



REVENUE COLLECTIONS

RELEASE NOTES – MARCH 2022

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

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1 BILL PAYMENT

Sites can have multiple users uploading lockbox payments. To make it easier to identify the files that are used, **ADMINS** added the upload file name to the lockbox error reports.

1.1 Lockbox Error Reports [Enhancement]

Collections ▶ Payments ▶ Process Lockbox Payments ▶ Upload Lockbox

Task 4200: Upload Lockbox

Process Lock Box or Clearing House Payment Upload

Required: LockBox Upload Method

Enter Lock Box Date (MMDDYYYY)

Required: Enter Upload Filename (FILENAME.DAT)

Run as Preview Print PDF
If Printing use Duplex Yes No

TedRE - LboxError_4201

City of ADMINS

Upload Lockbox Error Report

Error List for RE/PP/ME CITIZEN BANK

Upload File: D:\AUC_Development\admhome\FilesToTestUploads\CITIZENS-LOCKBOX\AUC02232022.TXT

Receipt type	Batch#	Seq#	Account #	Year	Batch Date	Pay Date	DepositDate	Paid	Error Message
10 Real Estate	0001	1	003212 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	3,171.92	Pay Date outside +/- 180 Days
10 Real Estate	0001	2	004766 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	418.27	Pay Date outside +/- 180 Days
10 Real Estate	0001	2	004850 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	3.05	Pay Date outside +/- 180 Days
10 Real Estate	0001	3	006528 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	878.24	Pay Date outside +/- 180 Days
10 Real Estate	0001	3	006376 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	1,030.74	Pay Date outside +/- 180 Days
10 Real Estate	0001	4	006527 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	16.96	Pay Date outside +/- 180 Days
10 Real Estate	0001	4	006529 00	2019	23-Feb-2022	28-Jan-2019	23-Feb-2022	234.30	Pay Date outside +/- 180 Days

TedRE - LboxBchErr_4215

City of ADMINS

Lockbox Batch Error Report

Batches in Upload file

Batch#	Batch Date	Posted Date	Posted User	User Batch	Error Message
0001	23-Feb-2022				
0002	23-Feb-2022				
0003	23-Feb-2022				
0004	23-Feb-2022				

Total Batches in File 4

Upload File: D:\AUC_Development\admhome\FilesToTestUploads\CITIZENS-LOCKBOX\AUC02232022.TXT

The upload filename is on both the detail #4201 Upload Lockbox Error Report and #4215 Lockbox Batch Error Report. This tells the user immediately what file is causing the error.

[ADM-AUC-RC-8533]



1.2 Partial Interest Payments Duplicating Charges [Fix]

Prior to the Software Update, if a partial interest payment is made on the bill payment screens, then the user exited to the batch screen, and returned to that bill later and added another interest payment for the same bill run, the interest charge was duplicated.

Collections ▶ Payments ▶ Batch Entry ▶ Bill Payment

This has been corrected. For example, bill # 001058-00 for Year 2021 has two transactions that pay against 4th quarter interest. The first was entered for \$46.51; the user exited and then returned to the batch screen and entered a payment of \$75. The interest paid is reflected correctly.

R	Description	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjust	Balance
4	Tax Interes	146.51				146.51	121.51			25.00

[ADM-AUC-RC-8531]

2 REPORTS-[4 TT/Deferral Reports]

Report Name	Sample	Run
11368-Tax Title - As Of a Date	Sample	Run
11383-Tax Title Balances as of (Trial Balance)	Sample	Run
5991-Deferral Form 410	Sample	Run
11386-Tax Title/Deferred Redeemed Parcels	Sample	Run
11401-Tax Title Transaction History List	Sample	Run
11402-Tax Title Transaction Summary	Sample	Run
11403-Continue Municipal Lien Form 291	Sample	Run
5914-Tax Taking Form 410	Sample	Run
11390-Tax Title Account Profile	Sample	Run
5224-TT - Possible Candidates and Exclusions	Sample	Run
5815-Parcels by Tax Title Type	Sample	Run
5223-Parcel Flag Edit List	Sample	Run

ADMINS added an “Original Taking Bill Year” column to the Excel® version of the #11368 Tax Title - As of a Date Report & all versions of the #11383 Tax Title Balances as of (Trial Balance) Report. This is helpful for parcels with an original taking date that is not in the same fiscal year as the taking.

The **Original Taking BILL Year** is the Bill Year that is being put into tax title and could be different from the calendar year and the fiscal year

The report # was added to the resulting report names to make it easier to find when retrieving output.



2.1 #11368 Tax Title - As of a Date Report

This additional column is available on the Excel® version of the report. Physical page size limitation does not allow for the additional column when run as Print/Preview/PDF®.)

Year	Bill#	Owner Name	Location	Owner	Charges	Payments	Adjustments	Refunds	Balance	Accrued Int	14-Sep-2021	Original Taking	Last Assessed Value
2019	006768-00				2002.12				2002.12	109.70	2,111.82		
2020	006768-00				1515.92				1515.92	81.74	1,597.66		
Total 0003-0001-0002 244 FARM ST					3518.04				3518.04	191.44	3,709.48	5/12/2021	473,500
2002	006781-00				85.44				85.44	249.99	335.43		
2003	006781-00				100.75				100.75	294.04	394.79		
2004	006781-00				105.39				105.39	290.41	395.80		
2005	006781-00				104.8				104.8	272.09	376.89		

Figure 1 Before – only the Original Taking Date was shown

Original Taking Year	Original Taking Date
2020	9/8/2021
2020	9/8/2021
2002	7/1/2001
1992	10/30/1992
2013	7/28/2014
2020	9/8/2021

Figure 2 After – the Original Taking Bill Year and Original Taking Date are listed

2.2 #11383 Tax Title Balances as of (Trial Balance) Report

Original Taking	Last Assessed Value	TT Attorney
5/12/2021	473,500	CITY

Figure 3 Before – only the Original Taking Date was shown

The additional column is available on the Excel® version of the report:



BalanceAsOf_70_11383_02042022_MUPDEV5[2] - Excel

Bill#	Owner	Location	Parcel	Category	Description	Charges	Abate	Deduct	Adj-Oth	Refunds	Payments	Balance	Original Taking Year	Original Taking Date	Assessed Value	TI Attorney
001007-00				01	Tax	1,480.06						1,480.06				
				30	Advertising Fee	42.88						42.88				
				33	Demand	5.00						5.00				
				34	Advertising Prep Fee	10.00						10.00				
				35	Instrument of Taking Pre	106.00						106.00				
Total Bill Year: 2020						1,643.94						1,643.94				
Total Bill Year: 2020						1,643.94						1,643.94			431,900	
001035-00				01	Tax	6,767.11						6,767.11	2020	9/8/2021		
				30	Advertising Fee	42.88						42.88				
				33	Demand	5.00						5.00				
				34	Advertising Prep Fee	10.00						10.00				
				35	Instrument of Taking Pre	106.00						106.00				
Total Bill Year: 2020						6,930.99						6,930.99				
Total Bill Year: 2020						6,930.99						6,930.99			356,000	
Total:													2020	9/8/2021		

Figure 4 After – the Original Taking Bill Year and Original Taking Date are listed

BalanceAsOf_70_14-Sep-2021

City of ADMINS
Tax Title Balances as of (Trial Balance)

Printed 14-Sep-2021 at 14:55:55

Bill#	Owner and Address	Charges	Abatements/ Deductions	Adj-Oth	Refunds	Payments	Balance	Original Taking Year	Last Assessed Value	TI Attorney
006768-00										
01	Tax	1848.37					1848.37			
30	Advertising Fee	32.75					32.75			
33	Demand	5.00					5.00			
34	Advertising Prep Fee	10.00					10.00			
35	Instrument of Taking Pre	106.00					106.00			
*** Total *** Bill Year: 2019							2002.12			
01	Tax	1510.92					1510.92			
33	Demand	5.00					5.00			
*** Total *** Bill Year: 2020							1515.92			
Total:							3518.04	12-May-2021	473500 CITY	

Figure 5 Before – the Original Taking Year was not shown

The additional column is also available on the Print/Preview/PDF® version of the report:

BalanceAsOf_70_11383_02042022_MUPDEV5[1]

City of ADMINS
Tax Title Balances as of (Trial Balance)

Printed 04-Feb-2022 at 10:10:08 by MUPDEV5

Bill#	Owner and Address	Charges	Abatements/ Deductions	Adj-Oth	Refunds	Payments	Balance	Original Taking Year	Original Taking Date	TI Attorney
001007-00										
01	Tax	1480.06					1480.06			
30	Advertising Fee	42.88					42.88			
33	Demand	5.00					5.00			
34	Advertising Prep Fee	10.00					10.00			
35	Instrument of Taking Pre	106.00					106.00			
*** Total *** Bill Year: 2020							1643.94			
Total:							1643.94	2020	08-Sep-2021	

Figure 6 After – the Original Taking Bill Year and Original Taking Date are listed on the "Tax Title Balances as of" report

[BLG-SUP-SAPLAUC-1437]



3 MLC

ADMINS changed the work file names used during the MLC posting process to prevent abnormal terminations due to open files. This should be transparent to the user printing & posting MLCs but is mentioned here to document the change.

[ADM-AUC-RC-8529]

4 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

4.1 New or Updated Documents

- | | | |
|---------------|-------------------------------------|-------|
| • Adjustments | RC-340 Credit Charge Redistribution | [New] |
| • Tax Title | RC-480 Tax Title Account Statements | [New] |