REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2019

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

CONTENTS

1. PAYMENTS

ADMINS added an error message to prevent removing batches that are not empty, added the ability to transfer batches of any type to another user, and added a process to remove unused batches en masse.

1.1. Error Message when Removing a Batch with Transactions [Enhancement]

A batch may be deleted by clicking **Actions ▶ Remove Batch**. The system will not allow a batch to be removed if there are transactions in the batch – even if the transactions net to zero. See also section 7.1 Batch Query – Deleted Batches.
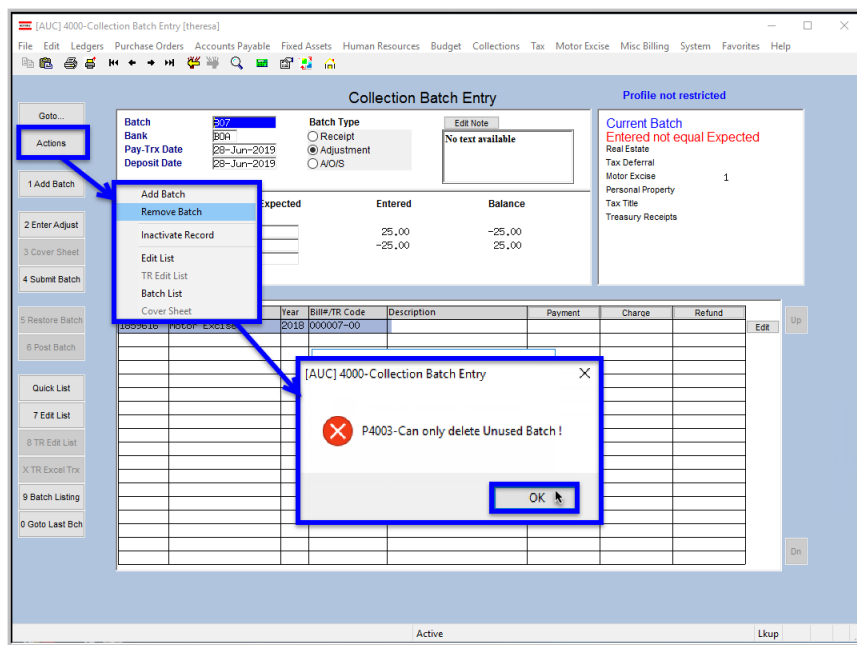
An error message will appear when attempting to delete a batch that contains transactions.

Click on **[OK]**, select the transactions with the **[Edit]** button, and use the **[1 Clear Amounts]** or **[Cancel Payment]** button to remove the transactions.

Select **Actions ▶ Remove Batch** again once all transactions are deleted from the batch.

[ADM-AUC-RC-8440]

1.2. Transfer Batches of Any Type [Enhancement]

ADMINS added the ability to transfer any type of revenue collections batch. Select either **Collections ▶ Payments ▶ Transfer (unsubmitted) Batches ALL TYPES** or either **Collections ▶ Adjustments ▶ Transfer (unsubmitted) Batches ALL TYPES**. The new **Select Batches to Transfer screen** components 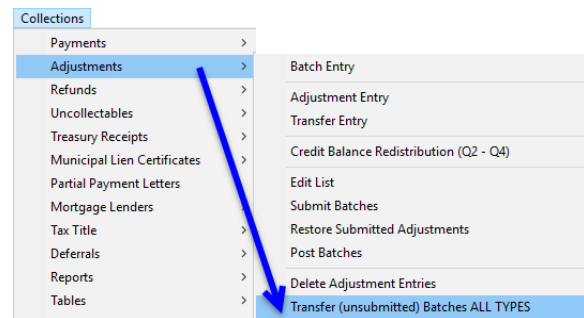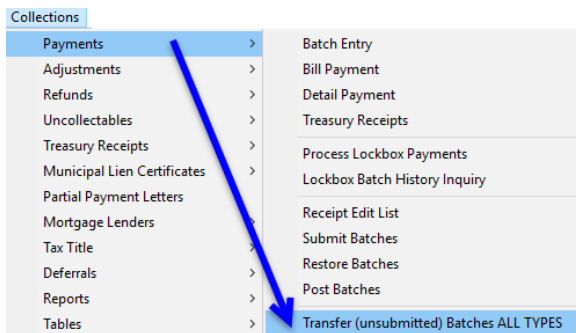are described in the table below. The data may be sorted either by **Batch Number** (the default sort order) or by **User** by clicking a column header to activate the column.

| Component	How Used
[1 Select All]	This button will select all batches for transfer – placing a ☑ checkbox in all records in the Sel column
[2 Deselect All]	This button will remove all checks from the ☐ boxes in the Sel column
Sel	☑ or ☐ to select a batch to transfer, check the box; to deselect a batch to transfer, uncheck the box
[4 Batch]	The batch number to be transferred
[5 User]	The user who currently owns the batch (not necessarily the originator of the batch)
Status	The batches must be In Process and not Submitted or Posted to appear in the screen for selection
Trx Date	The transaction date as entered on the batch
Rec	The number of transaction within the Receipt batch
Adj	The number of transactions in the Adjustment batch
TR	The number of transactions in the Treasury Receipt (departmental turnover) batch
[3 Transfer Batches]	Once selections are made, click on this button to initiate the transfer
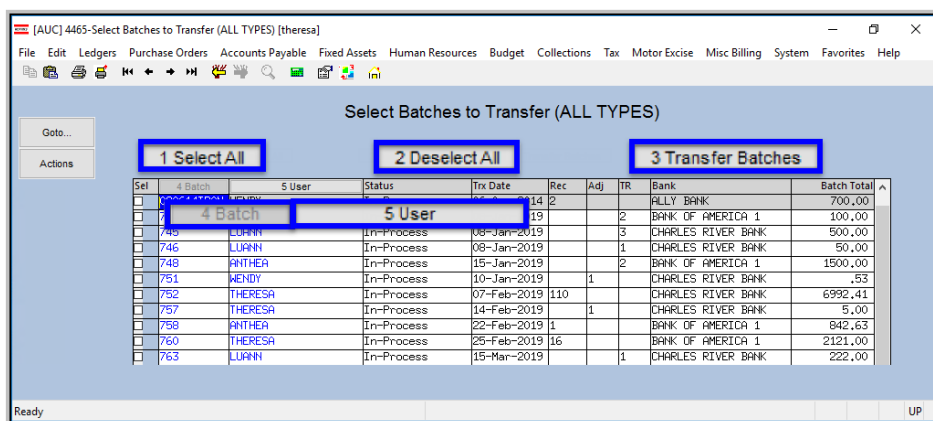
Figure 1 The new Select Batches to Transfer (ALL TYPES) screen

In the example in **Figure 2**, four batches are selected for transfer to user Theresa:
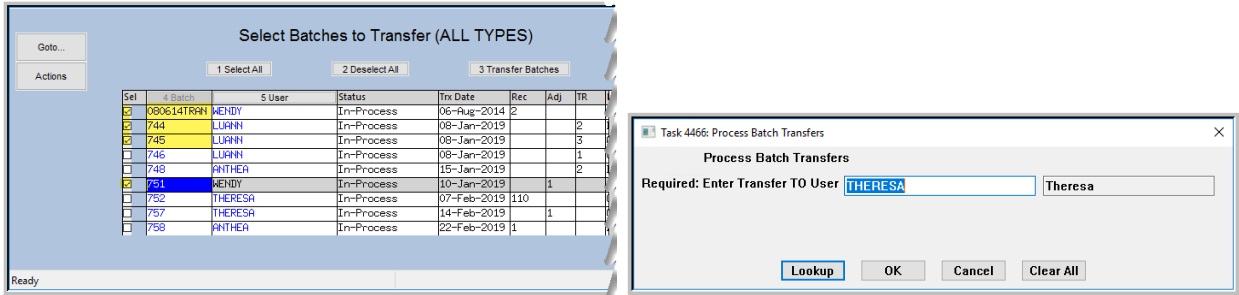

Figure 2 Before transferring the batches
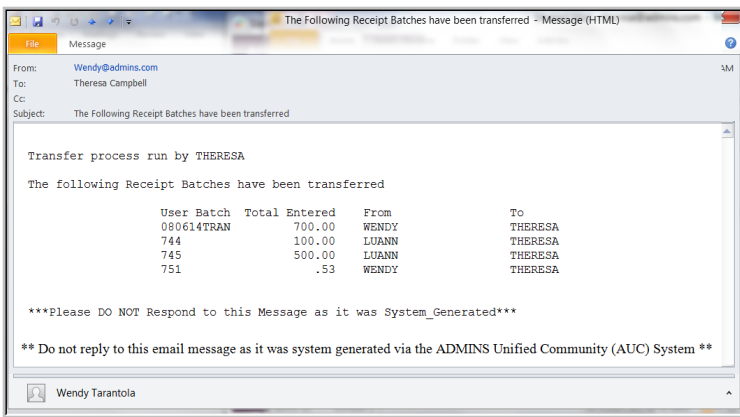
Figure 3 Sample of Email sent when transferring collections batches

Email will be sent to the:

- user performing the transfer,
- user receiving the batch
- original owner of the batch

The email will show the **User Batch** number, **Total Dollars Entered**, the **"From"** user (if there are multiple batches originally owned by different users, the email will come **From** the *first batch owner* in the list), and the **"To"** user for each of the transferred batches. See Figure 3 for an example.

Once the transfer is complete, the system will display the **Collection Batch Entry** screen.
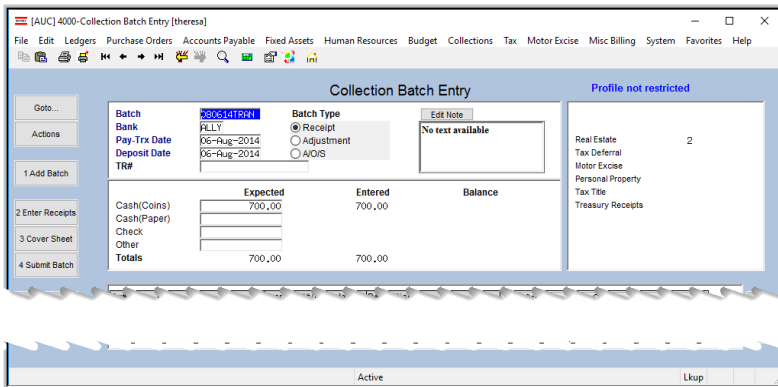
[ADM-AUC-RC-8422]

1.3.   Bulk Remove Unused Batches [Enhancement]

ADMINS added a feature to remove unused collections batches en-masse. Batches created seven or more days ago will be available to delete with this process. To access the 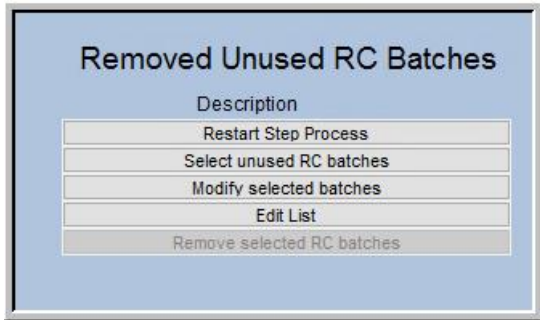steps menu for removing unused collections batches, click on: **Collections ▶ Payments ▶ Remove Unused RC Batches**. The command is also available under the **Collections ▶ Treasury Receipts** menu.

1.3.1.   Restart Step Process

The first step on the menu restarts the process; click on the ⊙ **Yes** radio button and then click on **[OK]** to restart.
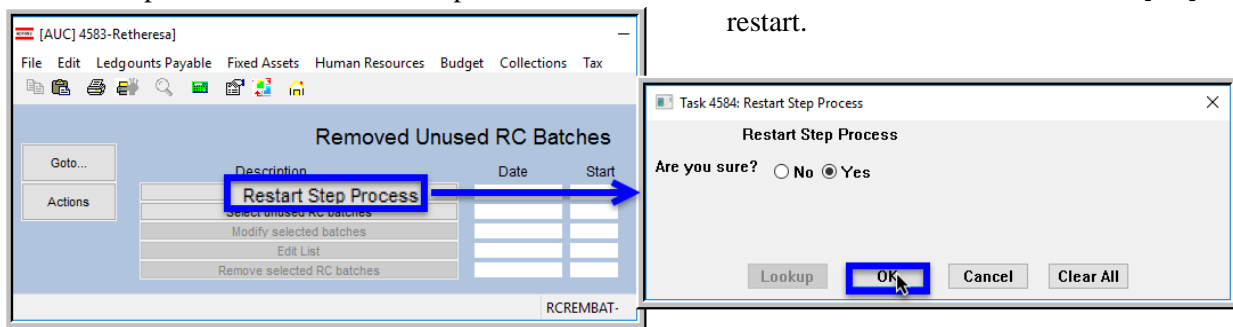
1.3.2.   Select Unused RC Batches
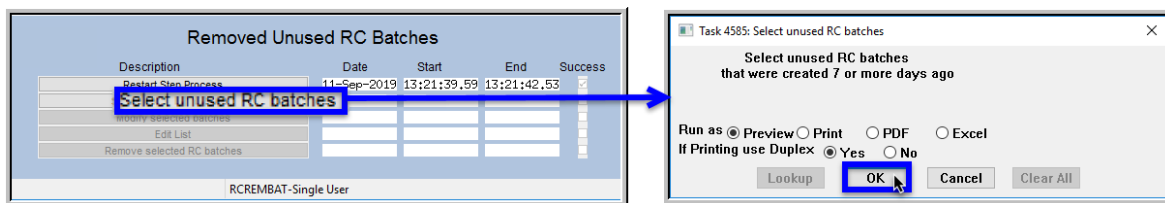
Running the **[Select Unused RC Batches]** will produce a report similar to the one shown in **Figure 4**.

Figure 4 Report of unused batches created more than seven days ago available for removal

Review the report; if any batches need to be excluded, click on the **[Modify Selected Batches]** button:

1.3.3.   Modify Selected Batches

Figure 5 The Modify Selected Batches Screen

There are three buttons available on the screen.

Button	Description/How Used
[1 Steps]	This button returns the display to the steps menu
[2 Select All]	Select all batches with this button; then clear any checkboxes for batches that should not be removed
[3 DeSelect All]	Remove all the checkmarks ☑ from the Sel column using this button

There are nine columns on the screen, described in the table below:

Column Label	How Used
Sel	☑ Click in the box to select the batch for removal; ☐ clear the box if the batch should not be removed.
[4 Batch]	By default, the data is sorted by batch number.
Type	The batch type – R for Receipt, A for Adjustment
[6 Pay Date]	The batch was assigned a pay date when it was created; the data may be sorted by pay date by clicking on this button
[7 BatchOwner]	The current owner of the batch is shown in this column – the data may be sorted by owner by clicking on this button
[8 Entry Owner]	The originator of the batch – the data may be sorted by entry owner by clicking on this button
Entry Date	The date the batch was created
Entered Amount	The dollar amount entered on the batch screen
Batch Status	By definition, only batches with a status of Unused should appear on this screen

1.3.4.   Edit List
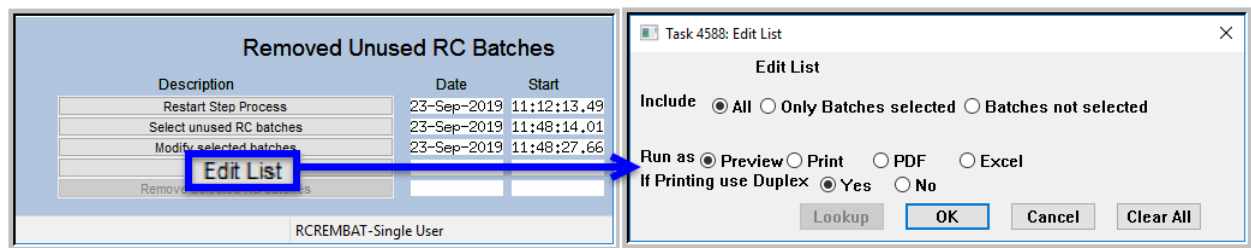
Click on **[Edit List]** to view or print a list of the batches with information about which were selected. The default selection for the edit list is to show

⊙ **All** batches; both selected and not selected for removal. Two more options are available:

⊙ **Only Batches selected** will produce an edit list of only those batches selected for removal;

⊙ **Batches not selected** will list only the batches not selected for removal.
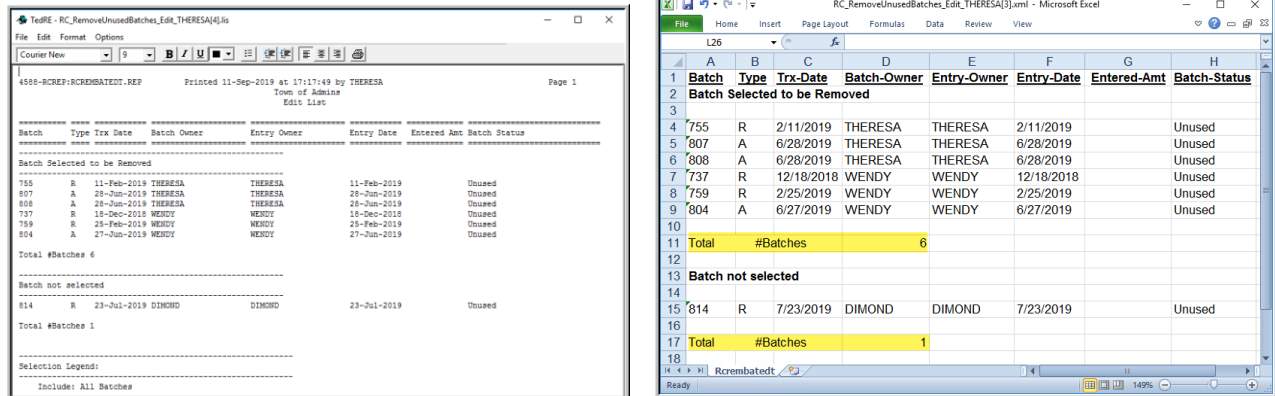
Figure 6 The Edit List shows the batches to be selected for removal, and those not selected

1.3.5.   Remove Selected RC Batches
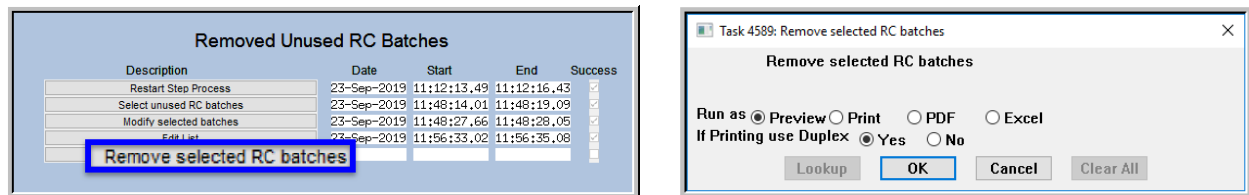
The last button in the steps menu will remove the selected batches. An list of the removed batches will be created; it is available to **Run as Preview/Print/PDF®** or **Excel®** format. **Preview/Print/PDF®** format is shown in **Figure 7**.
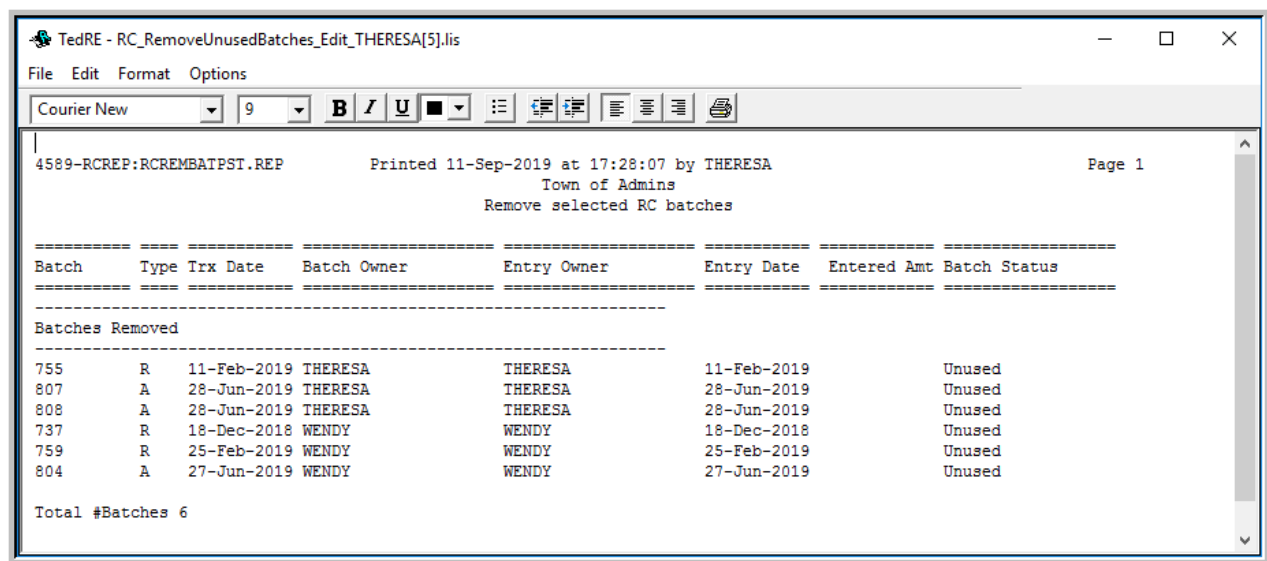
Figure 7 Remove Selected RC Batches Report

[ADM-AUC-RC-8444]

2. ADJUSTMENTS & TRANSFERS [Enhancement]

Users sometimes accidentally duplicate an adjustment or transfer. To prevent this duplication, **ADMINS**

added error checking to notify the user with a message if there is work in progress on an adjustment batch. If an adjustment or transfer exists for a given Bill, the message will be displayed, reference the transaction number of the other adjustment, and offer the user the option to cancel the transaction.

Figure 8 Existing Transaction in an Adjustment batch for Bill #001021-00

Figure 9 Pop up when an adjustment for the bill exists

[ADM-AUC-RC-8433]

3. REFUNDS [Fix]

Access the Refunds menu by clicking on **Collections ▶ Refunds ▶ Process Refunds Due**.

Figure 10 Error checking on the Post Refunds step

ADMINS added error checking to the **Post Refunds** process.

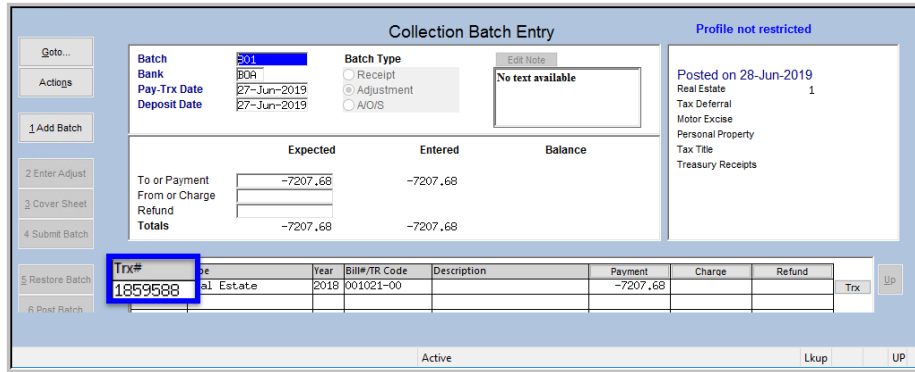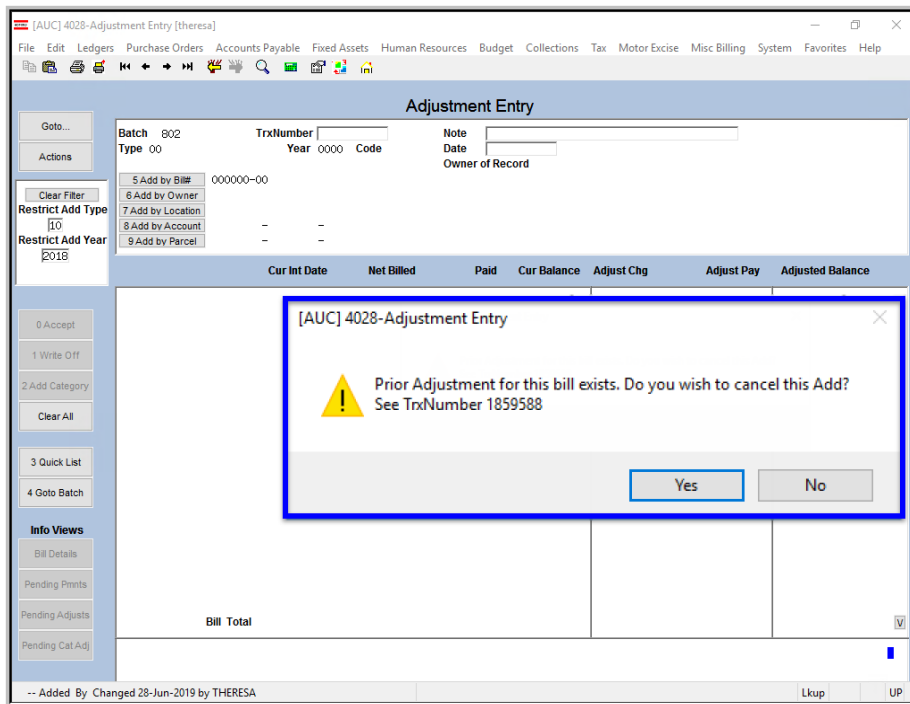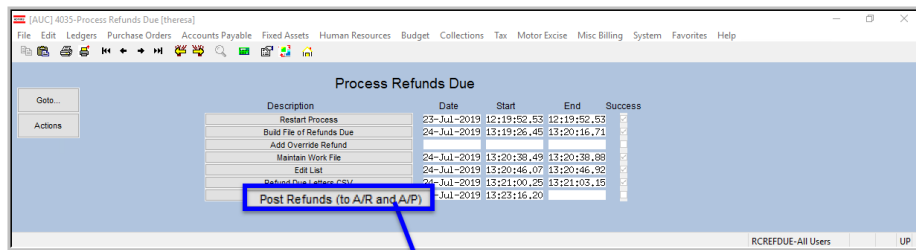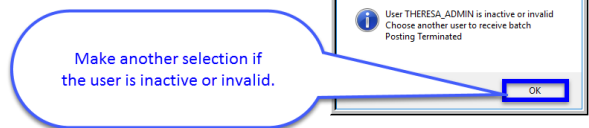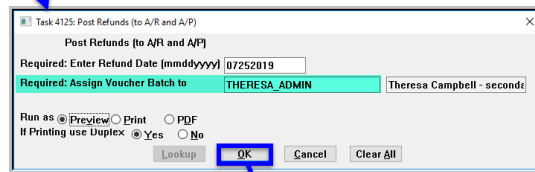Before the software update, an invalid username could be assigned to the voucher batch, resulting in a blank department code on the batch. **ADMINS** would have to fix the batch before it could be processed.

Now, if an entered username is inactive or invalid, a message will be displayed. Click on **[OK]** to return to the steps menu.

Run the step again to select a valid, active user from the lookup.

[ADM-AUC-RC-8439]

4. TREASURY RECEIPTS

ADMINS made changes to the **Treasury Receipts (TR)** process:
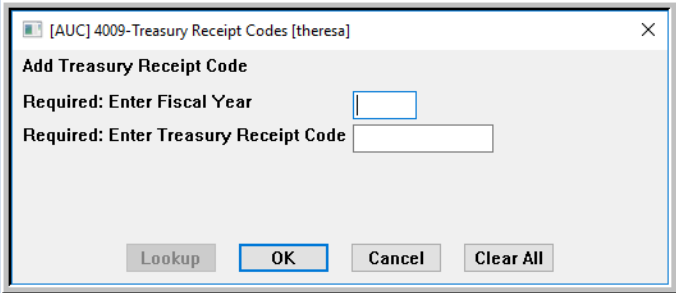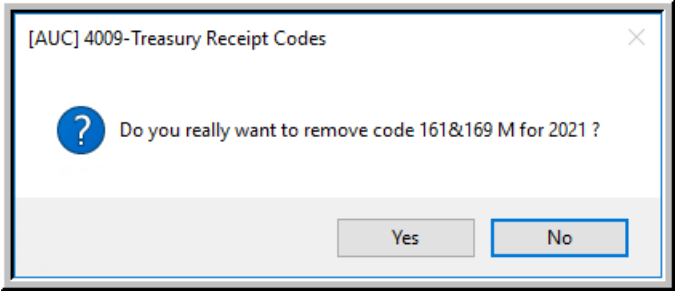
a. Updated the template used for importing Treasury Receipts – **see section 4.3** for details.

b. **Optionally require notes– see section 4.2.** Specific to each **TR** code. To ensure that users enter a note on a **TR** entry –each **TR** code *may require* notes to be entered by the user. This will allow the codes that are self-explanatory to not require notes. But codes where multiple receipts can be applied to the same code can require a note to be entered to give more details.

c. **Expanded the notes** field – prior to this update, a maximum of 40 characters could be entered for the note. This has been expanded to 80 characters. Examples are shown in **sections 4.4 and 4.6.1**.

d. **Attachments option added – see sections 4.5 and 4.6**. Now, to make researching a lot easier, backup documentation can be scanned and attached to each treasury receipt.

e. Corrected a truncation issue on the **Submit Batch Error** report. **See section 4.7** for details.

4.1.   Treasury Receipt Codes–Summary Screen
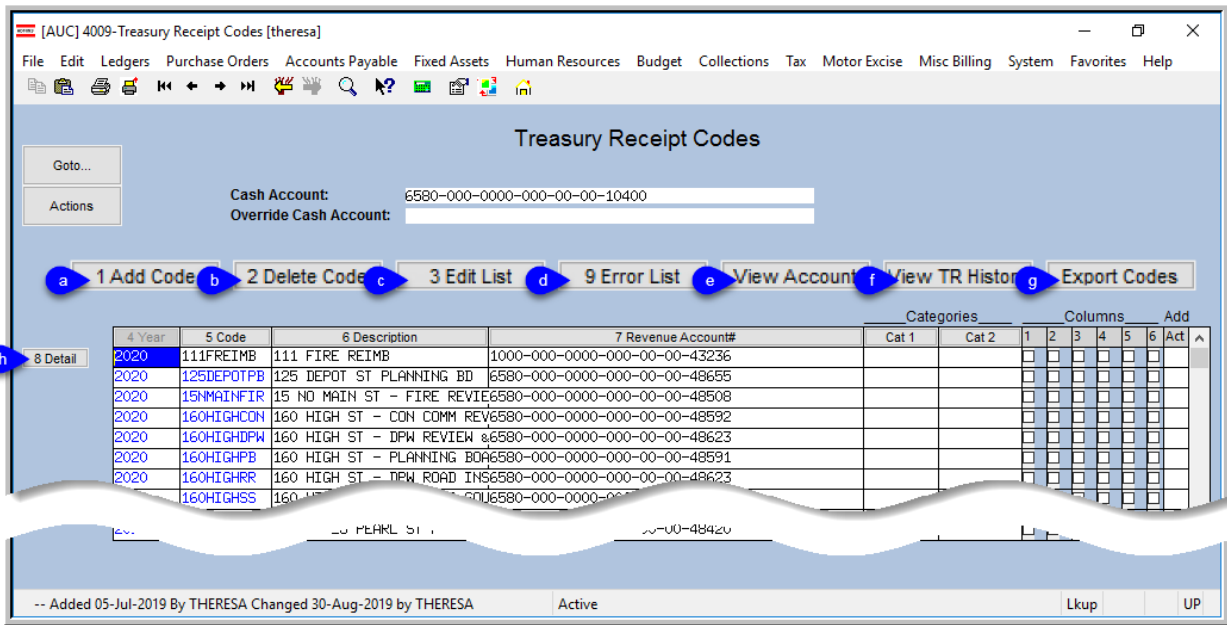
The buttons on the screen are described in the table below.

Letter	Button	Description
a	[1 Add Code]	Add a new treasury receipt code – the fiscal year and new code are required:
b	[2 Delete Code]	Delete the selected code – the system will prompt for a confirmation:

| c | **[3 Edit List]** | Produce an edit list of the Treasury Receipt codes. If no filtering is used, all codes for all years will be listed. |

| d | **[4 Error List]** | Produce a list of treasury receipt codes with errors. |

The error list will show the year, code, code description, account number, the account description, and the error code. The report shows an error code legend at the bottom describing the error codes and the action to take to resolve the error.

| e | **[View Account]** | Displays the Account Balance Inquiry screen for the selected code's primary account. |

f	**[View TR History]**	Displays the treasury receipt history for the selected code and fiscal year.

g	**[Export Codes]**	The export may be limited to a single fiscal year, or codes for all fiscal years will be included on the spreadsheet.
		The **[Export Codes]** button produces an **Excel®** spreadsheet. The **"Note?"** Column was inserted before the first category column. A "Y" in this column indicates that each time the code is used, a note must be supplied. See section 4.2 for details.

h	**[8 Detail]**	Displays the detail screen for the selected TR code – see section 4.2.

4.2. Treasury Receipt Codes Table–Detail Screen – Require Line Note?

To require that notes be entered on treasury receipts, the **Treasury Receipt Codes** table includes a **"Require Line Note? ☑"** optional checkbox.

Figure 11 Before & After

If the code has the **Require Line Note? ☑ Box** checked, a line note is required each time the code is used. In the example, the **111FREIMB Require Line Note? ☑ Box** was checked. Any time the code is used, a line note (maximum of eighty characters) will be required.

4.2.1.   Treasury Receipt Code Edit List

The edit list includes the new column. On the **Excel®** version, the line note indicator shows before the Entry User column.

Figure 12 Before & After

Figure 13 Treasury Receipt Code Edit List – Print/Preview/PDF® output format

In the **Print/Preview/PDF®** format, the new **"Line Note"** column is the third to last column on the report – before "Stat" and "Chg User".

4.3. Importing Treasury Receipt Codes [NEW TEMPLATE!!]

Treasury Receipt Code Upload

Goto...	Description	Date	Start
Actions	Email Template to User		
	Upload Treasury Receipt Codes		
	Reprint Verification Report		
	Create Treasury Receipt Codes in Table		

RCCODUPLOAD-Single User   UP
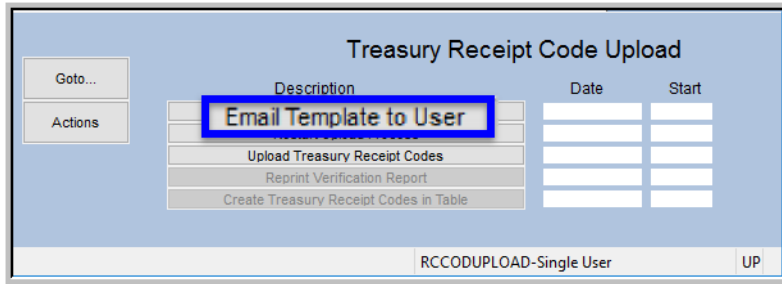
If uploading Treasury Receipt codes, get the new template *before* attempting to upload new codes.

The template now includes a new column for the field to mark the code as requiring a note **"Y"** or not **"N"**. Blank values will be set to **"N"**.

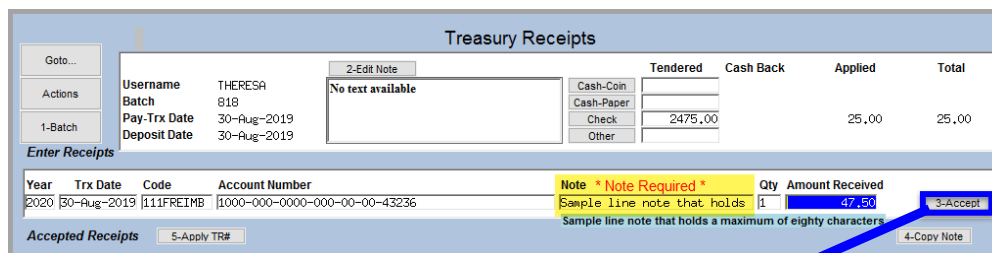|	A	B	C	D	E	F	
1	Bill Year (#### REQUIRED)	Depatment Code (Max 10 characters REQUIRED)	Description (Max 40 characters)	Post to the General Ledger [Y/N?] Blank values will be set to N.	Allow User Override of this account on the deptartment receipt screen [Y/N]? Blank values will be set to N.	Require User to enter a Line Note on the department receipt screen [Y/N]? Blank values will be set to N.	Ca
2	BILYER	DEPCOD	GENDES	PGLCBX	OVRCBX	REQCBX	1T
3							
4							

Figure 14 Upload Treasury Receipt Codes Template Change

4.4. Entering Treasury Receipts with Line Notes Required [Enhancement]

When entering a treasury receipt, if the code requires a **Note** to be entered, the screen will indicate so with a * Note Required * message in red above the line note field. The note field holds a maximum of eighty characters; the entire eighty characters will not be visible due to screen size limits; scrolling is available to view the entire note. If a note is required, the **[3 Accept]** button will not be clickable until the note is entered.

Treasury Receipts

				Tendered	Cash Back	Applied	Total
Goto...		2-Edit Note	Cash-Coin				
Actions	Username THERESA	No text available	Cash-Paper				
1-Batch	Batch 818		Check	2475.00		25.00	25.00
	Pay-Trx Date 30-Aug-2019		Other				
	Deposit Date 30-Aug-2019						

Enter Receipts

Year	Trx Date	Code	Account Number	Note * Note Required *	Qty	Amount Received	
2020	30-Aug-2019	111FREIMB	1000-000-0000-000-00-00-43236	Sample line note that holds	1	47.50	3-Accept

Sample line note that holds a maximum of eighty characters

Accepted Receipts   5-Apply TR#   4-Copy Note

3-Accept — Before note is entered

3-Accept — After note is entered

Figure 15 Treasury Receipt entry screen with a code that requires a line note

Figure 16 To view the full line note, click in the field to reveal the hover text

To copy a note from one line to the next, use the **[4-Copy Note]** button.

4.5. Attaching One or More Files to a Treasury Receipt [Enhancement]

In addition to expanding the **Notes** field, attachments may now be included on any treasury receipt. Once a receipt is entered and accepted, the new **[ATTACH]** button will be available. Clicking on **[ATTACH]** will display the new **Attach Documents to Departmental Receipt Screen**. Up to 200 attachments are allowed for each receipt.

Figure 17 The [6 Add Attachment] Button Allows Supporting Documents to be Attached

This screen is captive to the specific receipt that was selected when the **[ATTACH]** button was clicked on the **Treasury Receipt Entry** screen. Moving to another receipt requires returning to the **[0 Entry]** screen and selecting the receipt, then clicking on the **[ATTACH]** button. All buttons on this screen are described below; the letters in the first column correspond to the letters in **Figure 17**:

Key	Button Label	How Used
a	**[0 Entry]**	To return to the treasury receipt entry screen
b	**[6 Add Attachment]**	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.

Key	Button Label	How Used
c	**[7 View]**	To view existing attachments, in whatever format is associated with the file type (for example, **.CSV** will open in **Excel®**, **PDF®** will open in **Adobe Acrobat®**)
d	**[8 Email]**	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	**[9 Remove]**	To remove attachments that were added in error or are no longer needed

4.6.   Treasury Receipt History [Enhancement]

The treasury Receipt History screen shows the notes for 1.) each transaction (hover over the note to see the full note); 2.) an **[ATTACH]** button on each line to display the attachments screen, and 3.) shows the number of attachments in the screen note area at the bottom of the screen.

4.6.1.   Treasury Receipt History ▶ [0 Excel]

To view the full text of the notes, select the **[0 Excel]** button. This button creates a quick list of the transactions in the batch and includes any notes.

4.6.2.   Treasury Receipt History Attachments Screen [Enhancement]

This screen is specific to the receipt that was selected when the **[ATTACH]** button was clicked on the **Treasury Receipt History** screen. Moving to another receipt requires returning to the **[0 History]** screen, selecting the receipt, then clicking on the **[ATTACH]** button. All buttons on this screen are described below; the letters in the first column correspond to the letters in **Figure 18.**
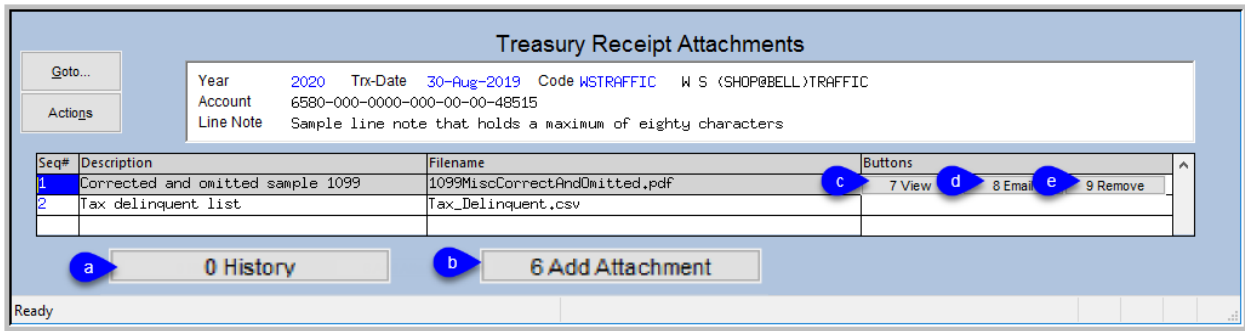
Figure 18 The Treasury Receipt Attachments History screen

Key	Button Label	How Used
a	**[0 History]**	To return to the treasury receipt entry screen
b	**[6 Add Attachment]**	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.
c	**[7 View]**	To view existing attachments, in whatever format is associated with the file type (for example, **.CSV** will open in **Excel®**, **PDF®** will open in **Adobe Acrobat®**)
d	**[8 Email]**	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	**[9 Remove]**	To remove attachments that were added in error or are no longer needed

[BLG-SUP-SAPLAUC-1215]

4.7. Submit Batch Error Report [Fix]
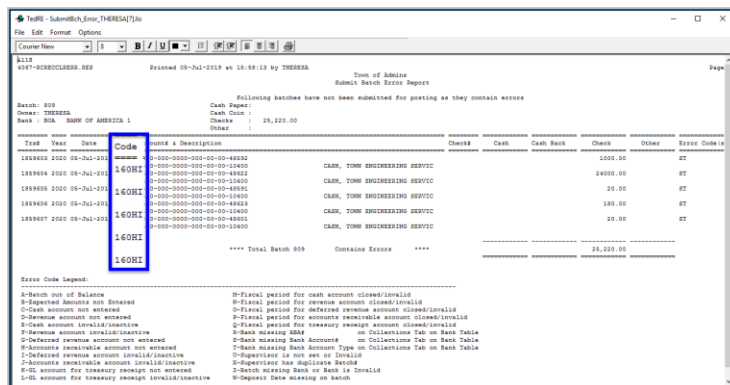
Figure 19 Before - the Code column displayed five characters

When processing treasury receipts, if there are errors in the batch, a report of the errors is produced, with an error code column and legend describing the error. The **Code** column holds the **Treasury Receipt Departmental Code**, containing up to ten characters of data. Prior to the software update, the column was limited to five places.

ADMINS increased the size of the column to accommodate the entire code. This matters if there are multiple codes with the *same first five characters*, as shown in **Figure 19**; the codes are not differentiated on the report.

Figure 20 After - the Code column displays the entire code

Displaying the full ten characters as shown in **Figure 20** clearly identifies which codes have an error.

[ADM-AUC-RC-8437]

5. REPORTS

ADMINS now allows the Balances as of (Trial Balance) report to be run for multiple bill years and enhanced the refund history report to provide more complete information regarding refunds.

5.1. Collection Reports ▶ #4705 Balance as of (Trial Balance) [Enhancement]

ADMINS added the option to run the report for multiple years. Enter the **same year** in the *"FROM"* and *"TO"* Bill Year Range fields to run the report for a single year. If the report is run for years 2016 – 2018, all of the 2016 data will be shown, followed by a total, then the 2017 data with a total, and the 2018 data with a total.

NOTE: While the report runs faster now for a single year, running the report for multiple years will take more time than when running it for a

single year.

Figure 21 Balance as of a date (Trial Balance) run for multiple years, summary option chosen

[ADM-AUC-RC-8445]

5.2.   Transaction Reports ▶ #4690 Posted Transactions – Refund History
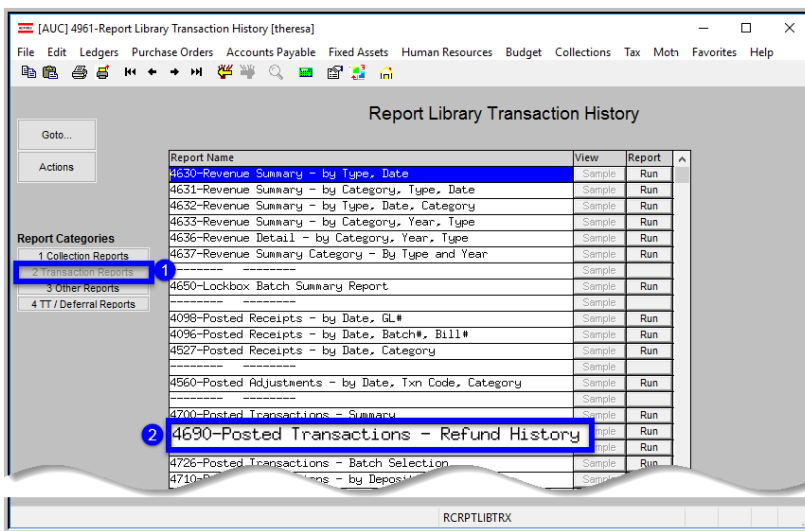
Data provided on the report may be used to query the **General Ledger** transactions related to the refund. Select **Collections ▶ Reports▶ Report Library ▶ [2 Transaction Reports]** to run the report.

The system will display the prompt shown in **Figure 22**.

Figure 22 Refund Transaction History Report options prompt

Bill Type and **Effective Date Range** are required fields. Up to nine optional **Bill Category** selections may be entered directly or selected from the lookup. The columns on the report are described in the table below.

Header	Description/How Used
Bill Category	Bill Category (10=Real Estate, 20=Motor Excise, 30=Personal Property, etc.,)
Pay-Date	Date the refund
Year	Fiscal Year of the refund
Bill #	The bill number affected by the refund
Trans #	The transaction number assigned by the system when the refund is created
AP Batch	The accounts payable batch number ➊ containing the voucher
Voucher #	The voucher number used to pay the refund
Vendor # / Remi	The vendor number and remit number used on the voucher
Vendor Name	The vendor name used on the voucher and subsequent check
Voucher Date	The date of the voucher used to pay the refund
Check Amount	The dollar amount of the refund
Category	Tax, interest, fees, etc., - there may be an amount for multiple lines
Voucher-Status	The status of the voucher used to pay the refund. (e.g., Closed, Open, In Progress….)

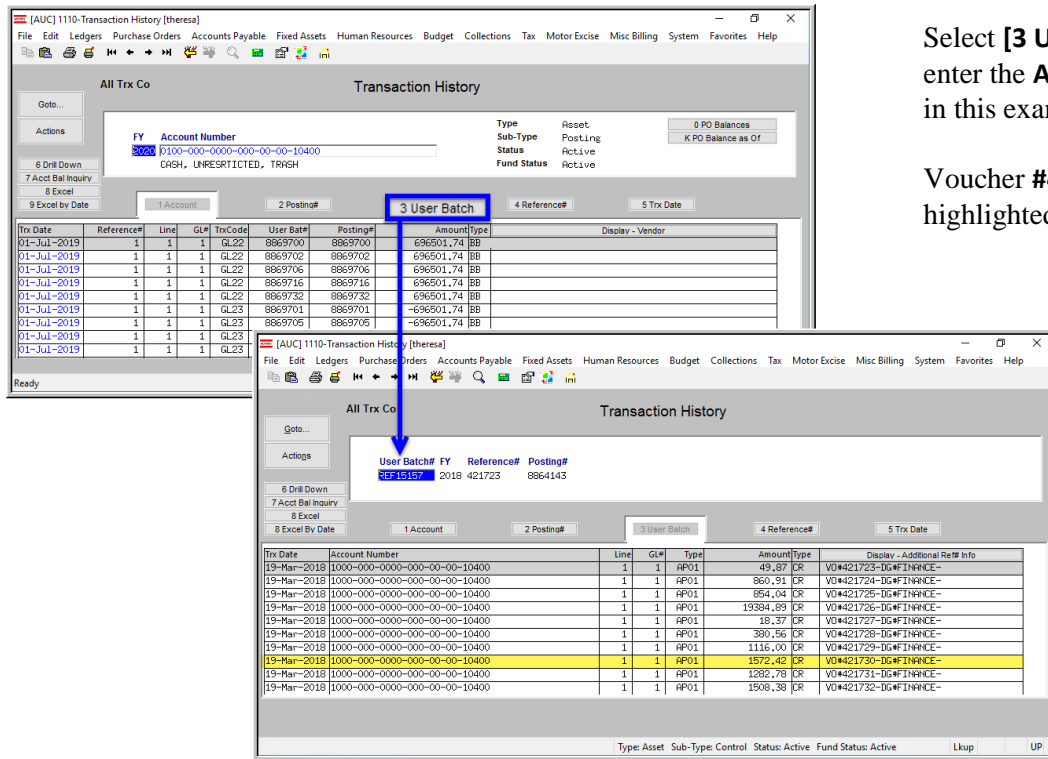The report example as run to **Excel®** is shown below. The report includes a total by ➋ batch number.

Figure 23 Report as run to Excel®

Voucher **#421730** highlighted in **Figure 23** illustrates the queries described in section **5.2.1**.

5.2.1.   Using Data in the Report as a Basis for Transaction Queries

Using the data available on the report, acquire information using the **Ledgers ▶ Queries ▶ Transaction History** screen. In the example shown in **Figure 24**, the **AP Batch** ❶ number is used on the **[User Batch]** tab to find the general ledger transactions related to the refund batch of accounts payable vouchers.

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Select **[3 User Batch]** and enter the **AP Batch** number; in this example, **REF151157**.

Voucher **#421730** is highlighted in **Figure 24**.

Figure 24 Using the AP Batch number on the Transaction History screen

Similarly, the **RC Batch** number ❷ **"REF656"** shown on the total section of the report may be entered as the user batch on the transaction history screen to find the revenue collections and receivable transactions:
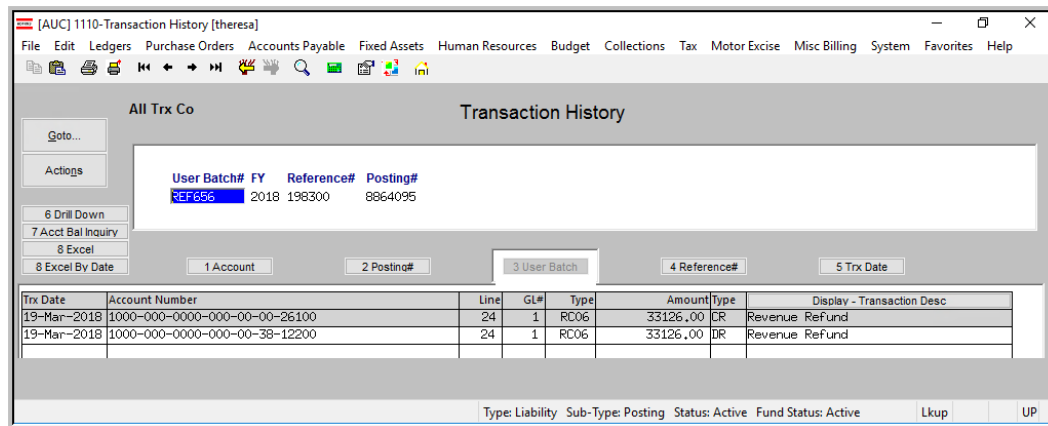
[ADM-AUC-RC-8441]

6. TABLES

ADMINS expanded the offerings on the **Bill Category Groups** table; that change is also incorporated into the **[Groups]** tab of the Bill Category Table. This will facilitate printing a "totals by receivable type" on the MLCs. See sections 6.1and 6.2 of this document for details. In addition, **ADMINS** added a new screen to

allow sites to enter holidays each year that may impact the calculation of interest on receivables such as Real Estate, Tangible Property, etc. See section 6.3 of this document for details.

6.1. Bill Category Table [Enhancement]

Figure 25 The Bill Category Group Table – Before and After

Categories may now be added and designated as Group Type **"Total"**. The MLC is designed to print the **"Total"** groups in a new section on the MLC. Sites choosing not to use the **"MLC Total Group"** may safely ignore the column and the MLC printing will not be affected.

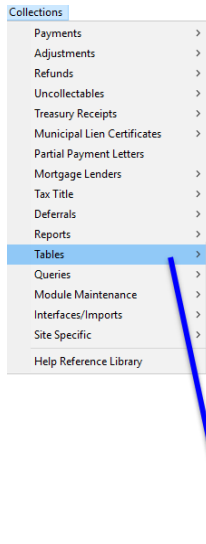## 6.2. Bill Category Table [Groups] Tab [Enhancement]

Figure 26 The Bill Category Table [Group] tab – Before and After

6.3. Maintain Holiday Calendar File

Access the Calendar to Input Holidays for each Active Bill Year.
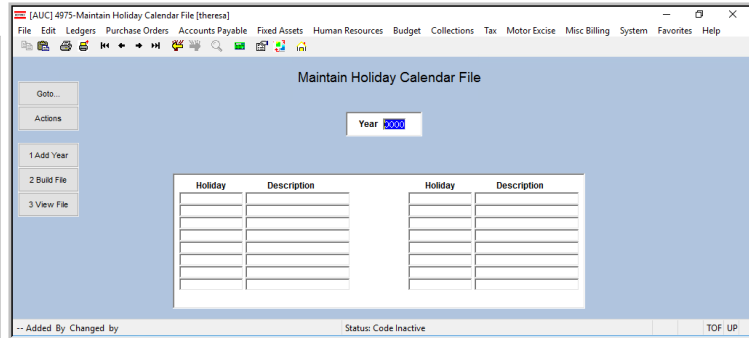
6.3.1. Click on [1 Add Year]

Figure 27 The Maintain Holiday Calendar File

1. Click the **[1 Add Year]** button to add holidays in the new year to be used in the DCS routine of the collections module.

2. Click **[Yes]** to continue

3. Enter the desired year in the **"Enter Bill Year"** field.

4. Click on **[OK]**

If a year is entered that already exists in the table, a message box will pop up:
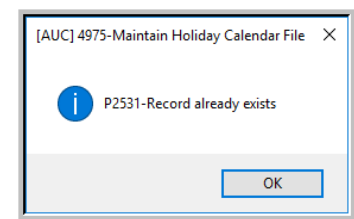
If needed, go to the existing record and make changes.

There are three ways to bring up the screen to edit an existing year:

1. Enter the desired year in the **Year** field

2. Use **{Page Up} | {Page Down}** to scroll through the file, or

3. Use the black arrow keys to page through the file to find the year to be edited.

6.3.2.   Enter Holidays for the Year

Enter the holiday dates and descriptions for the year in the grid. Up to 20 holidays may be entered per year. When finished, build the file to commit the changes for the year just entered. Dates must be entered in the format **MMDDYYYY**, for example, **08152019** for **15 August 2019**. The descriptions are optional. To copy *descriptions* from the prior year, position the cursor in the field and click on **{CTRL|C}**.

6.3.3.   Click on the [2 Build File] Button

Clicking on the **[2 Build File]** button will add the records to the **Holidays_cri.txt** file to be included in the list of non-business days for calculating interest on late payments.

6.3.4.   Click on the [3 View File] Button
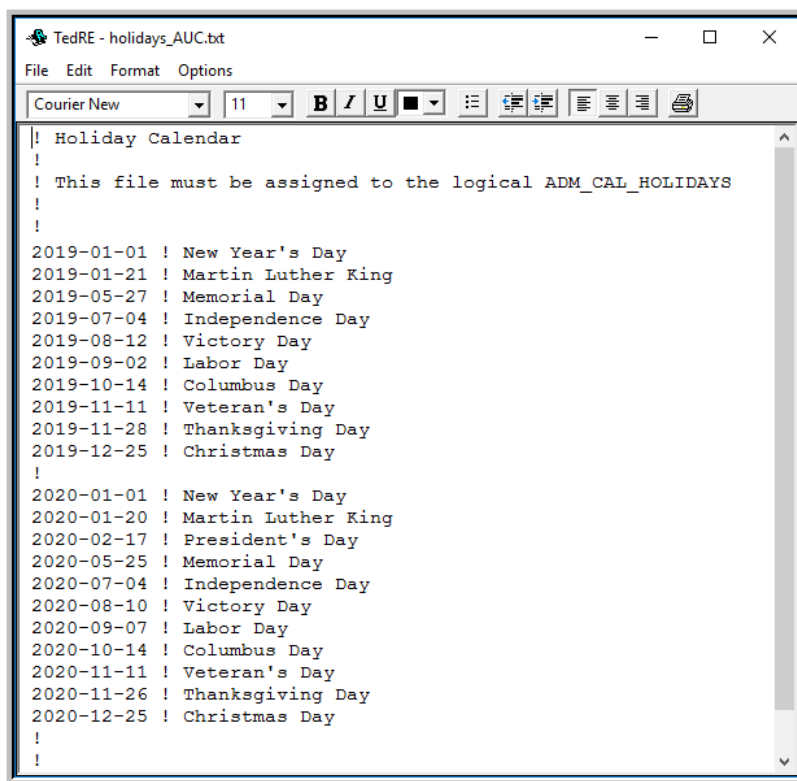
Verify the entries in the file. If changes are needed, return to the screen for that year; make the changes and click the **[2 Build File]** button to commit the changes.

The dates will be presented in **YYYY-MM-DD** format as shown in the sample in **Figure 28**.

Figure 28 Sample text file created by the Maintain Holidays screen

6.4.   Adding a New Bank Account [Enhancement]
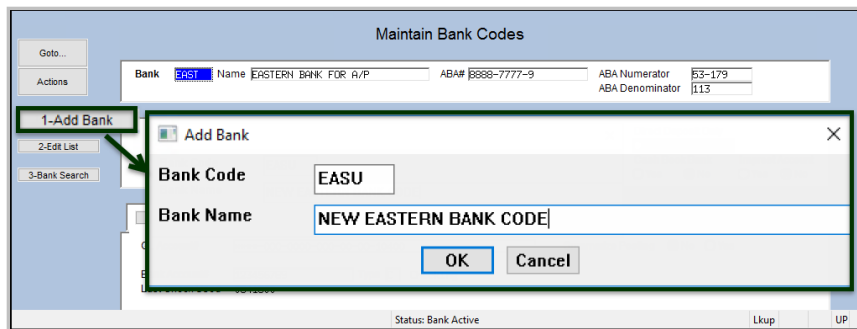
Some sites retain their current bank but need to use a new account number.

ADMINS advises following the procedure described here to create a new bank code for the new account.

This will delineate between the two bank accounts for audit purposes.

6.4.1.   Create A New Bank Account Code

Create a new bank account code following the instructions in **RC–1510 Implementing a New Bank Account**. It will be easier to replicate the data if the new bank account code immediately follows the old bank account code alphabetically, for example, if the current bank code is **EAST**, the new bank coded could be **EASU**, ensuring that the new code will be just after the old. (Bank codes are limited to four alphanumeric characters).

6.4.2.   Copy the Data from the Old to the New

Take a screen shot of the old bank code record and replicate the entries manually.
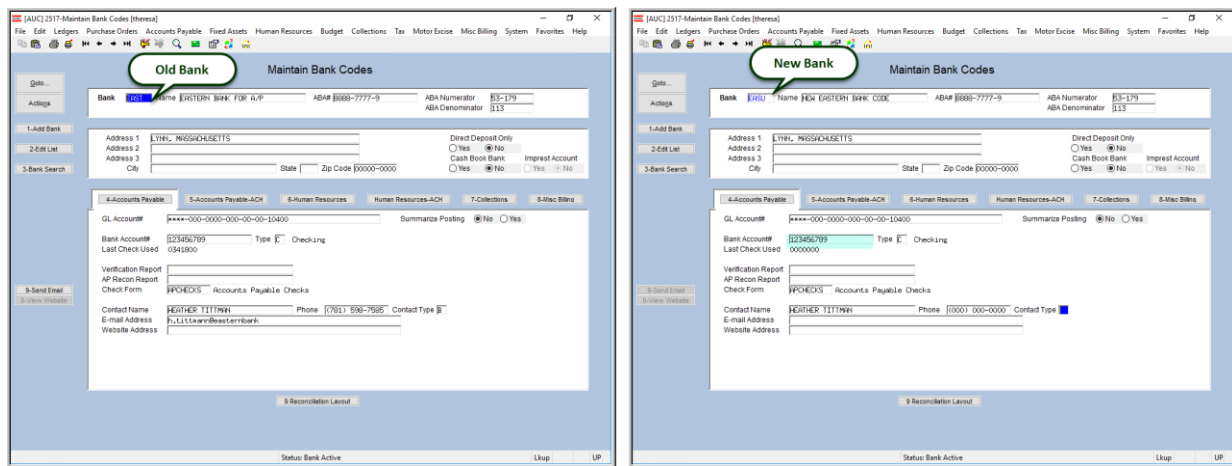
Figure 29 Old bank code and new bank code

Save time using **{CTRL|C}** on each field to copy the data from the old bank code to the new bank code. *Using this timesaver will only work if the new code is the next record.* **{CTRL|C}** copies whatever is in the same field on the prior record into the current record.

Be sure to edit the field labeled **Bank Account #** to use the new account number.

6.4.3.   Populate the Reconciliation Layout Table
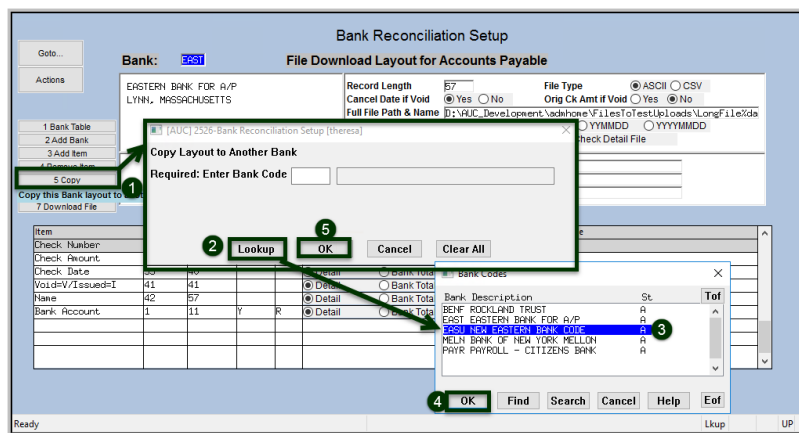
There is a **[5 Copy]** button on the **Bank Reconciliation Setup** screen to allow copying the setup from an old account to a new account. Start on the old bank code screen and select **[5 Copy]**. Select the new bank and click on **[OK]**.

If the Bank Account number on this screen is entered as a literal, first note the characteristics

(start, end, zero fill, and justification), and then remove the literal entry. Replace it with field **#34 Bank Account,** available from the lookup by using **[3 Add Item]** to add a field. Use the same values for start, end, zero fill, and justification.

6.4.4.   Ask ADMINS to Set the Beginning Check Number & Refresh Training

The check number can only be set by **ADMINS** staff. When setup is complete, notify **ADMINS** and ask that **LIVE** be copied to training so that the reconciliation file may be tested with the bank using the new account number.

6.4.5.   Inactivate the Old Code When New Bank is LIVE

When the new bank code is ready for use, inactivate the old code following the steps in **RC–1510 Implementing a New Bank Account**.

[ADM-AUC-DOC-169]

7. QUERIES [Enhancement]

ADMINS added a method for keeping track of deleted **Revenue Collections** batches.

7.1.   Batch Query – Deleted Batches
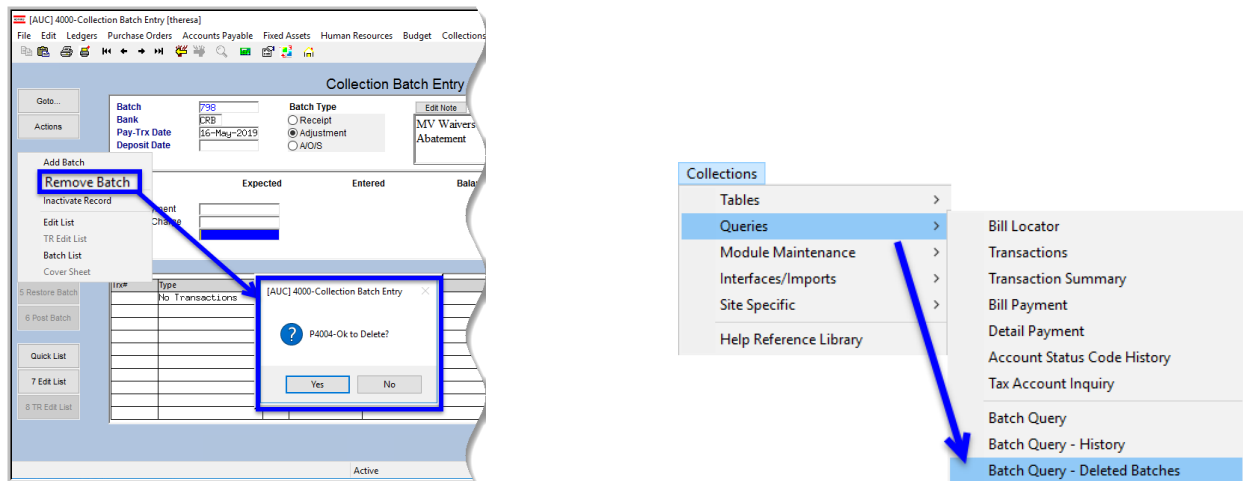
Figure 30 Removing / Deleting a Batch

All transactions must be deleted from the batch before the batch may be removed. In the example shown, batch **# 798** is removed. The batch now appears in the **Batch Query – Deleted Batches** screen.
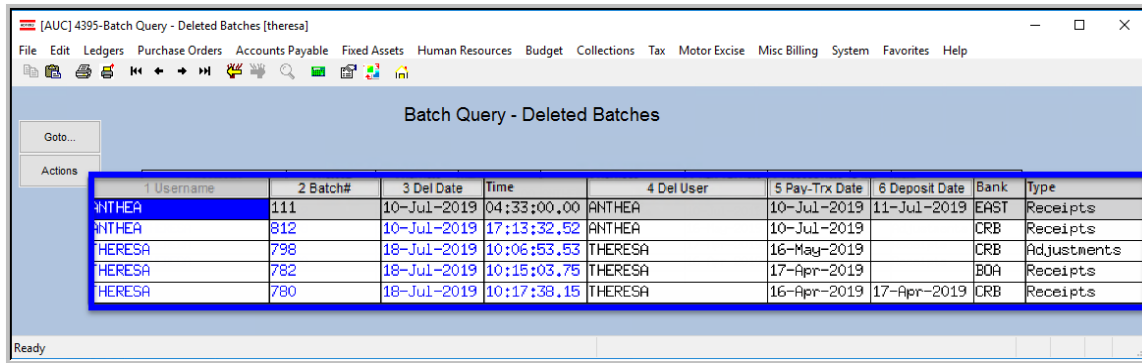
Figure 31 The new Batch Query – Deleted Batches screen

The Batch Query – Deleted Batches screen displays the following information; the data may be sorted by any **column header** that is shown in **bold**:

Header	Description/How Used
[1 Username]	The User that originated the batch
[2 Batch] #	The number of the batch
[3 Del Date]	The date the batch was deleted
Time	The time the batch was deleted
[4 Del User]	The user that deleted the batch
[5 Pay-Trx Date]	The payment transaction date entered on the Collection Batch Entry screen
[6 Deposit Date]	The voucher number used to pay the refund
Bank	The Bank entered on the Collection Batch Entry screen
Type	The type of batch – either Receipts, Adjustments

[ADM-AUC-RC-8415]

8. SITE SPECIFIC ▶ Cranston, RI Statement of Account [Enhancement]

Per the customer's request, the statement of account was changed to reflect **Bill Due** dates in the following manner.

- For *fully paid* bills, the **Bill Due** column will show the first bill due date
- If *nothing* is paid the **Bill Due** date will show the July 15th due date
- If *one quarter* paid, the **Bill Due** date will show the October 15th due date
- If *half paid* the **Bill Due** date will show the January 15th due date
- If *three quarters* paid, the Bill Due date will show the April 15th due date

- If there is a balance on any year, the ***first quarter bill date with a balance due*** will be shown in the **Bill Due** column – for example, if the tax payer had paid quarters one and two, and ***partially paid quarter three***, the quarter three bill date will be shown as the **Bill Due** date
- If there is a balance for **all four quarters**, the **Bill Due** column will show the bill due date for Q1 in each bill year

```
                        STATEMENT OF ACCOUNT
                                                        Page  1
        Printed:            10-Sep-2019
        Your Payment Postmark:  _____

Due to late payment, there are interest charges that your account(s) incurred.

        Owner    :
        Parcel ID:
        Location :

Type            Year Bill#      Net Charged  Interest/Fees      Balance Bill Due        Now Due

Real Estate     2019 0420711001    $3,121.73      $62.44     $2,341.30 15-Jul-2019
Sewer           2019 0420711001      $458.94       $9.17       $344.21 15-Jul-2019
Real Estate     2018 0420711001    $3,049.59     $320.20               16-Jul-2018
Sewer           2018 0420711001      $458.94      $48.19               16-Jul-2018
Real Estate     2017 1916120503      $466.48      $51.32               17-Jul-2017
Sewer           2017 1916120504      $458.94                           17-Jul-2017
Real Estate     2016 2026677501    $2,824.21     $560.68               15-Jul-2016
Sewer           2016 2026677501      $458.94      $50.48               15-Jul-2016
Real Estate     2015 2026372501    $2,824.21     $560.67               15-Jul-2015
Sewer           2015 2026372501      $445.57      $49.01               15-Jul-2015
Real Estate     2014 2026372501    $2,896.11     $568.57               15-Jul-2014
Sewer           2014 2026372501      $424.35      $46.68               15-Jul-2014
Real Estate     2013 2003012001    $2,180.36     $511.64               15-Jul-2013
Sewer           2013 2003012001      $404.15      $44.46               15-Jul-2013
Real Estate     2012 2003012001    $2,180.36     $489.84               16-Jul-2012
Sewer           2012 2003012001      $384.90      $42.34               16-Jul-2012
Real Estate     2011 2003012001    $2,327.30                           15-Jul-2011
Sewer           2011 2003012001      $384.90                           15-Jul-2011
Real Estate     2010 2003012001    $2,246.88                           15-Jul-2010
Sewer           2010 2003012001      $384.90                           15-Jul-2010
                                               _____          _____
                                                             $2,685.51

        Please contact this office if you have any questions regarding this notice.
        Ph: 401-780-3333

        Mail To:  Tax Collections Dept
                  869 Park Avenue
                  Cranston, RI 02910
```

Using the sample in the **Figure 32**, there are ***no payment***s yet made for lines 1 and 2, and the **Bill Due** date is shown as the **Quarter 1 Due Date (15-Jul-2019)**. For years 2010 through 2018, the bills are ***fully paid***, so the Quarter 1 date for each bill year is shown.

Figure 32 Bill Due Dates on the Statement of Account Report

[CRI-SUP-SAPLAUC-783]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documents

PAYMENTS	RC–275 Bulk Remove Unused Batches	[New]
TAX TITLE	RC–460 Town Possession	[New]
TREASURY RECEIPTS	RC–1320 Treasury Receipt Codes	[Updated]
TABLES	RC–1510 Implementing a New Bank Account	[Updated]
SITE SPECIFIC	RC–1722 Cranston, RI Holidays Table	[New]
OTHER	RC–1835 Training Mode	[New]
SYSTEM	RC–1910 System Administration Kit	[Updated]