Revenue Collections

Release Notes   June 2023

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

CONTENTS

1   Pending Payments on Payment & Inquiry Screen

ADMINS added module control sequence number 4099 to control how pending payments appear on the payment screens. To access the module control setting, from the menu, select:

Collections ▶ Module Maintenance ▶ Module Control Table ▶ Seq # 4099

Module Control Table			
Seq#	**Description**	**Answer**	**Buttons**
4099	[DISPLAY] Display PENDING amounts in different Color [Y/N]	Y	

If the value is set to "**Y**", then the Pending amounts will be shown in a different color to highlight that they exist. If the value is set to **"N"**, the payments will look the way they always have. This is evident on the Bill Payment and Detail Payment tabs of the Bill Inquiry screen, as well as the Bill Payment and Detail Payment tabs of the Bill Payment entry screen.
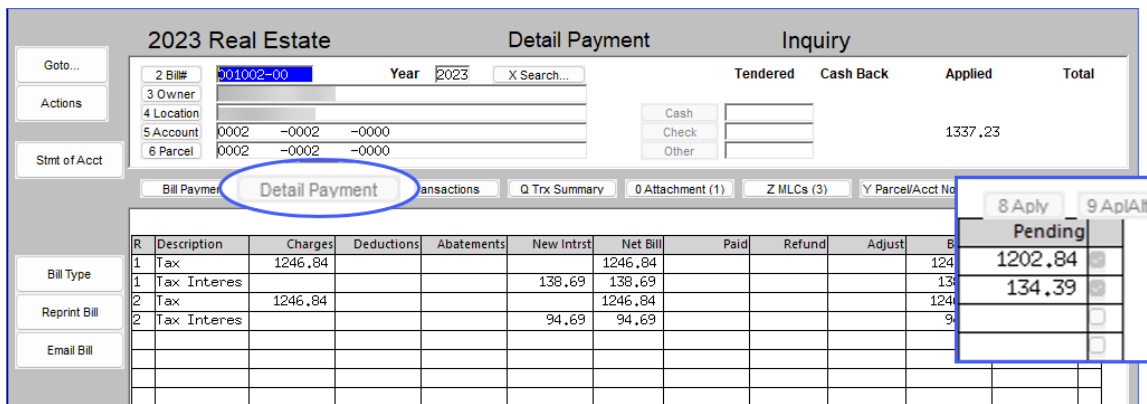

Figure 1 Before (or with module control sequence #4099 set to "N"
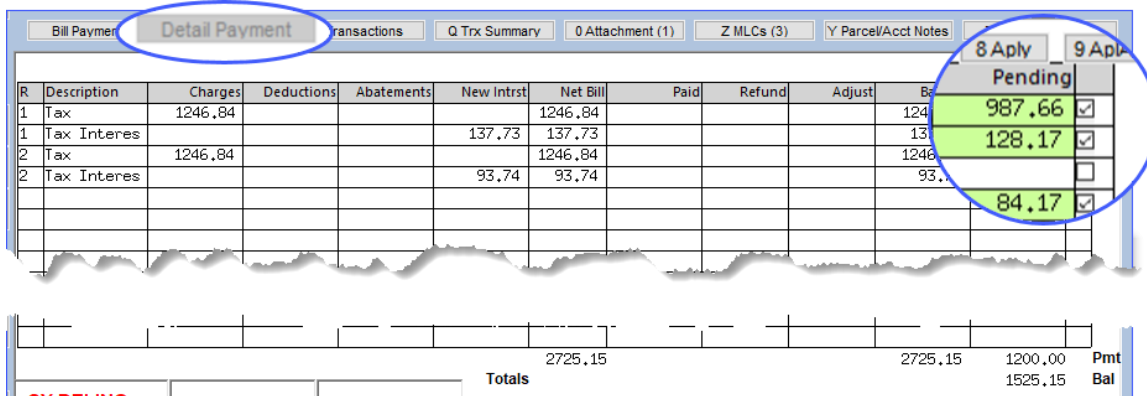

Figure 2 After (with module control sequence #4099 set to "Y")

This is a setting which is in effect for all users at each location; if you need assistance with changing the module control please contact the super user on site or send email to support@admins.com.
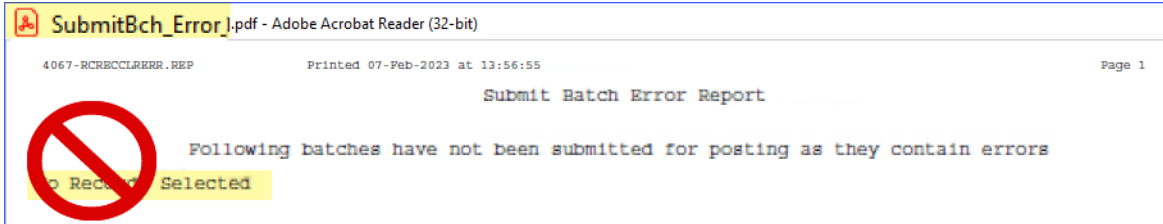
[ADM-AUC-RC-8585]

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2 Payment & Adjustment Batches [Enhancement]

Before the software update, when submitting a payment batch or clearing an adjustment batch, if the batch was error-free, in addition to the submission or clearing report, an empty error report was displayed with the "No Records Selected" notation in the body of the report.

Users found this confusing and unnecessary. **ADMINS** no longer produces the error report if the batches are error-free.
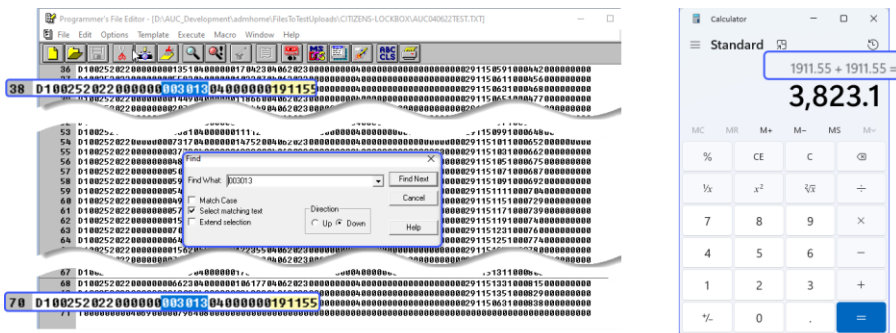

[ADM-AUC-RC-8570]

3 Lockbox [Enhancement]

Before the software update, if a taxpayer made multiple payments that were included in the same file when the lockbox was uploaded into AUC, small payments such as interest and CPA could be overpaid. This is because the lockbox payments are processed as a batch, so the bill will not be updated by the first payment before the subsequent payment(s) to the bill within the lockbox file is made. To prevent this in the future, multiple payments to the same bill within a lockbox file are now combined and applied all at once to the bill when the lockbox is uploaded.

3.1 Example

Bill # 3013 has multiple payments within the lockbox upload. A sample file with two payments of $1911.55 is shown.

Any *"combined payments"* are designated as such in the Note field on the Upload Lockbox Edit List.

3.1.1 Identifying Combined Payments After Posting

Collections ▶ Queries ▶ Bill Payments ▶ [Transactions] ▶ [Display Transaction Desc]

	Payments	Other	Display - Transaction Desc
			BILL Q1 Due 02-Aug-2021
	2039.19		RE/PP CITIZENS BANK,0003-46,LRC0709834/09-Jul-
			BILL Q2 Due 01-Nov-2021
	2039.19		RE/PP CITIZENS BANK,0006-6,LRC1101107/01-Nov-2
			BILL Q3 Due 01-Feb-2022
	1911.55		RE Payment Bill# 003013-00
			BILL Q4 Due 02-May-2022
	1911.55		RE/PP CITIZENS BANK,0004-46,LRC0406519/06-Apr-
	1911.55		RE/PP CITIZENS BANK,0004-46,LRC0502976/06-Apr-
	3823.10		SUM RE/PP CITIZENS B,0004-46,LRC0505978/05-May

Left panel:
Description	Trx Date
Q1 Tax	30-Jun-2
Q1 Tax	09-Jul-2
Q2 Tax	30-Sep-2
Q2 Tax	01-Nov-2
Q3 Tax	31-Dec-2
Q3 Tax	24-Jan-2
Q4 Tax	31-Mar-2
Q4 Tax	06-Apr-2
Q4 Tax	06-Apr-2
Q4 Tax	06-Apr-2

Figure 3 The Bill Payment Transactions Tab shows the combined payment when the Display – Transaction Desc is selected

When there are multiple payments in a lockbox, the transaction tab of the bill payment screen will show the prefix **"SUM"** before the transaction description in the flexible display column. In the image above, the highlighted lockbox transaction is prefixed by the word "SUM" in the description to show that the payment represents an aggregate total of multiple payments within that lockbox file.

[ADM-AUC-RC-8584]

4 Treasury Receipts

ADMINS made changes to the Treasury Receipt Upload template rules to allow users to create and use prefilled templates. Also fixed an issue with the Supplemental Journal Entries feature.

4.1 Upload from a Template Rules Change [Enhancement]
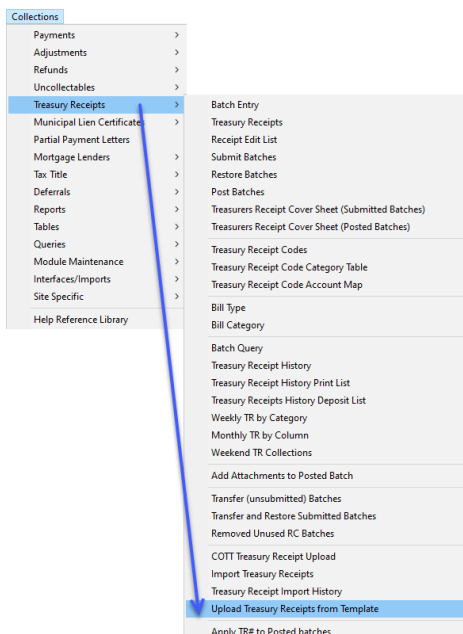
Some sites use a pre-filled template for TR codes to upload Treasury Receipts. Instead of having to delete all the lines in the spreadsheet that are not being used for this upload, by leaving the Amount column blank, the system understands that the line should be discarded. To upload Treasury Receipts from a Template, from the menu, select:

Collections ▶ Treasury Receipts ▶ Upload Treasury Receipts from Template

Upload Treasury Receipts from Template

Description	Date	Start	End	Success
Email Template				
Restart Upload Process	25-May-2023	12:00:02.37	12:00:05.36	☑
Upload Template CSV File	25-May-2023	12:04:48.53	12:04:53.59	☑
Print Verification Edit List				
Create Receipt Batches				

Before the software update, if there was no dollar amount for a record in the upload spreadsheet, the system would flag it as an error and the process would halt.

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Now, if there is no dollar amount on a record, *(but all the remaining required fields are entered)*, the upload process will ignore the record and the process will continue.

Figure 4 The source file with a blank amount, and the edit list showing that the record is dropped

How is this helpful? A site can create a template with TR codes used most often for each department.

The departmental users can enter the dollar amounts, leaving any blank dollar amount if there are no receipts for a code for that day.

The resulting Treasury Receipt batch will look like this, ignoring the line with no dollar amounts.

[ADM-AUC-RC-8580]

4.1.1 Assign Batch Numbers to Uploaded Treasury Receipts [Enhancement]

Some sites prefer to assign specific batch numbers to uploaded TR batches. **ADMINS** sets this up for sites that prefer this to the method currently in use, where the system assigns a sequential batch number prefixed with the letters "TU". Only sites where the bank accounts for each payment type are the same and the split credits is set to "No" on the department group table can be allowed to use this feature.

Figure 5 Sites Assign batch numbers to uploaded TR batches

Sites not choosing to assign batch numbers will see this prompt when the **[Create Receipt Batches]** button is pressed.
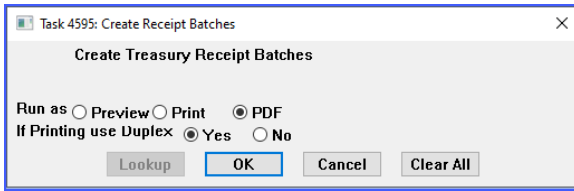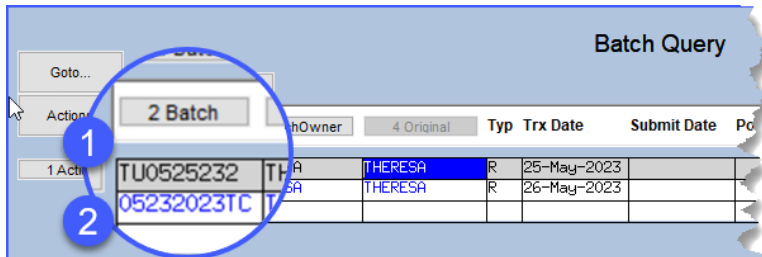
Figure 6 System Assigned Batch Numbers

4.1.2 Batch Query Screen Showing Both Types of Numbering

1. The system assigned numbers are prefixed with "TU" plus the date in MMDDYY format, followed by a sequence number.

2. The user assigned a batch number, and added a suffix of their initials.

[ADM-AUC-RC-8590]

## 4.2 Supplemental Journal Entries from Treasury Receipts [Fix]

Before the software update, when SA journals for expenditure accounts were captured as work in progress, the transactions in the work-in-progress file made it *appear* as though they are expenses against an account. This was a *display issue* on the Work In Progress screen. **ADMINS** corrected this and now the supplemental journal entries created by Treasury Receipts will properly be reflected on the work in progress screen.

[ADM-AUC-RC-8573]

5 Statement of Account [Information]

ADMINS offers a statement of account on the Bill Inquiry Detail screen. How is this used? It can be printed or emailed to any valid email address. There is a sample below. To run a statement of account, from the menu, select:

Collections ▶ Queries ▶ Bill Inquiry ▶ [2 Details] ▶ [Stmt of Acct]
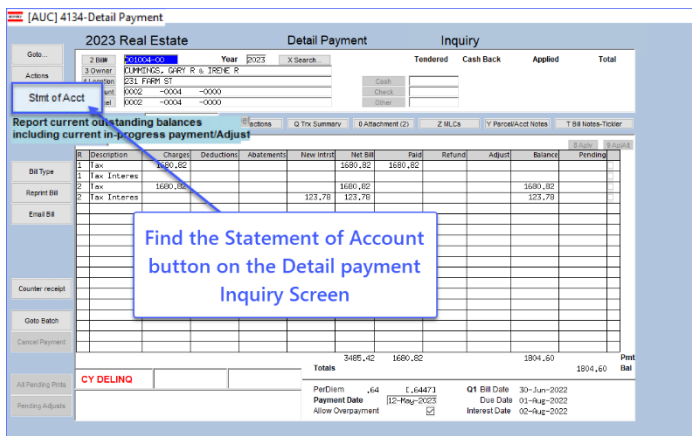
Click on the button to call this prompt; to email the statement, enter any email address.

Note that the balance on the screen is $1804.60 matches the statement. The only exception is for accounts with a credit balance. The statement only reports on *outstanding* balances and does not report a credit balance.

If the statement will just be printed, do not fill in any of the optional prompts; Run as ⊙ **PDF**, and click on **[OK]**.

The report shows the Type of Bill (e.g., **Real Estate, Personal Property**, **Motor Vehicle Excise**) Bill Year, Bill Number, Net Charged, any Interest or Fees, Balance, the Bill Due Date, and the Amount Now Due for the account, along with the Owner, Parcel ID, and Location.

The statement is sorted in descending order with the most recent bill year at the top of the report. The number of years listed depends on each site; some sites choose to retain only ten years of data; other sites keep data in perpetuity.

```
                    STATEMENT OF ACCOUNT
                                               Page  1

        Printed:         12-May-2023

        Your Payment Postmark:  _____


  Due to late payment, there are interest charges that your account(s) incurred.
  This balance must be paid upon receipt to avoid further interest and/or penalties.

     Owner   : CUMMINGS, GARY R & IRENE R
     Parcel ID: 0002    -0004    -0000
     Location : 231 FARM ST

  Type            Year Bill#       Net Charged  Interest/Fees     Balance Bill Due        Now Due
  _____      ____ _____    _____  _____     _____ _____        _____

  Real Estate     2023 001004-00    $3,361.64       $123.78    $1,804.60 01-Nov-2022    $1,804.60
  Real Estate     2022 001004-00    $6,527.49         $3.86              02-Aug-2021
  Real Estate     2021 001004-00    $6,315.90        $91.09              03-Aug-2020
  Real Estate     2020 001004-00    $6,191.39                           01-Aug-2019
  Real Estate     2019 001004-00    $6,067.67         $9.34              01-Aug-2018
  Real Estate     2018 001004-00    $5,758.24          $.57              01-Aug-2017
  Real Estate     2017 001004-00    $5,568.22                           01-Aug-2016
  Real Estate     2016 001004-00    $5,295.87                           03-Aug-2015
  Real Estate     2015 001004-00    $5,098.65                           01-Aug-2014
  Real Estate     2014 001004-00    $5,117.81                           01-Aug-2013
  Real Estate     2013 001004-00    $4,934.15        $16.94              01-Aug-2012
  Real Estate     2012 001004-00    $4,800.89         $3.80              01-Aug-2011
  Real Estate     2011 001004-00    $4,627.83         $3.01              02-Aug-2010
  Real Estate     2010 001004-00    $4,376.16                           03-Aug-2009
  Real Estate     2009 001004-00    $4,332.60       $110.55              01-Aug-2008
  Real Estate     2008 001004-00    $4,239.30        $37.00              01-Aug-2007
  Real Estate     2007 001004-00    $4,177.72         $1.28              01-Aug-2006
  Real Estate     2006 001004-00    $4,007.05                           01-Aug-2005
  Real Estate     2005 001004-00    $3,930.17        $29.08              02-Aug-2004
  Real Estate     2004 001004-00    $3,744.00        $46.04              01-Aug-2003
  Real Estate     2003 001004-00    $3,382.16         $3.50              01-Aug-2002
  Real Estate     2002 001004-00    $3,218.56                           01-Aug-2001
  Real Estate     2001 001004-00    $3,271.86                           01-Aug-2000
  Real Estate     2000 001004-00    $2,927.08                           02-Aug-1999
  Real Estate     1999 001004-00    $2,860.49                           03-Aug-1998
  Real Estate     1998 001004-00    $3,084.83         $8.73              01-Aug-1997
  Real Estate     1997 001004-00    $3,148.61        $14.02              01-Aug-1996
  Real Estate     1996 001004-00    $3,091.07        $43.76              01-May-1996
  Real Estate     1995 146005-00    $2,989.89        $25.18              31-Jul-1994
  Real Estate     1994 146005-00    $2,473.09        $16.13              31-Jul-1994
  Real Estate     1993 018304-00    $2,441.88        $44.27              10-May-1993
  Real Estate     1992 018503-00    $2,386.80        $60.67              02-Dec-1991
                                                                _____                _____
                                                               $1,804.60              $1,804.60


     Please contact this office if you have any questions regarding this notice.
     Ph:

     Mail To:  Admins Collector/Treasurer
               219 Lewis Wharf
               Town of Admins
```

Figure 7 Sample of a Statement of Account for a Real Estate Bill

[ADM-AUC-RC-8582]

6   Interest Rates [Enhancement]

The interest rate in Tax and Collections has been updated to be a four-decimal field. The Bill Type screen illustrates this; to access the screen, from the menu, select:

Collections ▶ Tables ▶ Bill Type

Figure 8 Interest Rates are now four decimal places on the Bill Type Table

[ADM-AUC-RE-5664]

7   Help Reference Library & ADMINS Website

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

7.1   New & Updated Documentation in the Help Reference Library

Tables	RC–1460 Tables: Billing Setup	[Updated]
Interfaces	RC–1660 Daily Third-Party EBilling File	[New]

7.2   New Content on ADMINS.com

Attachments in AUC	[New]
Maintaining Email Distribution Lists	[New]
Printing to the Local Printer	[New]