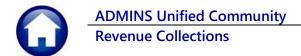


# March 2024

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 & 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.

mm (ANOL4195-Tanzactions (Heneral) File: Edit: Ledgers Purchase Orders: Accounts Psychile: Fired Assets: Human Resources: Budget: Collections: Tax: MotorEx: ™ 10 10 10 10 10 Heneral Heneral Heneral Heneral	Gots	2023 Real E	00 Ye	Bill F	Payment		quiry Cash Back	Applied	Total	
Odds         Base         Strive         Year         DOVA         X Search.         Balance as of 52-Feb-2024 #           Actions         Context Search         Context Search         Balance as of 52-Feb-2024 #         Search.	1335.09	4 Location B GPINET 5 Account 0002	TE ST -0002 -0000 -0002 -0000	Transactions Q Trx Se	Cash Check Other mmary @Attachment	(7) Z MLC	s Y Parcel/A	1337.23		
Account 0002 -0000 -0000 PerDiem ,49 E. Parcel 0002 -0000 -	49083 Bill Type	Q1 124	harges Deductions 16.84 16.84	Abatements New Inte 272,60 228,60	0 1519,44	Paid Ref	und Adjustment	Balance	Actv 9 ActAit Pending 1337,23	
02 Tax 29-Sep-2023 1279.63	V ParcelAcct Notes T Bill Notes-Taker Dapity - Batch Notes Insmafler \Bark_Escrou_Files \V/12723 C	Bill Totals 249 Owner of Record EMYTRYCK, SARA 36 GRANTE ST		501.2 Current Owner DMYTRYCK, SAF 36 GRHdTE 51	an r	à			1657,65 Bal ational Views Bil Detai arcel Values	
History List         Transaction History Listing         X           9 Survey Lat         Transaction History Listing         X           If an as O Preview O Print @ PDF         CSV         Excel	Coster respt Gote Beith Castel Payment	HOPKINTON, MA 0174	48-0000	HOPKINTON, W	9 01748-0000			All	ales History Tax Rates Pending Pirts eports Sales Hist	<b>)</b> ory
Lokup OK Cancel Clear All		CY DELINQ Payment Pending by 1	THERE SA	5	PerDiem .96 [. Payment Date 22-Feat Wow Overpayment		unt Due 94.88	His	Parcel Val Calendar	Year Payments-

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

3	AutoSave 🔘 Off	<b>9</b> . C.	U.	TmHisDet_4635	_THERESA[1].xr	nl V		,₽ se	arch								
Fil	le Home Inser	t Page Layout	Form	ulas Data	Review Vie	w Automate	Help										
V2	4 v I 🗙	$\sqrt{f_x}$															
	D	E	F	G	н	1	J	К	L	M	N	0	Р	Q	R	S	Т
1																	
2	Parcel	Location	Run	Date Billed	Date Due	Last Int Date	Category	Transaction Descr	ription Trx Dat	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Trx Balance	
3	0002-0002-000	8 GRANITE ST	1	6/30/2022	8/1/2022	8/2/2022	Tax	Billing	6/30/202	2 1,246.84						1,246.84	
4			2	9/30/2022	11/1/2022	11/2/2022	Tax	Billing	9/30/202	2 1,246.84						1,246.84	
5	0002-0002-000	<b>8 GRANITE ST</b>					Grand Total			2,493.68						2,493.68	
6																	
7																	

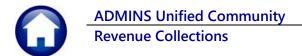
Figure 2 Before – no information on User Batch, Posted Date, Username, & Transaction Description

<ul> <li>७- ९</li> </ul>	<sup>il</sup> - ⊽ TimHisDet_46	35_THERE	iA[1].xml - E	xcel				P Search											Theresa	Campbell 📧	-1	
File Home In	nsert Page Layout $\times \checkmark f_{\mathbf{x}}$	Form	ilas Data	Review	View He	ip															2	
A B 10 Real Estate 2 Year Bill Number 3 2024 001002-00 4 5 6 2024 001002-00 7	C D		G Date Billed 6/30/2023 6/30/2023 9/29/2023		8/2/2023	J Category Tax Tax Tax Grand Total	K Transaction Description Billing Billing	6/30/2023 7/26/2023 9/29/2023	1,279.63	N justmentr	0 Refunds	P Abatements	Q Deductions	1,279.63	S Trx Balance 1,279.6 -1,279.6 1,279.6 1,279.6	User Batch RE2024BILL LRC07262 RE2024BILL	7/31/2023	User J LJONES E LJONES E	Transaction Description BILL Q1 Due 01-Aug-2023 ESCROW CORELOGIC CC BILL Q2 Due 01-Nov-2023	R-1,LRC07262/26-J	-	
<u></u>					-										RE20 LRC0	24BILL 7262	Poster 6/27/20 7/31/20 6/27/20	023 023	LJONES LJONES	BILL Q1 D ESCROW	on Description ue 01-Aug-2023 CORELOGIC,CO ue 01-Nov-2023	DR-1,LRC07262/26-Jul-2

#### 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

Collections		
Payments	>	Batch Entry
Adjustments	>	Bill Payment
Refunds	>	Detail Payment
Uncollectables	>	Treasury Receipts
Treasury Receipts	>	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.

Process L	ockbox Pay	ments		
Description	Date	Start	End	Success
Restart Lockbox Upload				
Upload Lockbox	22-Feb-2024	15:15:25.53	15:15:37.64	<b>Z</b>
Maintain Lockbox Batch Dates	22-Feb-2024	15:15:52.44	15:15:53.84	<u></u>
Lockbox Edit Reports	22-Feb-2024	15:21:08.41	15:21:10.16	. <u>.</u>
Post Lockbox				

[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.

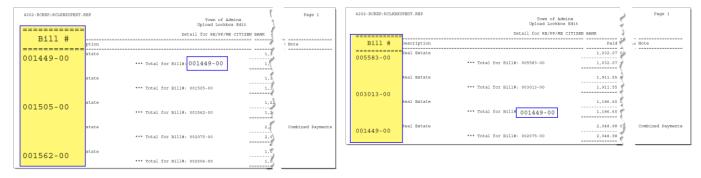
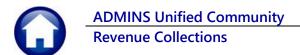


Figure 4 Shows the two versions of the report

[ADM-AUC-RC-8634]

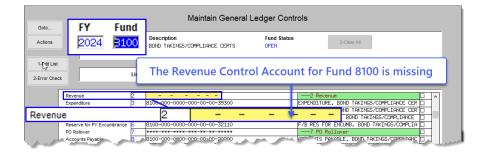
# 3 Posting Receipt Batches [Enhancement]

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.

103-1	RC_GL/TRNPS	TERR.REP	P	rinted	14-Dec-2023 at 1	14:39:21 by ANTHEA	Town of Admins						Page 1
							ceipt GL Posting Error	Dement					
						Treasury Re	ceipt GL Posting srror	Report					
							single error in a batc						====
FY U	JserBatch#	Date	Refer #	Code	Account / Notes		Description	Budget/BegBal	Debit	Credit	Encumbrance	Budget Adj	Err
	8902025			DP01	8100-000-0000-000 testing control a	0-00-00-10400	CASH, BOND TAKINGS/C		500.00				
							BALANCE SHEET		500.00				
							BALANCE SHEET						
2024 8	8902025	14-Dec-2023	2563374		8100-000-0000-000 testing control a		186 MAPLE ST (SOLAR			500.00			
							SUBSIDIARY LEDGER			500.00			L
				t	Inbalanced Batch	*** Total *** ;	User Batch: 1390		500.00	500.00			
				• Gran	d Total *** #Tra	ansactions: 2	#Errors: 1		500.00	500.00			
Ern N F I	Null A No Mat Inacti	ption ccount # ching COA ve Account r Access											
L		ntrol Ac		_		/Revenue Missi	ng						
s	Summar	y Account	= 102 FI	and h									
L			r Expendi	ture/F	levenue Missing								
*No					ry Receipt Codes Accounts Missing								

# GL Posting Error Report × Please Review Report Batch Did Not Post OK

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

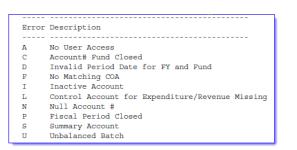
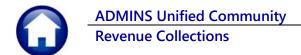


Figure 6 After – the errors are listed in alphabetical order

[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]



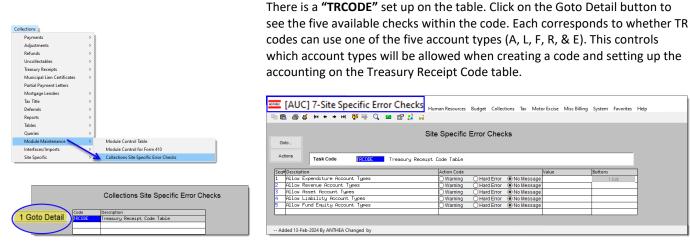
# 4 Treasury Receipts

**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



When installed with the software update, the Site-Specific Error Checks for TRCODE will all be set to **O** 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:

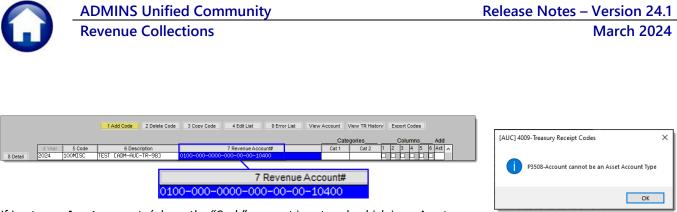
• Hard Error for Asset, Liability, and Fund Equity account types, a

• Warning for Expenditure Account types, and

• No Message for Revenue Account types.

		Site Specific Error Checks		
Goto				
Actions	Task Code TRODE	Treasury Receipt Code Table		
Seq#Descript	ion	Action Code	Value	Buttons
1 Allow	Expenditure Account Types	Warning O Hard Error O No Messa	ige	1 Edit
2 Allow	Revenue Account Types	🔿 Warning 🛛 🔿 Hard Error 💿 No Messa	ige	
3 Allow	Asset Account Types	○ Warning	ige	
4 Allow	Liability Account Types	🔿 Warning 💿 Hard Error 🔿 No Messa	ige	
5 Allow	Fund Equity Account Types	O Warning O Hard Error O No Messa	ige	

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.



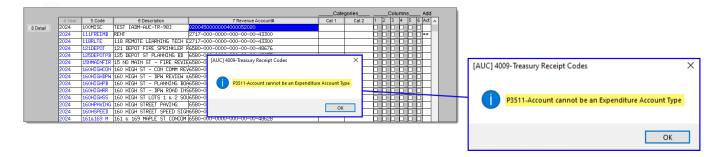
If I enter an **Asset** account, (above the "Cash" account is entered, which is an Asset Account), the system will pop up a message that the Account entered cannot be an Asset Account Type.

I click OK on the pop up.

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

			1 Add Code 2 Delete Code	3 Copy Code 4 Edit List 9 Error List View	w Account	iew TR Histo	v I	xport	Codes		
					Categ	ories		_Col	umns_	/	dd
	4 Year	5 Code	6 Description	7 Revenue Account#	Cat 1	Cat 2	1	: 3	4 5	6 /	kt 🔺
8 Detail	2024	100MISC	TEST EADM-AUC-TR-983	0000-000-0000-000-00-000000							
	2024	111FREIMB	RENT	2717-000-0000-000-00-43300			b t			10,	*

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



The account number is cleared out and I try again.

			1 Add Code	2 Delete Code	3 Copy Code	4 Edit List	9 Error List	View	Account	/iew TR Histo	rv	Expo	rt Co	des			
									Cate	gories	_	c	olum	ins_	/	١dd	
	4 Year	5 Code	6 Desc	cription		7 Revenue Acco	unt#		Cat 1	Cat 2	1	2	3 4	5	6	Act \land	1
8 Detail	2024	100MISC	TEST CADM-AUC	-TR-981	0000-000-0000	-000-00-00-000	00										
	2024	111FREIMB	RENT		2717-000-0000	-000-00-00-433	00				Þ					**	

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

						Cate	gories		_Co	lum	ns_		Add	
	4 Year	5 Code	6 Description	7 Reve	enue Account#	Cat 1	Cat 2	1	2 3	4	5	6 /	Act ∧	]
8 Detail	2024	100MISC	TEST CADM-AUC-TR-981	0100-000-0000-000-00	0-00-48400						īÞ	P		
	2024	111FREIMB	RENT	MISCELLANEOUS REVENUE	-00-43300						īÞ		**	
	2024	119RLTE	118 REMOTE LEARNING TECH		-00-43300						īÞ	Þ		
	2024	121DEPOT	121 DEPOT FIRE SPRINKLER		-00-48676						īÞ	Þ		
	2024	125DEPOTPB	125 DEPOT ST PLANNING BD		-00-48655						īÞ	Þ		
	2024	15NMAINFIR	15 NO MAIN ST - FIRE REVIE		-00-48508						īÞ	Þ		

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



## 4.2.1 The TR Code Detail Screen

In this example, I entered a **Fund Equity** account on the 2<sup>nd</sup> 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.

Goto	Treasury Receipt Codes	
Actions	Cash Account +++++ 000-000-00-00-00-00-000 Override Cash Account	
	Year         2024         Do Not Post?         Require Line Note?         Default           Code         [COMTSC         FEST         FRDM-4UC-TR-983         Allow Override?         Amount	
1 Summary	Accounts Description Amount	
2 Edit List	1st Debit         0100-000-0000-000-00-10400         CASH, TRRSH           1st Credit         [0100-000-0000-000-00-48400         MISCELLANEOUS REVENUE	
3 Error List	Znd Debit         0100000000000000000000000000000000000	<
	3rd Debit 0000-000-000-000-00-00-00000 3rd Credit 0000-000-000-00-00-00000	
	4th Debit 0000-000-000-000-00-00-000000 P3510-Account cannot be a Fund Equity Account Type	
	Create Supplement Appropriation JE  Mapped SA Account 0000-000-0	

[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.

4404-RCDEPO	ODERRREP.REP	Town of Admin Treasury Codes Err		Page 18
Code	Description	Default Account Number &		Error Cod
WESTONBOND WESTONESTS WIDOW WMWAYENGR WOODEDGE WOODLAND WOODLAND WOONWASTE WRCMPINS WSTRAFFIC WWGIFT YELLOW YGCHOST ZBA40BAPEL ZBA40BLEGL ZBATAFT	NESTON ESTS (LORUSO) PERFORMANCE BONDS NESTON ESTATUSE (LORUSO) STRAWTE BOND ABATEMENTE TO SPOUES NUODELY RUGE SYSCE NUODELY RUGE SYSCE NUODELY RUGE ENGR REV NUODELUN HILLS PEER REVIEW NUODELUN HILLS PEER REVIEW NUON MASTEMATER THMT FL NUOR MESS COMP INS REIME N S (SHOPHEELL)ERGR RV N S (SHOPHEELL)ERGR RV N S (SHOPHEELL)ENGR RV	8100-000-0000-000-00-00-4	007 201 456 444 512 0008 521 5515 5001 307 663 663 166 147	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
*** Total	. Codes in Error : 640			
Error Code		Action:		
1 Warning 2 Warning 3 Error: 4 Account 5 TR Code	<pre>; Account# is blank on TR code ; Status is not Active on TR code Bill Category is invalid. number not a valid GL account# marked for Create SA JE but no account count invalid/Inactive GL Account#</pre>	Update accou Click Action Contact ADMI Update Chart mapped Update TR Co	tt# on TR code, as needed > > Activate record on TR Code IS Support for assistance. of Accounts - OR - change acct# on TR Co le Account Map Table - OR - Buncheck Creat of Account - OR - Review Bill Category/	de e SA JE
Accour Accour Accour Accour 0 Accour	it cannot be an Expenditure it cannot be a Revenue Accou- it cannot be an Asset Accou- it cannot be a Liability Ac it cannot be a Fund Equity J	Account Type int Type it Type count Type	Change Acct# on ' Change Acct# on ' Change Acct# on ' Change Acct# on ' Change Acct# on '	TR Code TR Code TR Code TR Code

[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]

Collections	
Payments	>
Adjustments	>
Refunds	> List of Credit Balances
Uncollectables	> Process Refunds Due

#### Before-The list was only available via the above menu

Collections		
Payments	>	
Adjustments	>	
Refunds	>	
Uncollectables	>	
Treasury Receipts	>	
Municipal Lien Certificates	>	
Partial Payment Letters		
Mortgage Lenders	>	
Tax Title	>	
Deferrals	>	
Reports	>	Report Library

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

If desired, restrict the list to a single Bill Type (use the

Select either **O PDF**<sup>®</sup> or **O Excel**<sup>®</sup> and click **OK**.

Set a **dollar amount** for the minimum refund.

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

	Report Name	View	Report	<u>^</u>
Actions	4702-Bill Type - As of a Date	Sample	Run	
	Estate Bills - As of a Date - By Parcel Type	Sample	Run	
1 Collectio	n Reports as of (Trial Balance)	Sample	Run	
1 Obliobilo	g Balances as of (Trial Balance)	Sample	Run	
Report Categories	4648-Projected Balances as of	Sample	Run	
1 Collection Reports	4614-Parcel Outstanding Balance	Sample	Run	
2 Transaction Reports	4708-Aged Receivables Report	Sample	Run	
3 Other Reports	4616-Outstanding Balance by Parcel for an Account [CRI]	Sample	Run	
4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run	
	4167-Bill Type - Revenue Date Range Activity Delyail	Sample	Run	
	4647-Transaction History by Parcel	Sample	Run	
and and the second	and the second	Sample	امر ال	Jul .
	4615-Credic Bilis wich Prior Year Balances 4642-Fee Payment Summary	Sample	Run	
	4567-Outstanding Statement of Account	Sample	Run	
	4646-Delinquent Tax Balances	Sample	Run	
40	31-List of Credit Balances	Sample	Run	
		Sample		
	4750-Bill Notes Report	Sample	Run	
	4751-Bill Attachment Report		Run	

Task 4031: List of Credit Balances		×
List Refunds Due		
Required: Enter Bill Year	2023	
Optional: Enter Bill Type		
Include only refunds greater than \$× (	5.00) 5.00	
Run as O Preview O Print		

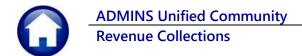
The PDF version is shown below.

lookup to select the Bill Type)

Enter the required **four-digit Bill Year**.

EE 2023 004149-00 0064-0080-0000 COUDELIN, PHYLLIS 16 FLORANCE ST BELLINGHAM MA 02019-0000 Q4-Tax 20.61 20.0	t Neg Bal by 
Type Tex: Bill#         Parcel#         Hame         Billing Address         City/State/Zip         Category         Refund Due         Entered Au           NE         2020 003506-00 0550-0998-0038         GEROES, KINILOS F & SELVADA         16 CRINTAL MY         BELLINNAM MA 02019-0000         Q4-Tax         26.39         26.1           EE         2020 004149-00 0664-0880-0000         COUDHLIN, PHYLLIS         16 FLORANCE ST         BELLINNAM MA 02019-0000         Q4-Tax         20.61         20.4	t Neg Bal by 
type fear Bills         Parcels         Name         Billing Address         City/State/Tip         Category         Refund Due         Entered Anti- Entered Anti- tered Anti- tered Anti- Entered	t Neg Bal by 
E         2023         00366-00         0650-0998-0038         GERGES, KIRILOS F & SELVANA         36         CRYSTAL MY         BELLINGHAM MA 02019-0000         Q4-Tax         26.39         26.3           E         2023         004149-00         064-0980-0000         COUDMULTS         16         FLORANCE 6T         BELLINGHAM MA 02019-0000         Q4-Tax         20.41         20.41	9 Counter receip
E 2023 004149-00 0064-0080-0000 COURLIN, PHYLLIS 16 FLORANCE ST BELLINRHAM MA 02019-0000 Q4-Tax 20.61 20.6	
E 2023 004149-00 0064-0080-0000 COUCHLIN, PHYLLIS 16 FLORANCE ST BELLINHHAM MA 02019-0000 Q4-Tax 20.61 20.0	
	1 TAX - CITIZENS
E 2023 006420-00 0095-0057-0000 21 WRENTHAM ROAD LLC 150 E CENTRAL ST NATICK MA 01760-0000 Q4-Tax 254.47 254.4	7 Other
e 2023 007540-00 0075-0016-0002 DODERDARMENI, VENNAT 5 MNITEMALL NY BELLINGKAM MA 02019-0000 Q4-Tax 7.03 7.0	3 Counter receip
Real Estate Totals 308.	
real scale totals jus.	-
*** Grand Total *** #Bills 4 #Txns: 4 308.5	-

[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.

Goto			04-00		2024	X Search		Te	ndered	Cash Back	Applied	Tota	1
Actions			INGS, GARY F FARM SI	R & IRENE R				Cash					- 1
		ecount 0002		-0000		N		Check					- 11
Stmt of	Ac	ct 0002	-0004	-0000	<hr/>	65		Other					
Sum of		bil Payment	Detai	Payme	nt D	Q Trx Summa	v 0.Att	achments	Z MLCs	Y Parcel	Acct Notes	T Bill Notes-Tick	ler
			Dotai	i i uyinoi									
	R	Description	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	i Adjust	Balance	8 Aply 97 Pending	piAit
		ax	2009,50	Deddettom	Avarchiertes	Hew music	2009,50	2008,88	Kerdin	, nojun	,62	rending	1
Bill Type		ax Interes				.05	,05				,05		-
Reprint Bill		ax ax Interes	2009,50			87.87	2009,50				2009,50		
	F	ax interes				0/ ,0/	0/ .0/				0/ +0/		1
Email Bill	H												-
unter receipt	⊢												
	⊢												-
Soto Batch													
Solo Datch	$\square$												
ncel Payment	⊢												1
	Ľ						4106,92	2008,88	1	· · · · ·	2098,04		Pmt
	L.,											2098.04	Bal
Pending Pmts	C1	DELINQ				PerDie	m .7	7 E.77	101	O1 Bill Date	30-Jun-202	7	_
							ent Date	23-Feb-2			01-Aug-202		- 11
nding Adjusts	L					Allow	Overpaymen	t			02-Aug-202		- 11

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

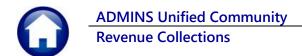
### Collections Reports Report Library [1 Collection Reports]

	Report Name	View	Report	Last Run Date	Run Time	ĒZ
Actions	4702-Bill Tupe - As of a Date	Sansle	Run	04-Dec-2023	15:00:39.14	1
	4104-Real Estate Bills - As of a Date - By Parcel Type	Sancle	Run	09-Dec-2020	10:27:23.42	t
	4705-Balances as of (Trial Balance)	Sample	Run	07-Apr-2020	12:05:15.08	1
	4706-Monthlu Balances as of (Trial Balance)	Sample	Run	07-Apr-2020	13:50:58.09	1
Report Categories	4648-Projected Balances as of	Sample	Run			1
	4614-Parcel Dutstanding Balance	Sample	Run		09:02:31.17	
2 Transaction Reports	4708-Aged Receivables Report	Sample	Run		11:51:04.76	
3 Other Reports	4616-Dutstanding Balance by Parcel for an Account [CRI]	Sample	Run		15:56:06.33	
4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run		14:30:31.20	1
	4167-Bill Type - Revenue Date Range Activity Detail	Sample	Run	04-Dec-2023		1
	4647-Transaction History by Parcel	Sample	Run		15:09:05.25	
		Sample		04-Apr-2019	11:15:09.55	1
	4532-Motor Excise Outstanding Balance Report	Sample	Run			1
	4533-Motor Excise - O/S Balance - Tax only	Sample	Run			1
	4645-ME Bills Fully Abated with Outstanding Fees	Sample	Run			1
		Sample				1
	4189-Bills Pd in Full w/ Unpaid Collector Fees	Sample	Run			1
	5613-Parcels Marked Bankruptcy	Sample	Run	22-Feb-2019	16:51:01.89	1
	4740-3 Year Average Payments	Sample	Run			1
	4741-Late Payment List	Sample	Run	11-Aug-2023	12:57:43.79	1
	4640-Bills by Category Group (RE Only)	Sample	Run			1
	5958-Top Taxpayers	Sample	Run	14-Sep-2023	09:39:46.84	1
	4615-Credit Bills with Prior Year Balances	Sample	Run			1
	4642-Fee Payment Summary	Sample	Run		12:59:20.82	
	4567-Outstanding Statement of Account	Sample	Run		11:53:53.44	
	4646-Delinquent Tax Balances	Sample	Run	05-Dec-2023		
4507	Out-touchting Chatagoant -C. Ones	nple	Run	20-Feb-2024	17:24:58.08	1
4567-	-Outstanding Statement of Accou					1
	N/50-Bill Notes Meport	Sample	Run			1
	4751-Bill Attachment Report	Sample	Run			1

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

Task 4567: Outstanding Statement of Account		×
Statement Of Account		
Required: Enter Bill Year Range	From Year: 2023 To Year: 2023	
Required: Enter Bill Type	10 Real Estate	
Required: Enter As of date	23-FEB-2024	
Enter Minimum Balance Due to select \$x	(1.00) 2000	
Run as  pDF		
L	ookup OK Cancel Clear All	

[CRI-SUP-SAPLAUC-1161]



Report Library Collections

ources Budget Collections Tax Mom

## 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

llections		
Payments	>	
Adjustments	>	
Refunds	>	
Uncollectables	>	
Treasury Receipts	>	
Municipal Lien Certificates	>	
Partial Payment Letters		
Mortgage Lenders	>	
Tax Title	>	
Deferrals	>_	
Reports	>	Report Library

Select #4646 Delinquent Tax Balances from the menu and cl on Run

	Report Name	View	Report	
Actions	4702-Bill Type - As of a Date	Sample	Run	l
	4104-Real Estate Bills - As of a Date - By Parcel Type	Sample	Run	
	4705-Balances as of (Trial Balance)	Sample	Run	ĺ
	4706-Monthly Balances as of (Trial Balance)	Sample	Run	i
Report Catogonica	4648-Projected Balances as of	Sample	Run	i
1 Collection D	Parcel Outstanding Balance	Sample	Run	Î
CONECTION R	00-Aged Receivables Report	Sample	Run	Î
3 Other Reports	4616-Outstanding Balance by Parcel for an Account ECRI]	Sample	Run	1
4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run	1
	4167-Bill Type - Revenue Date Range Activity Detail	Sample	Run	t
	4647-Transaction History by Parcel	Sample	Run	i
		Sample		i
	4189-Bills Pd in Full w/ Unpaid Collector Fees	Sample	Run	i
	5613-Parcels Marked Bankruptcy	Sample	Run	Í
	4740-3 Year Average Payments	Sample	Run	Í
	4741-Late Payment List	Sample	Run	i
	4640-Bills by Category Group (RE Only)	Sample	Run	í
	5958-Top Taxpayers	Sample	Run	1
	4615-Credit Bills with Prior Year Balances	Sample	Run	1
	4642-Fee Payment Summary	Sample	Run	f
_	45C7 October of the Chatter and a Constant	Sample	Due	i
4	646-Delinguent Tax Balances	Sam	Run	
	HOL LISE OF CICULE DULINES	Sample		1
		Sample		ĺ
	4750-Bill Notes Report	Sample	Run	ĺ
	4751-Bill Attachment Report	Sample	Run	ĺ
		Sample		

[AUC] 4960-Report Library Collections

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	Task 4646: Delinquent Tax Balances		
	Delinquent Tax Balances		
	Required: Enter Bill Year Range	From Year: 2021 To Year: 2024	
	Bill Type:	🔿 Real Estate Tax 🖲 Personal Property	
	Required: Enter As of date	W 212023	
Bill Type	:	🔿 Real Estate Tax 🖲 Personal P	roperty
	Run as O Preview O Print  PDF Printing use Duplex  Yes No Looku	O Excel	

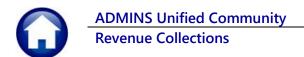
Figure 7 Before: The Bill Type was limited to just RE Tax or Personal Property.

📧 Task 4646: Delinquent Tax Balanc	:es		×
Delinquent Tax Ba	ances	1	
Required: Enter Bill Year Ran		22 To Year: 2022	
Bill Group Type:	2 ● Tax ○ Perso	unal Property	
Optional: Limit up to 9 Bill Ty	pes <mark>3</mark> Edit Ova	lues:	
Required: Enter As of date	04-DEC-2023	4	
Enter Minimum Balance Due	to select \$× (1.00) 1.00	5	
Run as ○ Preview ○ Print If Printing use Duplex ● Yes	Optional: Limit up to 9 Bill Types	×	
	1:		
	2:	Billing Types by Year	×
	3:	Year Type Description	Tof
	4:	2024 10 Real Estate 2024 15 Tax Deferral	_ ^
	5:	2024 30 Personal Property	
	6:		
	7:	1	
	8:		
	9:	_	
	Lookup OK	-	
		-	
			~
		OK Find Search Cancel Help	Eof



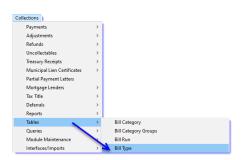
- 1. Enter the Bill Year Range. For a single year, enter the same year in the "From" and "To" fields
- 2. Select the **Bill Group Type**
- 3. Use the [Edit] button to select up to nine types. On some sites, the RE tax type includes RE Tax, RE Supplemental, PreTreatment, PT Supplemental, SEwer, and **SE** 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



				Bill T	уре				
Goto									
Actions	Year	2024							
	Type	Description	Int Rate	Days in Yr	Min. Balance Ovr Pay	Refund Int Module	Avail	Util 🔺	J
	10	Real Estate	.1400	365,00	2	RE	2		
	15	Tax Deferral	.0800	365.00		RE	2		
	20	Motor Excise	.1200	365.00	2	ME			
1 Add Type	30	Personal Property	.1400	365.00		PP		Mo	dule
	40	Water Utility						RE	
2 Delete Type	50	Sewer Utility							
	60	Trash Utility						RE	
	65	Stormwater Utility							_
3 Edit List	70	Tax Title	.1600	365.00		TT	Z		
	87	Police Billing	.1200	365.00		HR			
	90	Curbside				MB			
4 Bill Category	91	Toters				MB			
	95	Misc Billing				MB	Ø		
	98	Treasury Receipts				RC	Ø		
	99	Utility NSF Charge					Þ		
									_

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

[CRI-SUP-SAPLAUC-1038]

## 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]

	Report Name	View	Report	T.
Actions	4702-Bill Tupe - As of a Date	Sample	Run	- ^
	4702-Bill Igpe - Hs of a Date - By Parcel Type	Sample	Run	4
	4705-Balances as of (Trial Balance)	Sample	Run	4
	4705 Balances as of (Trial Balance)	Sample	Run	4
leport Categories	4648-Projected Balances as of	Sample	Run	4
1 Collection Reports	4614-Parcel Outstanding Balance	Sample	Run	4
2 Transaction Reports	4708-Aged Receivables Report	Sample	Run	4
3 Other Reports	4616-Outstanding Balance by Parcel for an Account [CRI]	Sample	Run	4
4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run	4
4 TT / Deterral Reports			Run	+
	4167 4647 4647 4708-Aged Receivables Report	Sample	Run	+
		Sample	- Turn	1
	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	+
	HOHS HE BITTS HATTS HARCEA WICH BACSAMAINS HES	Sample	- Cult	+
the second state	4199- 1- Police P worthand A Print	Sample	Pup	4.

Task 4708: Aged Receivables Report	$\times$	l
Aged Receivables Report Select Receivables with balances that are passed the Bill Date. If selection not restricted to a single year then report could take a while to run		
Required: Enter Bill Year Range From Year: 2020 To Year: 2020		
Required: Enter As of date 11162020		l
Required: Enter Number of days between Aging Breaks 30		ł
Include Categories that do not post to A/R? (e.g. Fees) $\odot$ Yes $\bigcirc$ No		ł
Print O Summary   Detail		ł
Run as Oreview Orint @ PDF O Excel If Printing use Duplex @ Yes O No Lookup OK Cancel Clear All		



🚺 Aut	oSave (	Off	Aged R	eceivables_THERESA(1).xml	~		♀ Search			
File	Home	Insert	Page Layout F	ormulas Data Review View	Automate	Help				
P786	~	$: \times \lor$	fx							
- A	В	С	D	E	F	G	н	1	J	К
1 Type 17 20	Year 2020	Bill# 019540-00	Parcel/Account#	Person-Billed GILDERSLEEVE, MIA L	Under 30 Days 10.00	30 to 60 Days 0.00		Over 90 Days 0.00	Total 10.00	
18 20		019554-00		GONZALEZ, MADELINE	10.00	0.00	0.00	0.00	10.00	
19 20		019569-00		HADLEY, BRENT D	10.00	0.00	0.00	0.00	10.00	
720 20	2020	019571-00		HALL, MARYBELLE	10.00	0.00	0.00	0.00	10.00	
21 20	2020	019581-00		HATCH, JILLIAN S	10.00	0.00	0.00	0.00	10.00	
22 20	2020	019592-00		HICKEY, JAMES H	10.00	0.00	0.00	0.00	10.00	
23 20	2020	019698-00		MAYANCELA-DUTAN, LUIS R	10.00	0.00	0.00	0.00	10.00	
24 20	2020	019772-00		PEAK FOOD & TRADING CO	10.00	0.00	0.00	0.00	10.00	
25 20	2020	019960-00		WAY, JONATHAN COREY	10.00	0.00	0.00	0.00	10.00	
26				Total for Type Motor Excise	1,920.77	2,075.00	1,301.54	22,169.75	27,467.06	
727										
64 30	2020	102930-00	102930	STEARNS WARREN	0.00	0.00	0.00	1.036.93	1.036.93	
65 30	2020	103990-00	103990	LAHOUSSE FAM ENT LLC	0.00	0.00	0.00	42.68	42.68	
66 30	2020	105250-00	105250	RJ COBB LTD	0.00	0.00	0.00	50.36	50.36	
67 30	2020	107650-00	107650	REGAL ENTERTAINMENT GROUP	0.00	0.00	0.00	217.19	217.19	
68 30	2020	107780-00	107780	GAP INC & SUBS	0.00	0.00	0.00	11.97	11.97	
69 30	2020	108130-00	108130	RUBBER CHICKEN COMICS	0.00	0.00	0.00	56.45	56.45	
70 30	2020	109910-00	109910	JOE'S TREE SERVICE	0.00	0.00	0.00	53.32	53.32	
71 30	2020	111480-00	111480	NEAL FAULKNER	-49.51	0.00	0.00	0.00	-49.51	
72 30	2020	111890-00	111890	BOB'S DISCOUNT FURNITURE LLC	-1,141.77	0.00	0.00	0.00	-1,141.77	
73 30	2020	112000-00	112000	THREDS UNLIMITED	0.00	0.00	0.00	57.88	57.88	
74 30	2020	112290-00	112260	151 NORTH MAIN STREET APT INVE	0.00	0.00	0.00	15.89	15.89	
75 30		112371-00		BELLINGHAM NURSERY AND GARDEN	0.00	0.00	0.00	85.98	85.98	
76 30	2020	112374-00	112370	MURRAY JOHN P	-18.27	0.00	0.00	0.00	-18.27	
77 30	2020	112384-00	112470	EMERALD FARM EQUESTRIAN CENTRE	0.00	0.00	0.00	28.42	28.42	
78 30	2020	112432-00	101150	PUMPKIN SEED THE	0.00	0.00	0.00	56.98	56.98	
79 30		112462-00		VICTORY PACKAGING LP	-1.971.11	0.00	0.00	0.00	-1.971.11	
80				Total for Type Personal Prope	-4,371.92	0.00	0.00		914.74	
81										

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

× 8	5.	Age	dReceivables	[1].xml - Excel	𝒫 Search								-	
File	Home	Insert	Page Layout Formu	las Data Review Vie	w Help								1	பி Shar
A2	~	: × ~	<i>fx</i> 10		1	F								
A	В	С	D	E	Curro	nt	G	н	1	J	К	L	М	N
1 <u>Type</u>	Year	Bill#	Parcel/Account#	Person-Billed	Curre	<u>iit</u>	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total	DueDate	#Days	
19 20		020932-00		GORMAN, CLARICE A		21.65	0.00	0.00	0.00	0.00	21.65	22-Mar-2021	-126	
20 20		020966-00		INDRESANO, DANIEL R		21.05	0.00	0.00	0.00	0.00	0.61	22-Mar-2021	-126	
21 20		021008-00		MARKOW, DAVID A		0.61	0.00	0.00	0.00	0.00	0.35	22-Mar-2021	-126	
22 20		021044-00		NERT LLC		0.01	0.00	0.00	0.00	0.00	0.03	22-Mar-2021	-126	
23 20		021066-00		PETITT, MARK A		0.35	0.00	0.00	0.00	0.00	0.01	22-Mar-2021	-126	
24 20		021113-00		SONNTAG, STEVEN		0.55	0.00	0.00	0.00	0.00	33.64	22-Mar-2021	-126	
25 20		021153-00		VELASQUEZ RUANO, LEON		0.03	0.00	0.00	0.00			22-Mar-2021	-126	
26 20	2020	021166-00		WOODMAN, REBECCA ALE		0.03	0.00	0.00	0.00	0.00		22-Mar-2021	-126	
27				Total for Type Motor Excise		0.01	1,175.84	0.00	1,064.30	19,185.90	21,908.53			
28						0.01								
29 30		102930-00		STEARNS WARREN		33.64	0.00	0.00	0.00	3,122.89	3,122.89	03-Feb-2020	287	
30 30		107650-00		REGAL ENTERTAINMENT (		33.04	0.00	0.00	0.00	0.00	-307.09	03-Feb-2020	287	
31 30				GAP INC & SUBS		20.92	0.00	0.00	0.00			03-Feb-2020	287	
32 30				RUBBER CHICKEN COMIC		20.32	0.00	0.00	0.00	231.53	231.53	03-Feb-2020	287	
33 30		109910-00		JOE'S TREE SERVICE		20.70	0.00	0.00	0.00	165.31	165.31	03-Feb-2020	287	
34 30		111480-00		NEAL FAULKNER		20.70	0.00	0.00	0.00	0.00	-99.01	03-Feb-2020	287	
35 30		111890-00		BOB'S DISCOUNT FURNIT	4	82.49	0.00	0.00	0.00	0.00	-2,283.53	03-Feb-2020	287	
36 30		112000-00		THREDS UNLIMITED		02.10	0.00	0.00	0.00	237.32	237.32	03-Feb-2020	287	
37 30		112290-00		151 NORTH MAIN STREET		0.00	0.00	0.00	0.00			03-Feb-2020	287	
38 30		112371-00		BELLINGHAM NURSERY A	VD GARDEN	0.00	0.00	0.00	0.00			03-Feb-2020	287	
39 30		112374-00		MURRAY JOHN P		-18.27	0.00	0.00	0.00			03-Feb-2020	287	
40 30		112384-00		EMERALD FARM EQUESTR	IAN CENTRE	0.00	0.00	0.00	0.00			03-Feb-2020	287	
41 30		112432-00		DANIEL MANDEVILLE		0.00	0.00	0.00	0.00			03-Feb-2020	287	
42 30	2020	112462-00	112640	VICTORY PACKAGING LP		-1,971.11	0.00	0.00	0.00			03-Feb-2020	287	
13				Total for Type Personal Pre	ope	-4,679.06	0.00	0.00	0.00	4,476.53	-202.53			
14														

Figure 10 After – the Aging report has 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.

[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 System RC–710 MLC Processing SY–170 System Administration Requirements Kit [Updated] [Updated]

# 6.2 New Content on ADMINS.com

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

[New]