



# REVENUE COLLECTIONS

## RELEASE NOTES – SEPTEMBER 2016

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

### Table of Contents

<b>1. PAYMENTS</b> .....	<b>2</b>
1.1. Lockbox Processing .....	2
1.2. Payment Batch Screen [Display Issue] .....	2
<b>2. REPRINTING BILLS BY BATCH</b> .....	<b>3</b>
<b>3. TREASURY RECEIPTS</b> .....	<b>3</b>
3.1. Treasurer’s Receipt Cover Sheet for Posted Batches [New Report] .....	3
<b>4. MUNICIPAL LIENS CERTIFICATES</b> .....	<b>3</b>
4.1. Location Added to MLC Entry Screen .....	3
4.2. Print Multiple MLCs [New Feature] .....	4
4.3. Long Owner Names Wrapping .....	4
4.4. Splits/Combinations.....	5
<b>5. REPORTS</b> .....	<b>5</b>
5.1. Aging of Accounts Receivable .....	5
<b>6. TABLES</b> .....	<b>7</b>
6.1. Copy Tables at Year End.....	7
<b>7. QUERIES</b> .....	<b>7</b>
7.1. Motor Vehicle Excise Queries Added.....	7
<b>8. INTERFACES/IMPORTS</b> .....	<b>8</b>
8.1. Changes for Daily Balance Files.....	8
8.1.1. Edit List.....	9
8.1.2. Module Control #4055 .....	10
8.2. Motor Vehicle Export .....	10
<b>9. SETTING DEFAULT PRINTERS</b> .....	<b>10</b>
<b>10. MENU AND TOOLBAR TIPS</b> .....	<b>11</b>
<b>11. HELP REFERENCE LIBRARY</b> .....	<b>11</b>
11.1. New or Updated Documentation .....	11



# 1. PAYMENTS

## 1.1. Lockbox Processing

A change was made to the lockbox process to accommodate sorting changes by payment processors. This change will be transparent to the user; if issues arise during lockbox processing, please contact [support@admins.com](mailto:support@admins.com).

[ADM-AUC-RC-8322]

## 1.2. Payment Batch Screen [Display Issue]

The batch entry screen lists all of the payments for a given batch in an array at the bottom half of the screen. This display was not paginating properly, and was showing duplicate transactions when paging through the records in the batch. This was corrected and now each transaction number (which may have multiple payments associated with it for tax, interest, fees etc..) will appear only once with a total amount for the entire transaction. For example, the highlighted entry below is a transaction that totals \$3,258.06, and actually is made up of three payments, for three different quarters.

**Collection Batch Entry**

Batch: 82  
Bank: CIT  
Pay-Trx Date: 26-Sep-2016  
Deposit Date: 26-Sep-2016  
TR#: 123456789

Batch Type: Receipt  
Eglt Note: No text available

Profile not restricted

Current Batch Entered not equal Expected  
Real Estate: 23  
Real Estate Supplements: 8  
Motor Excise: 8  
Tangible Property: 8  
Tangible Supplemental Inventory: 9  
Inventory Supplemental Pretreatment: 9  
Pretreatment Supplement Other: 7

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	69550,80	89045,19	-19494,39
Other			
<b>Totals</b>	69550,80	89045,19	-19494,39

Trx#	Type	Year	Bill#/TR Code	Description	Cash	Check	Other	
9397707	Motor Excise	2016	3100034000			390,24		Edit Up
9397706	Motor Excise	2016	3100025000			2683,25		Edit
9397705	Motor Excise	2016	3100024000			349,85		Edit
9397704	Motor Excise	2016	3100022000			116,09		Edit
9397696	Sewer	2016	0101819201			344,21		Edit
9397694	Sewer	2016	0101807301			1904,70		Edit
9397693	Real Estate	2016	0101362503			41,94		Edit
9397692	Real Estate	2016	0101362502			3258,06		Edit
9397691	Real Estate	2016	0101362501			99,34		Edit Dn
9397689	Real Estate	2016	0100669901			3274,74		Edit

The detail shows three payments, one for Q2, Q3 and Q4.

**2016 Real Estate Bill Payment**

2 Bill#: 0101362502 Year: 2016 X Search...

3 Owner: [Redacted] 4 Location: [Redacted] 5 Account: [Redacted] 6 Parcel: [Redacted]

Tendered: [Redacted] Cash Back: [Redacted] Applied: 3258,06 Total: [Redacted]

Bill Payment | Detail Payment | Transactions | Q Trx Summary | 0 Attachments | Z MLCs | Y Parcel/Acct Notes | T Bill Notes-Tickler

Run	Changes	Deductions	Abatements	Interest	Net Bill	PaId	Refund	Adjustment	Balance	Pending
Q1	1086,01				1086,01	1086,01				
Q2	1086,01				1086,01				1086,01	1086,01
Q3	1086,01				1086,01				1086,01	1086,01
Q4	1086,04				1086,04				1086,04	1086,04
<b>Bill Totals</b>	4344,07				4344,07	1086,01			3258,06	Bal

[ADM-AUC-RC-8336]



## 2. REPRINTING BILLS BY BATCH

There was an issue with mis-printed bills when issuing bill reprints by batch. This was corrected and patched to tax sites early in July and is included here to document the change.

[ADM-AUC-RE-8324]

## 3. TREASURY RECEIPTS

### 3.1. Treasurer’s Receipt Cover Sheet for Posted Batches [New Report]

A report was added to allow users to print a cover sheet for a posted receipt batch. To access this report, select **Collections** ▶ **Treasury Receipts** ▶ **Treasurers Receipt Cover Sheet (Posted Batches)**. Either type in the posted batch number or select the posted batch number from the lookup. Select the Run as option and click on **[OK]**.

**Treasurers Receipt Cover Sheet (Posted Batches)**

Required: Enter Entry Batch

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

**Posted Batches**

Batch #	Batch Name	Start Date	End Date
39		17-Oct-2011	18-Oct-2011
390		04-Aug-2015	04-Aug-2015
391		04-Aug-2015	04-Aug-2015
392		12-Aug-2015	12-Aug-2015
393		12-Aug-2015	12-Aug-2015
396		28-Aug-2015	28-Aug-2015
397		11-Sep-2015	11-Sep-2015
399		23-Nov-2015	23-Nov-2015
403		29-Feb-2016	29-Feb-2016
411		26-Jul-2016	26-Jul-2016
412		26-Jul-2016	26-Jul-2016
421	TERESA	26-Sep-2016	27-Sep-2016
44		14-Dec-2011	15-Dec-2011
50		31-Jan-2012	31-Jan-2012
51		08-Feb-2012	08-Feb-2012
60		06-Mar-2012	07-Mar-2012

Buttons: OK, Find, Search, Cancel, Help, Eof

**4056-RBCBCHCOVERSHEET3\_AUC.REP** Printed 27-Sep-2016 at 16:38:34 by THERESA Page 1

Town of ADMINS  
Treasurers Receipt Cover Sheet (Posted Batches)

**BATCH COVER SHEET**

Entered by: THERESA Theresa Campbell Batch#: 421

Pay Date: 26-Sep-2016 Batch Type: Receipts  
Deposit Date: 26-Sep-2016 Bank: BOA  
GL Effective Date: 26-Sep-2016

Notes:

	Expected	Entered	Variance
Cash Coins			
Cash Paper			
Check	7,915.96	7,915.96	
Other			
<b>Total</b>	<b>7,915.96</b>	<b>7,915.96</b>	

Txn#	Year	TR Code	Description	Cash	Check	CashBack	Other
5,334,181	2017	15NMAINFIR	15 NO MAIN ST - FIRE REVIVU			275.00	
5,334,180	2017	20WELLFIRE	20 WELLMAN WAY - UPGRADE FIRE			400.00	
5,334,179	2017	25HARTF-A	251 HARTFORD AVE (A) FIRE REV			500.00	
5,334,182	2017	50/50	RESIDENT TUIT 50/50 FR			3,825.00	

Approved by: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Figure 1 New Treasury Receipts Cover Sheet for Posted Batches

[ADM-AUC-RC-8337]

## 4. MUNICIPAL LIENS CERTIFICATES

### 4.1. Location Added to MLC Entry Screen

The parcel location address was added to the MLC Entry screen. To accommodate the additional information, the Calculate Interest Thru and Certificate Date fields were moved to the right.



Figure 2 Before

Figure 3 After

[ADM-AUC-RC-8334]

## 4.2. Print Multiple MLCs [New Feature]

Multiple MLCs may now be printed by selecting **Collections** ▶ **Municipal Lien Certificates** ▶ **Print MLCs** from the menu. A screen listing the available MLCs will be displayed; select the desired records and click on **[Print MLCs]**. To print a single MLC, do so by clicking on the **[Print MLC]** button on the entry screen.

[ADM-AUC-RC-8335]

## 4.3. Long Owner Names Wrapping

The owner information on some municipal liens certificates was wrapping long names to the following line. The top of the form was adjusted to allow for longer owners' names on the MLC. The affected areas of the form are highlighted in yellow below. This change was applied to your site only if the long names were wrapping improperly.



Certificate of Municipal Liens

CERTIFICATE NUMBER: 2015-9  
ISSUED: 01-Jul-2016

I certify from available information that all taxes, assessments and charges now payable that constitute liens as of the date of this certificate on the parcel of real estate specified in your application are listed below. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui

AARONIAN, RAY  
ARRONIAN LAW OFFICES  
90 CONCORD AVE.  
BELMONT MA 02478

TAX RATE SUMMARY FISCAL YEAR 2016	
Residential:	22.45
Open Space:	0.00
Commercial:	33.68
Industrial:	0.00
Total Value: \$204,100	

Parcel id: 001-0410-000  
Location: 55 WOODBURY RD  
Acreage: .15611  
Legal Reference:  
Assessed Owner(s): JACK AND ABBY SUTTON-ADAMS FAMILY TRUST  
J&A SUTTON ADDAMS FAMILY TRUST  
INCORPOR.

Figure 4 Before

Certificate of Municipal Liens

CERTIFICATE NUMBER: 2015-9  
ISSUED: 01-Jul-2016

I certify from available information that all taxes, assessments and charges now payable that constitute liens as of the date of this certificate on the parcel of real estate specified in your application are listed below. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui

AARONIAN, RAY  
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90 CONCORD AVE.  
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TAX RATE SUMMARY FISCAL YEAR 2016	
Residential:	22.45
Open Space:	0.00
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Industrial:	0.00
Total Value: \$204,100	

Parcel id: 001-0410-000  
Location: 55 WOODBURY RD  
Acreage: .15611  
Legal Reference:  
Assessed Owner(s): JACK AND ABBY SUTTON-ADAMS FAMILY TRUST  
J&A SUTTON ADDAMS FAMILY TRUST INCORPOR.  
Current Owner: JOHN QUINCY ADAMS & ABIGAIL SUTTON ADAMS  
ABIGAIL SUTTON ADAMS & JOHN QUINCY ADAMS

Figure 5 After

[ADM-AUC-RC-8320]

## 4.4. Splits/Combinations

Due to how dates were used for Splits and Combinations, data printed on the MLCs was incorrect for Quarter 2 and Quarter 3. This was corrected and is included here to document the change.

[ADM-AUC-RC-8320]

## 5. REPORTS

### 5.1. Aging of Accounts Receivable

A new report was added to the Collection Reports Library. Sites may now produce a standard **Aged Receivables** report, customarily used when determining an appropriate balance to be held for doubtful accounts. Another potential use of this report may be for an auditor to select outstanding accounts for which they want to issue confirmations as part of year-end audit activities.

To run the report, select **Collections** ► **Reports** ► **Report Library** and choose **4708, Aged Receivables Report**. While the report may be run for all bill years, sites with large data sets may prefer to run this report for a single bill year. An **“As of” Date** must be supplied, along with the interval representing the number of days between aging breaks.



**Report Name**  
4702-Bill Type - As of a Date  
4705-Balances as of (Trial Balance)  
4648-Projected Balances as of  
4644-Dues - Outstanding Balances

**Report Categories**  
1 Collection Reports  
2 Transaction Reports  
3 Other Reports  
4 TT / Deferral Reports

**4708-Aged Receivables Report**

**Task 4708: Aged Receivables Report**

**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

Optional: Enter Bill Year: 2014  
Required: Enter As of date: 07012016  
Required: Enter Number of days between Aging Breaks: 90

Print:  Summary  Detail

Run as:  Preview  Print  PDF  Excel  
If Printing use Duplex:  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

Dollar amounts shown on the report do not include **NEW** interest, but will include unpaid booked interest if a partial payment to interest was made.

The **“As of” Date** is the date used to compare to the Bill date.



**This does not work the same way as the Bill Type as of a Date report, where transactions are used to determine the balance of an account as of a date. On the Aging Report, the balance of an account can change depending on the date entered.**

This shows the Balance as of the **“As of Date”** and how many days this balance is past due. A sample of the report run in Summary is shown:

Printed 11-Jul-2016 at 16:49:54 by THERESA  
Tom of ADMINS  
Aged Receivables Report  
As Of: 01-Jul-2016

Year	Bill Type	Under 365	365 to 730	730 to 1095	Over 1095	Total
2011 10	Real Estate	(1,247.75)	.00	.00	861.66	(386.09)
2011 20	Motor Excise	(872.71)	.00	.00	21,838.62	20,965.91
2011 30	Personal Property	(14.92)	.00	.00	4,564.55	4,549.63
2011 70	Tax Title	.00	.00	.00	167,422.70	167,422.70
Total for Year 2011 :		(2,135.38)	.00	.00	194,687.53	192,552.15
*** Grand Total ***		(2,135.38)	.00	.00	194,687.53	192,552.15

Selection Legend:  
Restrict to Bill Year: 2011  
As of Date: 07012016  
# Days between breaks: 365  
Print Report as: S

**Figure 6 Summary / Preview Aging of Accounts Receivable Report**

[ADM-AUC-RC-8322]

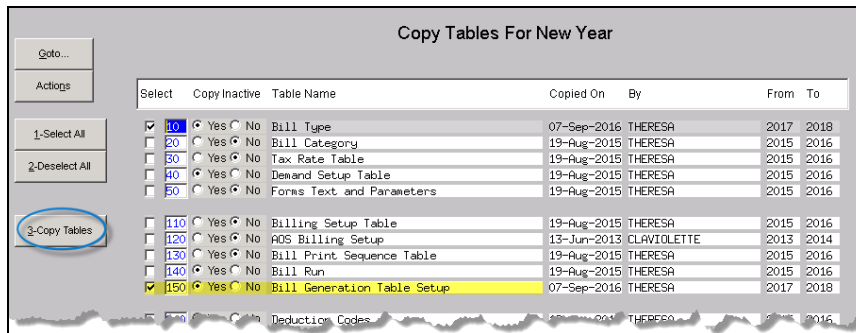


## 6. TABLES

### 6.1. Copy Tables at Year End

It was discovered that the **“Exclude Accounts Valued Under”** value was missing when the **Copy Tables to New Year** command was run. When the Bill Generation table is copied via the **[Copy Tables]** command, it is now confirmed that all values are being set in the new year record.

To run the command, select **Collections ▶ Tables ▶ Copy Tables for New Year ▶ [Copy Tables]**.



The images below now show the same data for both 2017 and 2018. Prior to the update, the value of \$1000 in the **“Exclude Accounts Valued Under Field”** was not being copied.

**Bill Generation Table Setup**

Bill Year: 2017  
Bill Type: 30 Personal Property

Owner Name & Address on Bill:  Current Owner  Owner of Record  
Bills Printed Via:  In-House  Service-Alt  Uni-Ebill   
Create and send to LOCKBOX:  No  Century  
Create and send to ON-LINE SERVICE:  No  Unibank

Values ready for Tax Calculation:   
Deductions ready for Tax Calculation:   
Advances ready for Tax Calculation:  Advance Category: 00

**Options to Exclude from Bill Printing**  
Exclude Zero Balance Bills:  No  All  Exempt  
Exclude Credit Balance Bills:  No  Yes  
Exclude Balance in Range: From .01 To 1.00  
Exclude Accounts Valued Under: 1000

**Bill Generation Table Setup**

Bill Year: 2018  
Bill Type: 30 Personal Property

Owner Name & Address on Bill:  Current Owner  Owner of Record  
Bills Printed Via:  In-House  Service-Alt  Uni-Ebill   
Create and send to LOCKBOX:  No  Century  
Create and send to ON-LINE SERVICE:  No  Unibank

Values ready for Tax Calculation:   
Deductions ready for Tax Calculation:   
Advances ready for Tax Calculation:  Advance Category: 00

**Options to Exclude from Bill Printing**  
Exclude Zero Balance Bills:  No  All  Exempt  
Exclude Credit Balance Bills:  No  Yes  
Exclude Balance in Range: From .01 To 1.00  
Exclude Accounts Valued Under: 1000

Figure 7 The **“Exclude Accounts Valued Under Field”** is copied to FY 2018

[PEA-SUP-SAPLAUC-381]

## 7. QUERIES

### 7.1. Motor Vehicle Excise Queries Added

Prior to the software update, queries on motor vehicle bills were not available on the **Collections ▶ Queries** menu.

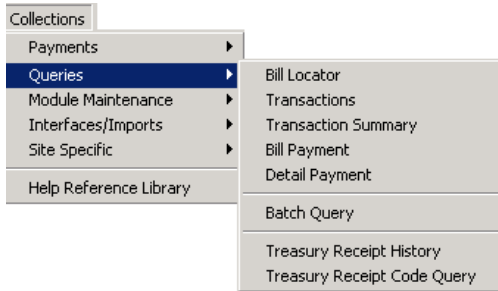


Figure 8 Before

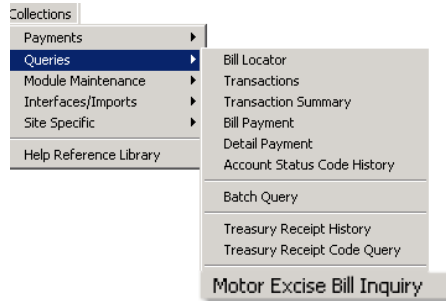
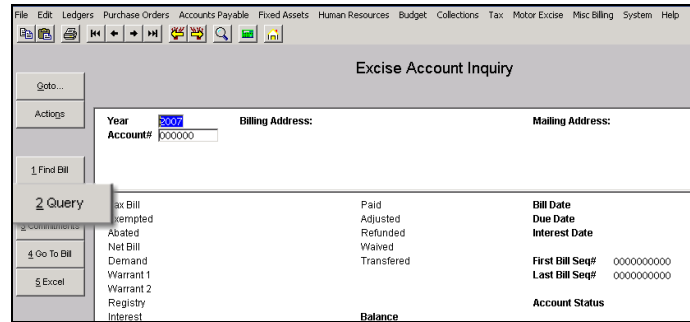
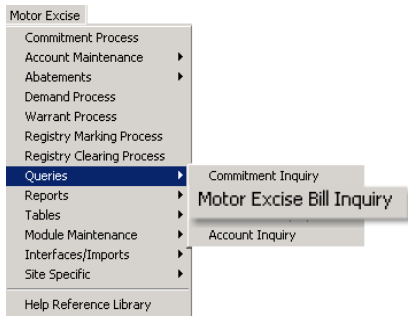


Figure 9 After

This screen may also be accessed by selecting **Motor Excise** ► **Queries** ► **Motor Excise Bill Inquiry** and from the **Motor Excise** ► **Queries** ► **Excise Account Inquiry** screen [Query] button.



Users may now look up vehicles by registration number from this screen, in addition to the lookups on all the other tabs which they are accustomed to using. First click on the [Reg#] button to sort the column and then type in the registration number.

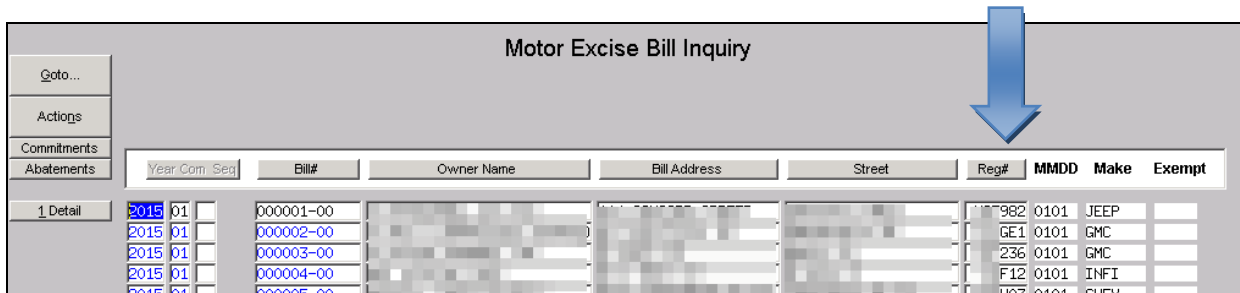


Figure 10 Lookup by Registration # now available on this screen

[ADM-AUC-MV-1655]

## 8. INTERFACES/IMPORTS

### 8.1. Changes for Daily Balance Files

To add flexibility and allow for additional export types, the Daily Balance File process has changed. The menu command no longer limits the balance file to Unibank, instead using a more generic heading.



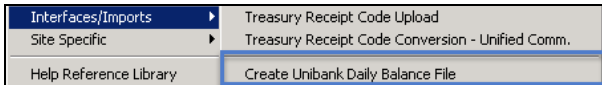


Figure 11 Before

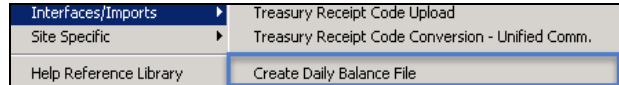


Figure 12 After

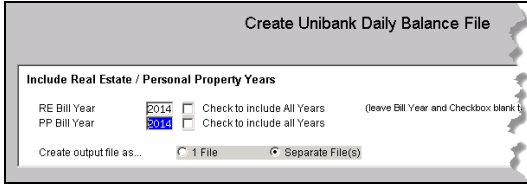


Figure 13 Before

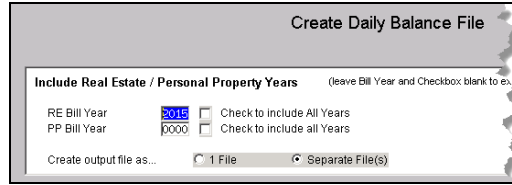


Figure 14 After

In addition to the screen title changing, an export Type selection has been added to allow the user to choose the required type:



[ADM-AUC-RC-8327]

### 8.1.1. Edit List

Prior to this change, the Edit List did not refer to a particular processing agent.

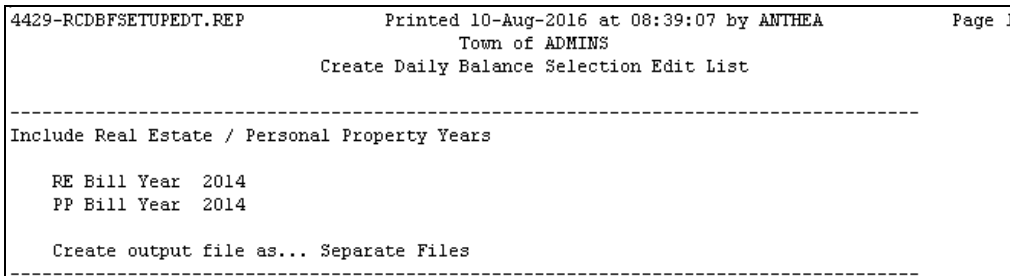


Figure 15 Edit List Before

Now the Export Type references the processor for whom the export is created.

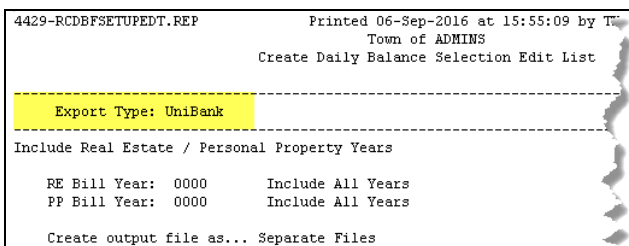
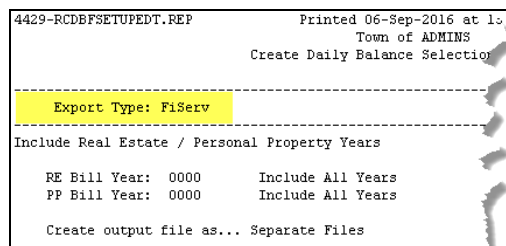


Figure 16 Edit Lists After

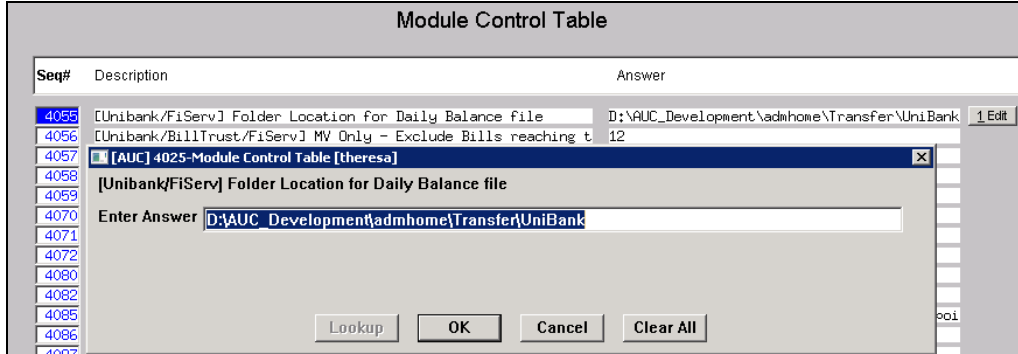


[ADM-AUC-RC-8327]



### 8.1.2. Module Control #4055

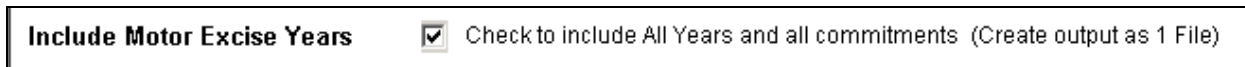
Module control #4055 sets the file locations for the daily balance file. Sites not using Unibank may want to use a folder with a name that represents the processor name.



[ADM-AUC-RC-8327]

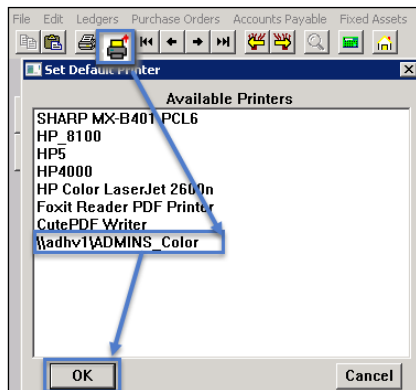
## 8.2. Motor Vehicle Export

There was an issue when selecting all Motor Vehicle Years – instead of selecting all years, none were included. This was corrected.



[ADM-AUC-RC-8333]

## 9. SETTING DEFAULT PRINTERS



To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

[ADM-AUC-SY-7792]



## 10. MENU AND TOOLBAR TIPS

System Help Reference Library		
<b>Reference Card</b>		
----- SYSTEM -----		
Menu Toolbar Tips	<a href="#">View</a>	<a href="#">Email</a>
Create CSV Files	<a href="#">View</a>	<a href="#">Email</a>
ADMINS Report Generator (ARG)	<a href="#">View</a>	<a href="#">Email</a>
Email Distribution Lists	<a href="#">View</a>	<a href="#">Email</a>
I forgot to print my reports...	<a href="#">View</a>	<a href="#">Email</a>
System Administration Kit	<a href="#">View</a>	<a href="#">Email</a>
<b>Menu and Toolbar Tips</b>	<a href="#">View</a>	<a href="#">Email</a>

A reference card was provided to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

## 11. HELP REFERENCE LIBRARY

### 11.1. New or Updated Documentation

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

- PAYING BILLS    How to Enter Payments
- SYSTEM         Menu and Toolbar Tips