Revenue Collections

Release Notes June 2024

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) REVENUE COLLECTIONS** system such as the Collections Posting Reports screen, the Batch Query and Batch Query History screens, and the Statement of Account.

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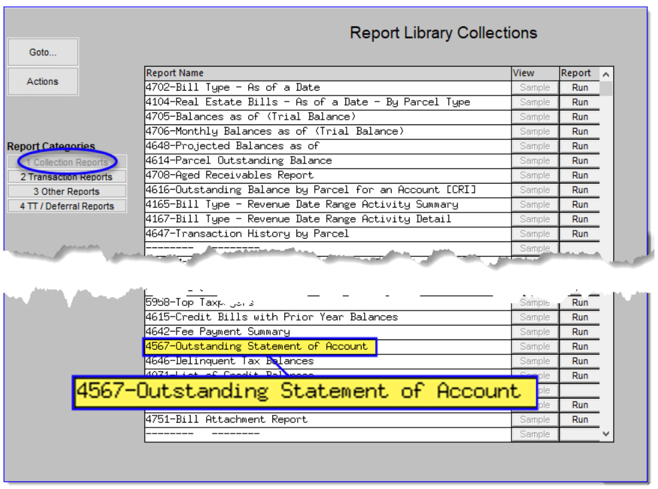
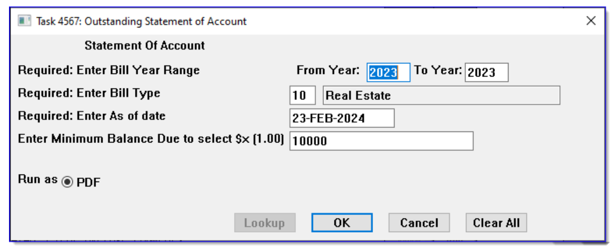
1 Statement of Account

This section describes how to print statements of accounts for multiple parcels or a single parcel, using the Report Library or the Bill Query screen. The statements show the balance and interest due for each bill type and year. **ADMINS** corrected the interest calculation for the statement of accounts. The difference between the Statement of Account from the report library to the screen version is that printing from the screen will print a statement of account even if there are no outstanding balances. The report from the report library will only select accounts that have at least the minimum balance due entered on the prompt.

To print statements of accounts for multiple parcels, from the menu, select:

Collections ▸ Reports ▸ Report Library ▸ [1 Collections Reports]



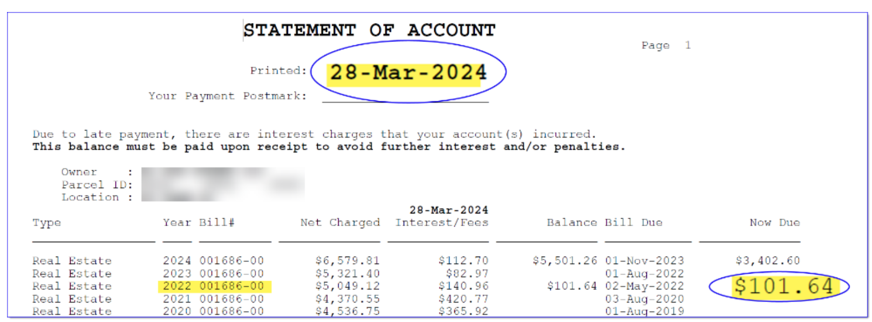


Specify a Bill Year Range, Bill Type, and an "As of Date", as well as a minimum balance amount due.

Statements will be producedthat meet the specified criteria suitable for mailing in a standard #10 window envelope.

Before the software update, when interest was already paid on an account, new interest was being overstated.

The calculation was using the due date instead of the last interest paid date.

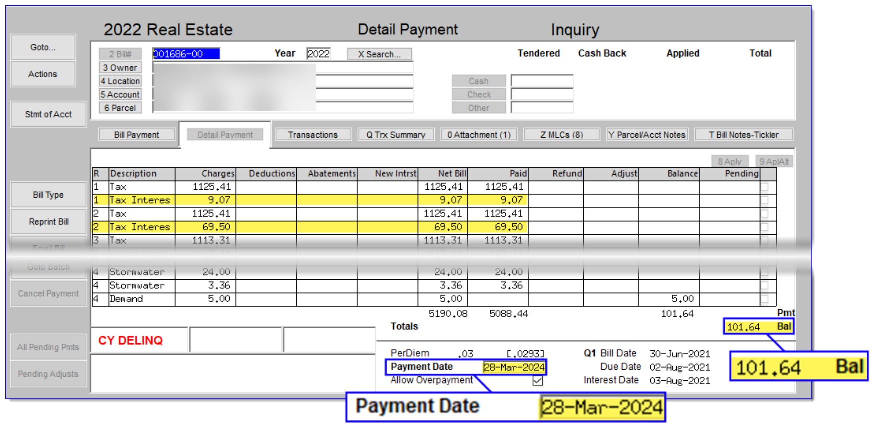


The "interest date" changes when interest is paid on a bill.

This was only an issue on ***overdue accounts that already had some interest paid***.

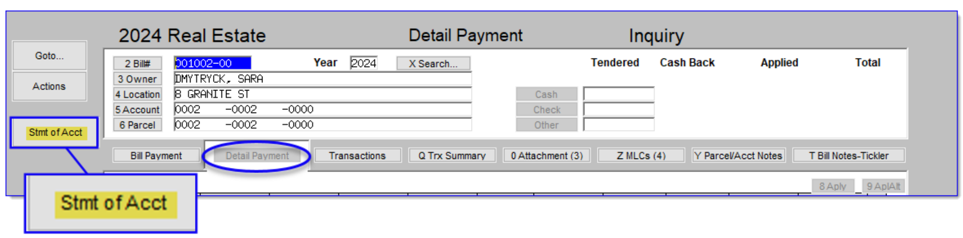
This was corrected and installed on the affected sites in March of 2024 and is mentioned here to document the correction.

The screen balance and Statement of Account balance now match.



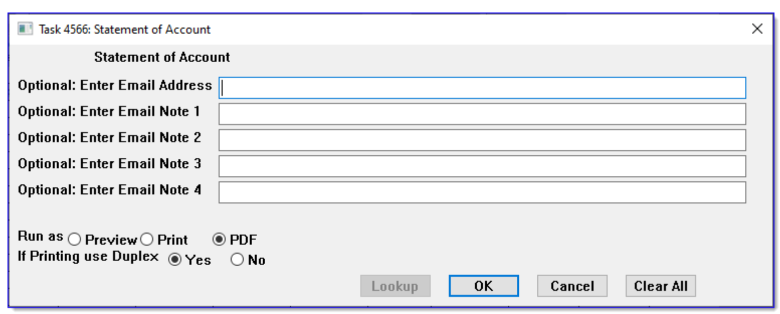
Another option is to use the Stmt of Acct button on the bill query screen to produce a statement for a single parcel.

When the statement is run from the bill query screen, ***all available years for the parcel*** are included.



This prompt allows an email address and up to four lines to comprise the body of the email. It can be immediately emailed or printed.

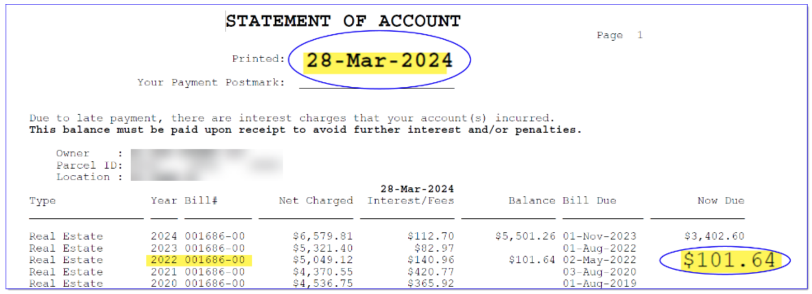
To just print the statement in house without emailing it, leave all the fields blank, select ⦿ **PDF**, and click on OK.



[ADM-AUC-RC-8645]

1.1 New Format for Statement of Account [Enhancement]

Before: The statement of account report format used to be a plain PDF format before the software update.


STATEMENT OF ACCOUNT

Page 1

Printed: 28-Mar-2024

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.

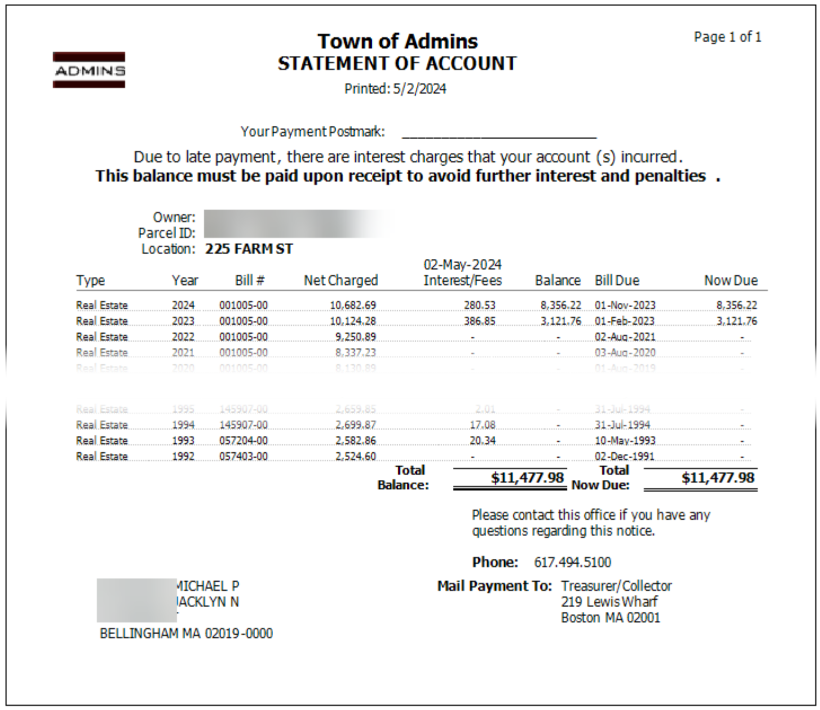
Owner :
Parcel ID:
Location :

Type	Year	Bill#	Net Charged	28-Mar-2024 Interest/Fees	Balance	Bill Due	Now Due
Real Estate	2024	001686-00	$6,579.81	$112.70	$5,501.26	01-Nov-2023	$3,402.60
Real Estate	2023	001686-00	$5,321.40	$82.97		01-Aug-2022	
Real Estate	2022	001686-00	$5,049.12	$140.96	$101.64	02-May-2022	$101.64
Real Estate	2021	001686-00	$4,370.55	$420.77		03-Aug-2020	
Real Estate	2020	001686-00	$4,536.75	$365.92		01-Aug-2019	

After: the report is generated as a Crystal Report with a format suitable for postal mailing in a standard #10 envelope. The municipal seal and name are at the top of the report.

All of the data presented on the report is the same, as well as the order of the columns.

This is how it will appear; the report can go over several pages if it has more than 22 years of data for the account/parcel or if it shows more than 22 lines of different tax types.


ADMINS

Town of Admins
STATEMENT OF ACCOUNT
Printed: 5/2/2024

Page 1 of 1

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 penalties .

Owner:
Parcel ID:
Location: **225 FARM ST**

Type	Year	Bill #	Net Charged	02-May-2024 Interest/Fees	Balance	Bill Due	Now Due
Real Estate	2024	001005-00	10,682.69	280.53	8,356.22	01-Nov-2023	8,356.22
Real Estate	2023	001005-00	10,124.28	386.85	3,121.76	01-Feb-2023	3,121.76
Real Estate	2022	001005-00	9,250.89	-	-	02-Aug-2021	-
Real Estate	2021	001005-00	8,337.23	-	-	03-Aug-2020	-
Real Estate	2020	001005-00	8,130.89	-	-	01-Aug-2019	-
Real Estate	1995	145907-00	2,659.85	2.01	-	31-Jul-1994	-
Real Estate	1994	145907-00	2,699.87	17.08	-	31-Jul-1994	-
Real Estate	1993	057204-00	2,582.86	20.34	-	10-May-1993	-
Real Estate	1992	057403-00	2,524.60	-	-	02-Dec-1991	-

Total Balance: **$11,477.98** **Total Now Due:** **$11,477.98**

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

Phone: 617.494.5100

Mail Payment To: Treasurer/Collector
219 Lewis Wharf
Boston MA 02001

MICHAEL P
JACKLYN N

BELLINGHAM MA 02019-0000

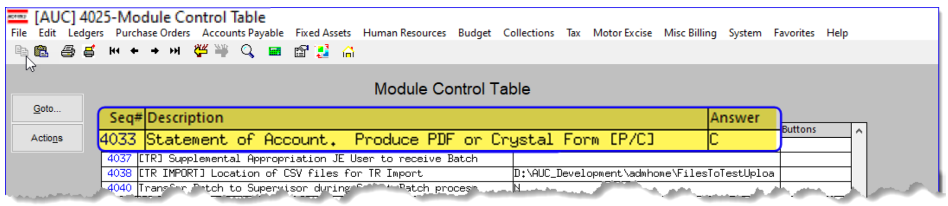
[ADM-AUC-RC-8609]

1.2 Produce the Statement of Account as a PDF from the Screen Only

To continue to use the PDF style statement of account set the value of module control # 4033 to “P”.

The statements produced from the report library will always be in Crystal Report format.

Collections ▸ Module Maintenance ▸ Module Control Table



When the software update is installed, the value will be set to “C” for statements initiated from the detail query screen. The “superuser” on the site can set this value. It will be in effect for all users that run the statements from the detail payment screen.

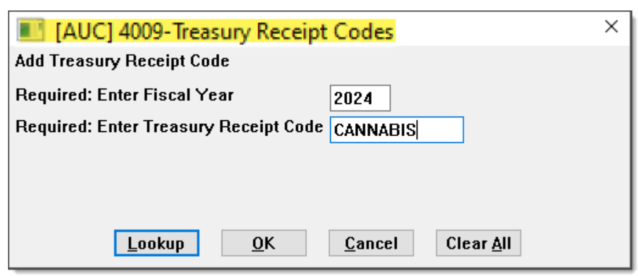
[ADM-AUC-RC-8661]

2 Adding a New Treasury Receipt Code [Enhancement]

ADMINS made it easier for users to add a New Treasury Receipt (TR) Code

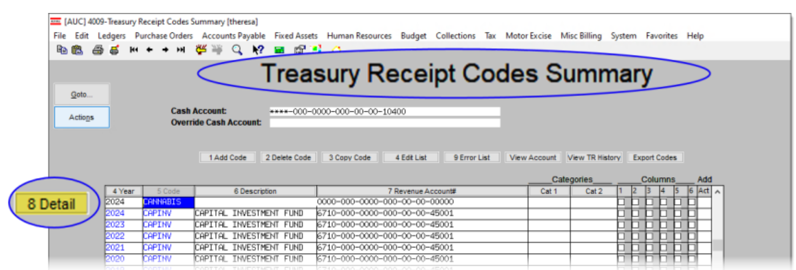
To create a new receipt code, click on the 1 Add Code button. Then, in the prompt that appears, type in the fiscal year and a code name for the code.

For instance, in the example, the year is 2024 and the new TR code is CANNABIS.



Before the software update, the screen would display the new code at the top of the summary screen.

The Description, Revenue Account number, categories, and column selections can be maintained on the Treasury Receipt Code Summary screen.



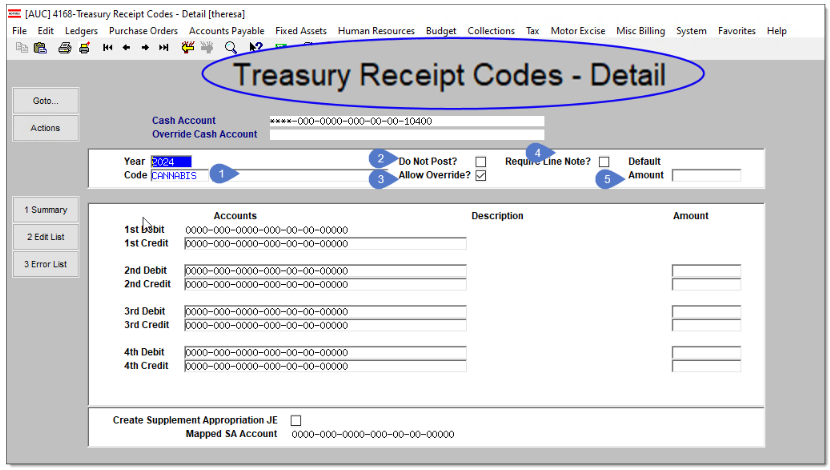
After the software update, the display will take the user directly to the detail screen for the new code where they can fill in all the data at once.

The new code will appear on the Treasury Receipt Codes *(detail)* screen where the details can be entered.

1 Enter a clear description in the description box.

2 Choose if transactions with this code will post to accounts receivable, 3 allow changing the default accountwhen entered, or 4 require a line note.

5 If this code usually has a certain dollar value, enter that as the default amount.



Note: Categories and Column number selection checkboxes are not available on this screen. To set categories and select column numbers return to the Summary screen (see hovertext).

Please see RC–1320 Treasury Receipts, RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change], RC-1350 Treasury Receipts Accounting Entries, and RC–1355 Supplemental Appropriations JE from Treasury Receipts in the Help Reference Library for more information.

[ADM-AUC-RC-8652]

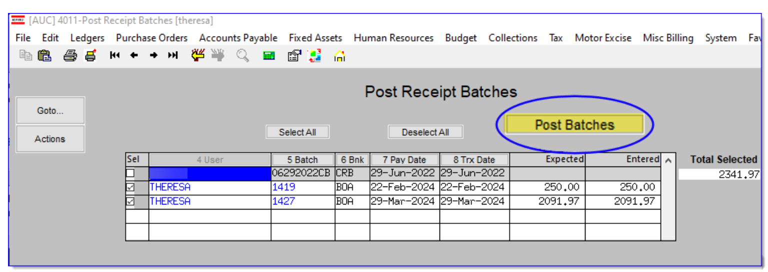
3 Posting Multiple Receipt Batches

Instead of posting batches individually, consider posting them all at once at the end of the day. The same reports will be generated, and each batch in a posting report will start on a new page. To post batches together, from the menu, choose:

Collections ▶ Payments (or Adjustments) ▶ Post Batches

The screen will look like this:

Make selections using the checkboxes or the Select All / De-Select All buttons at the top of the screen.



Three batches were posted; with the GL Posting # 8902192.

```
4079-RCRECPSTSUM.REP            Printed 02-May-2024 at 17:28:08 by THERESA                Page 1
                                            Town of Admins
                                      Receipt Posting Summary Report

GL Posting#: 8902192
==================== ================== ================== ============================= ====== ===========
User Batch#                 Batch Total Original Owner     Department                    Bank   Deposit Date
==================== ================== ================== ============================= ====== ===========
1476                           6,281.86 THERESA            HIGHSCHOOL-HIGH SCHOOL               02-May-2024
1477                          32,784.53 THERESA            HIGHSCHOOL-HIGH SCHOOL               01-May-2024
1478                          10,500.00 THERESA            HIGHSCHOOL-HIGH SCHOOL        BOA    02-May-2024

                     ------------------
** Grand Total **             49,566.39
                     ==================
```

[ADM-AUC-RC-8656]

4 Report # 4617 – Replica of # 4012 Receipt Posting

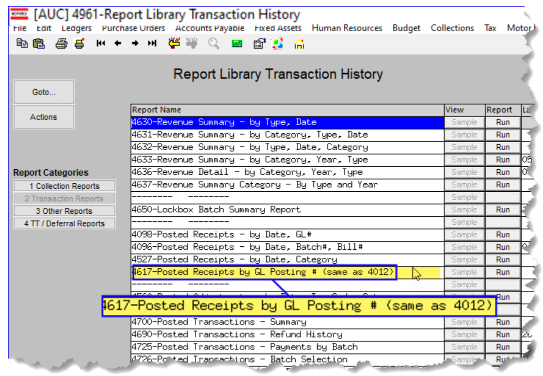
Sometimes, a site asks us to retrieve a #4012 receipt posting report that is months old, but that report may not be in the archive.

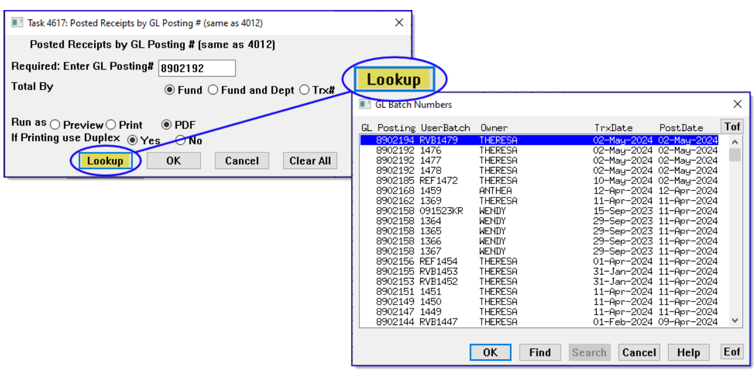
ADMINS created **Report #4617, Posted Receipts by GL Posting Number** report, which is a replica of report #4012.

To run the report, from the menu, select:

Collections ▶ Reports ▶ Report Library ▶ [2 Transaction Reports]

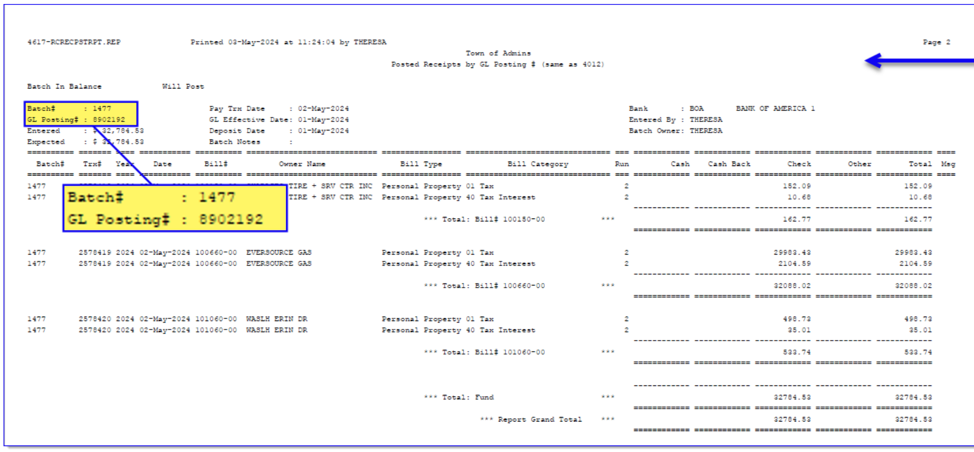
Click on Run to see the following prompt:





The prompt requires entering the GL Batch number.

Choose to total the report by ⦿ **Fund,** ⦿ **Fund and Dept**, or ⦿ **Transaction #.**



The report will look like this.

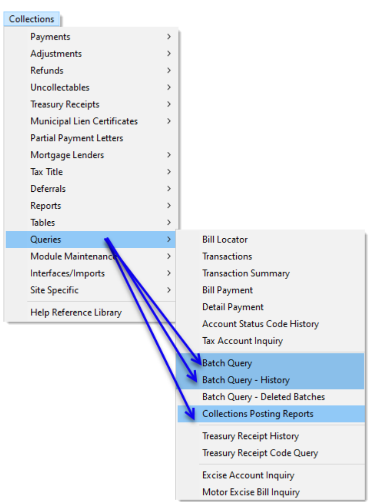
If the GL Batch included multiple RC batches, the report will include all the RC batches from the posting.

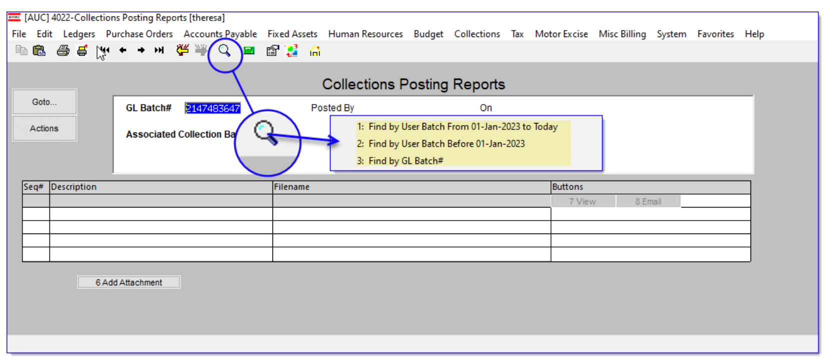
[ADM-AUC-RC-8657]

5 Posting Reports Query Screen # 4022 [Enhancement]

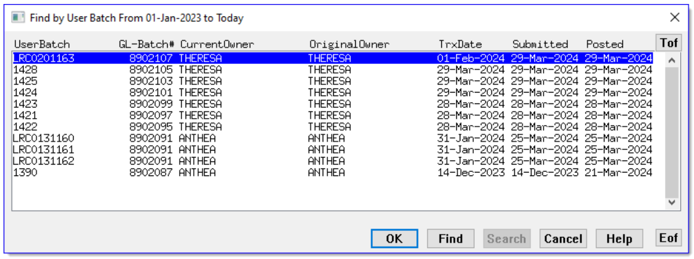
This screen allows users to find and view posting reports for batches that were processed in the past, by selecting the GL Batch number or the User Batch number. The reports generated during a posting are frequently needed for auditing and reconciliation and are available for different types of posting processes, such as receipt posting, adjustment posting, lockbox posting, refund posting, tax taking posting, and reverse payment posting.

This screen does not show that the batch was reversed on the original batch. To check if a batch was reversed, look for a reversal batch called "REV" plus the original RC batch number.

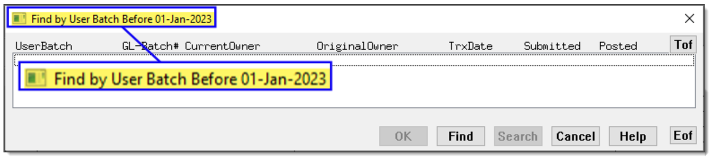




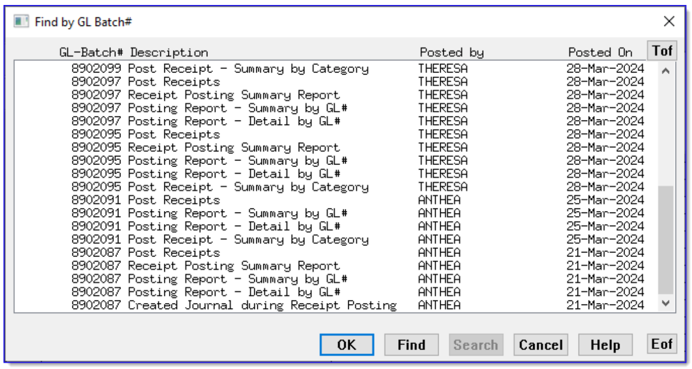
The Collections Posting Reports screen will look like this. To find the batch reports, click on the GL Batch # field and click to select one of the three options:



Option 1: to find the user batches since January 1 of the current year.



Option 2: to choose from the list of User Batch numbers posted before January 1 of the prior year (this will not have any records until batches are more than a year old).

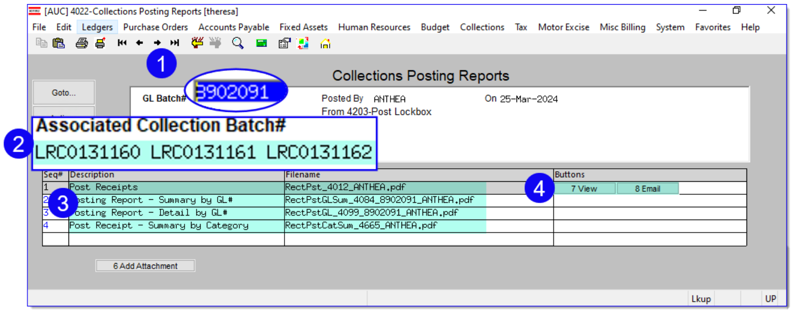


Option 3: to find the batch by GL Batch number. Use the lookup by GL Batch number if, for example, the finance office has referenced a GL batch and asks for details.

Or, select the user batch in the Batch Query screen (as shown in section 1.1) or Batch Query History screen and navigate to the **Collections Posting Reports Screen** using the **[Actions]** ▶ **Posting Reports** feature.

After the software update, the following processes will have the posting reports available via this method.

1. Receipt Posting (Payments & Treasury Receipts)
2. Adjustment Postings
3. Lockbox Posting
4. Post Refunds
5. Scheduled Task Overnight RC Postings
6. Reverse Payment Batches
7. Original Tax Title Taking
8. Subsequent Tax Title Taking

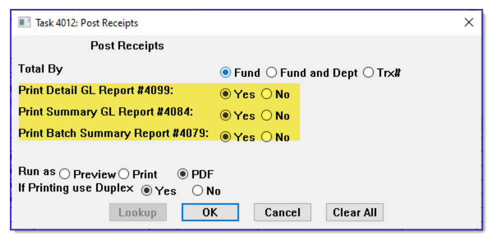


Reports will not be available to the screen until the final posting step is complete. The last step in each posting process will save reports to the **Collections Posting Reports Screen**.

Note: The reports will only be available to save in the history screen if they are selected to be run during the posting step by clicking **"⦿ Yes"** when presented with this prompt.

(Posting procedures that do not use the prompt will automatically save all the reports in the history screen).

Whenever possible the report numbers will be included on the prompt as shown to help users consistently run the expected reports.



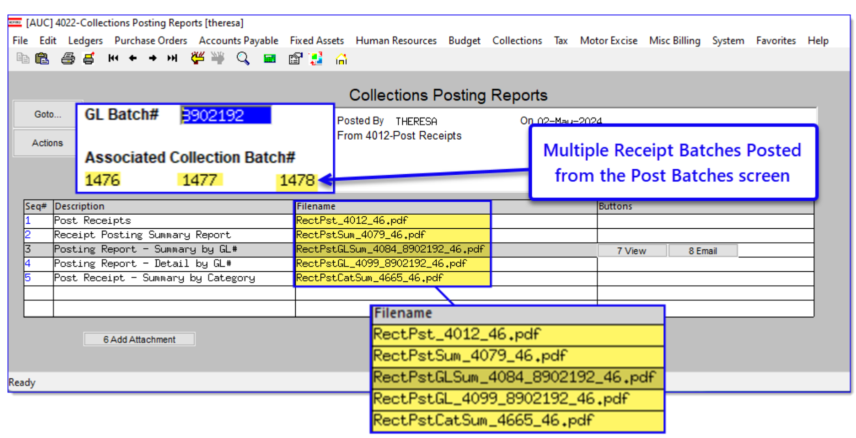
5.1 Reports Available by the Type of Posting

The sections below are examples of the reports that will be available on the screen, depending on the type of posting.

5.1.1 Tax Receipts Batches on the Collections Posting Reports Screen

The Tax Receipts Batches (RE, MV, PP) will have these reports saved:

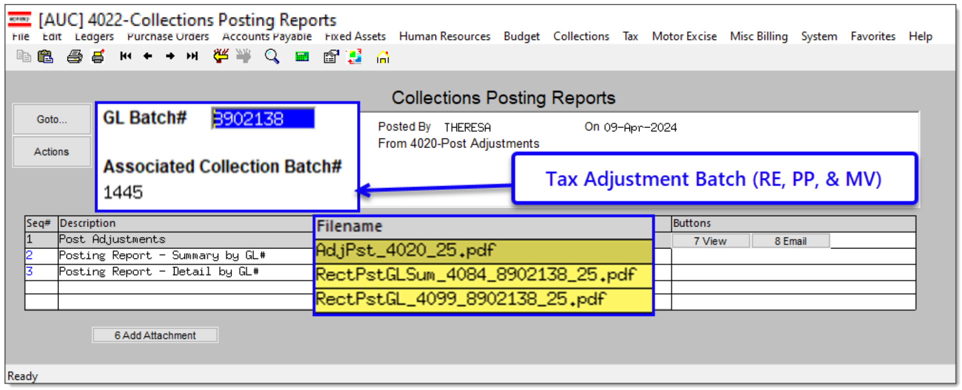
- #4012 Post Receipts
- #4079 Receipt Posting Summary
- #4084 Summary by GL #
- #4099 Detail by GL #
- #4665 Summary by Category



5.1.2 Tax Adjustment Batches on the Collections Posting Reports Screen

The Tax Adjustment Batches will have these reports saved (by default – there is no prompt for selecting reports for Adjustment Batches):

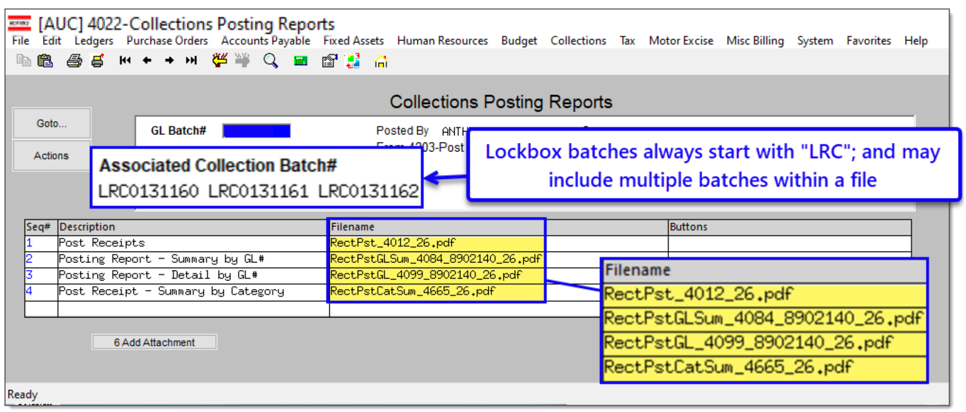
- #4020 Post Adjustments
- #4084 Summary by GL Number
- #4099 Detail by GL Number



5.1.3 Lockbox Batches

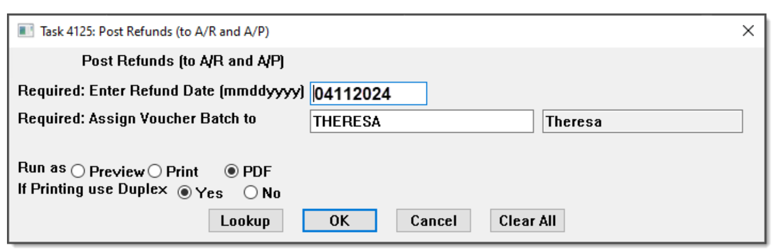
The Lockbox files can have multiple batches within them for the bill type (RE, MV, PP) and will have these reports saved:

- #4012 Post Receipts
- #4084 Summary by GL #
- #4099 Detail by GL #
- #4665 Summary by Category



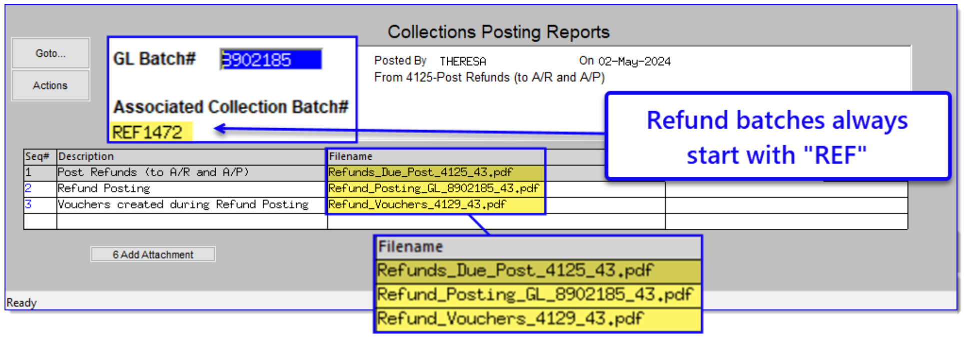
5.1.4 Refunds Postings

The posting reports are created in this step:



The Refunds Posting will have these reports saved:

- #4125 Refunds Due Posting
- #4128 Refund Posting to GL
- #4129 Refund Vouchers (AP)

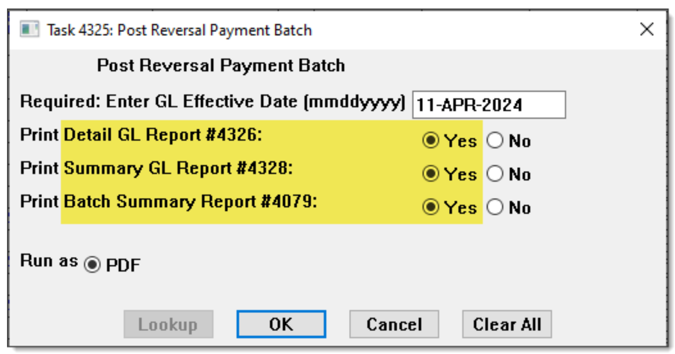


5.1.5 Scheduled Task Overnight RC Postings

There are no sites currently opting to implement this feature. If any sites choose to implement this feature, the reports generated by the scheduled task posting will be saved in the query screen.

5.1.6 Reverse Payment Batches

The prompt displays the reports that are generated when a payment is reversed, and it also lists the report numbers on the prompt to help match them and make sure that the right reports are chosen for be produced:



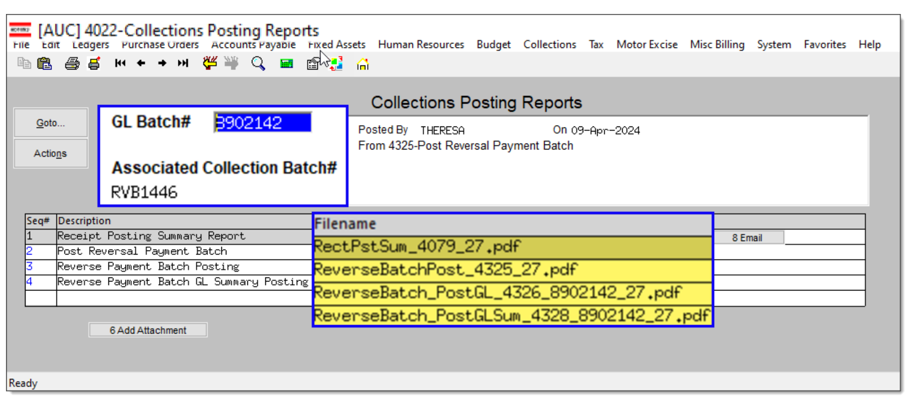
Only the reports that are marked with the ⦿ **Yes** radio button will be created, and they will be the only ones that appear on the **Collections Posting Reports** screen.

If the original batch was a lockbox batch that contained multiple files, and therefore multiple lockbox batch numbers, each must be reversed.

For example, in section 5.1.3 above, three lockbox batch numbers are shown: LRC0131160, LRC0131161, & LRC0131162. Each must be reversed separately.

When the Yes radio buttons are all selected, these reports are saved:

- #4079 Receipt Posting Summary
- #4325 Reverse Batch Posting
- #4326 Detail by GL #
- #4328 Summary by GL #

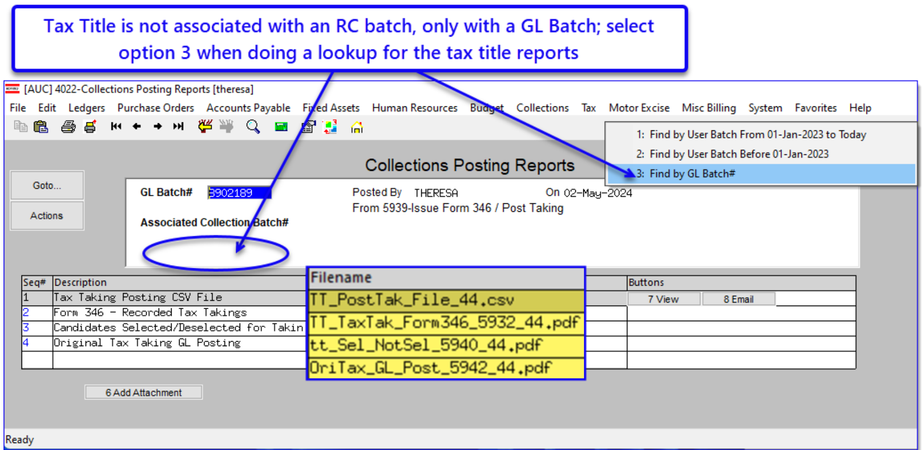


[ADM-AUC-RC-8646]

5.1.7 5939-Original Tax Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Original Tax Taking. These are the reports that will be saved from the Original Tax Taking Posting:

- Tax Taking Posting CSV File
- #5932 Form 346 Recorded Tax Takings
- #5940 Candidates Selected / Deselected for Taking
- #5942 Original Tax Taking GL Posting

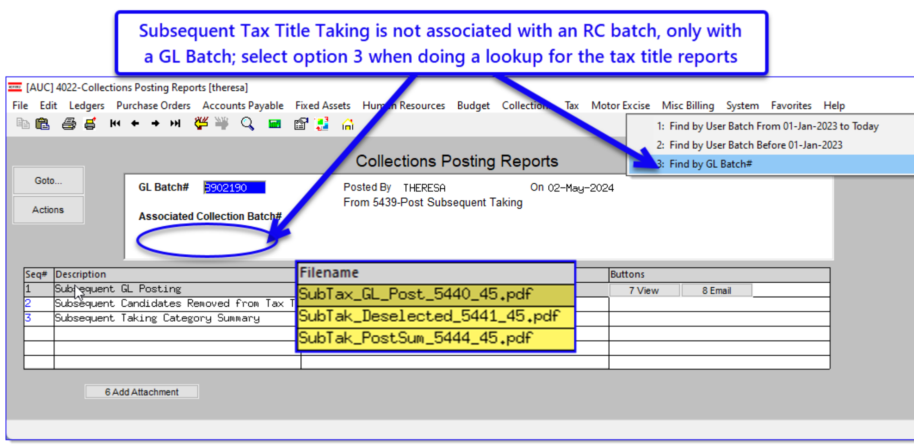


5.1.8 5439-Subsequent Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Subsequent Tax Taking. These are the reports that will be saved from the Original Tax Taking Posting:

The Subsequent Tax Taking Posting will have these reports saved:

- #5440 Subsequent GL Posting
- #5441 Candidates Selected / Deselected for Taking
- #5444 Subsequent Tax Taking GL Posting



[ADM-AUC-RC-8646]

6 Batch Query & Batch Query History Screens [Enhancement]

The Batch Query and Batch Query History screen have the same appearance. How are they different?

Users can find batches by different criteria, like batch number, owner, transaction date, submit date, or posting date. The **Batch Query** screen shows the **current year's batches**, while the **Batch Query History** screen shows batches with dates prior to January 1. Users can also go to the Posting Reports screen from here.

[ADM-AUC-RC-8648]

6.1 Batch Query Screen [Enhancement]

To access the Batch Query Screen *(and view the posting reports for a given batch)*, from the menu, select:

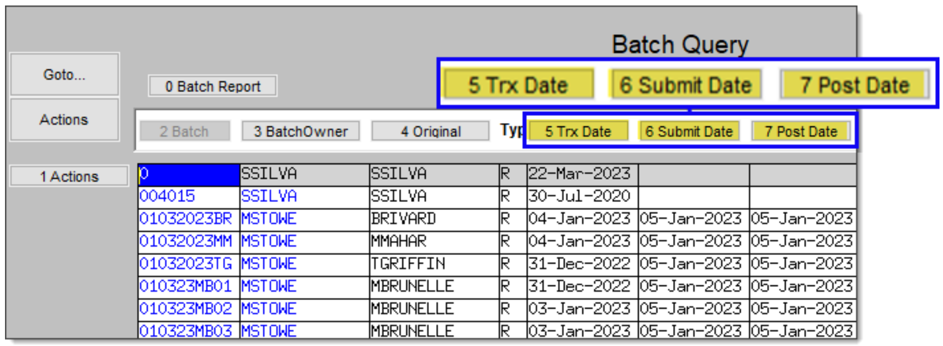
Collections ▶ Queries ▶ Batch Query

6.1.1 Search for a Batch by Any of the Date Columns [Enhancement]

Before the software update, the screen could only be sorted / searched by Batch, Batch Owner, and Original Batch Owner columns.

ADMINS added the ability to search by:

1. Trx/Deposit Date
2. Submit date
3. Posting date



To search by any of the dates, first click on the button to activate the column. Then type a date in the active column. The display will bring the closest date to the top of the screen.

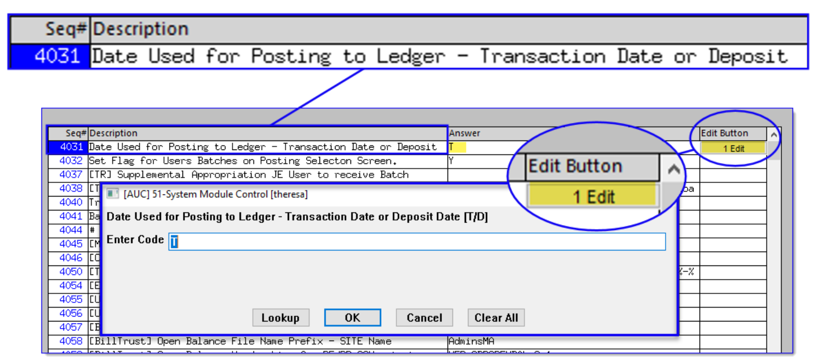
The first date column label (either **[Trx Date]** or **[Deposit Date]**) is determined by **Module Control Sequence #4031**. The button label will change depending on the value set on site. If the value is T, the label will read "Trx Date". If the value is "D", the label will be "Dep Date". The Billing History Query screen column headers are controlled the same way.

Sites usually do not change this value once it is set up.

Only Super Users (Security Level 20 or above) have access to edit this module control value.

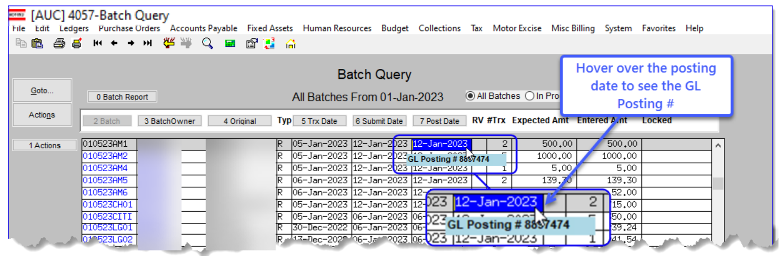
To see the value, from the menu, select:

Collections ▶ Module Maintenance ▶ Module Control Table



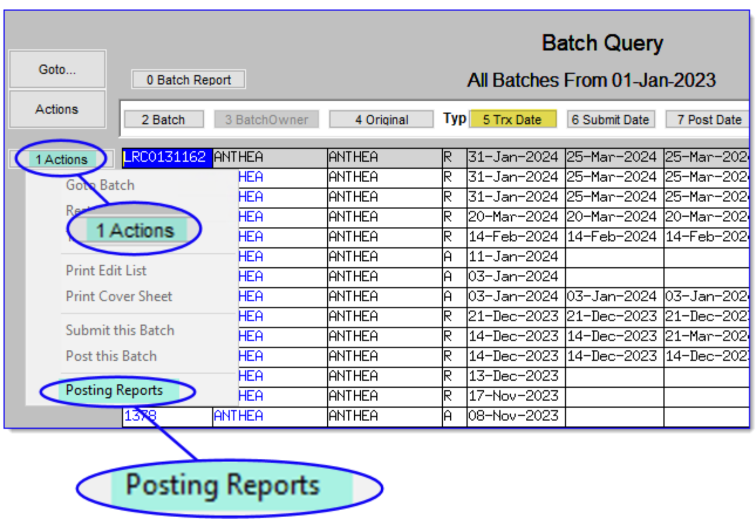
6.1.2 General Ledger Posting Number on the Batch Query Screen [Enhancement]

Once the batch has a GL Posting number assigned, hover over the Post Date to reveal the GL Posting number.



[ADM-AUC-RC-8659]

6.1.3 Access the Posting Reports Screen from the Batch Query Screen



Added the option to go to the Posting Reports screen # 4022 from the **[1 Actions]** button (see section 1 above.

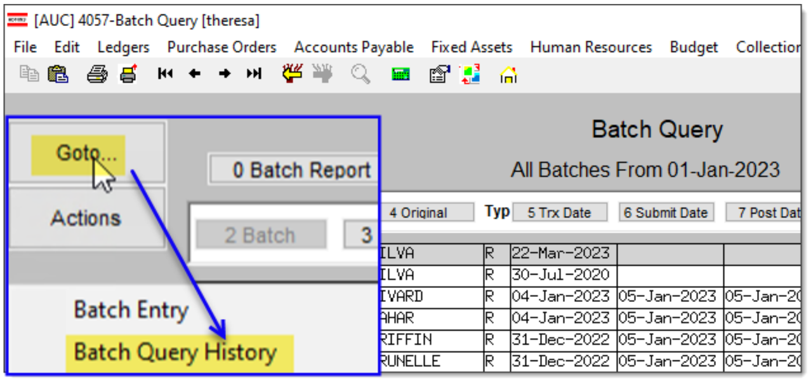
This Posting Reports screen will only be available ***if***:

– The batch ***has been posted*** (after the June 2024 software update)

– The batch may be accessed by the user doing the query by virtue of permissions on the User Profile.

Contact support@admins.com for details on how to make older reports (for batches posted before the software update) available.

6.1.4 A Quick Way to "Goto…" the Batch History Query Screen



For your convenience, **ADMINS** added a way to go to the Batch Query History Screen from the Batch Query screen using the **[Goto...]** button.

Click on the **[Goto...]** button and choose "Batch Query History " from the list to access the Batch Query screen directly.

There is a reciprocal branch on the Batch Query History screen to return to the Batch Query screen.

[ADM-AUC-RC-8647]

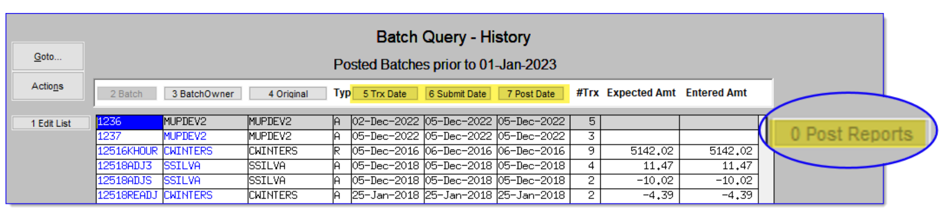
6.2 Batch Query History Screen [Enhancement]

To access the Batch History Screen, from the menu, select:

Collections ▶ Queries ▶ Batch Query – History

6.2.1 Access the Posting Reports Screen from the Batch Query Screen

As batches of a certain age are moved to the Batch Query – History screen, the 0 Post Reports button will be available for batches with reports on the new **# 4022 Posting Reports** screen.

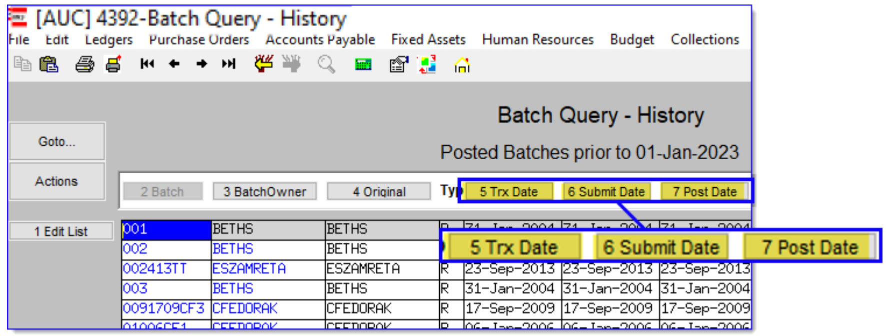


6.2.2 Search for a Batch by Any of the Date Columns [Enhancement]

Before the software update, the screen could only be sorted by Batch, Batch Owner, and Original Batch Owner columns.

The Batch Query History screen can now be sorted and filtered on any of the three date columns:

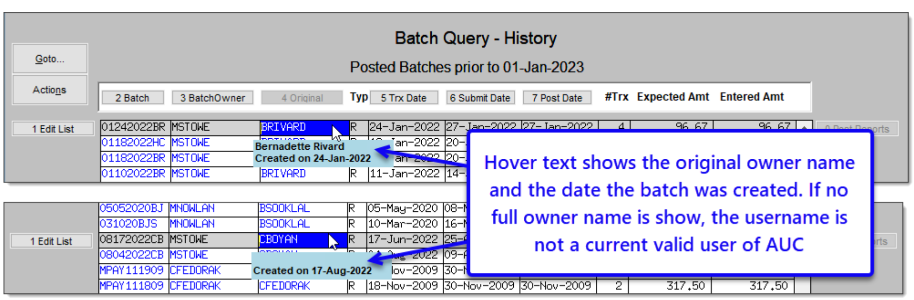
1. Trx/Deposit Date
2. Submit date
3. Posting date



To search by date, first click on the button to activate the column. Then type a date in the active column. The display will bring the closest date to the top of the screen. The display will be sorted by the selected date column, with the most recent dates at the top of the screen.

[ADM-AUC-RC-8644]

6.2.3 Hovertext on the Original Owner Column [Enhancement]



To see the hover text, move your cursor over the batch record you want in the **[4 Original]** column.

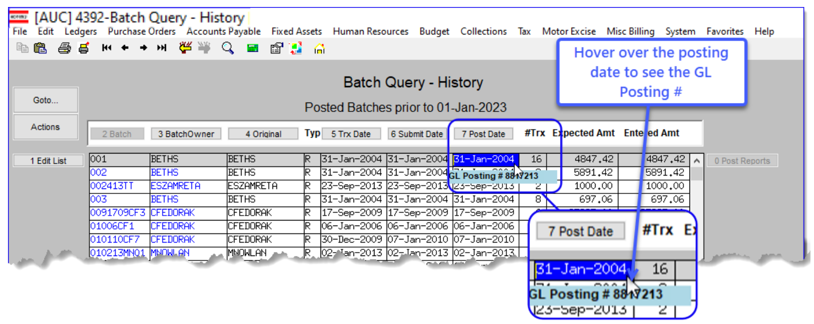
The hover text will show the date when the batch was created and the full name of the user who created it.

If there is no name shown the username does not exist in the AUC user profile database; the date the batch was created will still be shown.

[ADM-AUC-RC-8648]

6.2.4 General Ledger Posting Number on the Batch History Query Screen

Once the batch has a GL Posting number assigned, hover over the Post Date to reveal the GL Posting number.

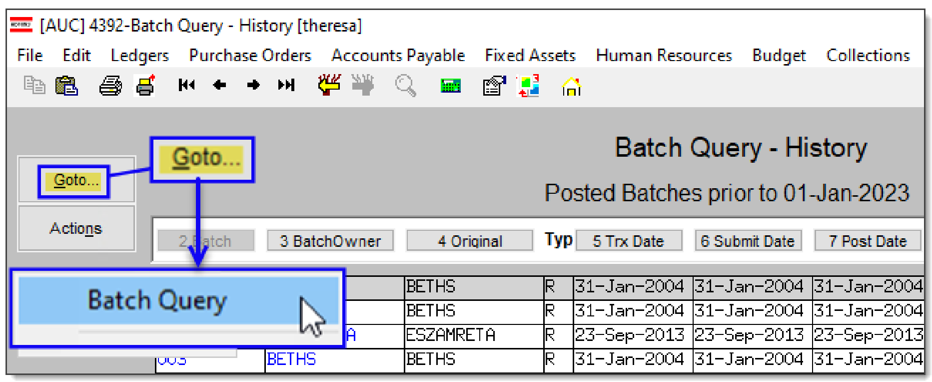


[ADM-AUC-RC-8659]

6.2.5 A Quick Way to "Goto…" the Batch Query Screen [Enhancement]

For your convenience, **ADMINS** added a way to go to the Batch Query Screen from the Batch Query History screen using the **[Goto...]** button.

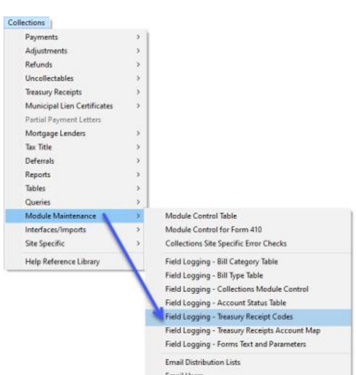
Click on the **[Goto...]** button and choose "Batch Query" from the list that appears to access the Batch Query screen directly.



There is a reciprocal branch on the Batch Query screen to get to the Batch Query History screen.

[ADM-AUC-RC-8647]

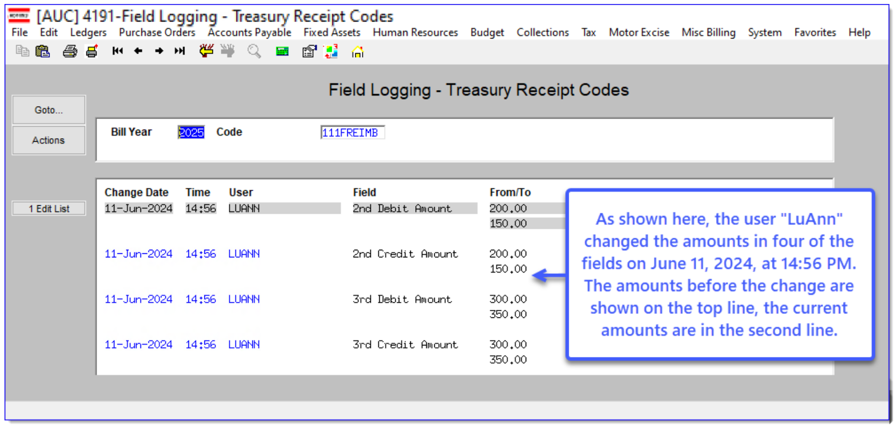
7 Treasury Receipts – Added Field Logging [Enhancement]



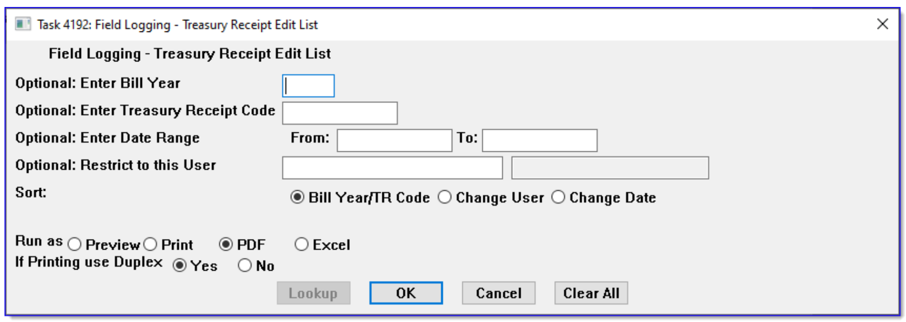
ADMINS added field blogging to the **Treasury Receipts (TR)** code table.

View changes made to the **Treasury Receipts** code table by selecting:

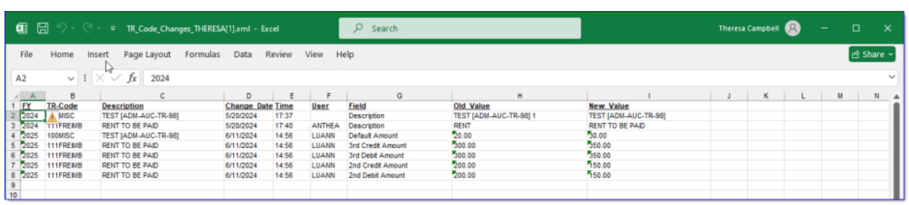
Collections ▸ Module Maintenance ▸ Field Logging – Treasury Receipt Codes



Click on the 1 Edit List button to view a report of the changes. All fields on the prompt are optional; leave the fields blank to view the report of all changes for TR Codes.



Here is an example of the edit list when run as Excel:

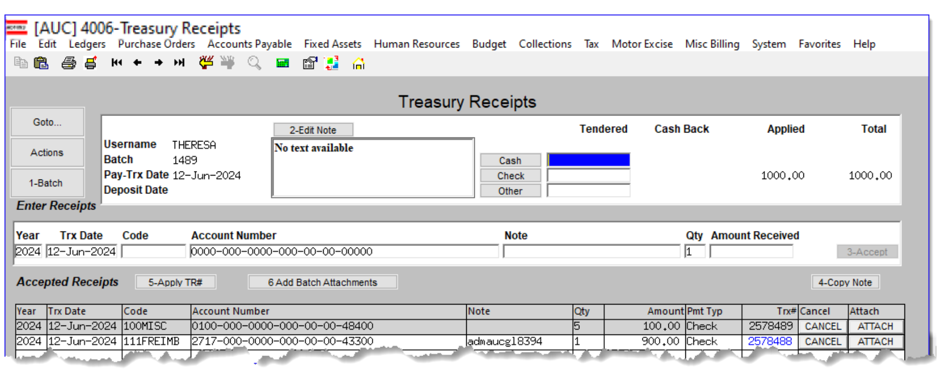


[ADM-AUC-TR-101]

7.1 DP01 "In Progress" Transactions in the GL Query Screens

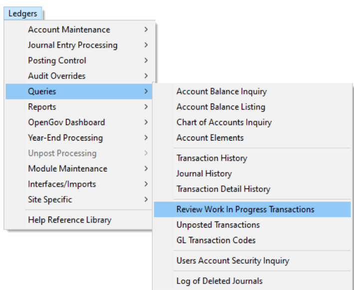
Before the software update **Treasury Receipt (DP01)** transactions were not included in the **GL work-in-progress** query screens. Now **DP01 Treasury Receipt** transactions will be shown as work-in-progress in the queries.

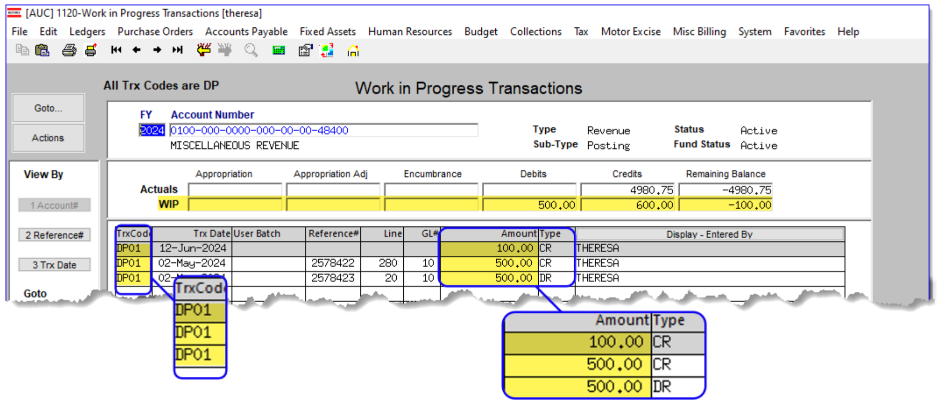
This sample shows a **DP01** transaction for account number **0100-000-0000-000-00-00-48400.**



To view Work in Progress Transactions, from the menu select:

Ledgers ▸ Queries ▸ Review Work in Progress Transactions

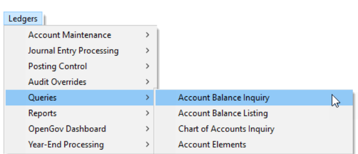


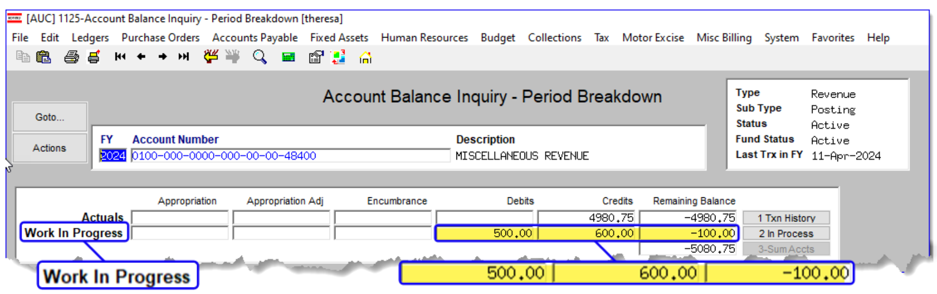


Enter the Fiscal Year and the account number. The Treasury Receipts will show up as Transaction code DP01.

The Treasury Receipts will show up in aggregate on the Account Balace Inquiry Screen as well. To access the screen, from the menu, select:

Ledgers ▸ Queries ▸ Account Balance Inquiry





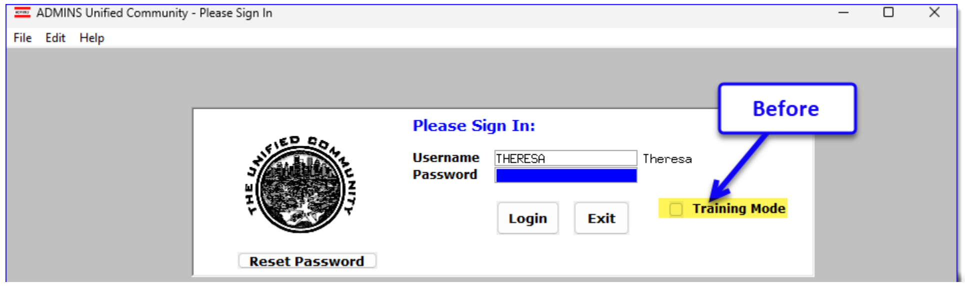
Enter the Fiscal Year and the account number to view the transactions.

[ADM-AUC-GL-8394]

8 Login to the Training Area [Enhancement]

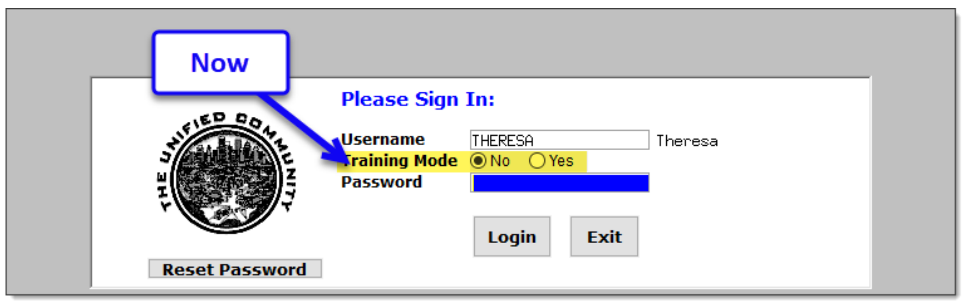
ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)*
See **SY–175 Copy Live to Training** *in the Help Reference Library for details.*

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



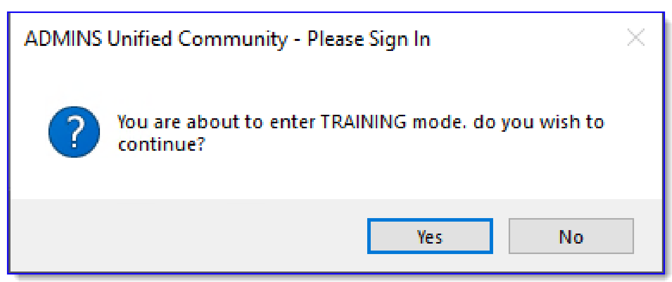
To access the Training area, select the ⦿ **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

*(The default is ⦿ **No**; typing the password and **{Enter}** will go to **Live**).*



To proceed to Training mode, click on Yes. The prompt will default to Yes if the Training mode radio button is ⦿ **Yes**, and will go straight to training by pressing **{Enter}** *(without clicking on any button)*.

Press No to log in to live.



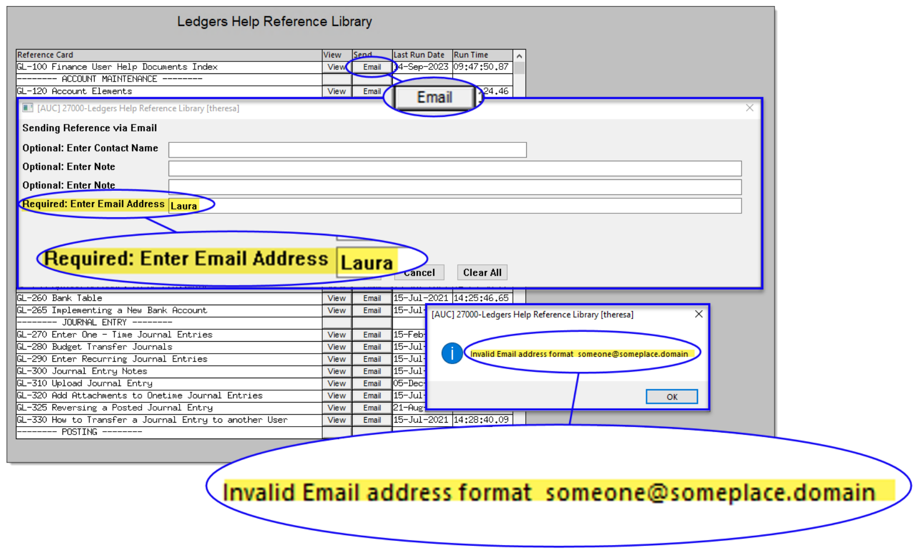
[ADM-AUC-SY-8323]

9 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

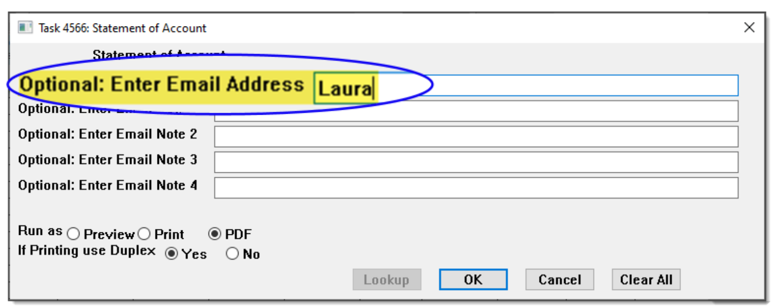
For example, “xxx@cccc.domain”.

Here is an example of the error that will appear if an invalid email address is detected:



Click OK on the prompt and enter a valid email address on the Required field.

The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]

10 Site Specific – Cranston, RI [Enhancement]

At the customer request, **ADMINS** added a Parcel Address column to the following 3 Reports:

Law Office
RI Housing
Over 65

[CRI-SUP-SAPLAUC-1200]

11 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website, related to the topics of payments, reports, and posting reports. The documents were added to the Help Reference Library and content to **ADMINS**.com:

11.1 New & Updated Documentation in the Help Reference Library

Payments	RC–130 How to Find a Bill	[Updated]
	RC–145 Posted Reports Query Screen	[New]
Reports	RC–480 Statements of Accounts	[Updated]
Treasury Receipts	RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change]	[Updated]

11.2 New Content on ADMINS.com

How to Add a New Treasury Receipt Code	[New]