

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

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1. EXEMPT BILLS

The **[Reprint Bill]** and **[Email Bill]** buttons for exempt bills are no longer available on the **Collections Payment** or **Detail** screens. No bill was ever produced; as such there are no transactions for the exempt bill, and nothing to print. Graying out the buttons helps to reduce misunderstanding and reminds collections staff that there is nothing to print.

== [AUC] 4132-Bill	Payment 🤳	📼 [AUC] 4134-Detail Payment [theresa]
File Edit Ledger	rs Purchase Orders Accounts Payable Fixed Assets Human Resources Budget	File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget
	· + + → / (⊂ = () ((= () (((((((((((((·····································
	2013 Real Estate Bill Payment	2013 Real Estate Detail Payment
<u>G</u> oto	2 Bill# 001097-00 Year 2013 X Search	Goto 2 Bill# 001097-00 Year 2013 X Search
Actions	3 Owner ROMAN CATHOLIC ARCHDIOCESE	Actions 3 Owner ROMAN CATHOLIC ARCHDIOCESE
	5 Account 0008 -0001 -0000	5 Account 0008 -0001 -0000
	6 Parcel 0008 -0001 -0000	Stmt of Acct 6 Parcel 0008 -0001 -0000
	Bill Payment Detail Payment Transactions Q Trx Summary 0 At	Bill Payment Detail Payment Transactions Q Trx Summary 0
	Run Charges Deductions Abatements New Intrst Net Bill	R Description Charges Deductions Abatements New Intrst Net
Bill Type		Bill Type 1 Tax Interes
Reprint Bill		Reprint Bill O Tax Interes
<u>E</u> mail Bill	S Bill Totals	Email Bill 🚫
	Ourset Based	
	ROMAN CATHOLIC ARCHDIOCESE ROMAN CATHOLIC ARCHDIOCESE	
Parcel <u>O</u> utsBal	C/O FATHER MULLEN C/O Father Mullen	
Counter receipt	BELLINGHAM, MA 02019-0000 BELLINGHAM, MA 02019-0000	Counter receipt
	E	
Goto <u>B</u> atch	4	Goto Batch
Cancel Payment		Cancel Payment
	See Notes-Tickler	See Notes-Tickler
	EXEMPT	
	PerDiem	All Pending Pmts PerDiem
	Allow Overpayme	Pending Adjusts Allow Overpaym
	/	
Added 18-Jun-	-2012 By GRACED Changed 12-Nov-2012 by CONVERT	Added 18-Jun-2012 By GRACED Changed 12-Nov-2012 by CONVERT

Collections ▶ Queries ▶ Bill Payment

Collections > Payments > Reprint Bills In Batches (Real Estate)

If an exempt bill number is entered on the Reprint Bills In Batch (Real Estate) batch screen, this error message will appear:

[AUC] 4166-Pr	int C	Current	Balance Bills by Batch	[LUANN]							_	đ	\times
File Edit Ledg	ers	Purch	ase Orders Account	ts Payable Fixe	d Assets Human Resources	Budget Collect	ions Tax	Motor Excise	Misc Billing	System	Favorites	Help	
h 🛍 🎒 🗧	\$	H4 +	+ н 🚝 🎬	Q 🖬 😭	🛃 🔒								
		Rea	Estate		Print Current Bala	ance Bills by	Batch						
Goto	Ln	Year	Search	Bill#	Owner			Location					
Actions	1	2013		001100-00	N E POWER CO			HARTFORD A	IV				-
	2	2013	3 Find Bill	001097-00				<u> </u>					-
	4	0000		000000-00	Check Error			X					-1
	5	0000		000000-00				- 1					
4.01	6	0000		000000-00									
1 Clear Screen	7	0000		000000-00									
2 Print Bills	8	0000		000000-00	E4084-Exem	ipt bills cannot	be reprir	ited					
	9	0000		000000-00	-								_
	10	0000		000000-00									-1
	12	0000		000000-00									_
	13	0000		000000-00			O	(-

[ADM-AUC-RC-8502]



2. COPY TABLES TO NEW YEAR [Enhancement]

Sites that use the **Miscellaneous Billing** module sometimes opt to bill in advance. Billing in advance requires that the **Copy Tables to New Year** step be run sooner than it might be for the Tax Billing modules. While there are three categories specific to Miscellaneous Billing, there are three additional tables required for the billing process.

If any or all of the **Miscellaneous Billing Tables (710 Service Type, 720 Bill Cycle**, and **730 Bill Print Sequence Table)** are selected to be copied to the new year, the system will check the boxes and automatically select and copy **10 Bill Type, 20 Bill Category,** and **50 Forms Text and Parameters** as well. This ensures that the **Miscellaneous Billing** process has the required information.

[AUC] 4540-Copy Tal	ables For New Year	– 0 ×
	Copy Tables For New Year	
Goto		
Actions	Select LVL Copy Inactive Table Name	
Actions	✓ 10 ● Yes ○ No Bill Type	From To A
	Z 20 OVes ONe Bill Category	2019 2021
1-Select All		2021 2022
2-Deselect All	50 No Personal Sector Fable 25-0ct-2020	2021 2022
	110 Yes No Billing Setup Table 29-Oct-2020	2021 2022
3-Copy Tables	□ 130 • Yes ○ No Bill Print Sequence Table 29-Oct-2020	2021 2022
	140 Yes No Bill Run 29-Oct-2020 10 Bil	ll Type
	150 • Yes No Bill Generation Table Setup 29-Oct-2020	Il Category
	210 Yes No Deduction Codes 29-Oct-2020 50 Fo	rms Text and Parameters
		are also required by the
	310 Yes No Betterment Accounting Rules 01-Mar-2021	Blancous Rilling Process
	410 Yes No Treasury Receipt Codes 29-Oct-2020	enaneous Binnig Process
Miscellan	neous Billing Tables 710, 720, and 730 auence 29-0ct-2020	2021 2022
	D30 10 Yes (No Inv - Form Texts and Parameters 29-Oct-2020	2021 2022
	605 OVes No Tax Title Categories 02-Jul-2012	2012 2013
	✓ 710 ○Yes ● No Service Type	2021 2022
	All IO Yes No Bill Type 2021 20 Yes No Bill Category 2021	2015 2016
		2015 2016
	✓ 730 ○Yes ●No Bill Print Sequence Table	2015 2016
		~
		<u>.</u>

Collections > Tables > Copy Tables to New Year

De-selecting 710, 720, or 730 will not automatically deselect 10, 20, and 50, as these tables are needed for many purposes. For example, at the beginning of the fiscal year, the "Select All" button can be used to select all the tables for copy, and then a few tables that are not needed may be de-selected one at a time.

[ADM-AUC-RC-8504]

2.1. #4416 Error Report [Fix]

During the **Copy Tables to New Year** process, an error report is produced that lists lines without accounts. The report was listing incorrect line numbers for accounts in error. **ADMINS** corrected this and now lines with errors are correctly identified by the line number.



- TedRE - BetActChk_4416_ANTHEA[1].lis	- 🗆 X
File Edit Format Options	
Courier New 9 ■ ■ ■ □ <th□< th=""> □ <th□< th=""> □ <th□< th=""> <th□<< td=""><td></td></th□<<></th□<></th□<></th□<>	
+ 4416-RCCOFBEICHK.REP Printed 14-Jan-2021 at 10:40:22 by ANT City of AIMHINS Betterment Account Erro	HEA Page 1
	TedRE - BetActChk_4416_THERESA[1].lis
Account Number Account Description	File Edit Format Options
Drodact: 0002 Dhaga II	Courier New ▼ 9 ▼ B / U ■ ▼ ※ 課 課 第 第 3 @
Project. Project. Project. Year: 2020 Betterment 1000-000-0000-000-00-00-42090 07-Revenue-Early Pmt Principal 1000-000-0000-00-00-00-42091 09-Revenue-Early Pmt Interest	k115 4416-RCCOPBEICHK.REP Printed 14-Jan-2021 at 12:03:36 by THERESA Page 1 City of ADMINS Betterment Account Error Check
Project: 0204 IIILE-V	Account Number Account Description Account Error
1000-000-000-00-00-00-000000 23-Not Used	Project: 0002 Phase II Year: 2018 Betterment
25-Not Used	1000-000-0000-000-00-00-00-42090 03-Revenue-Early Pmt Principal Account Does not Exist in Chart of Accounts Account Does not Exist in Chart of Accounts
	Project: 0204 TITLE-V Year: 2018 Interest
	0000-000-000-00-00-00-00000 19-Not Used Account Does not Exist in Chart of Accounts 0000-000-000-00-00-00000 20-Not Used Account Does not Exist in Chart of Accounts

Figure 1 Before and After – the correct line numbers are listed on the Error Check report

[ADM-AUC-RC-8501]

3. BETTERMENT ACCOUNTING RULES ERROR REPORT #5571



ADMINS corrected an error – the report referenced the wrong line numbers when identifying missing accounts.





[ADM-AUC-RC-8501]

4. EMAIL DISTRIBUTION LISTS [Enhancement]

ADMINS provides system default distribution lists for the Revenue Collections Module. To add, remove, and view users on the lists, go to:

Collections Module Maintenance Email Distribution Lists

Table 1 Revenue/Collections Email Distribution System Default Lists

List Name	Description	Frequency	Notifies recipients that:
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. <i>System-generated</i> <i>attachments</i> (check copies, tax forms) reported as missing should be reviewed by ADMINS.
COLLECT	Daily Email of Unposted Collection Batch	Daily	Collection batches are unposted
DAILYBAL	Collections Daily Balance Location Email	Daily	The location of the Daily Balance file for sending on to the 3rd party payment processors (includes the counts of how many Real Estate bills, etc., are selected)
RCGLREP	Collections GL Reports	Daily	The revenue collections general ledger reports.
RCPRJBAL	Balance Projection Report	Weekly	The balance projections are calculated and sent. (used in selected sites)
RCREMTAX	CRI - Remove Old Tax Year Processing	Annually	Cranston, RI - The remove oldest year process was run and is complete. (sent to collections and finance).
RCREMTAXGL	CRI - Remove Old Tax Years for Finance	Annually	Cranston, RI - The remove oldest year process was run. Reports of balances for bills removed is sent to this list.
TRHISCHK	TR Duplicate History Check	Daily	There are duplicate transactions in the Treasury Receipts batches
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed



4.1. New Buttons on Screen



ADMINS added three new buttons to the screen to help manage the lists.

4.1.1. Add User – All Lists



A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

To add the user at once to all existing email lists, click the



All Lists] button. Select the user from the pick list.

This feature does not offer the [Add New Email Address] option.

4.1.2. Remove a Name from All Email Lists



To remove a user from all email distribution lists (for example, due to termination of employment), click on



User All Lists].

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

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4.1.3. Copy a User to The Same Lists as an Existing User

Goto		Ema	il Distribution L	ists				
Actions	Distribution Code	PBATCCEN Credit Card Ba	atches not Complet	ted by Due 🛛 🗹	System Default Distribut	tion List		
	User Name	Full Name	Email A	ddress	Status			
	BD	Bill Davis	bd9adr	uins.com	Activ	/e		
	DAGETINN	Dagfinn Saether	daefir	nRadmins.com	Activ	10		
1 Add Email	PAUL	Paul Pedro	paul 9	adains.com	Activ	/8		
	THERESA	Theresa	theres	sa@admins.com	Activ	/e		
2 Remove Email	WENDY	Wendy Tarantola	Wendy	Badmins.com	Activ	/e		
3 Add New List								
S AUG NOW LIST							_	
4 Remove List		I [AUC] 20-Email	Distribution Lists [there	esa]			×	
	L	Copy New User	to Lists of Current	User				
5 Edit List		Required: Enter	FROM Username	BD	Bill Da	vis		
		Bequired: Enter	TO Username		Luter	Maara		
			ro oscinanc	LUANN	LuAnn	Moore		
6 Send Test Email								
7 Add User-All Lists				\frown				
7 Add User-All Lists			Lookup	ОК р Са	ancel Clear All]		
7 Add User-All Lists 8 Remove User-All Lists			Lookup	OK Ca	ancel Clear All			
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7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-San	ne Lists		Lookup	OK L Ca	ancel Clear All			
7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-San	ne Lists		Lookup	ОК СА	ancel Clear All			
7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-San	ne Lists		Lookup		ancel Clear All			
7 Add User-Al Lists 3 Remove User-Al Lists 9 Copy User-San	ne Lists				ancel Clear All			
7 Add User-All Lists 3 Remove User-All Lists 9 Copy User-San	ne Lists				Clear All			
7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-San	ne Lists		Lookup	OK t Ca	ancel Clear All			
7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-San	ne Lists		Lookup	OK Cr	ion Lists			
7 Add User-AI Lists 3 Remove User-AI Lists 9 Copy User-San	ne Lists			ок са Email Distribut	ion Lists			
7 Add User-All Lists I Remove User-All Lists 9 Copy User-San	ne Lists	Distribution Code FF	Lookup	ок р са Email Distribut Card Batches not Co	ion Lists	↓ ↓ Syster	m Default Distributi	n L
7 Add User-Al Lists Remove User-Al Lists 9 Copy User-San	ne Lists	Distribution Code FF	Lookup	ок са Email Distribut	ion Lists	↓ v System	m Default Distributi	nL
7 Add User-Al Lists Remove User-Al Lists 9 Copy User-San	ne Lists	Distribution Code FF User Name BD	Lookup	ок р са Email Distribut Card Batches not Co	ion Lists	↓ ✓ System	m Default Distributi Status Pict.ave	nL
7 Add User-All Lists Remove User-All Lists 9 Copy User-San	ne Lists	Distribution Code FF User Name BD USerTati	Lookup	ок са Email Distribut Card Batches not Cr	ion Lists mpleted by Due Email Addres Soliday Index In	System	m Default Distributi Status Act.uv Act.uv	nL
7 Add User-All Lists IRemove User-All Lists 9 Copy User-San	ne Lists	Distribution Code FF User Name BC Discretation Discretation	Lookup	ок к са Email Distribut Card Batches not. С	ion Lists onpleted by Due EditAddress Edit	Syster	m Default Distributi Status Act.ave Act.ave Act.ave	nL
7 Add User-All Lats Remove User-All Lats 9 Copy User-San	ne Lists	Distribution Code FF User Name BD FFSTaal LERRI PAGG	Lookup	ок са Email Distribut Card Batches not Ct	ion Lists cepleted by Due Email Addres Didenting.com DuantReduing.com DuantReduing.com DuantReduing.com	y System	m Default Distributi Status Pect.ive Pect.ive Pect.ive Pect.ive	nL
7 Add User-Ait Lists 3 Remove User-Ait Lists 9 Copy User-San	ne Lists	Distribution Code FF User Name BO USER Name HEREN HERESA	Lookup	Ск к са Email Distribut Card Batches not C	ion Lists onpleted by Due Emil Address odgef inn@sdins.com emil@ddi.ins.com emil@di.ins.com emil@di.ins.com emil@di.ins.com e	Syster	m Default Distribut Pictus Pictus Pictus Pictus Pictus Pictus Pictus	n Li

If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is <u>currently included</u>. Click

9 Copy User-Same Lists [9 Copy User-Same Lists].

Do this first before removing BD from all lists.

The existing user is the **FROM** username and the new user is the **TO** username.

Use this to add a new hire to all lists to which current department members belong.

[ADM-AUC-SY-8176] & [ADM-AUC-SY-8181]

5. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

5.1. New or Updated Documents

SYSTEM

SY–150 Email Distribution Lists SY–170 System Administration Kit [Updated] [Updated]