# REVENUE COLLECTIONS RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system and installed on your site in September 2015.

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## **1. BILL PAYMENT**

When looking up a bill, the messages for **Payment Pending** activity from the **Bill Payment** and **Adjustment** entry screens are now displayed in **bold red font**.

| 2 Bill#       301002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J & MICHE       J       J       MICHE       J         4 Location       8 GRANITE ST       S       S       S       S         5 Account       0002       -0002       -0000       S       S       S         6 Parcel       0002       -0002       -0000       S <t< th=""><th>2 Bill#       001002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J &amp; MICHE         4 Location       8 GRANITE ST         5 Account       0002       -0002       -0000         6 Parcel       0002       -0000       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge Deduction Abatement Interest</th><th>2 Bill#       D01002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J &amp; MICHE         4 Location       8 GRANITE ST         5 Account       0002       -0002       -0000         6 Parcel       0002       -0002       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         PerDie       PerDie       PerDie       PerDie</th><th>2 Bill#       001002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J &amp; MICHE         4 Location       B GRANITE ST       0002       -0000         5 Account       0002       -0000       0002       -0000         6 Parcel       Dottool       -0000       -0000       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         CY       DELINQ       PerDis       Payment Provide Allow (</th><th>2016</th><th>Real E</th><th>state</th><th></th><th></th><th>В</th><th>ill Paymen</th></t<> | 2 Bill#       001002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J & MICHE         4 Location       8 GRANITE ST         5 Account       0002       -0002       -0000         6 Parcel       0002       -0000       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge Deduction Abatement Interest | 2 Bill#       D01002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J & MICHE         4 Location       8 GRANITE ST         5 Account       0002       -0002       -0000         6 Parcel       0002       -0002       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         PerDie       PerDie       PerDie       PerDie | 2 Bill#       001002-00       Year       2016       X Search         3 Owner       DINAPOLI MICHAEL J & MICHE         4 Location       B GRANITE ST       0002       -0000         5 Account       0002       -0000       0002       -0000         6 Parcel       Dottool       -0000       -0000       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         CY       DELINQ       PerDis       Payment Provide Allow (  | 2016                                | Real E          | state               |               |        | В        | ill Paymen   |
|---|---|---|--|-------------------------------------|-----------------|---------------------|---------------|--------|----------|--------------|
| g Owner       DINHPOLI MICHEL J & MICHE         4 Location       B GRANITE ST         5 Account       0002       -0002         6 Parcel       0002       -0000         Bill Payment       Detail Payment       Transactions         Charge       Deduction       Abatement  | BITNHPOLI MICHAEL J & MICHE         4 Location       8 GRANITE ST         5 Account       0002       -0002       -0000         6 Parcel       0002       -0000       -0000         Bit Payment       Detail Payment       Transactions       Q Trx Summary         Charge Deduction Abatement Interest  | g Owner       UINH-DLI MICHHEL J & MICHE         4 Location       B GRANITE ST         5 Account       0002 -0002 -0000         6 Parcel       0002 -0002 -0000         Bill Payment       Detail Payment         Charge       Deduction         Abatement       Interest         CY DELINQ       PerDie  | g Owner       UINHPULL MICHAEL J & MICHE         4 Location       B GRANITE ST         5 Account       0002 -0002 -0000         6 Parcel       0002 -0002 -0000         Bill Payment       Detail Payment         Charge       Deduction         Abatement       Interest         CY       DELINQ         Payment Pending by MUPDEV1       PerDie         Account Payment Pending by MUPDEV1       Payment PerDie  | 2 Bill#                             | <u>001002-0</u> |                     | Y             | fear   | 2016     | X Search     |
| SAccount       0002       -0002       -0000         SParcel       0002       -0002       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest   | SAccount         0002         -0002         -0000           § Parcel         0002         -0002         -0000           Bill Payment         Detail Payment         Transactions         Q Trx Summary           Charge         Deduction         Abatement         Interest  | § Account       0002       -0002       -0000         § Parcel       0002       -0002       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         CY DELINQ       PerDic       PerDic   | SAccount       0002       -0002       -0000         Separcel       0002       -0002       -0000         Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         CY       DELINQ       PerDis       Payment Pending by MUPDEV1         Payment Pending by MUPDEV1       Payment Allow (       Allow (  | <u>4</u> Location                   | B GRANIT        | E ST                | _ J & MI      | .UHE   |          |              |
| Bill <u>Payment</u> <u>Detail Payment</u> <u>Transactions</u> <u>Q</u> Trx Summary<br>Charge Deduction Abatement Interest   | Bill gayment         Detail Payment         Transactions         Q Trx Summary           Charge         Deduction         Abatement         Interest  | Bill Payment     Detail Payment     Transactions     Q Trx Summary       Charge     Deduction     Abatement     Interest       CY DELINQ     PerDie     Perdie  | Bill Payment       Detail Payment       Transactions       Q Trx Summary         Charge       Deduction       Abatement       Interest         CY DELINQ       PerDie       Payment Pending         Payment Pending by MUPDEV1       Payment Pending       Payment Pending   | <u>5</u> Account<br><u>6</u> Parcel | 0002<br>0002    | -0002               | -0000         |        |          |              |
| Charge Deduction Abatement Interest   | Charge Deduction Abatement Interest   | Charge Deduction Abatement Interest   | Charge Deduction Abatement Interest CY DELINQ Payment Pending by MUPDEV1 Pa | Bill <u>P</u> aym                   | rent            | <u>D</u> etail Payr | nent          | Transa | actions  | Q Trx Summar |
|   |   | CY DELINQ PerDie PerDie   | CY DELINQ Payment Pending by MUPDEV1 Payment Pen | []                                  | Cł              | arge i              | <br>Deductior | n At   | batement | Interest     |

[ADM-AUC-RC-8295]

# **2. TREASURY RECEIPTS**

#### 2.1. TR# Added to the Batch Screen

To allow for more efficient data entry of treasury receipts, a new field was added to the Collection Batch Entry screen for Receipt Batches. The field is called "TR#" and allows up to 20 alpha-numeric characters to be entered. Once a batch is established with a TR#, this number will be applied to all entries within the batch. See section 2.2 if you apply the TR # into notes fields.

|   |                           | Collectio                                    | n Batch Entry                  |   |         |  | Collecti   | on Batch Entry                 |
|---|---------------------------|--|--------------------------------|---|---------|--|--|--------------------------------|
| Batch<br>Bank<br>Pay-Trx Date<br>Deposit Date | 377<br>BOA<br>12-Aug-2015 | Batch Type<br>Receipt<br>Adjustment<br>AVO/S | Egit Note<br>No text available | Batch<br>Bank<br>Pay-T<br>Downer<br>TR# | rx Date | <mark>392</mark><br>80A  <br>12-Aug-2015 | Batch Type<br>Receipt<br>C Adjustment<br>C A/O/S | Egit Note<br>No text available |
| igure 3 Bef                                   | ore                       |  |                                | rigu                                    | re 4 Af | fter                                     |  |                                |
| TR#   |                           | BE   | TA123456789                    | ABCDE                                   | FG      |  |  |                                |

In this example, the TR# has been specified as **"BETA123456789ABDEFG".** All of the receipts within the batch will be stamped with the transaction number. Three receipts are entered in this batch:

| Trx#    | Туре              | Year Bill# / TR Code | Description          | Cash | Check  | Other |      |
|---------|-------------------|----------------------|----------------------|------|--------|-------|------|
| 5305028 | Treasury Receipts | 2016 ALCOHOL         | ALCOHOLIC BEVERAGE L |      | 55,00  |       | Edit |
| 5305027 | Treasury Receipts | 2016 2R              | RENTAL-26 PEARL ST F |      | 250,00 |       | Edit |
| 5305026 | Treasury Receipts | 2016 ACADSUMMER      | ACADEMIC SUMMER SUPP |      | 750.00 |       | Edit |

The code "ALCOHOL" is used in the transaction and will affect the accounts shown below:



| I |            | Accounts                      | Description                      | A   |
|---|------------|-------------------------------|----------------------------------|-----|
| I | 1st Debit  | 1000-000-0000-000-00-10400    | CASH, UNRESTRICTED CHECKING      |     |
| I | 1st Credit | 1000-000-0000-000-00-00-44100 | SELECTMEN-ALCOHOLIC BEVERAGE LIC | ENS |

Once posted to the subsidiary ledger, the TR #s are visible using the Drill Down button from the Work in Progress Transactions screen:

|  | 🚥 [AUC] 4089-Treasury Receipt History by Trx# [theresa]  |
|--|--|
|  | File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System  |
|  | Ceto Actiog Transaction# 3005000 Page  |
| Re Edi Ladges Turban-Orden Accard Popular Maran Resources Budge Collective Tar Rotz Ecce Hecking System Heb<br>전철 프 바이너 바이 영향 국제 교<br>All Tar Codes we DP Work in Propersos Transactions   | 2contum           2contum           1:Year           2-blach           3:Procept           4:Program   |
| Other         Type         Reverse         Status         Active           Actings         SULTON-00-000-00-00-00-00-00-00-00-00-00-00-0   | Year Account Number         PayDate         Code         Batch         Payment Amt 17ansact           2016         1000-000-000-00-00-00-44100         12-Aug-2015         ALCOHOL         392         55,00   |
| View By Appropriation Appropri |  |
| Image: Code         Two P         I         I         Solution         Solutititettt         Solutitettt         S  | Total Record(s)         1         Total for this Code         55,00           @Btdch Info         Cesh         Check. 55,00         Other         En CX TR* BETR12345679948CDEFG         55,00           Check.*         Card#         Explate 0000         Recettplc_recomments         Find         Find |
| 4 Del Devn   |  |

When selecting the Excel button from the Treasury Receipt History screen, the TR # will be shown on the output:

| <u>Q</u> oto             |            |                 | Treasury F       | Receip  | t History by | TR#             |                  |            |
|--------------------------|------------|-----------------|------------------|---------|--------------|-----------------|------------------|------------|
| Actions                  | TR#        | BETA123456789AB | CLEFG            |         |              | Page            |                  |            |
|                          | 2-Batch    | 3-Receipt       | <u>4</u> -Pay Da | te      | 5-Code       | <u>6</u> -Trx N | umber            |            |
| 2016 6110-000-0000-000-0 | 0-00-49420 |                 | 12-0ur-2015      | ODE     | 292          | 250.00          | Transaction Note |            |
| 2016 2940-000-0000-000-0 | 0-00-43300 |                 | 12-Aug-2015      | ACADSUM | 392          | 750.00          | test of TR # bei | ng applied |
| 2016 1000-000-0000-000-0 | 0-00-44100 |                 | 12-Aug-2015      | ALCOHOL | 392          | 55.00           |                  |            |
|                          |            |                 |                  |         |              |                 |                  |            |

| A        | B          | C           | D            | E         | F                             | G                                 | H       |                 | J                          | K       | L    | M          | N        |                    |
|----------|------------|-------------|--------------|-----------|-------------------------------|-----------------------------------|---------|-----------------|----------------------------|---------|------|------------|----------|--------------------|
| 1 Year C | Code       | Pay_Date    | Deposit_Date | Trx_#     | Account_Number                | Account_Description               | User_Ba | atch Pay_Amount | Trx_Note                   | User    | Bank | Category_1 | Category | <u>TR#</u>         |
| 2 2016 2 | 2R         | 12-Aug-2015 | 12-Aug-2015  | 5,305,027 | 6110-000-0000-000-00-00-48420 | RENTAL- 26 PEARL ST FUNARI        | 392     | 250.00          |                            | THERESA | BOA  |            |          | BETA123456789ABCDE |
| 3 2016 A | ACADSUMMER | 12-Aug-2015 | 12-Aug-2015  | 5,305,026 | 2940-000-0000-000-00-00-43300 | OTHER STATE REVENUE               | 392     | 750.00          | test of TR # being applied | THERESA | BOA  |            |          | BETA123456789ABCDE |
| 4 2016 A | ALCOHOL    | 12-Aug-2015 | 12-Aug-2015  | 5,305,028 | 1000-000-0000-000-00-00-44100 | SELECTMEN-ALCOHOLIC BEVERAGE LICE | NSE 392 | 55.00           |                            | THERESA | BOA  |            |          | BETA123456789ABCDE |
| 5        |            |             |              |           | # Records                     |                                   | 3       | 1,055.00        |                            |         |      |            |          |                    |

Once the transactions are posted in the General Ledger, the TR # is available as a selection on the Display button:

| [AUC] 1110-Transaction History [theresa]     |  |                                    |                              | _ 🗆 🗵                               |
|--|--|------------------------------------|------------------------------|-------------------------------------|
| File Edit Ledgers Purchase Orders Accounts I | Payable Fixed Assets Human Resources B | udget Collections Tax Motor Excise | Misc Billing System Help     |                                     |
| ■■ ● ► + ₩ ● ■                               | 3 🔳 📠                                  |                                    |                              |                                     |
| All Trx Co                                   | Trans                                  | action History                     |                              |                                     |
| Actions FY Account Nu                        | mber<br>0000-000-00-00-44100           | Type<br>Sub-Type<br>Status         | Revenue<br>Posting<br>Active | © PO Balances<br>K PO Balance as Of |
| 6 Drill Down SELECTMEN-                      | -ALCOHOLIC BEVERAGE LICENSES           | Fund Status                        | Active                       |                                     |
| § Excel                                      | 2 Posting#                             | 3 User Batch 4 Refere              | nce#5 Trx Date               |                                     |
| Trx Date Reference# Line GL#                 | TrxCode User Bat# Posting#             | Amount Type                        | Display - TR#                |                                     |
| 12-Aug-2015 5305028 45 10                    | D DP01 392 8846293                     | 55.00 CR BETA1234                  | 56789ABCDEFG                 |                                     |

The Excel generated from the **General Ledger Transaction History** screen will display the TR# column:

| _ |            |        |                               |                                  |         |      |      |      |     |            |           |             |             |            |              |       |        |                      |         |
|---|------------|--------|-------------------------------|----------------------------------|---------|------|------|------|-----|------------|-----------|-------------|-------------|------------|--------------|-------|--------|----------------------|---------|
|   | A A        | В      | C                             | D                                | E       | F    | G    | н    |     | J          | ĸ         | L           | M           | N          | 0            | P     | Q      |                      | S       |
| 1 | Trx Date   | Year   | Account                       | Description                      | Ref #   | Line | GLLn | Code | Sub | User Batch | Posting # | Post Date   | Approp/Open | Approp Adj | Encumbrances | Debit | Credit | TR#                  | JrnType |
| 2 | 12-Aug-201 | 5 2016 | 1000-000-0000-000-00-00-44100 | SELECTMEN-ALCOHOLIC BEVERAGE LIC | 5305028 | 45   | 10 0 | DP01 |     | 392        | 8,846,293 | 12-Aug-2015 | 0.00        | 0.00       | 0.00         | 0.00  | 55.00  | BETA123456789ABCDEFG |         |
| 3 |            |        |                               |                                  |         |      |      |      |     |            |           |             | 0.00        | 0.00       | 0.00         | 0.00  | 55.00  |                      |         |
|   |            |        |                               |                                  |         |      |      |      |     |            |           |             |             |            |              |       |        |                      |         |

[ADM-AUC-RC-8291]



#### 2.2. Using Notes Field to Apply TR #s

Some sites are accustomed to entering the TR # into the Note Field and then applying the contents of the edit note to each record in the batch using the <u>5-Apply TR#</u> button. Sites may now instead use the TR # on the batch screen instead of entering an Edit Note and applying it.

|  | Trea   | sury Receipts  |  |                                     |                              |
|--|--|--|--|-------------------------------------|------------------------------|
| Qoto         Username           Actions         Batch           1-Batch         Pay-Trx Date           Enter Receipts         Deposit Date | 2.Edit Note           7HERESA         ABC-123           393         12-Aug-2015                          | Cash-Coin Control Cont | ash Back Applied   | Total<br>1000,00                    | [AUC] 4006-Treasury Receipts |
| Year Trx Date Code<br>2016 12-Aug-2015   | Account Number<br>0000-000-0000-000-00-00-00000  | Note   | Qty Amount Received  |                                     |                              |
| Accepted Receipt 5-App<br>2016 12-Aug-2015 ADDLSENET<br>2016 12-Aug-2015 251HRTF-<br>2016 12-Aug-2015 15HMRINFJ                            | y Tra<br>a 70-000-0000-000-00-00-48323<br>4 650-000-0000-000-00-48562<br>ir 653-000-0000-000-00-00-48568 | 1<br>1<br>1  | 800.00 Check 53050<br>100.00 Check 53050<br>100.00 Check 53050 | 31 CANCEL<br>30 CANCEL<br>29 CANCEL | Yes No                       |
| File Edit Ledgers Purchase Orders  | [theresa]<br>Accounts Parable Fixed Assets Human Resources E<br>생성 2011 - 1 - 1                          | Rudget Collections Tax Motor Excise Misc Billing   | System Help  | - 8 ×                               |                              |
|  | Trea   | sury Receipts  |  |                                     |                              |
| Actions<br>1-Batch<br>Enter Receipts   | THERESA<br>393<br>12-Aug-2015<br>12-Aug-2015   | Cash-Coin<br>Cash-Paper<br>Check<br>Other  | ash Back Applied   | Total<br>1000.00                    |                              |
| Year Trx Date Code   | Account Number   | Note   | Qty Amount Received  | 3-Accept                            |                              |
| Accepted Receipts  | y TR#  |  | <u>4-</u> C  | Copy Note                           |                              |
| 2016 12-Aug-2015 ADDLSEWER<br>2016 12-Aug-2015 251HARTF-<br>2016 12-Aug-2015 15NMAINFJ   | 6270-000-0000-000-00-00-48323<br>A 6580-000-0000-000-00-00-48562<br>R 6580-000-0000-000-00-00-48508      | ABC-123 1<br>ABC-123<br>ABC-123  | 800.00 Check 53050<br>100.00 Check 53050<br>100.00 Check 53050 | 31 CANCEL<br>30 CANCEL<br>29 CANCEL |                              |

Figure 5 Using an Edit Note as a Transaction Number

This number would appear in the Display column as a note. Now that the TR # is an option, sites may want to use the TR # and use the notes field for other purposes specific to a given transaction.

|              | Total Record(s) 1                     | Total for this Code   | 100.00 |  |
|--------------|---------------------------------------|---|--------|--|
| 8-Batch Info | Cash Check 100.00<br>Check# Card# Exp | Other Code K TR# ZZZ-987<br>Date 0000 Receipt 972,933 Note: ABC-123 |        |  |

Figure 6 Both TR# and Note appear in Treasury Receipt History screen

When posted to the GL, the transaction history screen will show both the TR# and the notes field.

| All Trx Co            |  |                                       |                         | Trar                | saction         | n Histor         | У    |   |  |               |               |   |
|-----------------------|--|---------------------------------------|-------------------------|---------------------|-----------------|------------------|------|---|--|---------------|---------------|---|
| FY<br>2016            | Account Nun<br>6270-000-0<br>Pulaski adi | <b>1ber</b><br>2000-000-0<br>DL SEWER | 0-00-48323<br>EXT GIFTS |                     |                 |                  |      | Type<br>Sub-Type<br>Status<br>Fund Status | Revenue<br>Posting<br>Active<br>Active |               | 0 PO Balances | - |
|                       | j.Account                                |                                       | 2 Posting#              |                     | <u>3</u> User E | latch            |      | 4 Reference                               | e#                                     | 5 Trx D       | Date          |   |
| teference#<br>5305031 | Line GL#<br>45 10                        | TrxCode<br>IIP01                      | User Bat#<br>393        | Posting#<br>8846295 |                 | Amount<br>800,00 | Type | ZZZ-987                                   |  | Display - TR# |               |   |

| All Trx         | : Co       |                      |                             |                                |                          | Tran                | saction          | Histor        | у          |   |  |                |               |  |
|-----------------|------------|----------------------|-----------------------------|--------------------------------|--------------------------|---------------------|------------------|---------------|------------|---|--|----------------|---------------|--|
|                 | FY<br>2016 | Acco<br>5270<br>PULA | unt Nur<br>-000-0<br>SKI AE | nber<br>000-000-1<br>Dl. sexer | 00-00-48323<br>EXT GIFTS |                     |                  |               |            | Type<br>Sub-Type<br>Status<br>Fund Status | Revenue<br>Posting<br>Active<br>Active |                | Q PO Balances |  |
|                 |            | 1,4000               | urt                         |                                | 2 Posting#               | J                   | <u>3</u> User Be | (tch          |            | 4 Referenc                                | e <b>s</b>                             | 5 Trx D        | ode           |  |
| eferenc<br>5305 | e#<br>031  | Line<br>45           | GL#<br>10                   | TrxCode<br>DP01                | User Bat#<br>393         | Posting#<br>8846295 | _                | Amount 800,00 | Type<br>CR | ABC-123                                   |  | Display - Note | 5             |  |

Figure 7 Display TR # selected

Figure 8 Display Notes selected

#### 2.3. Applying a Transaction Number to a Posted Batch

A new process is available to apply a transaction number to a **posted** Treasury Receipts batch. To access this function, select **Collections**>Treasury Receipts>Apply TR# to Posted Batches. There is a new document in the **Collections Help Reference Library** that describes how to use this feature.

|   | Collections Help Reference                 | e Lib | orary |
|---|--|-------|-------|
| × | Reference Card                             | ****  | ××××  |
|   | Treasury Receipts                          | View  | Email |
|   | TR - Process Flow for Depts                | View  | Email |
|   | Treasury Receipt Codes - Add, Delete Codes | View  | Email |
|   | Treasury Receipts Accounting Entries       | View  | Email |
|   | Import Treasury Receipts                   | View  | Email |
|   | Apply TR# to Posted Batches                | View  | Email |

[ADM-AUC-RC-8291]

# 2.4. Treasury Receipt History Print List

To run this report, select **Collections** > **Treasury Receipts** > **Treasury Receipt History Print List**.

| Task 4625, Treasury Deceipt Nictory Drint List |   |
|--|---|
| Treasury Receipt History Print List            |   |
| Optional: Enter Bill Year                      | 2015  |
| Optional: Enter Treasury Receipt Code          | Edit 0 values:  |
| Optional: Post Date Range (mmddyyyy)           | From: To:   |
| Optional: Deposit Date Range (mmddyyyy)        | From: To:   |
| Optional: Enter up to 9 User Batches           | Edit 0 values:  |
| Optional: Include only Batches by this user    |   |
| Optional: Enter up to 9 Department             | Edit 0 values:  |
| Optional: Enter up to 9 Bank Codes             | Edit 0 values:  |
| Print Report as:                               | Detail C Summary  |
| Sort Report By:                                | ○ Batch ○ Department ④ Deposit Date ○ Treasury Receipt ○ Payment Date |
| Optional: Enter Pay-Trx Date Range (mmddyyyy)  | From: To:   |
| _  |   |
| Run as  Preview  Print  PDF                    | C Excel   |
| If Printing use Duplex @ Yes C No              |   |
|  | Lookup OK Cancel Clear All  |

| 🛄 AdmReport                      | ×      |
|----------------------------------|--------|
| <l_r_deptcode1>:</l_r_deptcode1> |        |
|                                  |        |
|                                  |        |
|                                  |        |
|                                  |        |
| ОК                               | Cancel |
|                                  |        |

Figure 9 Before

When running the list, this prompt would appear. This has been corrected.

| 4625-RCDEPHISLST.REP                                     | Printed 12-Aug-2015 at 12:12:10 by THEREENA   | Fage 42                    |
|--|---|----------------------------|
|  | Town of ADDIES  |                            |
|  | itempity security which that  |                            |
| Year Code User Batch                                     | Payment Aat Pay Date Depositive Fost Date Account Number  | Bank Category 1 Category 2 |
| TR Code: WETLAND CORI-WETLA                              | ADS PROTECT   |                            |
| 2015 WETLAND 0725148901                                  | 67.50 25-3u1-2014 25-Ju1-2014 25-Ju1-2014 6000-000-0000-000-00-00-42001   | CED                        |
| *** Total ** #Records 1                                  | 67.50   |                            |
| TR Code: YOUTHSIPTS YOUTH CEN                            | ER GIFT ACCOUNT   |                            |
| 2015 YOUTHSIFTS 0725148801<br>2015 YOUTHSIFTS 0725148801 | 140.00 25-3u1-2014 25-7u1-2014 25-7u1-2014 6190-000-000-000-00-00-00-48300<br>60.00 25-3u1-2014 25-7u1-2014 25-7u1-2014 6190-000-000-000-00-00-00-48300 | CRB                        |
| *** Total ** #Records 2                                  | 200.00  |                            |
| *** Total Deposit Date                                   | 60,598.80 Deposit 25-Jul-2014   |                            |
|  |   |                            |
| Deposit 17-Apr-2015                                      |   |                            |
|  |   |                            |
| TR Code: 21410 MASS TEAC                                 | MRS RETIRE  |                            |
| 2015 21410 359   | 50.00 17-Ann-2015 17-Ann-2015 17-Ann-2015 1000-000-0000-0000-000-00-00-21410  | 104                        |
|  |   |                            |
| *** Total ** #Records 1                                  | 50.00   |                            |
| *** Total Deposit Date                                   | 50.00 Deposit 17-Apr-2015   |                            |
| *** Grand Total ***                                      | 3,203,992.38  |                            |
| Total Codes Reported :<br>Total Transaction Count :      | 241<br>316  |                            |
| Selection Legend:  |   |                            |
| Tear: 2015<br>Report in: Detail<br>Sort by: Deport       | Paca  |                            |
|  |   |                            |

Figure 10 After

[ADM-AUC-RC-8293]



# **3. PARTIAL PAYMENT LETTERS**

A year field is now required in the Partial Payment Letters selection prompt. The year will default to the value in **module control 4009, Billing Year**.

|      |                         | System Module Control |        |
|------|-------------------------|-----------------------|--------|
| Seq# | Description             | Answer                |        |
| 4009 | Billing Year (RE/PP/MV) | 2015                  | 1 Edit |

To create Partial Payment Letters, select **Collections Partial Payment Letters** to display the steps menu.

| Partial Payme            | nt Letters |       |
|--------------------------|------------|-------|
| Description              | Date       | Start |
| Restart Process          |            |       |
| Select Bills for Letters |            |       |
| Modify Selected Bills    |            |       |
| Edit List                |            |       |
| Print Letters            |            |       |
|                          |            |       |

When clicking on "Select Bills for Letters" the prompt will appear. The default year may be typed over with a prior year when needed. This allows municipalities to issue partial payment letters for prior year bills.

| Task 4   | X    |
|--|------|
| Select Bills for Letters                       |      |
| Required: Bill Type                            | erty |
| Required: Enter Pay Date Range                 |      |
| Enter Minimum Balance Due to select \$× (1.00) |      |
| Run as @ Preview C Print C PDF                 |      |
| If Printing use Duplex 🌾 Yes 🔿 No              |      |
| Lookup   | 1    |



| [ | 🔝 Task 4762: Select Bills for Letters   |                                   | × |
|---|---|-----------------------------------|---|
|   | Select Bills for Letters  |                                   |   |
|   | Required: Bill Year   | 2015                              |   |
|   | Required: Bill Type   | 💿 Real Estate 🔿 Personal Property |   |
|   | Required: Enter Pay Date Range  | From: To:                         |   |
|   | Enter Minimum Balance Due to select \$× (1.00)                                | 0 5000                            |   |
|   | Run as © Preview C Print C PDF<br>If Printing use Duplex © Yes C No<br>Lookup | OK Cancel Clear All               |   |

**Figure 12 After** 

[ADM-AUC-RC-8287]



## 4. REPORTS

#### 4.1. Retrieve Output Files Email Option Added

Prior to the software update, the Retrieve Output Files function offered options to:

View a Report Print a Report Save & View a Report as a PDF Download a Report

| 1Seted Module RP Accounts Peyeble               | 1 Select Module Revenue Collections           |
|---|---|
| 2 Select File AP_Invalid_FY_ANTHEADII.lis       | 2 Select File Partial Pay_Edit_THERESA[4],lis |
| 3 View Report \$Save/View RDF \$Download Report | 2 View Report £Email Report SaveAview PDF     |
| Figure 13 Before                                | Figure 14 After                               |

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports ▶** Retrieve Output Files from the menu.

See the instructions in the Help Reference Library titled:

|          | OTHER               |
|----------|---------------------|
| I forgot | to print my reports |

Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):

| 🔣 Task 360: Email Reports     | X  |  |
|-------------------------------|--|--|
| Email Reports                 |  |  |
| Required: Enter Email Address | support@admins.com   |  |
| Optional: Enter Note 1        | This note field is optional and will appear in the body of the email sent. |  |
| Optional: Enter Note 2        |  |  |
| Optional: Enter Note 3        |  |  |
| Optional: Enter Note 4        |  |  |
|                               |  |  |
|                               |  |  |
|                               | Lookup OK Cancel Clear All   |  |

In the example above, the report will be sent as a **pdf** file to the email address <u>support@admins.com</u>. A message will appear confirming that the report was emailed. The body of the email message will include the text "Please find attached the report requested to be emailed" followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close "Thank you" and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically genrated from the system.



Figure 15 Example of email with an attached report

If you wish to print a retrieved report, you may do so by first clicking <u>3 View Report</u> and then selecting File | Print from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

#### 4.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

# **5. INTERFACES/IMPORTS**

#### 5.1. Create Daily Delinquent List



To comply with MGL Chapter 40 Section 57, module control # 4088 was added to specify a delinquency cut off period. Prior to this, all delinquent accounts were included on the Daily Delinquent List. Now only accounts delinquent for the specified number of months will be listed.

| Seq# | Description  | Answer   |
|------|--|----------|
| 4086 | [ViewPoint] Minimum Balance for Delinquent Accounts    | 100,00   |
| 4087 | [ViewPoint] Bill Types to Check RE PP ME e.g. RE#PP#ME | RE#PP#ME |
| 4088 | [ViewPoint] # Months prior to Today for Cut-Off        | 12       |

[PEA-AUC-RC-1]



### 5.2. Create UniBank Ebilling Daily Balance File

When uploading a motor vehicle commitment, a commitment with a sequence number of "0" (zero) was not loading. This was corrected. To access this feature, select **Collections** Interfaces/Imports Create UniBank Ebilling Daily Balance File.



[PEA-SUP-SAPLAUC-288]

## 6. HELP REFERENCE LIBRARY

#### 6.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- TREASURY RECEIPTS Apply TR #s to Posted Batches
- OTHER I forgot to print my reports...