



REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2020

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

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1. BILL PAYMENT SCREEN → Reports [Enhancement]



ADMINS added two new options under the [Reports] button on the Bill Payment screen. Access the bill payment screen in multiple ways; two are shown here:



- Collections ▶ Payments ▶ Bill payment
- or
- Collections ▶ Queries ▶ Bill Payment

The new reports are a “History List” and a “Summary List”. The data on the reports is shown for the currently selected bill. These reports are available for Real Estate, Motor Excise, and Personal Property/Tangible tax transactions; see the September 2020 Release notes for Real Estate, Personal Property and Motor Excise Tax for report samples of each tax type.

2021 Real Estate Bill Payment Inquiry

Bill #: 001002-00 Year: 2021

Owner: DINAPOLI MICHAEL J & MICHE
Location: 8 GRANITE ST
Account: 0002 -0002 -0000
Parcel: 0002 -0002 -0000

Run	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjustment	Balance	Pending
Q1	1178.85			12.41	1191.26	100.00			1091.26	
Q2	1178.85				1178.85				1178.85	
Q3	1272.37				1272.37				1272.37	
Q4	1272.38				1272.38				1272.38	
Bill Totals	4902.45			12.41	4914.86	100.00			4814.86	4814.86

Owner of Record: DINAPOLI MICHAEL J & MICHE
Current Owner: DMYTRYCK, SARA

Reports

- History List
- Summary List

Figure 1 Bill Payment Inquiry screen with new Reports → History List, Summary List

[ADM-AUC-RC-8488]



2. LOCKBOX PAYMENTS [Enhancement]

Collections ▶ Payments ▶ Process Lockbox Payments

- Collections
- Payments >
- Adjustments >
- Refunds >
- Uncollectables >
- Treasury Receipts >

Many sites process lockbox files for uploading payments. Files are provided by various sources and are sometimes sent with other files that are not intended for upload but rather are descriptive or instructive.

Process Lockbox Payments

Process Lockbox Payments

Description	Date	Start	End	Success
Restart Lockbox Upload	08-Sep-2020	11:38:28,35	11:38:28,35	<input checked="" type="checkbox"/>
Upload Lockbox				<input type="checkbox"/>
Post Lockbox				<input type="checkbox"/>

Task 4200: Upload Lockbox

Process Lock Box or Clearing House Payment Upload

Required: LockBox Upload Method

Enter Lock Box Date [MMDDYYYY]

Required: Enter Upload Filename [FILENAME.DAT]

Run as Preview Print PDF

If Printing use Duplex Yes No

Upload Lockbox

D:\AUC_Development\admhome\FilesToTestUploads\textfile.pdf

File selected for Upload is not of a type that can be uploaded

Make sure the file is a .CSV, .TXT or other text file

Upload Terminated

ADMINS added error checking on file type and now provides an informative error message if the file type is one that cannot be uploaded, such as .pdf, .xls, or xml.

The first line of the error message will identify the file that was specified for upload.

[ADM-AUC-RC-8493]



3. TREASURY RECEIPT CODES [Enhancement]

ADMS added two options for the data entry of new codes to make it easier to reference a similar code.

3.1. Copy Code Button

Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes ▶ [3 Copy Code]

ADMS added a button to create a new code based on a similar code. Position the cursor on the code to be copied from and click on **3 Copy Code**.

3 Copy Code

Inactive accounts on TR codes are identified by the highlighting. Hover text advises how to resolve.

Year	S Code	Description	Revenue Account#
2021	AAFGLIFTS	ANDERSON ATHLETIC FIELD GR	5105-000-0000-000-00-48300
2021	AAFGLIFTS2	Copy of AAFGLIFTS	5105-000-0000-000-00-48300
2021	AAFMTSC	ANDERSON ATHLETIC FIELD RE	5105-000-0000-000-00-48300
2021	AAFRENT	ANDERSON ATHLETIC FIELD RE	5105-000-0000-000-00-42900
2021	ABANDON	ABANDONED PROP-UNCL ITM	
2021	ABANDONST	ABANDONED PROPERTY-STATE	
2021	RSCREF3	GROUP INSURANCE REIMB	
2021	RSCREF4	GROUP INSURANCE REIMB	
2021	RSENGSTNRV	RETIREE HEALTH INS 50%	



Copy Code 799STHMNFR

Year: 2021

Code: 800STHMNFR

OK Cancel

The system will prompt for the **Year** and the **New Code**. Click on **[OK]**. The system will branch to the Treasury Receipt Codes Detail screen (**Figure 2**), with the new code displayed. Make any changes, checking that the accounts exist and are active in the Fiscal Year for which the code is created.

Year: 2021
Code: 800STHMNFR Copy of 799STHMNFR

Accounts	Description	Amount
1st Debit 6580-000-0000-000-00-10400	CASH, TOWN ENGINEERING SERVICES	270.00
1st Credit 6580-000-0000-000-00-48607	799 SOUTH MAIN ST FIRE REVIEW	270.00
2nd Debit 0000-000-0000-000-00-00000		
2nd Credit 0000-000-0000-000-00-00000		
3rd Debit 0000-000-0000-000-00-00000		
3rd Credit 0000-000-0000-000-00-00000		
4th Debit 0000-000-0000-000-00-00000		
4th Credit 0000-000-0000-000-00-00000		

The new code will have a description "Copy of OLD CODE" - it may be over-written - make any other changes to accounts and settings.



Copied codes will not highlight **inactive** account numbers in reverse video. If copying codes with inactive accounts, go to the chart of accounts screen to activate the accounts to be used.

Figure 2 The new code is displayed on the Treasury Receipt Code detail screen to allow immediate review/edits

[ADM-AUC-TR-94]



3.2. Screen Displays the New Code Below the “Original” Code

Start by positioning the cursor on the code to be used as a prototype for the new code. In the illustration in Figure 2, **251HARTF-B** is the original code. Enter the new code as **251HARTF-C**, which will be the next code in the file as the file is sorted by code in alphabetical order.

The screenshot shows the 'Treasury Receipt Codes' application interface. At the top, there are fields for 'Cash Account' and 'Override Cash Account', both set to '****-000-0000-000-00-10400'. Below these are buttons for '1 Add Code', '2 Delete Code', '3 Edit List', '9 Error List', 'View Account', 'View TR History', and 'Export Codes'. The main area is a table with columns for Year, Code, Description, and Revenue Account#. A dialog box titled 'Add Treasury Receipt Code' is open, with a 'Required: Enter Fiscal Year' field containing '2021' and a 'Required: Enter Treasury Receipt Code' field containing '251HARTF-C'. The dialog has 'Lookup', 'OK', 'Cancel', and 'Clear All' buttons. A second screenshot shows the table after the new code is added, with '251HARTF-C' now listed below '251HARTF-B'.

4 Year	5 Code	6 Description	7 Revenue Account#
2021	15NMAINFIR	15 NO MAIN ST - FIRE REVIEW	6580-000-0000-000-00-48508
2021	160HIGHCON	160 HIGH ST - CON COMM REV	6580-000-0000-000-00-48592
2021	160HIGHDFW	160 HIGH ST - DPW REVIEW	6580-000-0000-000-00-48622
2021	160HIGHFPB	160 HIGH ST - PLANNING	6580-000-0000-000-00-48654
2021	160HIGHHRR	160 HIGH ST - HRR	6580-000-0000-000-00-48686
2021	160HIGHHSS	160 HIGH ST - HSS	6580-000-0000-000-00-48718
2021	161&169 M	161 & 169 M	6580-000-0000-000-00-48750
2021	176MECENGR	176 MECENGR	6580-000-0000-000-00-48782
2021	179MECHFIR	179 MECHFIR	6580-000-0000-000-00-48814
2021	1R	26 PEARL ST	6580-000-0000-000-00-48846
2021	20WILLFIRE	20 WILLIAMS WAY	6580-000-0000-000-00-48878
2021	21410	MASS TER	6580-000-0000-000-00-48910
2021	21ESITE	21E SITE	6580-000-0000-000-00-48942
2021	249AHTFDV	249A HARTFORD AVE (A)	6580-000-0000-000-00-48974
2021	249BFITUP	ULTA BLDG	6580-000-0000-000-00-49006
2021	249BHTFDV	249B HARTFORD AVE (B)	6580-000-0000-000-00-49038
2021	24W L1	24 WILLIAMS WAY LOT 1 - PL	6580-000-0000-000-00-49070
2021	24W L2	24 WILLIAMS WAY LOT 2 - PL	6580-000-0000-000-00-49102
2021	251HARTF-A	251 HARTFORD AVE (A) FIRE	6580-000-0000-000-00-49134
2021	251HARTF-B	251 HARTFORD AVE (B) FIRE	6580-000-0000-000-00-49166
2021	2701COA	COA EARMARK GRANT 25K DES	2701-000-0000-000-00-43300
2021	2702COA	COA EARMARK GRANT 25K DES	2701-000-0000-000-00-43300
2021	2703COA	COA EARMARK GRANT 25K DES	2701-000-0000-000-00-43300
2021	2736GRANT	PROJECT HERE SUBSTANTIAL	6580-000-0000-000-00-49198
2021	2R	RENTAL-26 PEARL ST F	6580-000-0000-000-00-49230

Figure 3 Improved screen management when adding a new code

When the new code is created, the screen will be positioned with code **251HARTF-B** at the top of the screen, and the new code below it, ready for data entry. This feature works best if the new code follows the “model” code in the sort sequence.

When entering a new code, the screen will always be sorted alphabetically by code within the fiscal year entered on the prompt.

[ADM-AUC-TR-94]

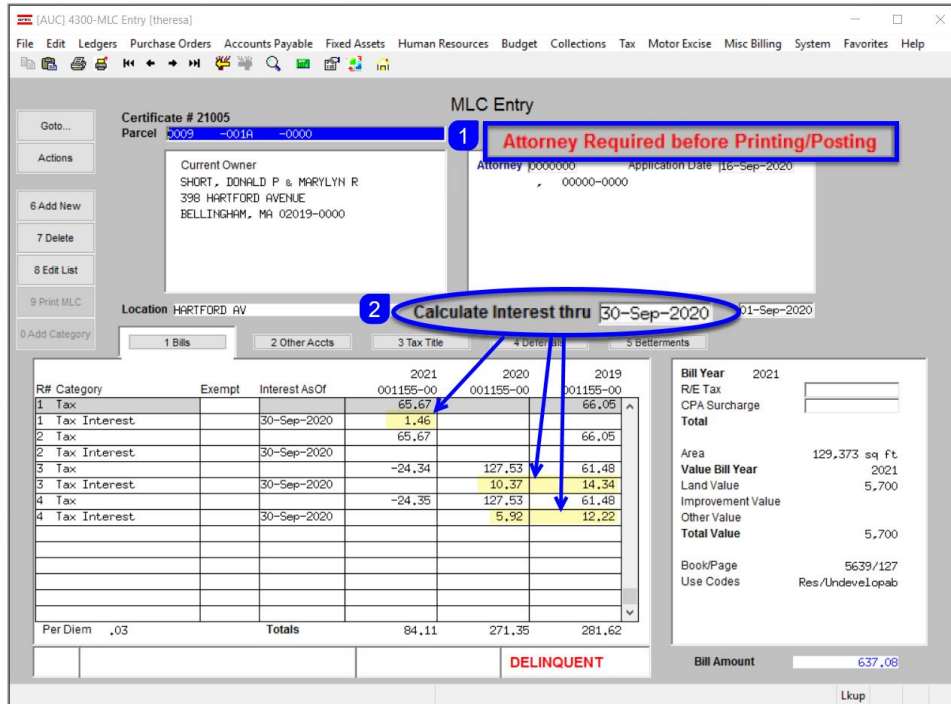
4. MUNICIPAL LIENS CERTIFICATES [Enhancement]

ADMINS made two changes to this screen.

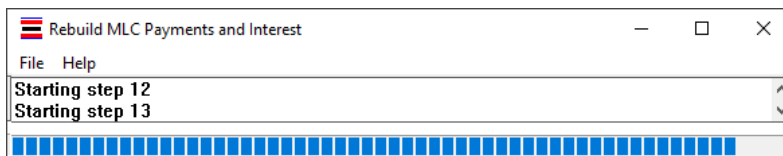
1. The “Attorney Required” note was changed to include both Printing and Posting



- Any time the “calculate interest thru” date is changed, a process will run to find any new payments and recalculate interest (as it does when printing).



A progress bar will be displayed during the recalculation:



[CRI-SUP-SAPLAUC-901]

5. QUICK REPORT SELECTOR [Enhancement]

The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY-117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]



6. CHANGE / SET AUC PASSWORDS [Enhancement]

ADMINS added a [Reset Password] button on the login screen that allows users to reset their own AUC passwords. The feature requires an email address on the user profile for the user account.

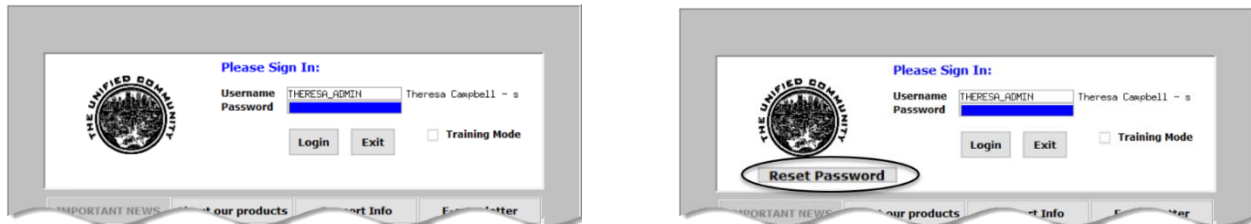
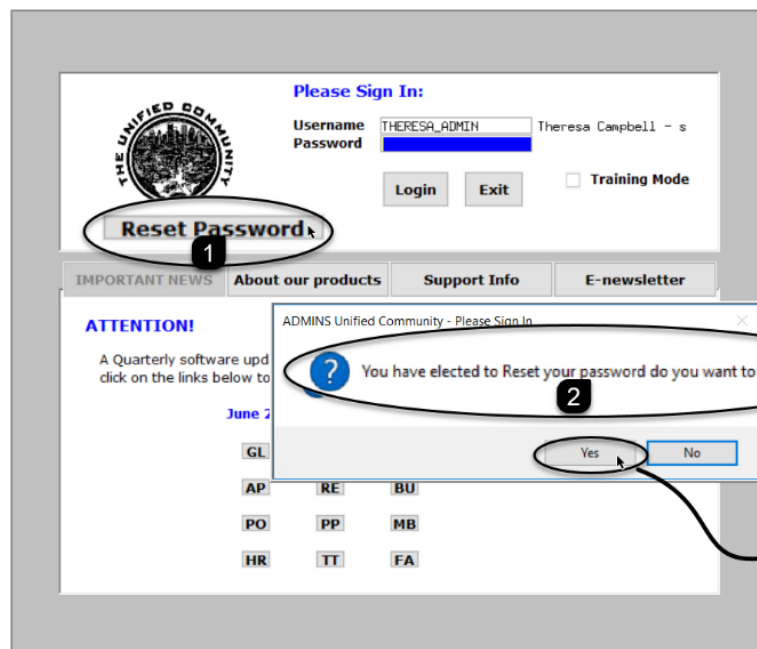


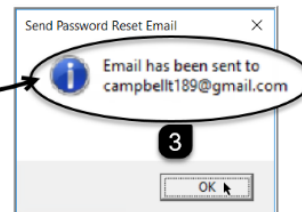
Figure 4 Before and After – the new Reset Password button on the login screen



Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.

2. Click **[Yes]** to the “You have elected to Reset your password do you want to Continue?” prompt.



3. Click **[OK]** to the popup showing where the email has been sent.

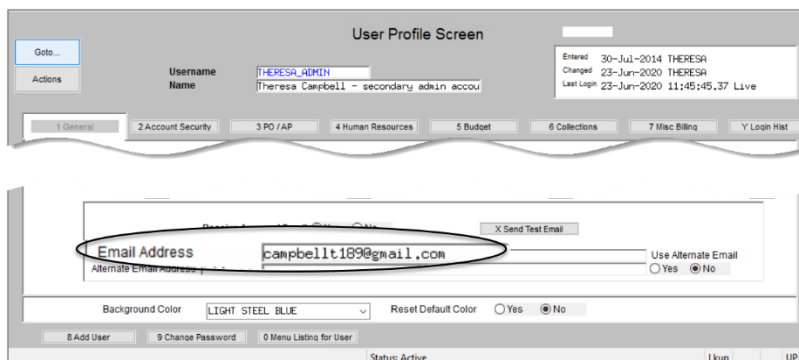


Figure 5 Set up email addresses for AUC users

The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for AUC.

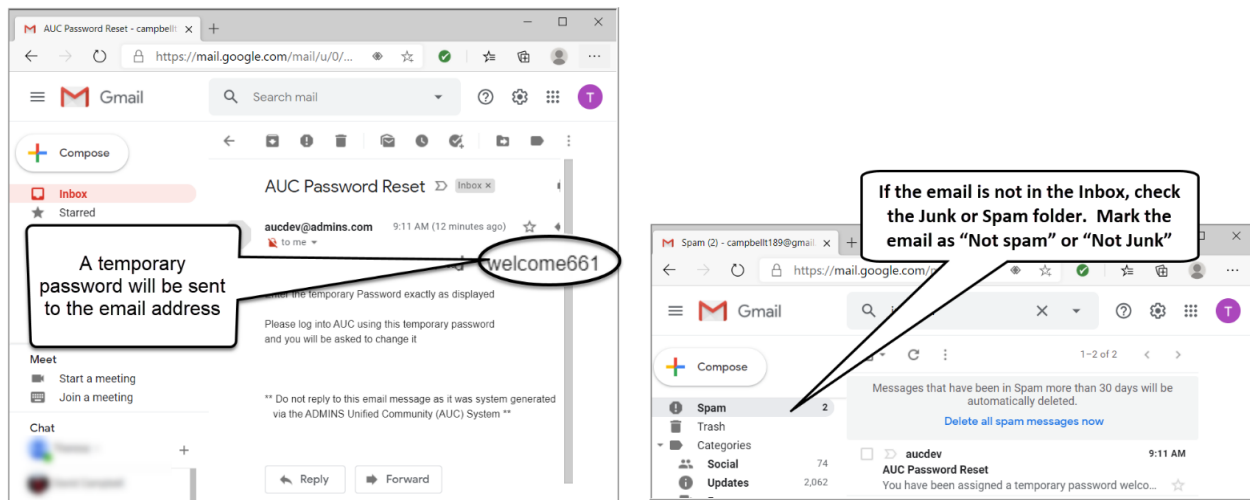


Figure 6 Sample email sent with temporary password

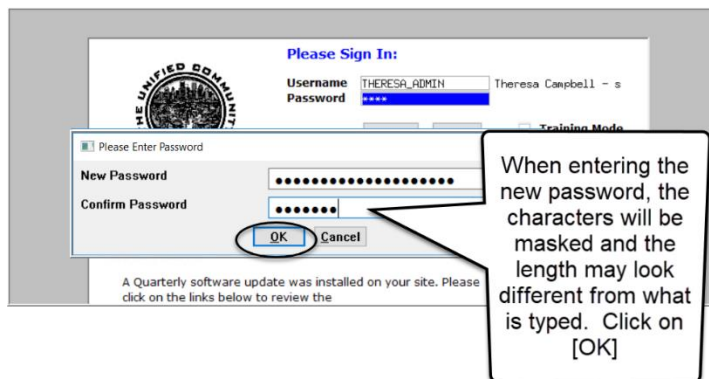


Figure 7 Entering a new password

If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

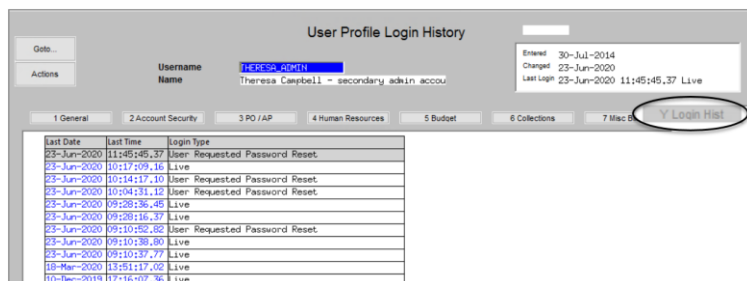
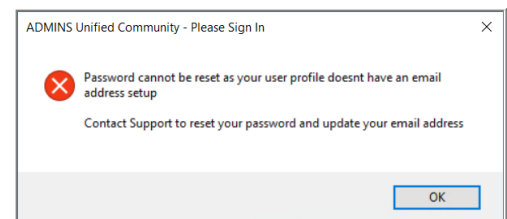


Figure 8 Login History Screen for super-users

The super-user on the site may view the **User Profile** ▶ **[Y Login History]** tab to see logon and password reset activity.

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.



[ADM-AUC-SY-8130]



6.1. New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the **[Reset Password]** button and to let users know that they may try again after five minutes.

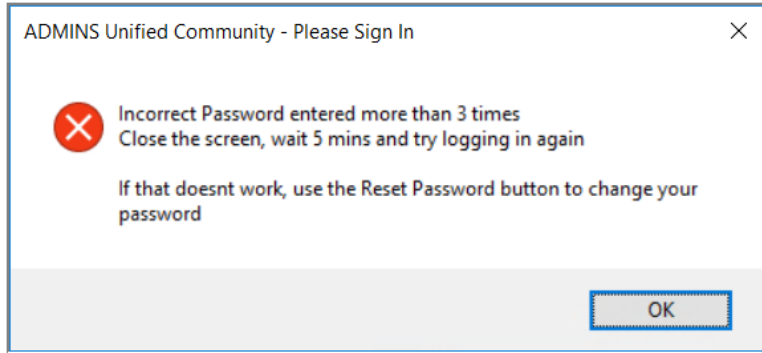


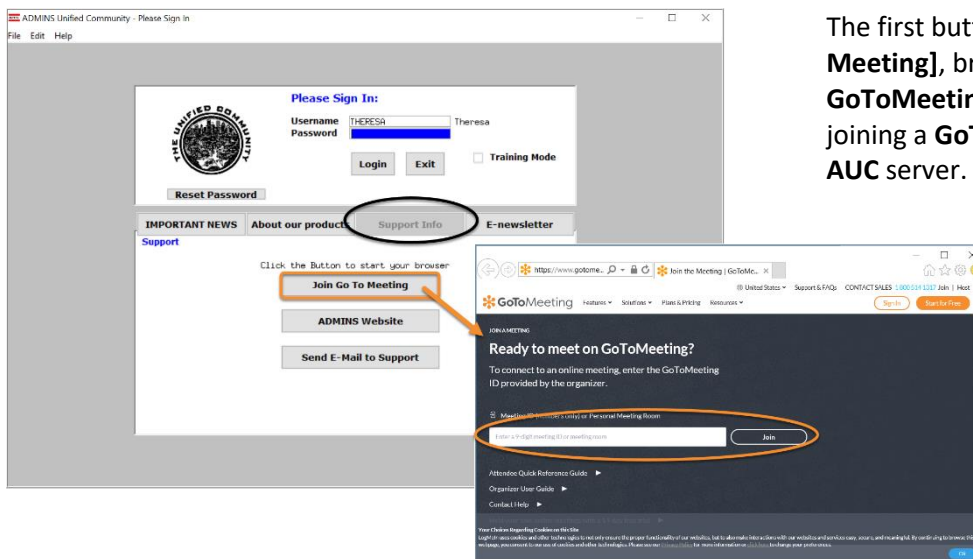
Figure 9 New Incorrect Password message

[ADM-AUC-SY-8159]

7. LOGIN SCREEN SUPPORT INFO TAB [Enhancement]

Many users only use this screen to log in – but there are other features available. Click on the **[Support Info]** tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

7.1. [Join Go To Meeting]

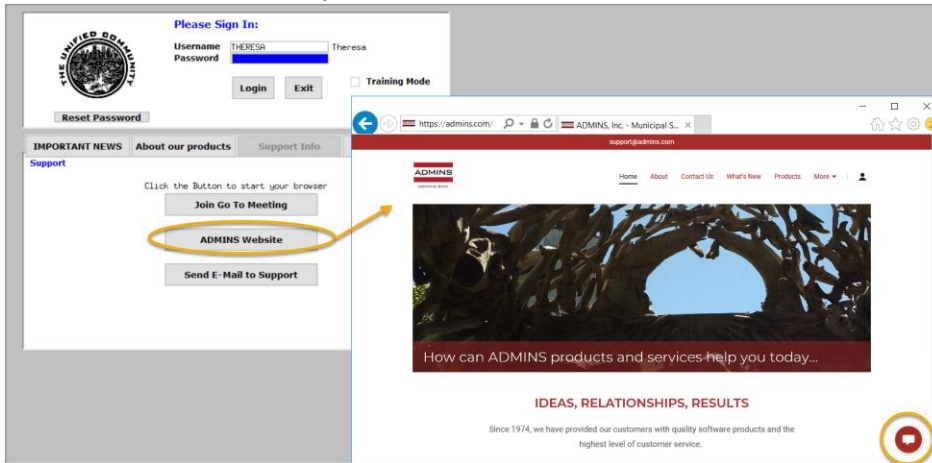


The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.



7.2. [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.



7.3. [Send E-Mail to Support]

The third button opens the **ADMINS “Contact Us”** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.



[ADM-AUC-SY-8154]



8. SITE SPECIFIC

ADMINS added section 2.3 of the **RC–1775 Cranston, RI Remove Old Tax Year Process** document to explain the impact on Daily Balance Exports.

[CRI-SUP-SAPLAUC-871]

8.1. Lockbox Uploads (Rossi and L&L)

Some law offices supply **.CSV** files of lockbox payments. If during the creation of these **.CSV** files, the file is opened and saved in **Excel®**, any leading zero is stripped from the date field, which caused an abnormal termination of the upload. With the software update, **ADMINS** added error handling to identify and repair date fields that were stripped of a leading zero, so the process now uploads these files properly.

[ADM-AUC-RC-8494]

9. REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **“SYSTEM”** sections of each library were standardized for the help documents that are not specific to the module. See the **“SYSTEM”** bullet below for an example.

9.1. New or Updated Documents

- | | | |
|-----------------------|--|-----------|
| • -----TOP LEVEL----- | RC–100 Revenue Collections Help Documents Index | [Updated] |
| • SITE SPECIFIC | RC–1750 Cranston, RI Tax Account Status | [Updated] |
| | RC–1775 Cranston, RI Remove Old Tax Year Process | [Updated] |
| • SYSTEM | SY–117 Quick Report Selector | [New] |
| | SY–145 Reset Password | [New] |