



# REVENUE COLLECTIONS

## RELEASE NOTES – SEPTEMBER 2018

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

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Anytime this little gal appears in release notes, it means that one of our customers was asking for an enhancement; she will point out those new features.



This symbol indicates that there is an updated document with relevant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.



## 1. ADJUSTMENTS ▶ Posting To Interest [Fix]

When creating an interest adjustment to a **Motor Vehicle Excise (MVE)** account, if the **total net interest charge** was **equal to zero**, the program posted neither the interest **charge** nor the associated interest **payment** adjustments. **ADMINS** corrected the program to post the adjustment when the **total net interest charge** is zero.

[ADM-AUC-RC-8391]

## 2. INTERFACES/IMPORTS

### 2.1. Automated Task for UniBank Daily Balance E-Billing File [New]

The creation of the **UniBank E-Billing Daily Balance** file is available now as an automated task. The task will run unattended overnight and, when complete, send email to the user(s) in the **DAILYBAL** email distribution list. The task will use the settings from the **Create UniBank Ebilling Daily Balance File** screen to automatically generate the files. The files are available for **Real Estate, Personal Property, Motor Vehicle Excise, and Miscellaneous Billing** receivables.

Changes to the selection criteria in the **Collections ▶ Interfaces/Imports ▶ Create UniBank Ebilling Daily Balance File** screen will still need to be maintained as new Bill years and Motor Vehicle Excise Commitments are processed and posted to the system.

Create UniBank Ebilling Daily Balance File

**Include Real Estate / Personal Property Years**

RE Bill Year: 2017  Check to include All Years (leave Bill Year and Checkbox blank to exclude from Selection)  
 PP Bill Year: 0000  Check to include all Years

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

**Include Motor Excise Years** Include All Years and all commitments (Create output as 1 File)

Year	Commit#	Seq#	Create output file as...
1	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s) (leave Commit# and Seq# blank to select all Commits for this Year)
2	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)

**Include Misc Billing Years**

Misc Bill Year: 0000  Check to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)

4 Create Daily Balance File

For instructions on maintaing this table, please refer to the **RC-1620 Unibank Daily File** in the Help Reference Library.

Collections Help Reference Library

Reference Card	View	Send
INTERFACES		
RC-1620 Unibank Daily File	View	Email
RC-1640 Daily Delinquent List Interface	View	Email
RC-1650 Escrow Delinquency File Layout	View	Email
RC-1660 Import Treasury Receipts	View	Email

To learn more about how to set up and use this **DAILYBAL** Email Distribution List, review **RC-1850 Email Distribution Lists**.



Contact [support@admins.com](mailto:support@admins.com) to arrange for the for **Unibank Ebilling Scheduled Task** to be implemented.

[ADM-AUC-RC 8301, 8392]



### 3. REPORTS

#### 3.1. Report #4101 Cash Activity by Deposit Date/Batch [New]

To run this report as a stand alone report, select **Collections ▶ Reports ▶ Report Library ▶ [Transaction Reports] ▶ 4101 Cash Activity by Deposit Date / Batch**. This report includes all collector receipts and may be run daily or for a date range.

Figure 1 A Cash Activity by Deposit Date/Batch was added to the report library

The #4101 report is new; an excerpt is shown below and provides a summary by Bank, Deposit Date and Batch.

Batch	TR Code	Charges	Adjustments	Refunds	Abateents	Deductions	Payments Entered By	Posted on	GL Post#	Bank
SS6										
MD0000	BILL	181.50								
<b>Bank Total:</b>		<b>181.50</b>								<b>213.00</b>
LR00104850		.01						09-Jan-2017	8856898	BA11
<b>Bank Total: BA11</b>		<b>.01</b>								<b>1586.09</b>
010417E5		14.14						03-Jan-2017	8856846	CFB
010417E32		586.82						04-Jan-2017	8856857	CFB
010417M01	CIRCUIT					146184.00		06-Jan-2017	8856889	CFB
010417M02	SEAFUN					200.00		06-Jan-2017	8856889	CFB
010417M02	LIFELINE					163.00		06-Jan-2017	8856889	CFB
010417M02	STATECOM					600.00		06-Jan-2017	8856889	CFB
02117M002	INTERESTU					36.28		27-Feb-2017	8857545	CFB
LR00104844						314.38		05-Jan-2017	8856868	CFB
LR00104845						6975.04		05-Jan-2017	8856866	CFB
LR0010417	LUNCH					736.17		24-Jan-2017	8857118	CFB
MEAL010417	LUNCH					676.00		10-Jan-2017	8856944	CFB
<b>Bank Total: CFB</b>		<b>6909.96</b>								<b>209603.92</b>
<b>Deposit Date: 04-Jan-2017</b>		<b>782.47</b>								<b>211483.01</b>

Figure 2 Report #4101 Cash Activity by Deposit Date / Batch

#### 3.2. Report #4727 Cash Activity by Deposit Date [Enhancement]

Select **Collections ▶ Reports ▶ Report Library ▶ [Transaction Reports] ▶ 4727 Cash Activity by Deposit Date Range**. This runs a series of reports on cash activity for the entered date range. The new report shown in section 3.1 has been added to this suite of reports and will be included each time this is run.



## 4. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 3. Click on **[OK]**.

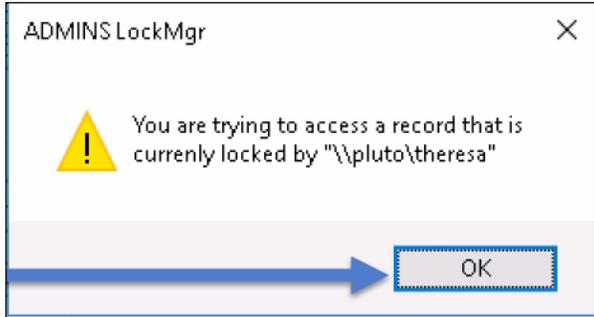


Figure 3 Popup notification that a record is locked

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 4.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

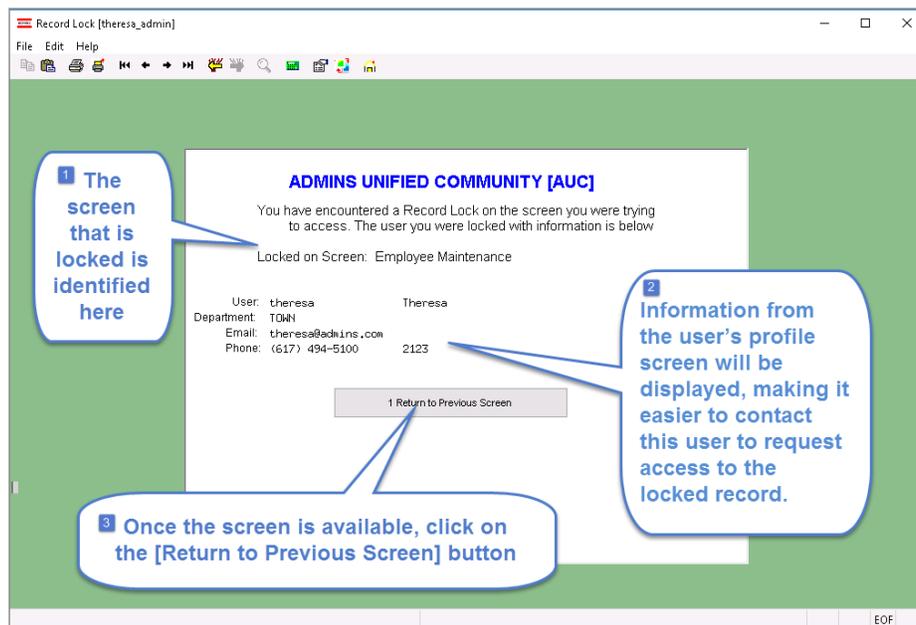


Figure 4–New screen with information about who is locking a record and how to contact them

If the user cannot be contacted to exit the record, proceed to another task by clicking on the  (**[Home]** button). From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **RC-1805 Locking Screen.**

[ADM-AUC-SY-8063]

## 5. HELP REFERENCE LIBRARY

### 5.1. New or Updated Documents

- INTERFACES RC-1620 Unibank Daily File [Updated]
- OTHER RC-1805 Locking Screen [New]