



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.

Year	Type	Description	Sub-Category	Groups	Sub-Category S
2016	10	Real Estate		4	
Category & Description	T	Tax	Assoc. Deferral Category		
01 RE Tax	F	Fee	00		
30 Tax Sale Fee	F	Fee	00		
32 Collector Fee	F	Fee	00		
33 Demand	F	Fee	00		
40 Interest	I	Interest	00		
69 Refund Interest	I	Interest	00		
80 Insufficient Funds	I	Interest	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.

R#	Category	Exempt	Interest AsOf	2016	2015	2014	2016
1	RE Tax			5578.26	5578.26	5173.83	
1	Collector Fee			250.00	5000.00	750.00	
1	Interest		17-Mar-2017				
2	RE Tax			5578.26	5578.26	5173.83	
2	Collector Fee						
2	Interest		17-Mar-2017		500.00		
3	RE Tax						

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.



Certificate of Municipal Liens
Under 44-7-11 of the
General Laws of Rhode Island
Cranston City Hall
Tax Collections Dept
869 Park Avenue

CERTIFICATE NUMBER : 2016-37
ISSUED: 10-Mar-2017

TAX RATE SUMMARY
FISCAL YEAR 2016

Residential:	22.46
Open Space:	0.00
Commercial:	33.88
Industrial:	33.88
Total Value:	\$993,900

I certify from available information that all taxes, assessments and charges now payable that constitute liens as of the date of this certificate on the parcel of real estate specified in your application are listed below.

Parcel Id: [REDACTED]

	2016 Bill #2024820001	2015 Bill #2024820001	2014 Bill #2024820001	Prior to 2014
ASSESSMENTS				
Gross Tax	\$25,015.69	\$29,428.10	\$21,869.67	\$130,223.13
Net Tax	\$25,015.69	\$29,428.10	\$21,869.67	\$130,223.13
Sewer Full Year	\$468.94	\$446.57	\$424.35	\$2,639.67
Interest To: 17-Mar-2017	\$1,007.70	\$1,160.48		\$3,152.17
Charges and Fees	\$250.00	\$5,500.00	\$750.00	\$225.00
Total Net	\$27,718.33	\$36,543.15	\$23,044.02	\$136,239.37
PAYMENTS				
Tax Payments	\$5,578.28	\$17,078.26	\$20,695.32	\$124,226.29

[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 Collections	
Report Name	
4702-Bill Type - As of a Date	Sample
4705-Balances as of (Trial Balance)	Sample
4648-Projected Balances as of	Sample
4614-Parcel Outstanding Balance	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 Category		Lien Categories 5-14 Betterment Categories 15-26										
Year	Type	Description	Interest	Add/Chrg	Post to A/R	Betterment	Incl REPP Demands	Include In Refunds	Include In Balance	Include In Daily Bal	Post Order	Alt Post Order
2017	10	Real Estate										
<div style="display: flex; justify-content: space-between;"> Categories 1 Accounting 2 Associations 3 Groups 4 Sub-Category 5 Flags 0 </div>												
		Category & Description										
		01 Tax			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	99				
		02 CPA			<input type="checkbox"/>		<input checked="" type="checkbox"/>					
		03 Unused			<input type="checkbox"/>		<input checked="" type="checkbox"/>					
		04 Unused			<input type="checkbox"/>		<input checked="" type="checkbox"/>					
		05 Water Lien			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	30				
		06 Water Ln CI			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	31				
		07 Sewer Lien			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	40				
		08 Sewer Ln CI			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	41				
		09 Trash Lien			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	20				
		10 Trash Ln CI			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	21				
		11 Demolition Lien			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	25				
		12 Demolition Ln CI			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	26				

Figure 1 Bill Category Table Post to A/R Checkbox



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 Collections		
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-RCACOUTBAL.REP Printed 15-Mar-2017 at 13:53:08 by THERESA Page 1										
Outstanding Balance by Parcel for an Account										
Account: 14295660										
Parcel	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	1429566001	Sewer	899.87		899.87				899.87
	2016	1429566002	Real Estate	4844.71	178.98	4665.73	3499.29			1166.44
	2016	1429566001	Sewer	926.86		926.86				926.86
Parcel Totals for 001-0243-000				6671.44	178.98	6492.46	3499.29			2993.17
Total										
Real Estate				5832.51	178.98	5653.53	4240.14			1413.39
Sewer				1826.73		1826.73				1826.73
Account Totals				7659.24	178.98	7480.26	4240.14			3240.12

[ADM-AUC-RC-8362]



3. RECORD LOCKS [NEW]

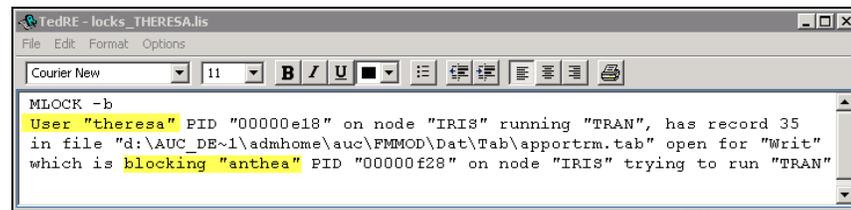


Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say “Waiting for Record Lock, User \\IRIS\theresa”, for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.



This will check for blocking locks and open a report window on the screen with the lock information.



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.

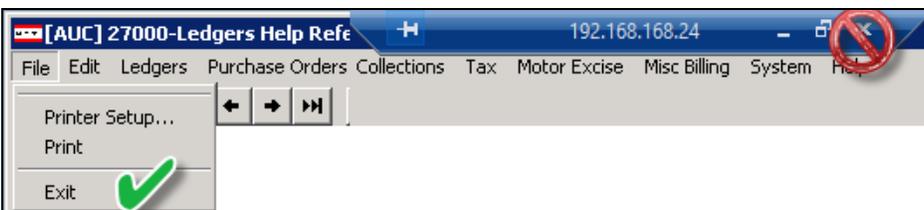


The user with a record lock will not be able to use the **Help ▶ Check Blocking Locks** feature since they are already captive in the locked AUC process. They will need to ask another user, the site “super user” or ADMINS to check for them.

[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 ▶ Exit** from the menu.



“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 multi-record 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.

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
31-Dec-2017									

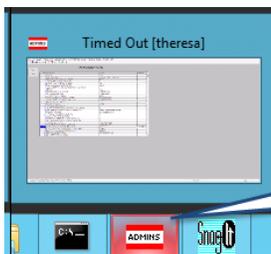
Figure 4 Before

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
05-Jan-2017	817349	21	10	DP01	738	456899	48,00	DR	

Figure 5 After

[ADM-AUC-SY-8002]

6. SCREEN MINIMIZED ON TIMEOUT [FIX]



Double Click on the ADMINS Icon in the taskbar to restore the session

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 support@admins.com 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?

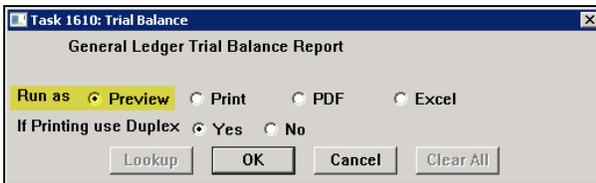


Figure 6 Preview as the Default

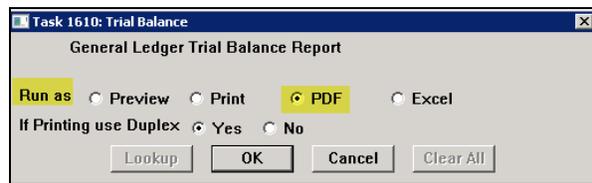


Figure 7 PDF as the Default



Figure 8 ADM Ted Viewer



Figure 9 PDF Viewer

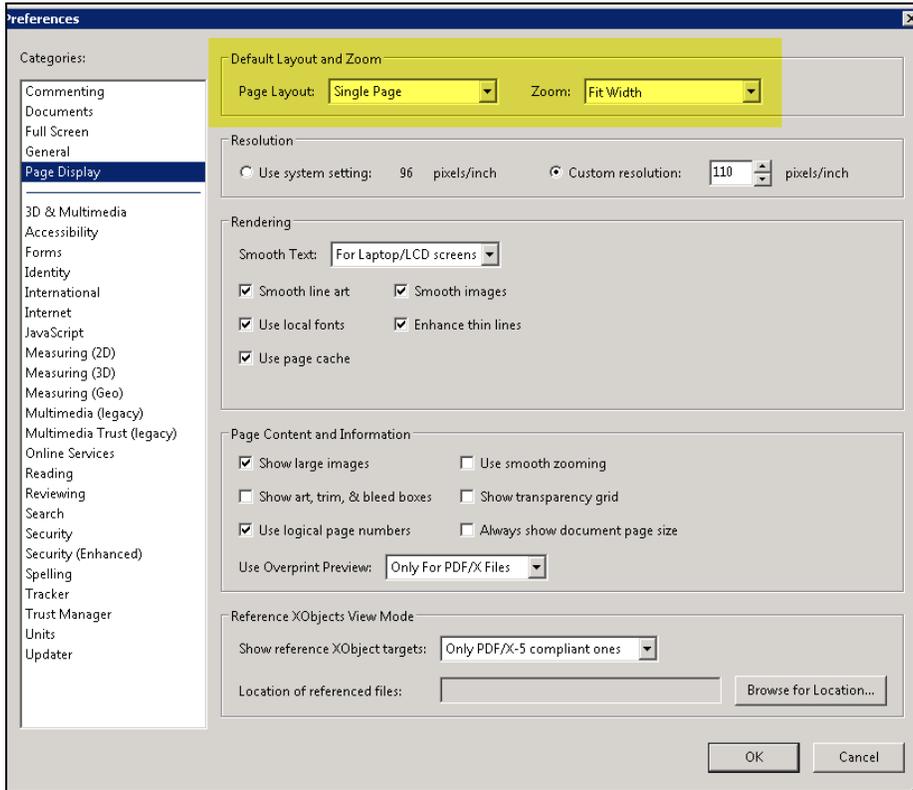
This default will not prevent users from selecting **Preview**. If a user tries to print the “*.lis” report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any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



[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]