



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**.

2016 Real Estate Bill Payment

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 -0002 -0000

Buttons: Bill Payment, Detail Payment, Transactions, Q Trx Summary

Charge	Deduction	Abatement	Interest
CY DELINQ			
Payment Pending by MUPDEV1			

PerDie Paym Allow

Figure 1 Before

Payment Pending by WENDY

Figure 2 After

[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.

Collection Batch Entry

Batch 377

Bank BOA

Pay-Trx Date 12-Aug-2015

Deposit Date

Batch Type Receipt Adjustment A/O/S

Edit Note No text available

Figure 3 Before

Collection Batch Entry

Batch 392

Bank BOA

Pay-Trx Date 12-Aug-2015

Deposit Date

TR#

Batch Type Receipt Adjustment A/O/S

Edit Note No text available

Figure 4 After

TR# BETA123456789ABCDEFG

In this example, the TR# has been specified as “BETA123456789ABCDEFG”. All of the receipts within the batch will be stamped with the transaction number. Three receipts are entered in this batch:

Trx#	Type	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:



Accounts		Description
1st Debit	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING
1st Credit	1000-000-0000-000-00-00-44100	SELECTMEN-ALCOHOLIC BEVERAGE LICENS

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

The image shows two screenshots. The left screenshot is the 'Work in Progress Transactions' screen. A blue circle highlights the 'Drill Down' button, with a blue arrow pointing to the right. The right screenshot is the 'Treasury Receipt History by Trx#' screen. Blue circles highlight the 'Trx Number' field (containing 5305028) and the 'Excel' button in the Actions menu.

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

The image shows two screenshots. The left screenshot is the 'Treasury Receipt History by TR#' screen. Blue circles highlight the 'Excel' button in the Actions menu and the 'TR#' field (containing BETA123456789ABCDEF). The right screenshot is an Excel spreadsheet showing transaction data. A blue circle highlights the 'TR#' column in the spreadsheet.

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

The screenshot shows the 'Transaction History' screen. A blue circle highlights the 'Display' button in the Actions menu. A blue box highlights the 'TR#' field in the transaction list, which contains the value BETA123456789ABCDEF.

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

Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User	Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	TR#	JrnType
12-Aug-2015	2016	1000-000-0000-000-00-44100	SELECTMEN-ALCOHOLIC BEVERAGE LIC	5305028	45	10	DP01		392		8,846,293	12-Aug-2015	0.00	0.00	0.00	0.00	55.00	BETA123456789ABCDEF	
													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 **5-Apply TR#** button. Sites may now instead use the TR # on the batch screen instead of entering an Edit Note and applying it.

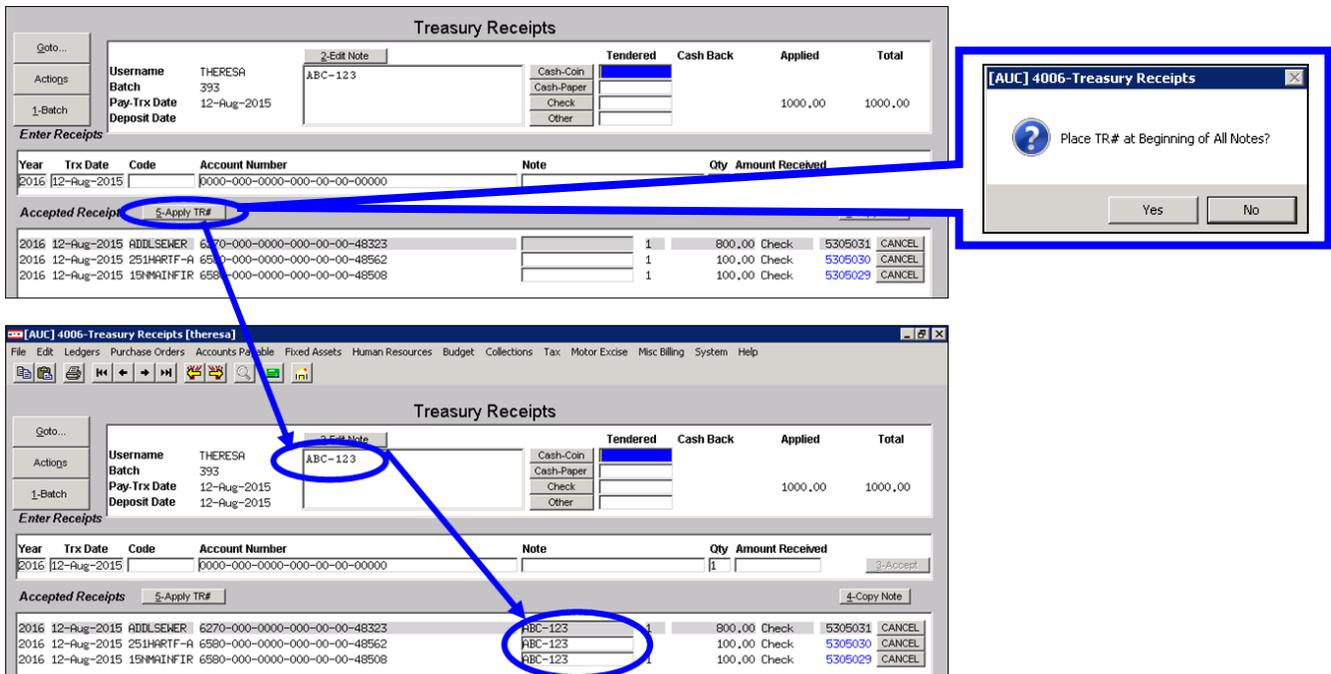


Figure 5 Using an Edit Note as a Transaction Number

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.

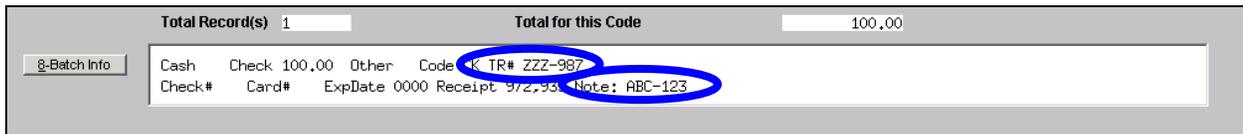


Figure 6 Both TR# and Note appear in Treasury Receipt History screen

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



Figure 7 Display TR # selected

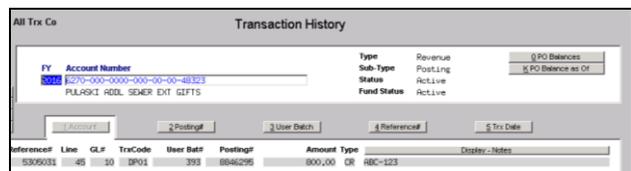
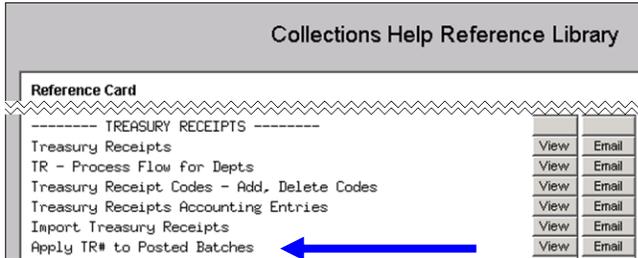


Figure 8 Display Notes selected



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.



[ADM-AUC-RC-8291]

2.4. Treasury Receipt History Print List

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

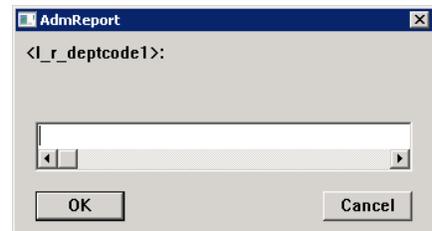
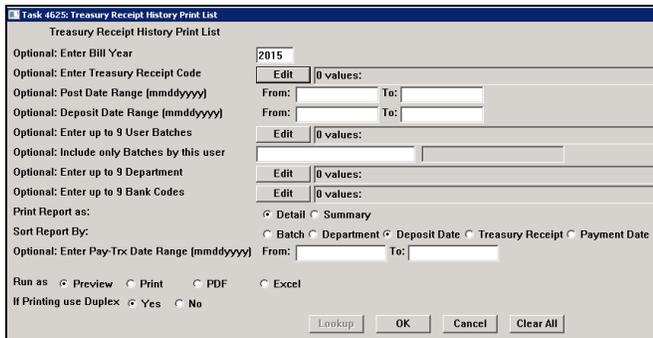


Figure 9 Before

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

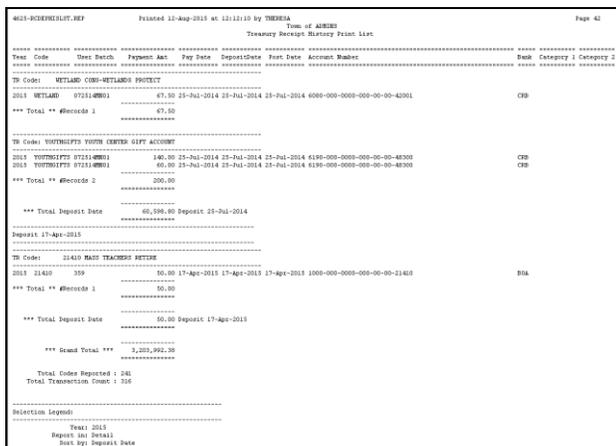


Figure 10 After

[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

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

Partial Payment 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.

Figure 11 Before

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

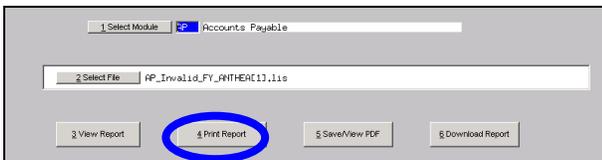


Figure 13 Before

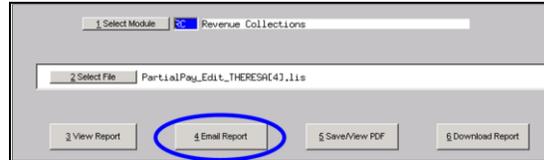
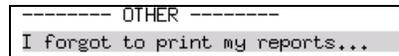


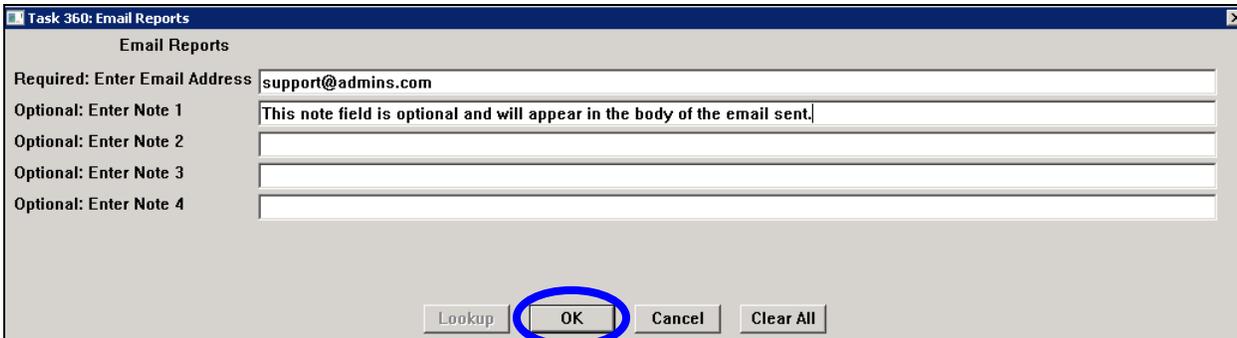
Figure 14 After

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:



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



In the example above, the report will be sent as a **pdf** file to the email address support@admins.com. 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 generated from the system.

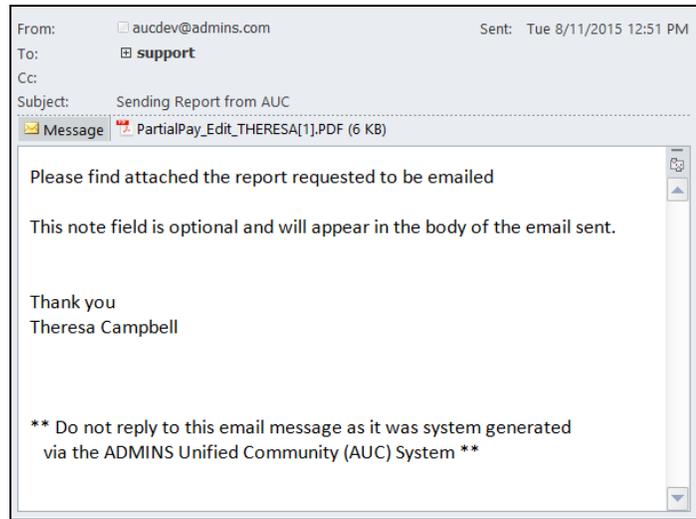
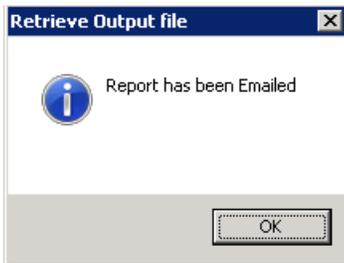
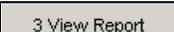


Figure 15 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  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**.

Now commitments with a sequence # of zero will load properly.

Year	Commit#	Seq#	Create output file as...
1	2015	02	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
2	2015	03	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	2015	05	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	2015	09	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)

[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...