	%	Qtr_4	%	Average_%	Total
AF	Added Fees					1	0.01	1	0.01	0.01	2
BILT	BILL TRUST PAYMENTS	106	1.51	114	1.58	110	1.49	93	1.28	1.46	423
CRC	Counter receipt	2,331	33.09	2,452	33.98	2,638	35.75	2,763	38.10	35.25	10,184
ECOR	ESCROW - CORELOGIC	2,842	40.34	2,817	39.04	2,756	37.38	2,723	37.55	38.56	11,140
ELER	ESCROW - LERETTA	157	2.23	164	2.27	163	2.21	166	2.29	2.25	650
EWFG	ESCROW - WELLS FARGO	378	5.37	371	5.14	389	5.27	390	5.38	5.29	1,528
INS	Insufficient Funds	4	0.06	5	0.07	6	0.08	5	0.07	0.07	20
TXCZ	TAX - CITIZENS	1,134	16.10	1,127	15.62	1,141	15.46	955	13.17	15.08	4,357
TXUB	TAX - UNIBANK	93	1.32	166	2.30	173	2.34	156	2.15	2.04	588
	***_Grand_Total_***	7,045		7,216		7,379		7,252			28,892

Figure 8 Excel® format

[ADM-AUC-RC-8478]

### 5.1. #4705 Balances as of (Trial Balance) [Fix]

Task 4705: Balances as of (Trial Balance)

Balances as of (Trial Balance)

Required: Enter Bill Year Range From Year: 2016 To Year: 2018

Required: Enter Bill Type 10 Real Estate

Required: As of Date (mmddyyyy) 06302019

Print Report as:  Summary  Detail

Exclude Fully Paid Bills:  Yes  No

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

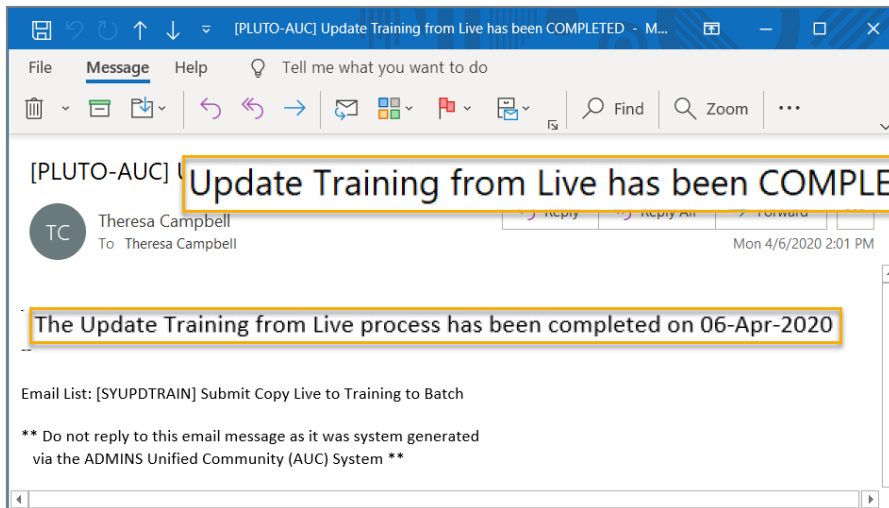
Buttons: Lookup, OK, Cancel, Clear All

Fully paid bills were always excluded from the report when run in **Summary**, even if the **No** radio button was selected. This caused an issue with the GL balance column. **ADMINS** corrected the report.

[ADM-AUC-RC-8476]

## 6. COPY LIVE TO TRAINING [Enhancement]

The process was enhanced to send an email to the members of the **SYUPDTRAIN** Distribution List on completion.



Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list. This change was installed on sites in April 2020 and is included here to document the change.

Figure 9 Email notification that the update of the training area is complete

See **SY-175 Copy Live to Training (Batch)** for details on this feature.

[ADM-AUC-SY-8114]



## 7. HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library:

### 7.1. New or Updated Documents

- MUNICIPAL LIENS CERTIFICATE RC-710 MLC Processing [Updated]
- OTHER RC-1812 Open, View, and Edit .CSV files for AUC Uploads [New]
- RC-1865 Pivot Tables - Analyze AUC Data in Excel [New]