REVENUE COLLECTIONS RELEASE NOTES – MARCH 2017

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

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1. MUNICIPAL LIEN CERTIFICATE (MLC) FEES [FIX]

Collector Fees may be added **"on the fly"** when creating an MLC. These fees were not retained on the printed MLC due to the system refreshing the data at print time. Now if a category is set as a fee, the data for the fee is not refreshed when the MLC is printed and the manual entries made "on the fly" will print.

This is in effect for Categories marked as **F** on the **Collections** ▶ **Tables** ▶ **Bill Category Table** ▶ **Sub-Category S** tab.

		Bill Cat	tegory	
Year Type Description 2016 10 Real Estate				
Categories 1 Accounting 2	Sul	b-Category	Groups	4 Sub-Category S
Category & Description	Т	Tax	Ass	oc. Deferral Category
01 RE Tax	F	Fee	00	
30 Tax Sale Fee 32 Collector Fee	F	Fee	- 00	
33 Demand	F	Fee	00	
40 Interest	I	Interest	00	
69 Refund Interest	-	Interest	00	
80 Insufficient Funds	Ľ.	Inceresc	00	
95 Miscellaneous	F	Fee	00	
	F	Fee		

In the image below, three lines for Collector Fees are shown – the first Collector Fee line shows fees for all three years (2016, 2015 and 2014); the second Collector Fee line shows fees for 2015; The third Collector Fee line shows no fees.

Goto Certifi Parcel	cate # 37 <mark>001-0111-000</mark>		N	ILC Entry			
Actions	Current Owne	er		Attorney 0000025	Application Da	te 10-Mar-2017	_
				ASC			
6 Add New	1.00			P.O. BO	(14506		
				DES HOL	E3, IN 30308-0000		
7 Delete							
8 Edit List							
0 Dviet MLC	1			1			
Locatio	on		Calcu	late Interest thru 17-1	far-2017 Certificate	Date 10-Mar-20	17
0 Add Category	1 Bills	2 Other Accts	3 Tax Title	4 Deferrals	5 Betterments	1	
			2016	2015	2014		
			2024820001	2024820001	2024820001	ear 2016	
R# Category	Exempt	Interest AsOf	5578.26	5578,26	5173.83	ax Surcharge	
1 Collector Fee			250,00	5000.00	750.00	ourcharge	
1 Interest		17-Mar-2017					
2 RE Tax			5578,26	5578,26	5173,83	Dill Year	27,266 sq ft
2 Interest		17-Mar-2017	_	500,00		Value	2016
3 RF Tax						ovement Value	799,600

The fees are aggregated and printed on the MLC. The **"on the fly"** entry applies only to the printed MLC; no fees entered here are posted back to the bill.

Re	venue Collectio	ns			
	venue concetto	115			
		Certificate of Under 44 General Laws	Municipal Liens -7-11 of the s of Rhode Island	CERTIFIC	CATE NUMBER : 2016-37 ISSUED: 10-Mar-2017
and the second sec		Cranst Tax Coll	ton City Hall ections Dept		TAX RATE SUMMARY
fy from available the date of this c	information that all texes	003 Pa s , assessments and charg Freel estate specified in Wo	rk Averne ges now payable that o	constitute liens	Residential: 22.45 Jpen Space: 0.00 Commercial: 33.68
are dute of any e	cimicate officie purches.	riearestate specified in yo	ur application are liste	d below .	industriai: 33.08 otal Value: \$993,900
ASC ASC		2015 Bill #2024820001 2	ur appincation are inste	2014 Bill#2024820001	Industrial: 33.08 otal Value: \$993,900 Prior to 2014
		2016 Bill #2024820001 2	ur appincation are inste al./d: 015 Bill #2024820001	2014 Bill#2024820001	nousmai: 33.88 otal Value: \$993,900 Prior to 2014
SSESSMENTS ross Tax		2016 Bill #2024820001 2 \$25,016.89	ur appincation are inste 4. dt: 015 Bill #2024820001 \$29,428.10	a below	industnal: 33.88 otal Value: \$993,900 Prior to 2014 \$130,223.13
SSESSMENTS ross Tax et Tax		2016 Bill #2024820001 2 \$25.015.69 \$25.015.69	ur appincation are inste 4./d: 205 015 Bill #2024820001 \$29,428,10 \$29,428,10	2014 Bill#2024820001 \$21,869,67 \$21,869,67	nousmai: 33.88 otal Value: \$993,900 Prior to 2014 \$130,223.13 \$130,223.13
SSESSMENTS ross Tax ever Full Year	To: 12 Mar 2017	2016 Bill #2024820001 2 \$25,015.69 \$26,015.69 \$468.94 \$100.29	ur appincation are inste 1/d: 1/6 1/5 Bill #2024820001 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10	2014 Bill#2024820001 \$21,869.67 \$21,869.45 \$424.35	nousmai: 33.88 otal Value: \$993,900 Prior to 2014 \$130,223.13 \$130,223.13 \$2,639.67 \$2.659.67
SSESSMENTS ross Tax et Tax ever Full Year terest branes and Fees	To: 17-Mar-2017	2016 Bill #2024820001 2 \$25,015.69 \$25,015.69 \$468.94 \$1.002.70	4141: 115 Bill #2024820001 \$29,428.10 \$20,0000 \$20,000 \$20	2014 Bill#2024820001 \$21,869.67 \$21,869.67 \$21,869.67 \$21,869.67 \$22,869.67	Prior to 2014 \$130,223,13 \$13
ASC ASC INSESSMENTS Inoss Tax let Tax ever Full Year trenst harges and Fees otal Net	To: 17-Mar-2017	2016 Bill #2024820001 2 \$25,015,69 \$25,015,69 \$408,94 \$2250.00 \$22,718,33	4/4: 105 Bill #2024820001 \$29,428.10 \$29,428.10 \$29,428.10 \$446.57 \$1 86.42 \$5,500.00	2014 Bill#2024820001 \$21,869.67 \$21,869.67 \$424.35 \$750.0 \$2,044.05	nousmai: 33.88 otal Value: \$993,900 Prior to 2014 \$130,223.13 \$130,223.13 \$130,223.13 \$130,223.13 \$1,52,17 0 \$225,00 \$1,362,239.97
ASC ASSESSMENTS Moss Tax tet Tax terest terest hanges and Fees otal Net AYMENTS	To: 17-Mar-2017	2016 Bill #2024820001 2 825.015.69 \$250.105 \$250.00 \$27./18.33	4.1d: 115 Bill #2024820001 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$29,428.10 \$1,80.49 \$1,80.49 \$1,80.49 \$1,80.49 \$1,80.49 \$1,80.49 \$1,80.49 \$1,80.49 \$1,90.4	2014 Bill#2024820001 \$21,869.67 \$21,869.67 \$21,869.67 \$424.35 \$424.35 \$424.35	nousmai: 33.88 otal Value: \$993,900 Prior to 2014 \$130,223.13 \$130,223.13 \$2,639.67 \$3,162.17 0 \$225.00 \$136,239.97

[ADM-AUC-RC-8358]

2. REPORTS

Click on **Collections** Reports Report Library [1 Collection Reports] to access the **4708** Aged Receivables Report. In addition to the new feature described below, the report now runs faster.

Report Library Collection	ons
Report Name 4702-Bill Type - As of a Date	Sample
4/05-Balances as of (Irial Balance) 4648-Projected Balances as of 4614-Parcel Outstanding Balance	Sample Sample Sample
4708-Aged Receivables Report	Sample

2.1. 4708 Aged Receivables Report [New Option]

The prompt now allows the optional selection to include categories that do not post to Accounts Receivable. This facilitates balancing collections to the general ledger for sites that do not book fees, for example. The Bill Category table controls what is booked to Accounts Receivable. Access the table via **Collections > Tables> Bill Category**. In the image in Figure 1, Categories 02, 03 and 04 do not have a check in the Post to A/R box. These will be excluded from the Aging report if the **Include Categories that do not post to A/R [e.g. Fees]** prompt has "**No**" selected.

	Bill Cate	gory		Lien Cate Bettermei	gories 5-14 nt Categories 15-26
Year Type Description 2017 10 Real Estate Categories 1 Accounting 2 Astronomic Accounting 2	sociations 3	Groups <u>4</u>	Sub-Category S	Flags <u>G</u>	
	Add/Omit	Post	Incl RE/PP	Include in Include in	Include In Post Alt Pst
01 Tax	TE E	to Aire Betterment	Demands	Refunds Balance	Paily Bail Order Order
02 CPA	35 5		E		
03 Unused 04 Unused	- 2			22	
05 Water Lien					✓ 30 30
06 Water Ln CI					
08 Sever Ln CI					✓ 41 41
09 Trash Lien	그는 돈.				20 20
11 Demolition Lien	귀는 눈 !		V	9 9	
12 Demolition Ln CI					26 26

Figure 1 Bill Category Table Post to A/R Checkbox

ADMINS Unified Community	Release Notes – Version 17.1
Revenue Collections	March 2017
	Start contracto because Start
Tosk 4708: Aged Receivables Report X Aged Receivables Report Select Receivables with balances that are passed the Bill Date. If selection not restricted to a single year then report could take a while to run	Aged Receivables Report Aged Receivables Report Select Receivables with balances that are passed the Bill Date. If selection not restricted to a single year then report could take a while to run Required: Enter Bill Year Range From Year: 2016 To Year: 2016
Required: Enter Bill Year Range From Year: To Year:	Required: Enter As of date 01312017
Required: Enter As of date 06302016	Required: Enter Number of days between Aging Breaks 365
Required: Enter Number of days between Aging Breaks	Inc Include Categories that do not post to A/R? (e.g. Fees) 🧿 Yes 🔿 No
Print © Summary © Detail	Print © Summary C Detail
Run as © Preview © Print © PDF © Excel If Printing use Duplex © Yes © No	Run as © Preview © Print © PDF © Excel If Printing use Duplex © Yes © No
Lookup OK Cancel Clear All	Lookup OK Cancel Clear All

Figure 2 Before

Figure 3 After

Conversely, if the **Include Categories that do not post to A/R [e.g. Fees]** prompt has **"Yes"** selected these categories will be included on the aging report.

[ADM-AUC-RC-8353

2.2. Outstanding Balance by Account # Report – Site Specific [New]

For sites that maintain account numbers with associated bills for each parcel to aggregate bills, such as Cranston, RI, a new report is available. Select Collections ▶ Reports ▶ Report Library ▶ 4616 Outstanding Balance by Parcel for an Account to report on all the balances for all parcels associated with an account number. Details are available in the document found in the Help Reference Library ▶ Site Specific ▶ 1765 Outstanding Balance by Parcel for an Account.

Report Library Collect	ions	
Report Name	View	Report
4702-Bill Type - As of a Date	Sample	Run
4705-Balances as of (Trial Balance)	Sample	Run
4648-Projected Balances as of	Sample	Run
4614-Parcel Outstanding Balance	Sample	Run
4708-Aged Receivables Report	Sample	Run
4616-Outstanding Balance by Parcel for an Account	Sample	Run

4616-RCACCOUTBA	L.REP		Printed 15-Mar-2017 at 13:53:08 by THER	ESA	_					Page 1
			Outstanding Bal	ance by Parce	1 for an Acco	ount				
Account: 142956 Parcel	50 Year	 Bill#	Type Description	Charged	Abate/Exm	Net Bill	 Paid	Adjust	 Refund	Balance
001-0242-000	2016	1429566001	Real Estate	987.80		987.80	740.85			246.95
			Parcel Totals for 001-0242-000	987.80		987.80	740.85			246.95
001-0243-000	2015 2016 2016	1429566001 1429566002 1429566001	Sewer Real Estate Sewer	899.87 4844.71 926.86	178.98	899.87 4665.73 926.86	3499.29			899.87 1166.44 926.86
			Parcel Totals for 001-0243-000	6671.44	178.98	6492.46	3499.29			2993.17
		Total	Real Estate Sever	5832.51 1826.73	178.98	5653.53 1826.73	4240.14			1413.39 1826.73
			Account Totals	7659.24	178.98	7480.26	4240.14			3240.12

[ADM-AUC-RC-8362]



3. RECORD LOCKS [NEW]



In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.



The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[ADM-AUC-SY-7995]

4. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File** \triangleright **Exit** from the menu.

ſ	••••[/	AUC]	27000-Le	edgers Help Refe 📕		192.168	3.168.24	
	File	Edit	Ledgers	Purchase Orders Collections	Tax	Motor Excise	Misc Billing	System
	Pr	rinter :	Setup	+ + H				
	Pt	rint						
	E	xit	\checkmark					

"Frozen" sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.



Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

5. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multirecord screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

8 Excel 9 Excel by Dat	te	1.A(ecount		2 Po	sting#	3 User Bato	h		4 Reference	e#5 T
Trx Date	Reference#	t Line	e GL:	#TrxCode	User Ba	it# Postin	ng# A	Imount	, Type		Display - Ven
31 Dec 9999										1	
Figure 4 Be	fore										
8 Excel 9 Excel by Date		1 Acco	ount		2 Posting	#	3 User Batch		4 6	Reference#	5 Trx Date
Trx Date	Reference#	Line	GL# 1	'rxCode	User Bat#	Posting#	Amount	Type			Display - Vendor
03-Jan-2017	017 349	Zi	10	DFOI	730	406699	48,00	UK			

Figure 5 After

[ADM-AUC-SY-8002]

6. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

7. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

7.1. Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact <u>support@admins.com</u> to arrange for the change.



This is a site-wide change that will affect all modules and all users of AUC.

7.1.1. What Will the Users See?

🔣 Task 1610: Trial Balance 🛛 🛛 🔀	🖪 Task 1610: Trial Balance 🛛 🗙
General Ledger Trial Balance Report	General Ledger Trial Balance Report
Run as Preview Print PDF Excel	Run as O Preview O Print O PDF O Excel
If Printing use Duplex 📀 Yes 🔿 No	If Printing use Duplex 💿 Yes 🔿 No
Lookup OK Cancel Clear All	Lookup OK Cancel Clear All
Figure 6 Preview as the Default	Figure 7 PDF as the Default
& TedRE - GL_Trial_Balance_MUPDEV4[1].lis	GL_Trial_Balance_MUPDE¥4[1].pdf - Adobe Reader
TedRE - GL_Trial_Balance_MUPDEV4[1].lis	GL_Trial_Balance_MUPDEV4[1].pdf - Adobe Reader

Figure 8 ADM Ted Viewer

Figure 9 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **"*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

8. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit Preferences**. From there, you may set your default layout and zoom with the drop down menus.

Preferences X				
Categories:	Default Layout and Zoom			
Commenting Documents	Page Layout: Single Page 💌 Zoom: Fit Width 💌			
Full Screen General Page Display	Resolution			
3D & Multimedia Accessibility Forms Identity International Internet JavaScript Measuring (2D) Measuring (3D) Measuring (Geo)	Rendering Smooth Text: For Laptop/LCD screens ▼ ✓ Smooth line art ✓ Smooth images ✓ Use local fonts ✓ Enhance thin lines ✓ Use page cache			
Multimedia (legacy) Multimedia Trust (legacy) Online Services Reading Reviewing Search Security Security (Enhanced) Spelling	Page Content and Information Image Sector Show large images Image Show art, trim, & bleed boxes <			
Tracker Trust Manager Units Updater	Reference XObjects View Mode Show reference XObject targets: Only PDF/X-5 compliant ones Location of referenced files: Browse for Location			
1	OK Cancel			

[ADM-AUC-DOC-118]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

•	SITE SPECIFIC	RC-1750 CRI Account Status Codes	[New]
		RC-1755 CRI Mailing Address Update	[New]
		RC–1760 CRI Tax Sale Process	[New]
		RC-1765 CRI Outstanding Balance By Parcel For An Account	[New]
•	SYSTEM	RC-1910 System Administration Kit	[Update]