# REVENUE COLLECTIONS

## RELEASE NOTES                                   March 2024

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

## Contents

# 1   Bill Payment & Bill Query Screen

**ADMINS** enhanced a report available from these screens.

## 1.1   # 4635 Transaction History Detail Report [Enhancement]

**ADMINS** added four new columns to the Excel® version report. To run this report, from the menu, go to:

**Collections ▶ Bill Payment screen ▶ [Transactions]** or **[Trx Summary]**

Run the # report by clicking on the [History List] button on the left side of the **[Transactions]** or **[Trx Summary]** screen, or from the Informational Views ▶ Reports button of the Bill Payment tab.
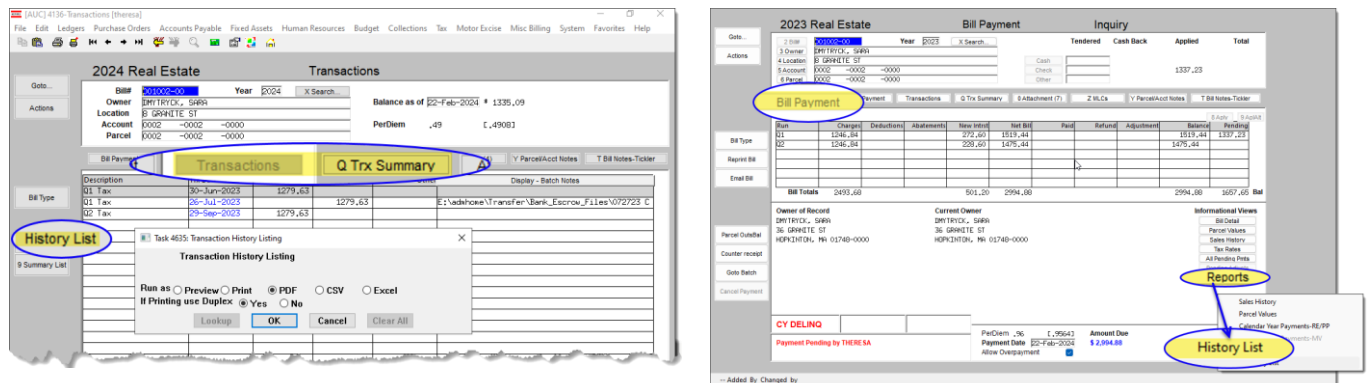


**Figure 1 The History List can be accessed via the Transactions, TRX Summary screens, and the Bill Payment screen**



**Figure 2 Before – no information on User Batch, Posted Date, Username, & Transaction Description**



**Figure 3 After – Columns added for User Batch, Posted Date, Username, & Transaction Description**

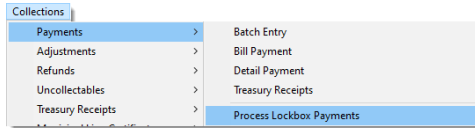Note: Selected sites already had the Post Date; those sites will have three additional columns.

[ADM-AUC-RC-8633]

# 2  Lockbox Processing [Fix]

To run the lockbox process, from the menu, select:

**Collections ▶ Payments ▶ Process Lockbox Payments**

The lockbox process abnormally terminated when two people ran the upload lockbox step at the same time. **ADMINS** changed the process to make it "username" based. This allows multiple users to run the process simultaneously while ensuring the integrity of the files.

[ADM-AUC-RC-8630]

## 2.1  #4202 Lockbox Edit List [Enhancement]

The lockbox edit list detail report was changed to provide sub-totals by batch number and sort the transactions within the batch in the same order as the report that the bank provides. This makes it easier to spot check the amounts and accounts.

This change was made only to selected sites. Most sites will use the original version of the report. Each version of the report is shown below:

**Original version – in descending order by Bill Number**          **"New" version sorted in the same order as the bank file.**

**Figure 4 Shows the two versions of the report**

[ADM-AUC-RC-8634]

# 3  Posting Receipt Batches [Enhancement]

Occasionally a Receipt without a valid Revenue or Expenditure Control account created an unbalanced GL Batch for posting to the General Ledger. The issue was not evident to the user because it had to do with Control Accounts, which many Collections Users are unaware of.

In this image, the Revenue Control account for Fund 8100 is missing:

When a receipt batch is posted, the posting process now checks that the account in the Chart of Accounts has a corresponding entry in the General Ledgers Control Account for the fund or for the account.
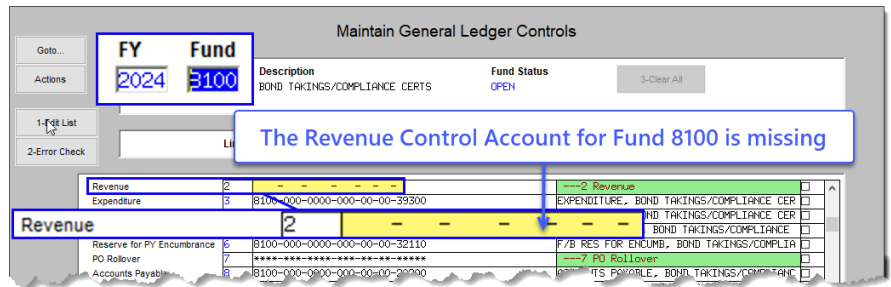


To trap Control Account errors, the error code **"L"** in the error report identifies if there is a Revenue or Expenditure Control Account missing.

If an error exists a message will pop up, and the error will be reported on the Receipt GL Posting Error Report.





The user attempting to post the receipt batch should notify the Finance Office of the error and provide a copy of the Posting Error Report.

The Finance Office staff should update the control account table and ask the posting user to try again.
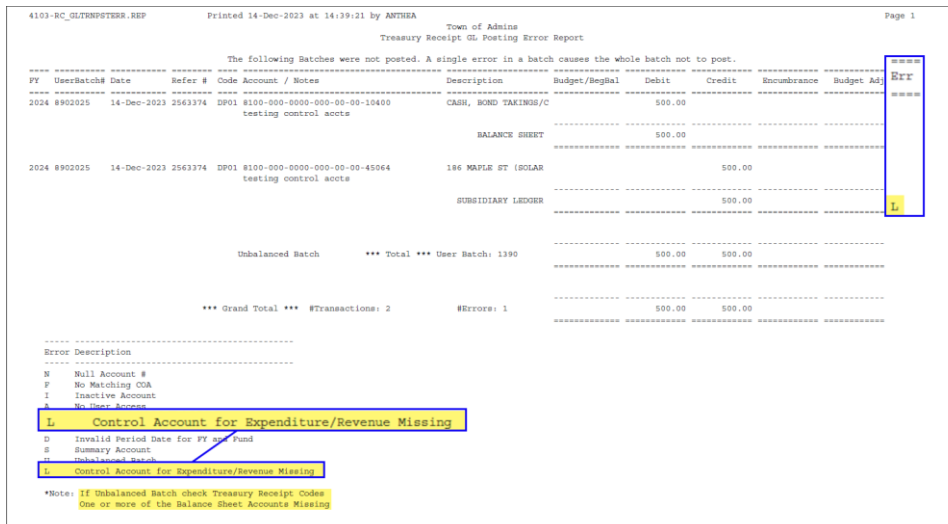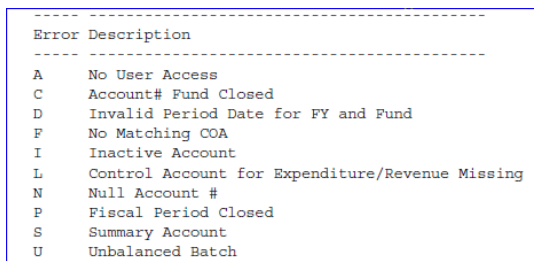
**Figure 5 Before – the list of errors in random order**

[ADM-AUC-RC-8626]



Before the software update, the errors were listed at the bottom of the report in order of when the error checking was added. Now the errors are listed in alphabetical order to make the descriptions easier to find.

[ADM-AUC-RC-8638]

**Figure 6 After – the errors are listed in alphabetical order**

# 4 Treasury Receipts

**ADMINS** incorporated error checking of Treasury Receipt (TR) *codes* in this software update and updated the TR Code error report to identify existing TR codes that do not meet the new optional site-specific restrictions.

## 4.1 TR Code Site Specific Error Checking

To access the new screen, from the menu, select:

**Collections ▶ Module Maintenance ▶ Collections Site Specific Error Checks**

There is a **"TRCODE"** set up on the table. Click on the Goto Detail button to see the five available checks within the code. Each corresponds to whether TR codes can use one of the five account types (A, L, F, R, & E). This controls which account types will be allowed when creating a code and setting up the accounting on the Treasury Receipt Code table.
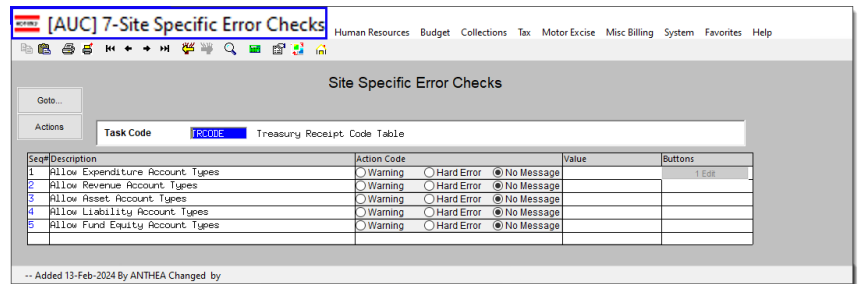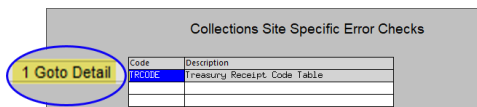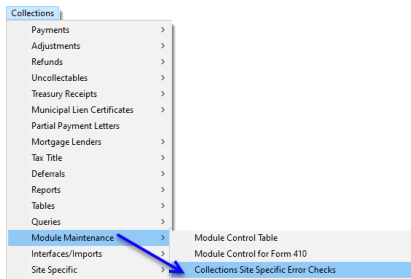


When installed with the software update, the Site-Specific Error Checks for TRCODE will all be set to ⊙ **No Message**. Set them up accordingly.

## 4.2 Impact on TR Code Setup

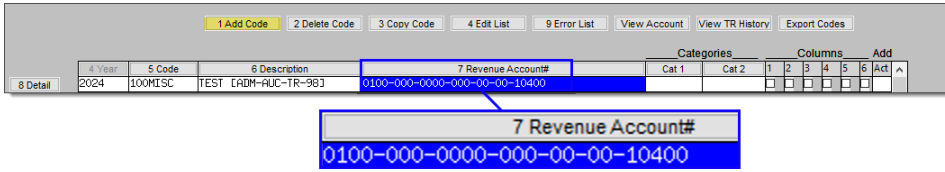To illustrate how this works, I have set up the table with a:

⊙ **Hard Error** for **Asset**, **Liability**, and **Fund Equity** account types, a

⊙ **Warning** for **Expenditure** Account types, and

⊙ **No Message** for **Revenue** Account types.



In this case warnings and hard errors are treated the same way. They will both stop entry of that account type on the **TR** code table.
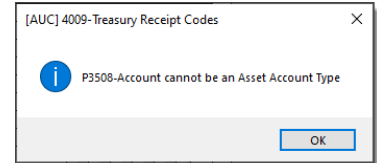
If I enter an **Asset** account, *(above the "Cash" account is entered, which is an Asset Account)*, the system will pop up a message that the Account entered cannot be an Asset Account Type.
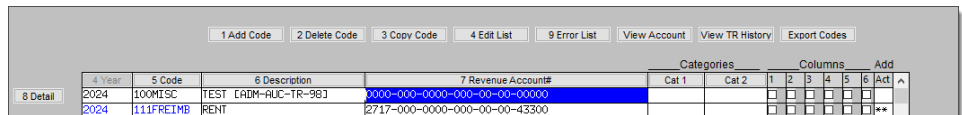
I click **OK** on the pop up.

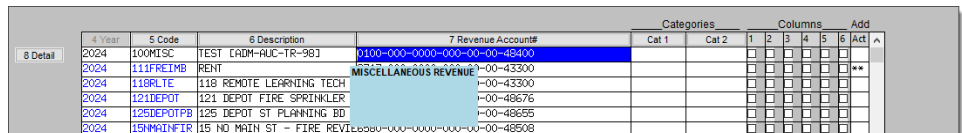The account number is cleared out so that I may try again.
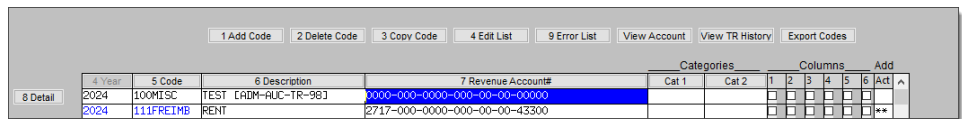


This time, I entered an **Expenditure** account. Since Expenditure account types are set to a ⊙**Warning**, the system does not allow using it.
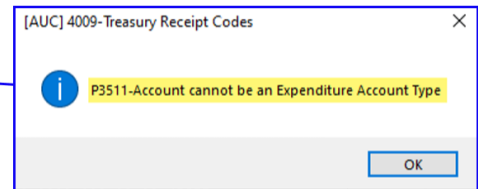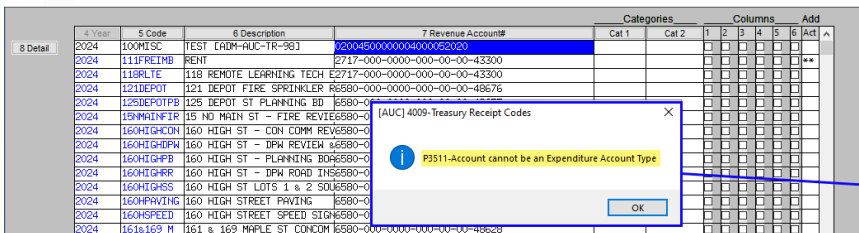


The account number is cleared out and I try again.



This time, I use a **Revenue** account. The account number shows on the Summary TR Code screen.



The same restrictions apply to the account numbers entered on the Detail screen.

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## 4.2.1  The TR Code Detail Screen

In this example, I entered a **Fund Equity** account on the 2nd Debit line.

The system popped up a message that the Account cannot be a Fund Equity Account type.

This error checking is done on all the account lines when creating a Treasury Receipt Code. The error checking is not retroactive; existing codes with accounts are not checked.
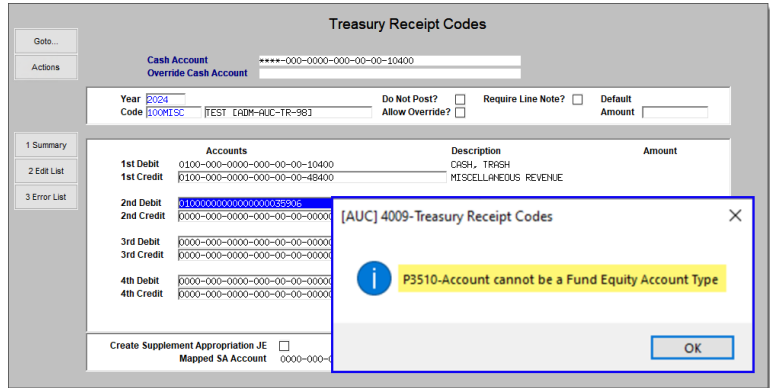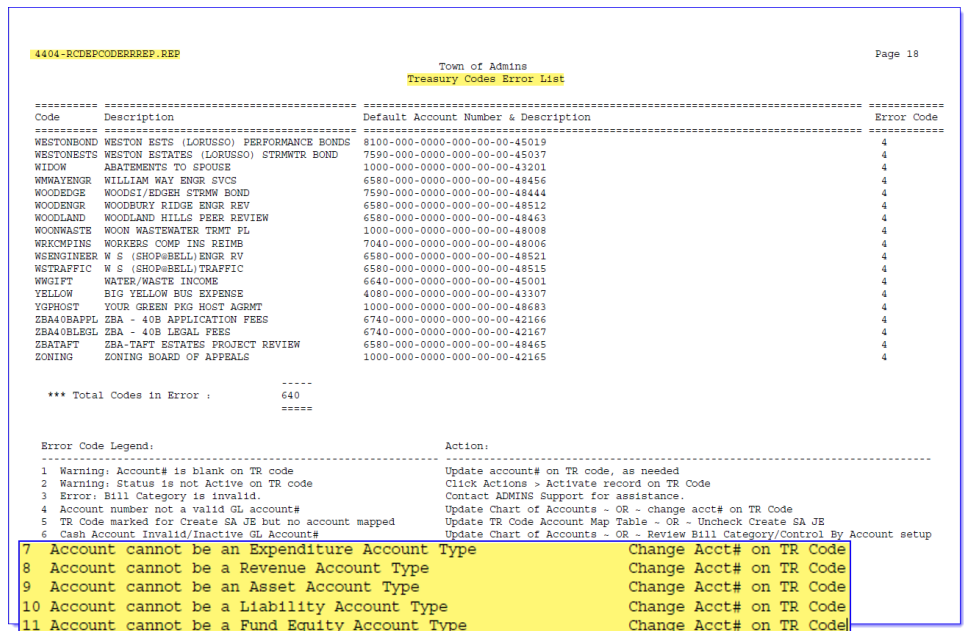
[ADM-AUC-TR-98]

# 4.3  # 4404 TR Code Error List [Enhancement]

**ADMINS** enhanced the TR Codes Error List with five new error codes.

Before the software update, the error list identified only errors 1 through 6.

The report now checks to see if any of the existing TR codes have accounts that are not of the allowable type(s) as described in section 4.1 above.

Error Codes 7 through 11 identify *existing* TR Codes that have disallowed account types. This way once the site-specific error checking is set up, it is easy to identify codes that do not meet the criteria.

[ADM-AUC-TR-99]

# 5   Reports [Enhancement]

**ADMINS** has thousands of reports and continually enhances existing reports and adds new reports with each quarterly software update. The following describes the reports affected by the software update.

# 5.1  # 4031 List of Credit Balances [Enhancement]
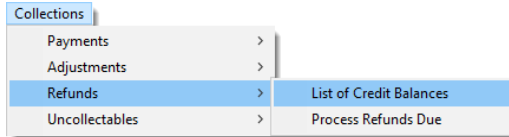


**Before–The list was only available via the above menu**



This report was originally restricted to Collections staff who accessed it from the menu shown on the left.
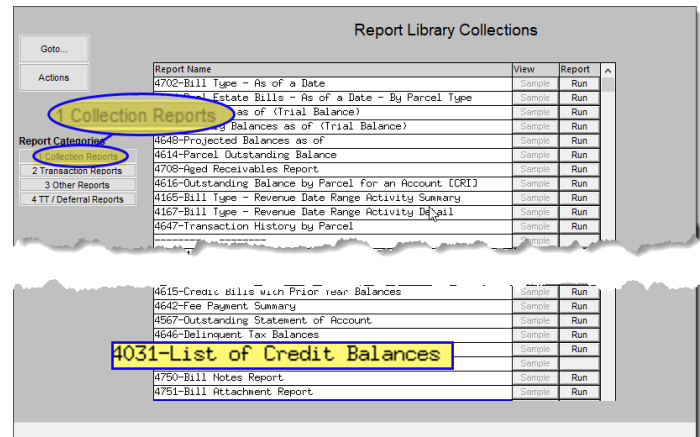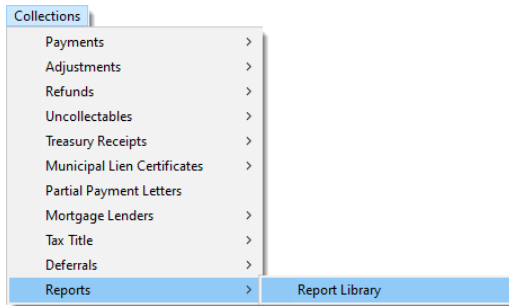


**After** – Now it is available to users with access to the **Collections ▶ Reports ▶ Report Library** menu.

Enter the required **four-digit Bill Year**.
If desired, restrict the list to a single Bill Type (use the lookup to select the Bill Type)
Set a **dollar amount** for the minimum refund.

Select either ⊙ **PDF®** or ⊙ **Excel®** and click [ OK ].
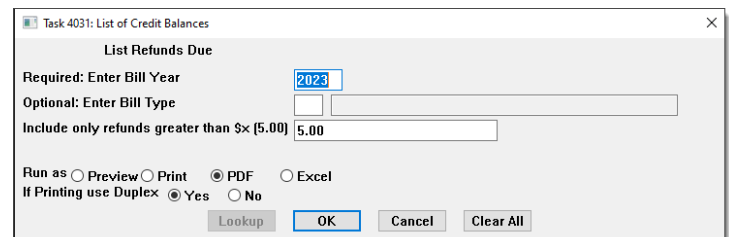
The PDF version is shown below.





[ADM-AUC-RC-8615]

## 5.2  # 4567 Statement of Account [Fix]

The statement of Account is produced from the **[Detail Payment]** tab of the Bill Payment and Bill Inquiry screens.
Pretreatment bills (considered part of Real Estate) can have a Parcel/Account# that is not in the Real Estate Parcel Maintenance table.

The Statement of Account showed the wrong data for the Address & Owner on the Statement of Account for customers with Pretreatment Bills without a Parcel.

**ADMINS** fixed the issue and Statements of Account for Pretreatment Bills will show the correct Owner and Address.
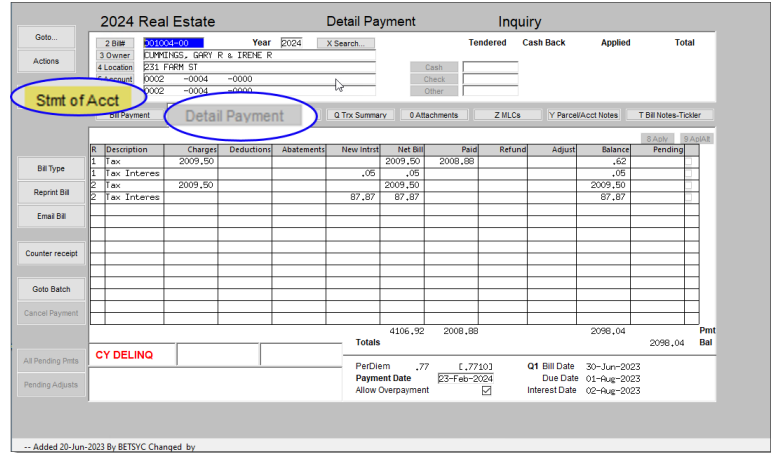


To run the Statements of Accounts for multiple bills, from the menu, go to:

**Collections ▶ Reports ▶ Report Library ▶ [1 Collection Reports]**
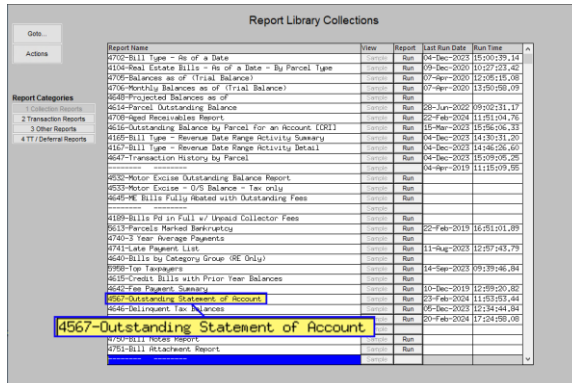


Enter a bill year range, the bill type, the As of date, and the minimum balance due.
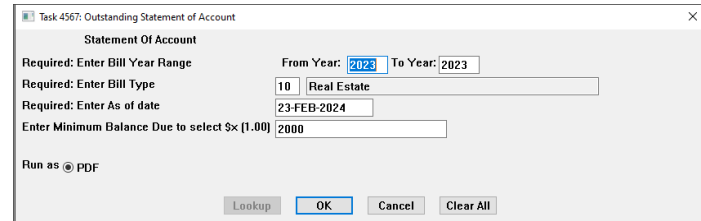


[CRI-SUP-SAPLAUC-1161]

## 5.3  # 4646 Delinquent Tax Report [Enhancement]

**ADMINS** updated the way this report is run to allow reporting on a single tax type. To run this report, from the menu, select:

**Collections ▶ Reports ▶ Report Library**
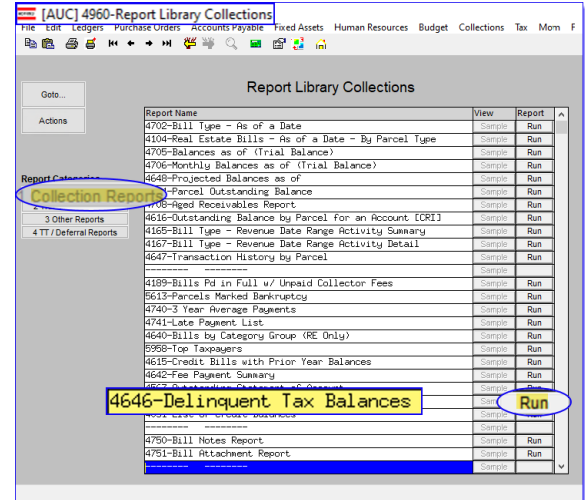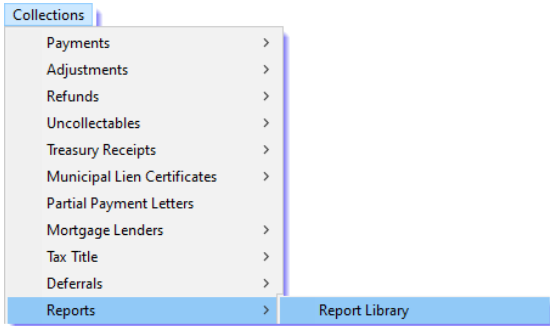


Select #4646 Delinquent Tax Balances from the menu and click on ▭Run▭.
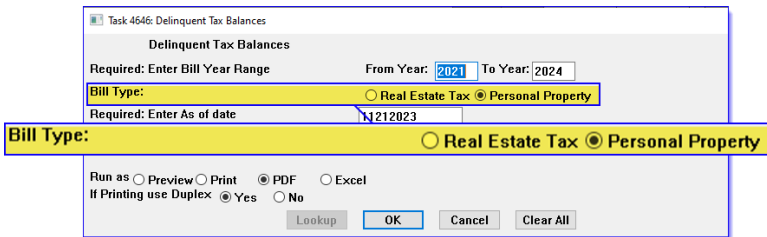


**Figure 7 Before: The Bill Type was limited to just RE Tax or Personal Property.**
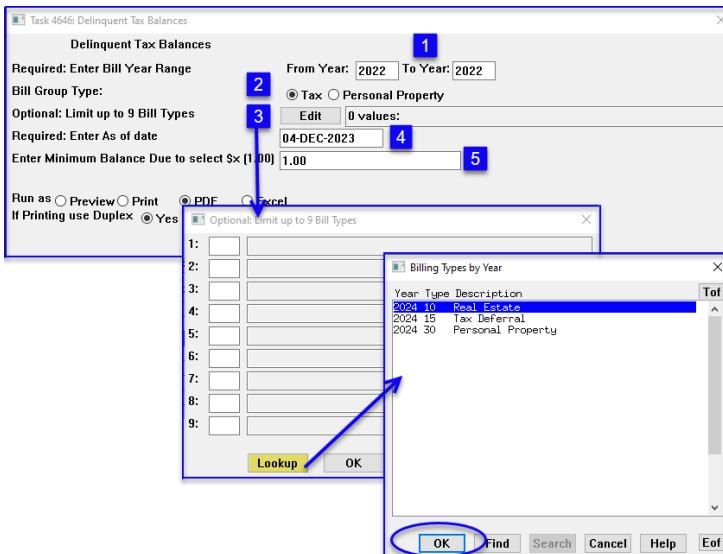


**Figure 8 After: The Tax type "Tax" includes multiple Tax types.**

1.  Enter the **Bill Year Range**. For a single year, enter the same year in the "From" and "To" fields
2.  Select the **Bill Group Type**
3.  Use the **[Edit]** button to select up to nine types. *On some sites, the **RE** tax type includes **RE** Tax, **RE** Supplemental, **P**re**T**reatment, **PT** Supplemental, **SE**wer, and **SE** Supplemental.*
4.  Enter the "As of" date or select it from the lookup
5.  Enter a minimum balance due (use two decimal places)

This allows running the report for a single tax type within a module, e.g., just the "Sewer" type can be reported on.

To view the Bill Type table, from the menu, select:

**Collections ▶ Tables ▶ Bill Type**



The two-character Module code determines which Bill Types are in the "Tax" category vs. the Personal Property or other types.

<div align="right">

[CRI-SUP-SAPLAUC-1038]

</div>

# 5.4  # 4708 Aging Report [Enhancement]

**ADMINS** added a "**Current**" balance column on the aging report which lists amounts that are not yet due. The due date is in the future of the report date and the aging is based on the due date of a transaction. To run this report, from the menu, select:

**Collections ▶ Reports ▶ Report Library ▶ [1 Collection Reports]**

**Figure 9 Before – the Aging report did not include a "Current" or "Not Yet Due" column**



The headers for the remaining columns were changed to clarify in which date ranges the amounts were due, for example:

"Under 30 Days" to "**1 to 30 Days**", and
"30 to 60 Days" to "**31 to 60 Days**", and so forth.

**Figure 10 After – the Aging report has a "Current" or "Not Yet Due" column**

[ADM-AUC-RC-8628]

# 6    Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

## 6.1    New & Updated Documentation in the Help Reference Library

| | | |
|---|---|---|
| Municipal Liens Certificates | RC–710 MLC Processing | [Updated] |
| System | SY–170 System Administration Requirements Kit | [Updated] |

## 6.2    New Content on ADMINS.com

Adjust Payments & Charges in Revenue Collections (youtube.com) (6:17)                    [New]