



REVENUE COLLECTIONS

RELEASE NOTES – MARCH 2019

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

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1. PAYMENTS to Bankrupt Parcels [Enhancement]

Payments to bankrupt parcels are now an option. This is controlled via **Collections ▶ Module Maintenance ▶ Module Control Table ▶ #5093**.

Seq#	Description	Answer	Buttons
4290	Path to Lock Box/ Clearing House Payment Upload File	d:\vauc_development\admhome\transfer	1 Edit
4300	[MLC] Attach MLC print to MLC History	N	
5020	Apply Outstanding Credits to New Billing	Y	
5092	Bankruptcy Release Fee	15.00	
5093	Allow Payments to Amounts in Bankruptcy	N	

Figure 1 Module Control #5093 allows or disallows payments to amounts in bankruptcy

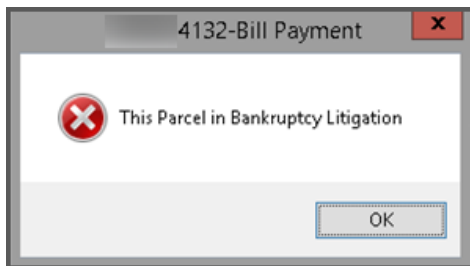


Figure 2 Before – message displayed if payments attempted on amounts in bankruptcy

If a payment is made on an amount protected by the bankruptcy, a message will be displayed notifying the user that the bill date is before the bankruptcy date and that the payment will not be allowed.

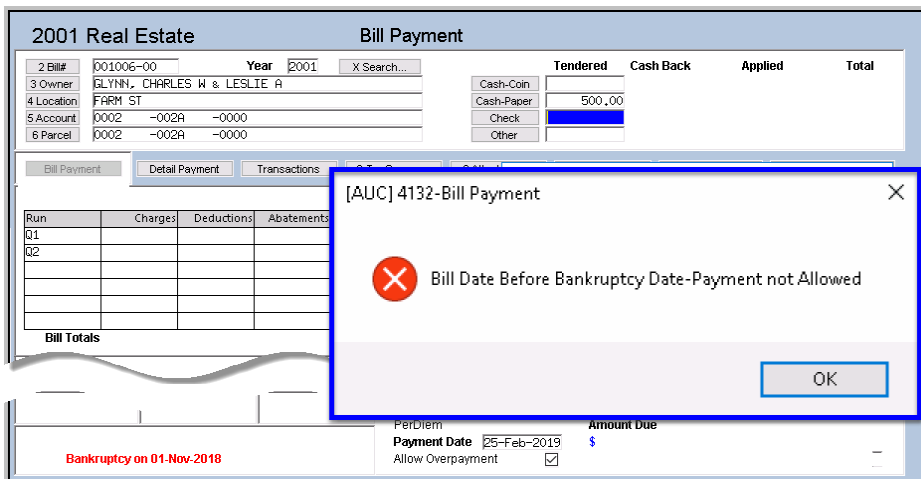


Figure 3 After – message now indicates that the bill date is before the bankruptcy

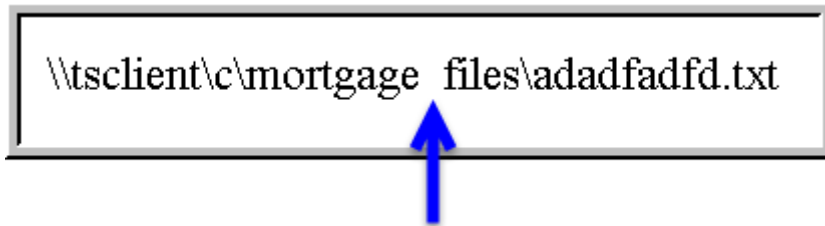
If the module control value #5093 is set to “Y”, the payment will be allowed, and no error message will be displayed.

[ADM-AUC-RC-8400]



2. LOCKBOX [Fix]

There was an issue when uploading a lockbox file if there was a *space* in the folder or filename. For example, this file was stored on the client workstation, and was being uploaded:



The system was truncating the filename at the space and only using “\\tsclient\c\mortgage” as the name of the upload file. **ADMINS** corrected the issue and now files with names containing spaces will upload properly. This was installed in January on sites that reported the problem and is included in the software update.

[ADM-AUC-RC-8408]

3. REPORTS

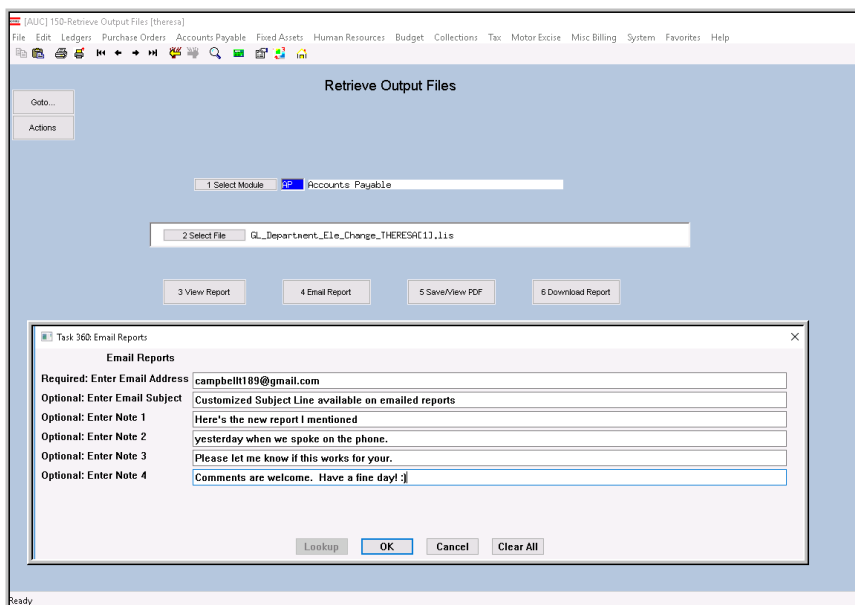


A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue

with some **Excel**® reports; **ADMINS** turned this feature off for now and will reinstate it later.

[ADM-AUC-SY-8093]

3.1. Retrieve Output Files Customized Subject Line [Enhancement]



ADMINS offers the **Retrieve Output file** feature on every module, allowing **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a **customized subject line** for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in **Figure 4**.

Figure 4 New Subject Line field is an optional field on the Email Reports form

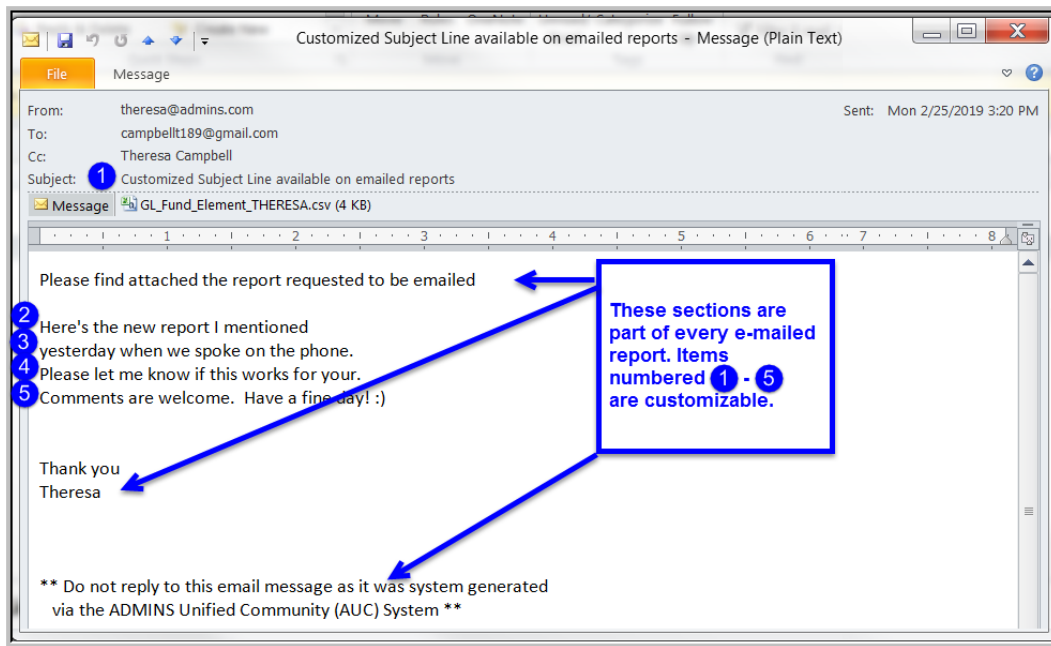


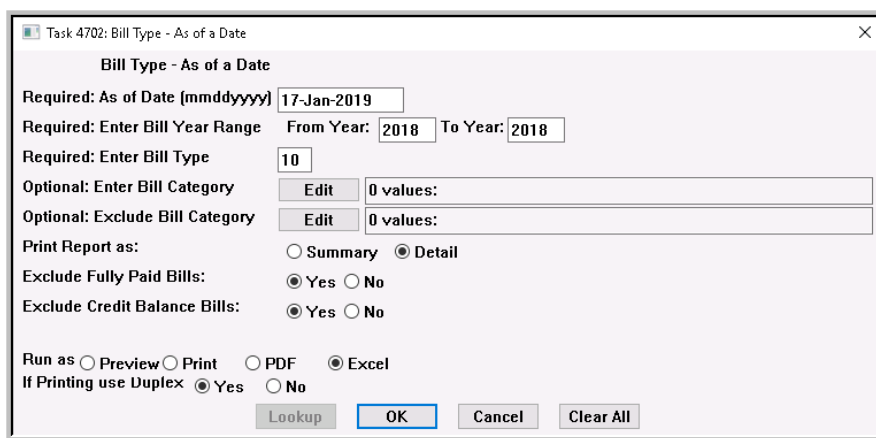
Figure 5 Email with attached file

The result is shown above. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

[ADM-AUC-SY-8084]

3.2. #4702 Bill Type as of a Date [Enhancement]

ADMINS enhanced the Bill Type Excel® report and added a new report of parcels in bankruptcy.



ADMINS added the Parcel Location to **column R** of the **Excel®** report when run in detail. While this change was made to satisfy a taxpayer request, all tax sites will find it useful to have the additional information available on this report.



Bill#	CD	Liens	Other Charges	Payments	Abatements	Deductions	Adi.Oth	Adi.Deferals	Adi.Tax Takins	Refunds	Balance	Bankruptcy Bal	Parcel#	Parcel Location	Rate	GL Balance
4	001085-00			1,624.31	80.42	1,455.04					449.69		0004-0072-0000	455 HARTFORD AV		449.69
5	001093-00			2,624.14	177.19	2,095.97					705.36		0007-0011-0000	FARM ST		705.36
6	001225-00			3,564.65		25.68	3,966.26				12.08		0009-0089-0000	23 STANDISH RD		12.08
7	001227-00			5,681.13	174.51	5.00		568.74			5,291.90		0009-0089-0000	315 FARM ST		5,291.90
8	001289-00			3,353.21	987.83	5.00	3,848.03				497.81		0012-0009-0000	116 FARM ST		497.81
9	001490-00			4,650.11		22.21	4,659.40				13.92		0014-0074-0000	116 FARM ST		13.92
10	001535-00			3,732.19	667.26	253.29	3,173.20			500.00	979.64		0014-0119-0000	23 STANDISH RD		979.64
11	001569-00			4,141.43	2,003.83	5.00					6,150.26		0014-0155-0000	315 FARM ST		6,150.26
12	001591-00			3,559.27	1,734.12	5.00	4,427.33				871.06		0014-125+0000	315 FARM ST		871.06
13	001638-00			4,689.01		213.12	2,000.00		100.00		2,802.13		0017-0012-0000	116 FARM ST		2,802.13
14	001688-00			3,706.25		295.34	3,440.29				561.30		0018-0012-0000	116 FARM ST		561.30
15	001714-00			3,752.38	232.31	70.06	1,226.37				2,828.36		0018-0043-0000	133 PLYMOUTH RD		2,828.36
16	001727-00			3,227.84	173.82	89.43	2,600.57				890.52		0018-0056-0000	33 PUDDINGSTONE LN		890.52
17	001768-00			2,435.29	200.79	5.00	786.14				1,654.94		0018-0098-0000	33 PUDDINGSTONE LN		1,654.94
18	001796-00			2,696.11	1,667.22	5.00	3,229.72				838.81		0020-0099-0000	4 MOHAWK PT		838.81
19	001892-00			3,067.89		81.60	3,126.22				1.17		0023-0013-0000	11 PUDDINGSTONE LN		1.17
20	001903-00			3,373.38	860.53	61.57	2,826.45				1,369.03		0023-0024-0000	11 PUDDINGSTONE LN		1,369.03
21	001936-00			4,124.14	1,096.19	5.00					5,225.32		0023-0041-0000	15 BARRETT LN		5,225.32
22	001971-00			2,813.70		138.49	2,480.00		500.00		72.19		0023-0065-0000	15 BARRETT LN		72.19
23	002092-00			3,080.50		5.00	2,320.04				765.46		0028-0015-0000	23 HARTFORD AV		765.46
24	002173-00			3,572.24	1,001.53	5.00	4,073.01				505.76		0029-0069-0000	07 YVONNE RD		505.76
25	002194-00			3,694.72		42.22	1,744.63		1,000.00		992.31		0029-0090-0000	150 YVONNE RD		992.31
26	002195-00			3,883.50		494.24	819.40				3,559.44		0029-0091-0000	74 LISIANNI DR		3,559.44
27	002223-00			3,423.82	405.26	22.93	3,644.39				207.62		0029-0120-0000	234 THERESA DR		207.62
28	002243-00			3,435.34	3,740.27	60.23	3,435.34				3,800.50		0029-0144-0000	121 CAROLINE DR		3,800.50
29	002246-00			3,652.94	2,545.58	5.00	4,925.74				1,277.78		0029-0147-0000	91 CAROLINE DR		1,277.78
30	002248-00			3,788.39		5.00					3,793.39		0029-0152-0000	51 CAROLINE DR		3,793.39

Figure 6 #4702 Bill Type as of a Date, Detail, run as Excel®

[TOC-AUP-SAPLAUC-2968]

3.3. #5613 List Parcels in Bankruptcy [New]

ADMINS added a new report of parcels in bankruptcy.

Real Estate Parcel Update

Parcel: 0002 -000A -0000
Account: 0002 -000A -0000

Location# Street#
Street: FARM ST
City: BOSTON
State: MA
Zipcode: 02117-0000

Bankruptcy Filing Date: 01-Nov-2018
Dissolution Date:

A quick report is available to show all the Real Estate parcels on the system that have a bankruptcy date entered on the Parcel Maintenance screen.

The report may be restricted to show only parcels with a Bankruptcy Filing date and a blank Dissolution Date, or may be run to show parcels with a Bankruptcy Filing date and a Dissolution Date, or select [Both] to see all parcels in Bankruptcy protection.

Figure 7 Setting a Bankruptcy Filing Date and a Dissolution Date on the Real Estate Parcel Update screen



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
-----	Sample	Run
4532-Motor Excise Outstanding Balance Report	Sample	Run
4533-Motor Excise - O/S Balance - Tax only	Sample	Run
4645-ME Bills Fully Abated with Outstanding Fees	Sample	Run
-----	Sample	Run
4189-Bills Pd in Full w/ Unpaid Collector Fees	Sample	Run
5613-Parcels Marked Bankruptcy	Sample	Run
-----	Sample	Run
4741-Late Payment List	Sample	Run
4640-Bills by Category Group (RE Only)	Sample	Run
5958-Top Taxpayers	Sample	Run
4615-Credit Bills with Prior Year Balances	Sample	Run
4642-Fee Payment Summary	Sample	Run
-----	Sample	Run
4664-Parcel	Sample	Run

Access the report by selecting **Collections ▶ Reports ▶ [1 Collection Reports] ▶ #5613 Parcels Marked Bankruptcy.**

Task 5613: Parcels Marked Bankruptcy

Parcels marked for Bankruptcy

Required: Enter Bill Year

Select:

In Bankruptcy Currently Dissolution Date set Both

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

The Bill Year is required so that parcels will not be included for a year a bill was not issued. The report may be run to **Excel®** or to **Print/Preview/PDF®**.

Figure 8 Enter the Bill Year and selection criteria

ParcelsInBankruptcy_5613_THERESA[1].xml - Microsoft Excel

	A	B	C	D	E	F	G	H
	Bill Number	Year	Bankruptcy Date	Dissolution Date	Parcel Number	Location Address	Owners name	
1	001459-00	2019	8/31/2016		0014 -0043 -0000			
2	001535-00	2019	8/2/2018		0014 -0119 -0000			
3	006956-00	2019	2/23/2017		0017 -0003 -0020			
4	007254-00	2019	3/8/2016		0023 -0006 -0206			
5	002320-00	2019	11/14/2017		0029 -0224 -0000			
6	002649-00	2019	10/14/2017		0035 -0014 -0000			
7	004174-00	2019	3/31/2017		0064 -0109 -0000			
8	004251-00	2019	11/30/2018		0064 -0186 -0000			
9	004670-00	2019	12/1/2017		0071 -0070 -0000			
10	004834-00	2019	10/4/2017		0074 -0111 -0000			
11	007441-00	2019	3/12/2018		0077 -0012 -000B			
12		2019	9/13/2018		0081 -0001 -0021			
			7/30/2018		0083 -0036 -0000			

The report will show the **Location Address** and **Owners name** for each parcel; the identifying data is intentionally obscured in the samples shown.

Figure 9 New report with [In Bankruptcy Currently] radio button selected Run as Excel®

ParcelsInBankruptcy_5613_THERESA[3].xml - Microsoft Excel

	A	B	C	D	E	F	G	H
	Bill Number	Year	Bankruptcy Date	Dissolution Date	Parcel Number	Location Address	Owners name	
1	001172-00	2019	6/3/2016	7/2/2018	0009 -0036 -0000			
2	002270-00	2019	1/17/2018	10/20/2018	0029 -0174 -0000			
3	003474-00	2019	6/9/2016	6/1/2019	0050 -099B -0006			
4	003592-00	2019	2/16/2016	4/20/2016	0051 -0001 -0083			
5	003857-00	2019	3/31/2017	3/21/2017	0057 -002A -0001			
6	003901-00	2019	8/9/2016	10/1/2018	0058 -006C -0000			
7	004854-00	2019	3/29/2018	5/22/2018	0074 -116+ -0000			
8	005324-00	2019	10/4/2017	10/24/2018	0083 -0053 -0000			
9	006687-00	2019	3/8/2016	3/8/2016	0098 -0175 -0000			
10								
11								

Select [Dissolution Date Set] and Run as Excel

Figure 10 Selecting [Dissolution Date Set] excludes parcels with a bankruptcy date with no dissolution date set.



5613-RCENRPT.REP Printed 11-Feb-2019 at 15:01:51 By THERESA Tom of Admins
Parcels Masked Bankruptcy Page 1

Bill Number	Year	Bankruptcy Date	Dissolution Date	Parcel Number	Location Address	Owner of Record
001172-00	2019	03-Jun-2016		0009	-0036	-0000
001459-00	2019	31-Aug-2016		0014	-0043	-0000
001535-00	2019	02-Aug-2018		0014	-0119	-0000
000956-00	2019	23-Feb-2017		0017	-0003	-0020
007254-00	2019	08-Mar-2016		0023	-0006	-0206
002270-00	2019	17-Jan-2018	20-Oct-2018	0029	-0174	-0000
002320-00	2019	14-Nov-2017		0029	-0224	-0000
002649-00	2019	14-Oct-2017		0035	-0014	-0000
003474-00	2019	09-Jun-2016	01-Jun-2019	0050	-0998	-0006
003852-00	2019	16-Feb-2016	20-Apr-2016	0051	-0001	-0003
003857-00	2019	31-Mar-2017	21-Mar-2017	0057	-002A	-0001
003901-00	2019	09-Aug-2016	01-Oct-2018	0058	-008C	-0000
004174-00	2019	31-Mar-2017		0064	-0109	-0000
004251-00	2019	30-Nov-2018		0064	-0186	-0000
004670-00	2019	01-Dec-2017		0071	-0070	-0000
004854-00	2019	04-Oct-2017		0074	-0111	-0000
004954-00	2019	29-Mar-2018		0074	-116+	-0000
007441-00	2019	12-Mar-2018		0077	-0012	-0008
007462-00	2019	13-Sep-2018		0081	-0001	-0021
005294-00	2019	30-Jul-2018		0083	-0025	-0000
005224-00	2019	04-Oct-2017		0083	-0053	-0000
005790-00	2019	30-Apr-2016	24-Oct-2018	0090	-0097	-0000
006288-00	2019	15-Sep-2016		0094	-0200	-0000
005234-00	2019	30-Nov-2016		0094	-0257	-0000
006371-00	2019	01-May-2018		0095	-0004	-0000
006499-00	2019	21-Sep-2017		0096	-12A+	-0000
006687-00	2019	08-Mar-2016		0098	-0175	-0000

*** Total *** #Parcels: 27

Selection Legend:
Bill Year: 2019
Type: B018
Sorted by Parcel#

The report will show the **Location Address** and **Owners name** for each parcel; the data is masked in the samples shown in Figure 9, Figure 10, and Figure 11.

See the table for a description of the data in the columns.

Figure 11 New report with [Both] radio button selected and Run as Print/Preview/PDF®

Column	Header	Description/How Used
A	Bill Number	Bill Number for the Parcel and Year
B	Year	Fiscal Year
C	Bankruptcy Date	Date of the Bankruptcy Filing
D	Dissolution Date	Date of the Dissolution Filing
E	Parcel Number	Parcel number of the property
F	Location Address	Street address of the property
G	Owners Name	Name of parcel owner filing the bankruptcy

[ADM-AUC-RC-8411]

4. SITE SPECIFIC ▶ Cranston, RI

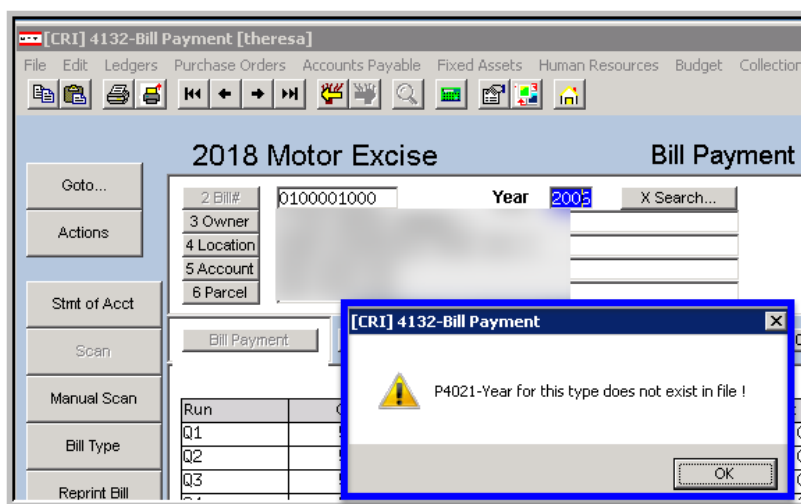
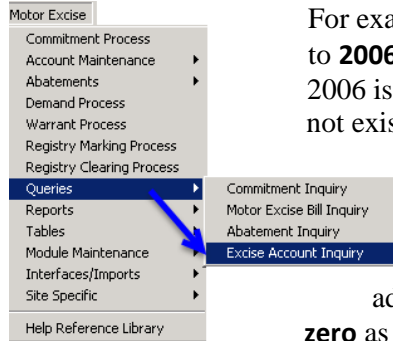


Figure 12 Collections Bill Query screen message

The **Cranston, RI Remove Old Tax Year from Collections** process runs during the Sunday overnight job each week.

This process removes the “old” Bill records **only** from the **Collections** files for Real Estate, Tangibles, Motor Excise and Sewer / Pretreatment.



For example, if Bill Year **2006** is removed – the process will remove all reference to **2006** bills in **Collections** (as shown in Figure 12) for all bill types. If the year 2006 is entered, the system will display a message that the year for this type does not exist in the file.

For **Motor Excise** – while the process removes the bills from **Collections** – the **Motor Excise > Queries > Excise Account Inquiry** screen will still show the information for **OLD** years but create an adjustment to any outstanding balance in that old year so that the balance is **zero** as shown in Figure 13.

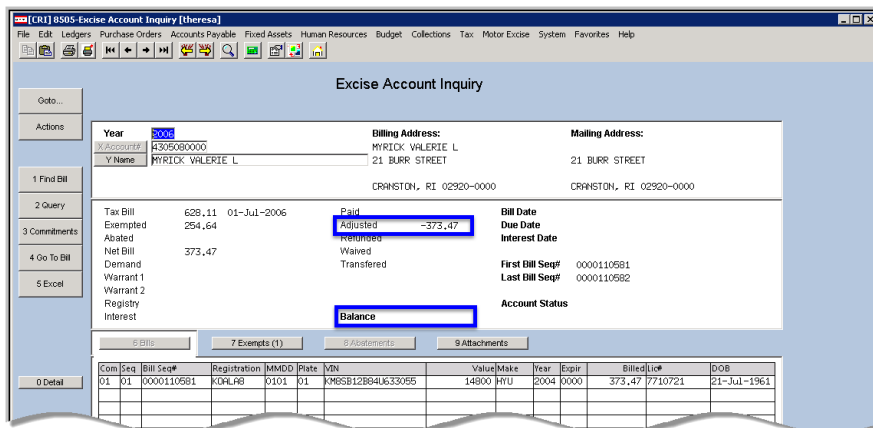


Figure 13 Excise Account Inquiry screen shows history and a zero balance

[CRI-AUC-TAX-91]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documents

- SITE SPECIFIC RC-1775 Cranston, RI Remove Old Tax Year From Collections [New]
- OTHER RC-1815 Favorites Screen [New]