



# REVENUE COLLECTIONS

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## RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system and installed on your site in **March 2016**.

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## 1. PAYMENTS

### 1.1. Lockbox Posting

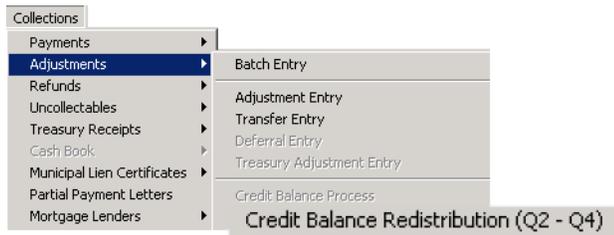
Prior to this update, if the user posting the lockbox already had a batch for the same date and batch sequence#, then the posting process was using the dates from the old batch and not creating a new batch with correct dates. This has been corrected.



[ADM-AUC-RC-8304]

## 2. ADJUSTMENTS

### 2.1. Credit Balance Redistribution



Prior to the software update, the **Credit Balance Redistribution** process was not using the correct interest suppression threshold amount from the Module Control table. This caused interest to be calculated when the balance amount was below the threshold amount set in Module Control #4180. This was corrected.

[ADM-AUC-RC-8303]

## 3. INTERFACES/IMPORTS

### 3.1. UniBank Daily Balance File

The creation of the UniBank daily balance file has been automated. Now a scheduled task can be setup on your site that will use the settings from the **Create UniBank Daily Balance File** screen to automatically generate the daily balance files and email the location and number of selected records to an email distribution list.

Changes to the selection criteria maintained in the **Create UniBank Daily Balance File** screen will still need to be reviewed and manually changed as new Bill years and Motor Vehicle Excise Commitments are processed and posted to the system.



- Interfaces/Imports ▾ Treasury Receipt Code Upload
- Site Specific ▾ Treasury Receipt Code Conversion - Unified Comm.
- Help Reference Library **Create Unibank Daily Balance File**

**Create Unibank Daily Balance File**

**Include Real Estate / Personal Property Years**

RE Bill Year: 2000  Check to include All Years (leave Bill Year and Checkboxes blank to exclude from Selection)  
 PP Bill Year: 2000  Check to include all Years

Create output file as...  1 File  Separate File(s)

**Include Motor Excise Years**  Check to include All Years and all commitments (Create output as 1 File)

Year	Commit#	Seq#	Create output file as...
1	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
2	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)

**Include Misc Billing Years**

Misc Bill: 2000  Check to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)

4 Create Daily Balance File

For instructions on maintaining this table, please refer to the Help Reference Library document shown below:

**Collections Help Reference Library**

**Reference Card**

Bill Print Sequence Table	View	Email
Tax Rate	View	Email
Copy Tables for New Year	View	Email
----- INTERFACES -----		
Unibank Daily File	View	Email
Escrow Delinquency File Layout	View	Email
Import Treasury Receipts	View	Email
CUSI Interfaces	View	Email



If you would like to have this scheduled task setup on your site, please contact ADMINS support so we can setup the scheduled task to automate this process.

**Note: UniBank E-Billing Daily Balance file is processed separately and is not available for automation at this time.**

- Collections
  - Payments
  - Adjustments
  - Refunds
  - Uncollectables
  - Treasury Receipts
  - Cash Book
  - Municipal Lien Certificates
  - Partial Payment Letters
  - Mortgage Lenders
  - Tax Title
  - Deferrals
  - Reports
  - Tables
  - Queries
  - Module Maintenance
    - Module Control Table
    - Module Control for Form 410
    - Field Logging - Bill Category Table
    - Field Logging - Bill Type Table
    - Field Logging - Collections Module Control
    - Email Distribution Lists**
  - Interfaces/Imports
  - Site Specific
  - Help Reference Library

**Email Distribution Lists**

Distribution Code: **DAILYBAL** Collections Daily Balance Location Email  System Default Distribution List

User Name	Full Name	Email Address	Status
ANTHEA	Anthea Diamond	anthea@admins.com	Active
THERESA	Theresa Campbell	theresa@admins.com	Active

Figure 1 To find the table

Figure 2 Add names to be notified when file is created

[ADM-AUC-RC-8271]



## 4. HELP REFERENCE LIBRARY

### 4.1. New or Updated Documentation

- SYSTEM System Administration Kit