



# REVENUE COLLECTIONS

## RELEASE NOTES – MARCH 2021

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.

### 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:

[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.

### Collections ▶ Tables ▶ Copy Tables to New Year

The screenshot shows a window titled "Copy Tables For New Year" with a table of tables to be copied. The table has columns for "Select", "LVL", "Copy inactive", "Table Name", "From", and "To".

Select	LVL	Copy inactive	Table Name	From	To
<input checked="" type="checkbox"/>	10	<input type="radio"/> Yes <input type="radio"/> No	Bill Type	2021	2022
<input checked="" type="checkbox"/>	20	<input type="radio"/> Yes <input type="radio"/> No	Bill Category	2019	2021
<input checked="" type="checkbox"/>	50	<input type="radio"/> Yes <input type="radio"/> No	Forms Text and Parameters	2021	2022
<input type="checkbox"/>	40	<input type="radio"/> Yes <input type="radio"/> No	Demand Setup Table	29-Oct-2020	
<input type="checkbox"/>	110	<input type="radio"/> Yes <input type="radio"/> No	Billing Setup Table	29-Oct-2020	2021 2022
<input type="checkbox"/>	120	<input type="radio"/> Yes <input type="radio"/> No	AOS Billing Setup	13-Jun-2013	2013 2014
<input type="checkbox"/>	130	<input type="radio"/> Yes <input type="radio"/> No	Bill Print Sequence Table	29-Oct-2020	2021 2022
<input type="checkbox"/>	140	<input type="radio"/> Yes <input type="radio"/> No	Bill Run	29-Oct-2020	2021 2022
<input type="checkbox"/>	150	<input type="radio"/> Yes <input type="radio"/> No	Bill Generation Table Setup	29-Oct-2020	2021 2022
<input type="checkbox"/>	210	<input type="radio"/> Yes <input type="radio"/> No	Deduction Codes	29-Oct-2020	2021 2022
<input type="checkbox"/>	310	<input type="radio"/> Yes <input type="radio"/> No	Betterment Accounting Rules	01-Mar-2021	2021 2022
<input type="checkbox"/>	410	<input type="radio"/> Yes <input type="radio"/> No	Treasury Receipt Codes	29-Oct-2020	2021 2022
<input type="checkbox"/>	530	<input type="radio"/> Yes <input type="radio"/> No	Form Texts and Parameters	29-Oct-2020	2021 2022
<input type="checkbox"/>	605	<input type="radio"/> Yes <input type="radio"/> No	Tax Title Categories	02-Jul-2012	2012 2013
<input checked="" type="checkbox"/>	710	<input type="radio"/> Yes <input checked="" type="radio"/> No	Service Type	2015	2016
<input checked="" type="checkbox"/>	720	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Cycle	2015	2016
<input checked="" type="checkbox"/>	730	<input type="radio"/> Yes <input checked="" type="radio"/> No	Bill Print Sequence Table	2015	2016

Callouts in the image:

- "Miscellaneous Billing Tables 710, 720, and 730" points to the bottom three rows of the table.
- "10 Bill Type, 20 Bill Category, 50 Forms Text and Parameters tables are also required by the Miscellaneous Billing Process" points to the first three rows of the table.



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.

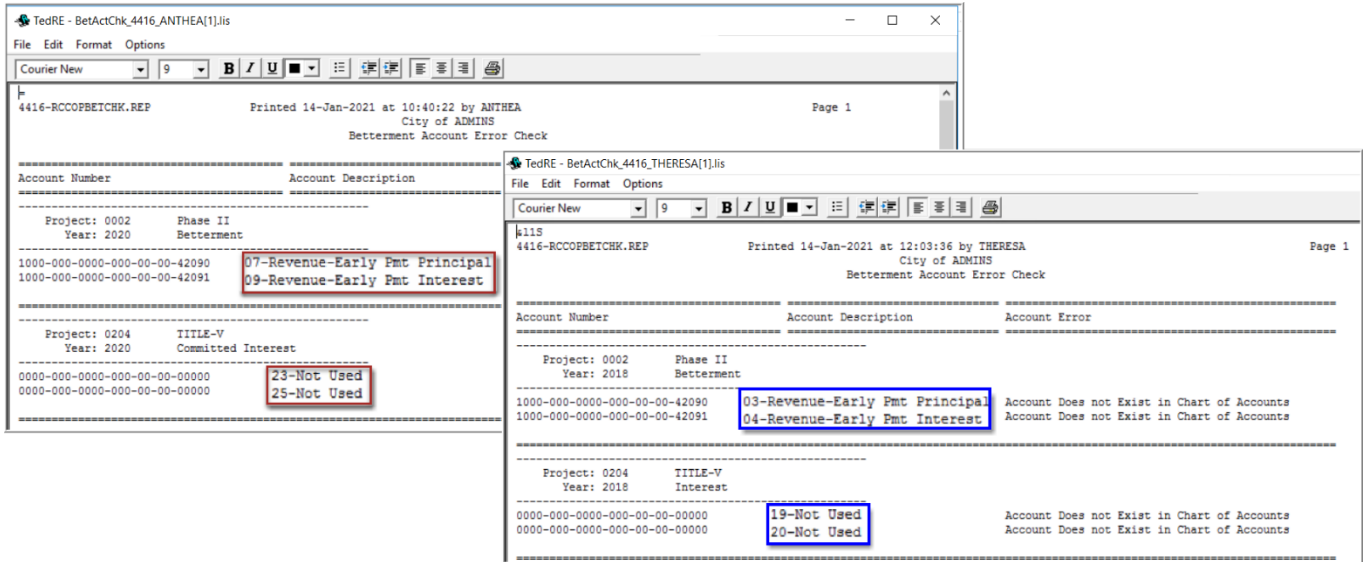
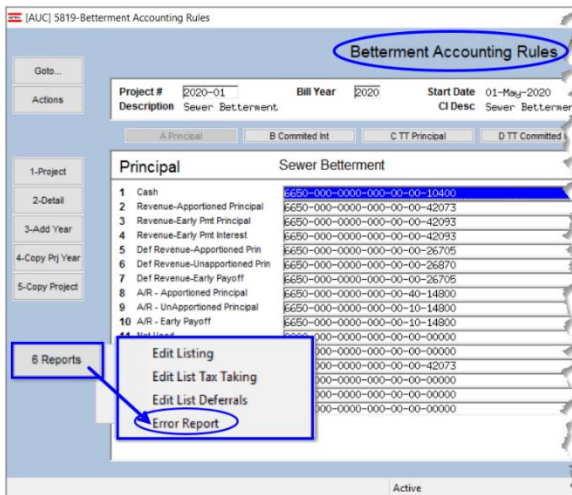


Figure 1 Before and After – the correct line numbers are listed on the Error Check report

[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.



5571-REBETACTERR.REP Printed 01-Mar-2021 at 11:29:23 by THERESA City of ADMINS Page 7  
Betterments Accounting Error Report

Account Number	Description	Acct w/ Err
REAL ESTATE CI		
17 Cash CI	1000-000-0000-000-00-10400	
18 Revenue Apportioned CI	1000-000-0000-000-00-42075	
21 Deferred Revenue Appor CI	1000-000-0000-000-00-26710	
24 A/R Apportioned CI	1000-000-0000-000-00-34-14100	
	1000-000-0000-000-00-26750	
	1000-000-0000-000-00-12400	
29 Revenue Write-off	0000-000-0000-000-00-00000	
TAX TITLE		
1 Cash	1000-000-0000-000-00-10400	
2 Revenue	0000-000-0000-000-00-00000	*
5 Deferred Revenue	1000-000-0000-000-00-26710	
8 A/R	1000-000-0000-000-00-33-14100	
13 Revenue Write-off	0000-000-0000-000-00-00000	
TAX TITLE CI		
17 Cash CI	1000-000-0000-000-00-10400	
18 Revenue CI	0000-000-0000-000-00-00000	*
21 Deferred Revenue CI	1000-000-0000-000-00-26710	
24 A/R CI	1000-000-0000-000-00-33-14100	
29 Revenue Write-off	0000-000-0000-000-00-00000	

Annotations: "Errors are noted with an asterisk \*" points to the asterisk in the 'Acct w/ Err' column. "Line numbers are shown in the first column" points to the line numbers in the first column.

[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:

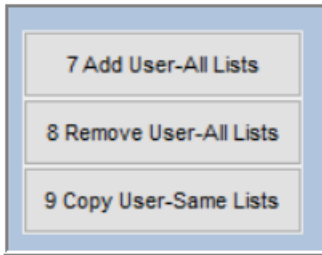
Collections ► Module Maintenance ► Email Distribution Lists

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. <b>System-generated attachments</b> (check copies, tax forms) reported as missing should be reviewed by <b>ADMINS</b> .
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

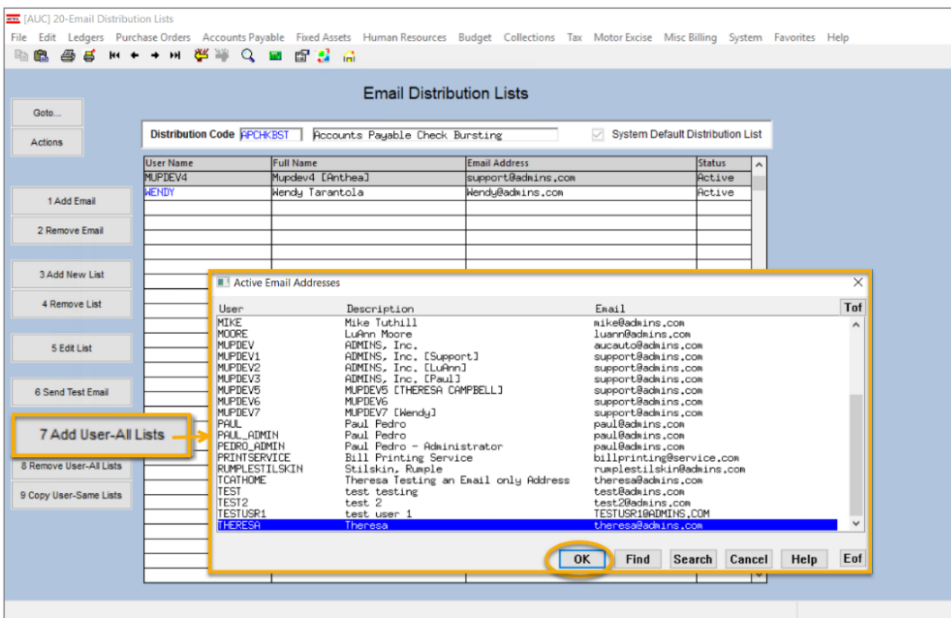


### 4.1. New Buttons on Screen



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

#### 4.1.1. Add User – All Lists

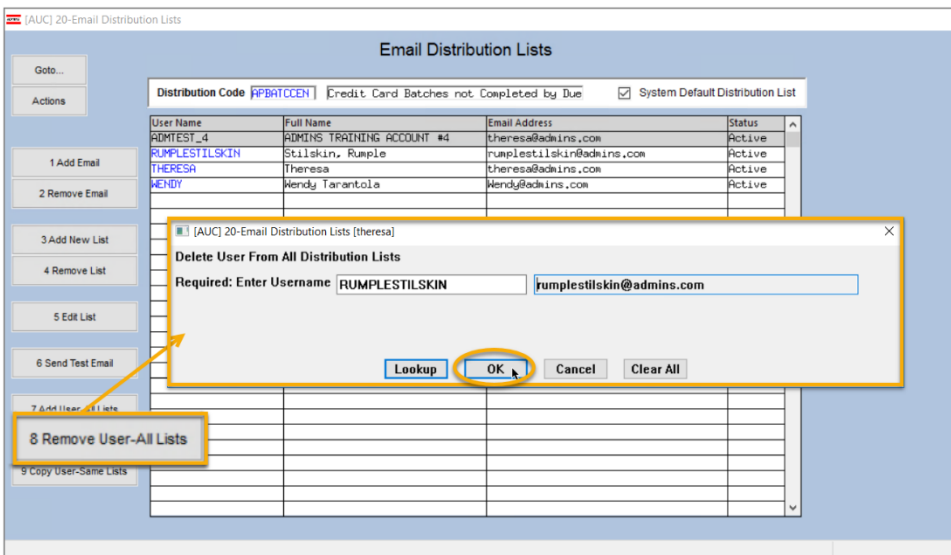


A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-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 the **8 Remove User-All Lists** button. **[8\_Remove 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.



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

The screenshot shows the 'Email Distribution Lists' interface. A dialog box titled 'Copy New User to Lists of Current User' is open. It contains the following fields:

- Required: Enter FROM Username:  Bill Davis
- Required: Enter TO Username:  LuAnn Moore

Buttons at the bottom of the dialog include 'Lookup', 'OK', 'Cancel', and 'Clear All'. A callout box points to the '9 Copy User-Same Lists' button in the left sidebar. Below the dialog, a smaller screenshot shows the 'Email Distribution Lists' table with the 'LUANN' user highlighted in blue.

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@admins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@admins.com	Active
PAUL	Paul Pedro	paul@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
MENDY	Mendy Tarantola	mendy@admins.com	Active
LUANN	LuAnn Moore	luann@admins.com	Active

If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is currently included. 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  | [Updated] |
|        | SY-170 System Administration Kit | [Updated] |