REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2016

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

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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.

[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.

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

[ADM-AUC-RC-8336]

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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].**

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.

Figure 4 Before

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.

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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:

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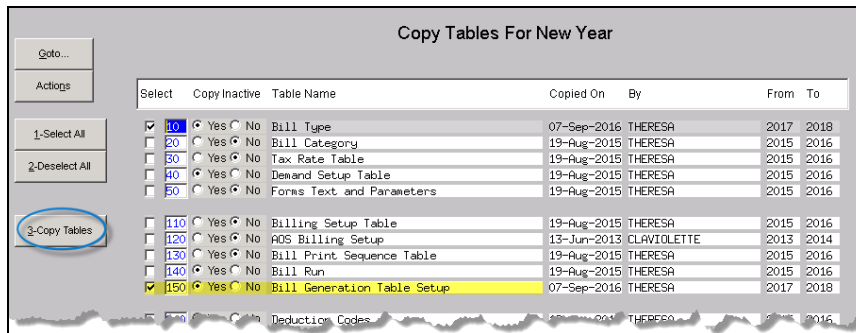
The images below now show the same data for both 2017 and 2018. Prior to the update, the value of $1000 in the "Exclude Accounts Valued Under Field" was not being copied.

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.
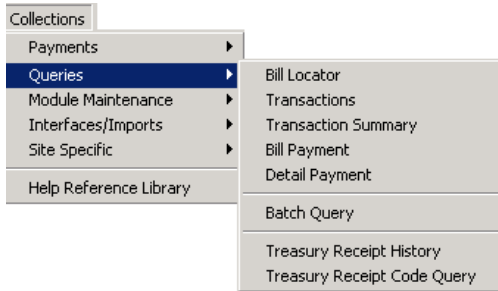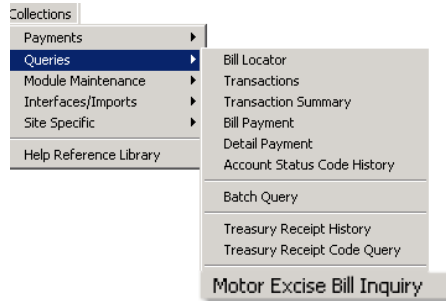
Figure 8 Before   **Figure 9 After**

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.
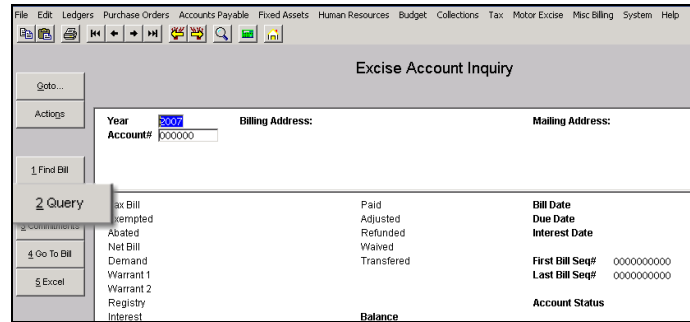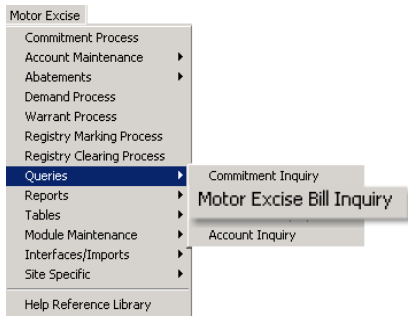
Users may now look up vehicles by registration number from this screen, in addition to the lookups on all the other tabs which they are accustomed to using. First click on the **[Reg#]** button to sort the column and then type in the registration number.
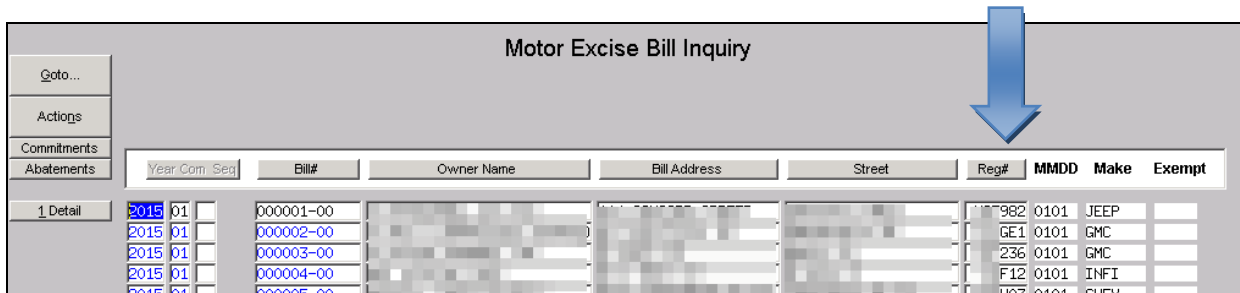
Figure 10 Lookup by Registration # now available on this screen

[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.

Interfaces/Imports	▶	Treasury Receipt Code Upload
Site Specific	▶	Treasury Receipt Code Conversion - Unified Comm.
Help Reference Library		Create Unibank Daily Balance File

Figure 11 Before

Interfaces/Imports	▶	Treasury Receipt Code Upload
Site Specific	▶	Treasury Receipt Code Conversion - Unified Comm.
Help Reference Library		Create Daily Balance File

Figure 12 After

Create Unibank Daily Balance File

Include Real Estate / Personal Property Years

| RE Bill Year | 2014 | ☐ Check to include All Years | (leave Bill Year and Checkbox blank t |
| PP Bill Year | 2014 | ☐ Check to include all Years |

Create output file as...   ○ 1 File   ⦿ Separate File(s)

Figure 13 Before

Create Daily Balance File

Include Real Estate / Personal Property Years   (leave Bill Year and Checkbox blank to ex...

| RE Bill Year | 2015 | ☐ Check to include All Years |
| PP Bill Year | 0000 | ☐ Check to include all Years |

Create output file as...   ○ 1 File   ⦿ Separate File(s)

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:

Create Daily Balance File

Include Real Estate / Personal Property Years   (leave Bill Year and Checkbox blank to exclude from Selection)

| RE Bill Year | 2015 | ☐ Check to include All Years | Export Type   ⦿ UniBank
| PP Bill Year | 0000 | ☐ Check to include all Years | ○ FiServ
                                                                              ○ Other

Create output file as...   ○ 1 File   ⦿ Separate File(s)

[ADM-AUC-RC-8327]

8.1.1.   Edit List

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

```
4429-RCDBFSETUPEDT.REP              Printed 10-Aug-2016 at 08:39:07 by ANTHEA          Page 1
                                    Town of ADMINS
                        Create Daily Balance Selection Edit List


--------------------------------------------------------------------------------
Include Real Estate / Personal Property Years

    RE Bill Year  2014
    PP Bill Year  2014

    Create output file as... Separate Files
--------------------------------------------------------------------------------
```
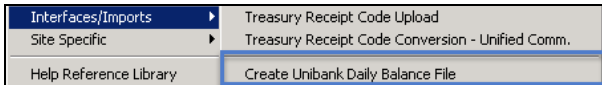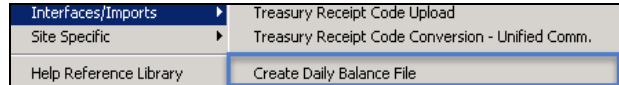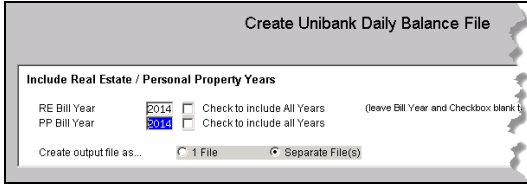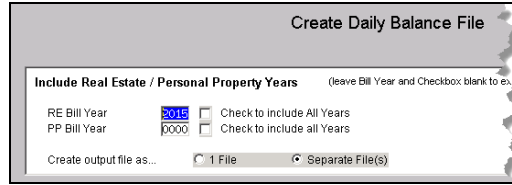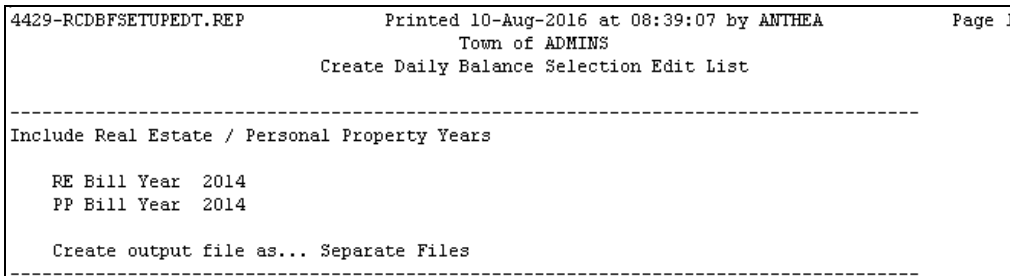
Figure 15 Edit List Before

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

```
4429-RCDBFSETUPEDT.REP          Printed 06-Sep-2016 at 15:55:09 by T
                                Town of ADMINS
                    Create Daily Balance Selection Edit List

-----------------------------------------------
   Export Type: UniBank
-----------------------------------------------
Include Real Estate / Personal Property Years

   RE Bill Year:  0000       Include All Years
   PP Bill Year:  0000       Include All Years

   Create output file as... Separate Files
-----------------------------------------------
```
```
4429-RCDBFSETUPEDT.REP          Printed 06-Sep-2016 at 15
                                Town of ADMINS
                    Create Daily Balance Selection

-----------------------------------------------
   Export Type: FiServ
-----------------------------------------------
Include Real Estate / Personal Property Years

   RE Bill Year:  0000       Include All Years
   PP Bill Year:  0000       Include All Years

   Create output file as... Separate Files
-----------------------------------------------
```
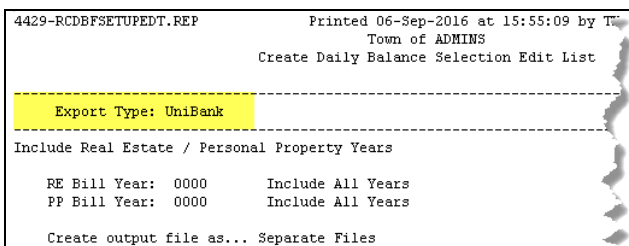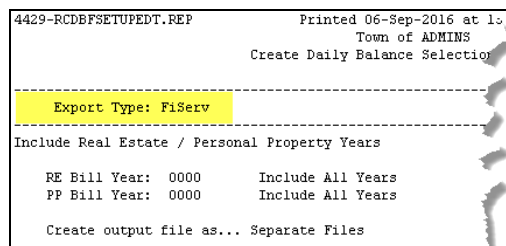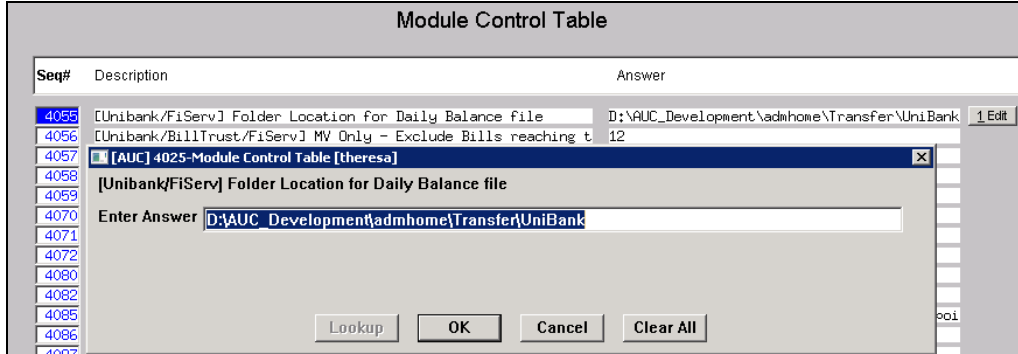
Figure 16 Edit Lists After

[ADM-AUC-RC-8327]
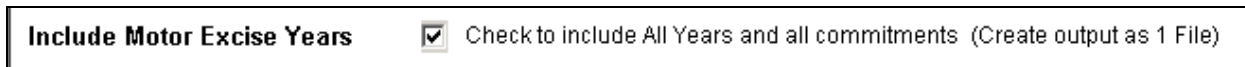
8.1.2.   Module Control #4055

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.
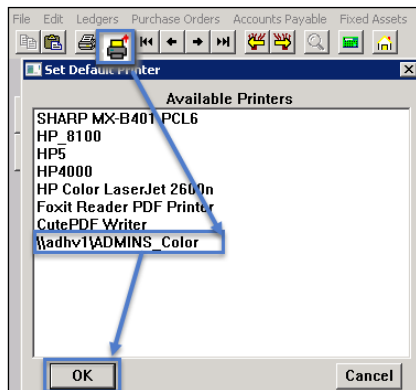

[ADM-AUC-RC-8327]

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

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