



# REVENUE COLLECTIONS

## RELEASE NOTES – SEPTEMBER 2021

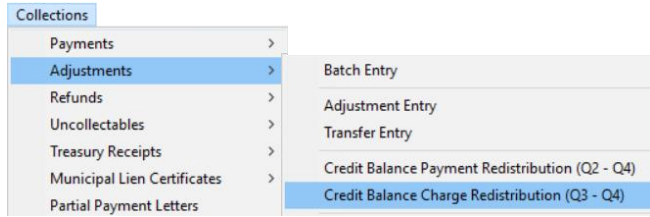
This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) REVENUE COLLECTIONS** system.

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# 1. CREDIT BALANCE CHARGES REDISTRIBUTION

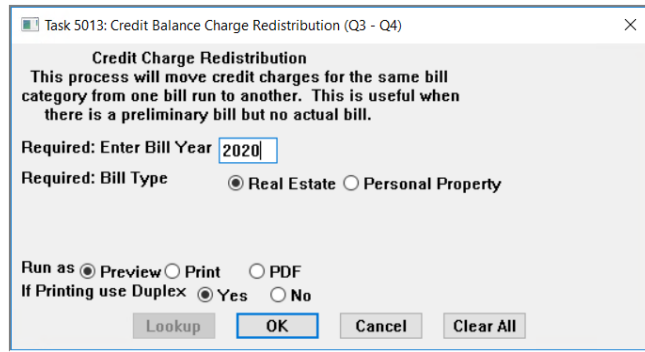


ADMINS now offers a way to redistribute credit balance **charges** on Real Estate (RE) and Personal Property (PP) bills. The process will move credit charges for the same bill category from one bill run to another. This is useful when there is a **preliminary** bill, but no **actual** bill issued to the taxpayer. The AUC system has always provided a way to rebalance **payments** between quarters. Now, there is a way to rebalance **charges**.

*This will only re-distribute charges to the same bill.  
The process does not cross years or different bill types.*

From the menu, select:

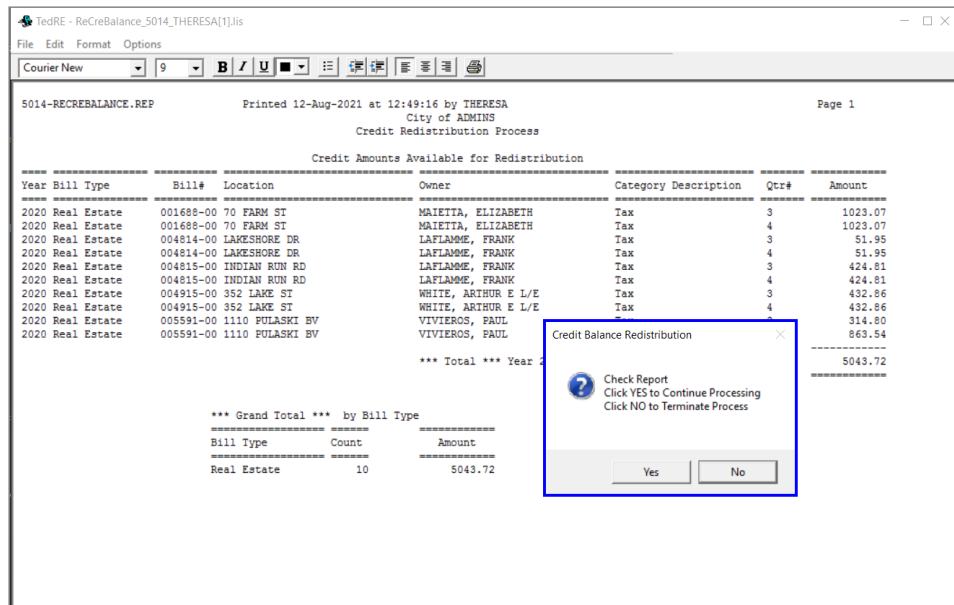
**Collections ▶ Adjustments ▶ Credit Balance Charge Redistribution (Q3-Q4)**



The system will prompt for a **Required Bill Year** and  **Bill Type**. Eligible Bill Types for **Credit Balance Charges Redistribution** are Real Estate and Personal Property.

Click on **[OK]**; the process will display a report of the bills meeting the selection criteria. Review the report for accuracy.

Click **[Yes]** to continue processing; click **[No]** to terminate the process without making any changes to bills.



The system produces report #5015 showing the redistributed credit charges:



TedRE - ReCreBalanceT\_5015\_THERESA[1].lis

File Edit Format Options

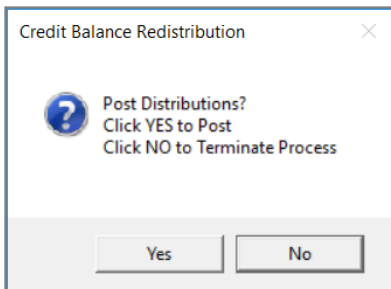
Courier New 9 B I U

5015-RECREBALANCET.REP Printed 12-Aug-2021 at 12:52:55 by THERESA Page 1  
City of ADMINS  
Credit Redistribution Process

Redistributed Credits

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Adjust Amount
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	2	-1,023.07
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	3	1,023.07
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	1	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	2	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	3	51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	4	51.95
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	1	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	2	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	3	424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	4	424.81
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	1	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	2	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	3	432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	4	432.86
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	2	-563.03
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	3	314.80
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	4	248.23
*** Total *** Year 2020							-----
*** Grand Total *** by Bill Type							-----
	Bill Type	Count	Adjust Amount				
	Real Estate	17					

Then the system prompts to post the redistribution:



Click on **[Yes]** to post the distribution; click **[No]** to terminate the process. The posting process produces two reports:

- #4084 Posting Summary by GL#, and
- #5016 Credit Distribution Process

## 1.1. Posting Reports

TedRE - RectPstGLSum\_4084\_THERESA[1].lis

File Edit Format Options

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4084-RECPSTGL\_SUM.REP Printed 12-Aug-2021 at 12:57:01 by THERESA Page 1  
City of ADMINS  
Posting Report - Summary by GL#

Posting#: 8886616

FY	Date	Batch#	Account#	Description	Debit	Credit
2022	12-Aug-2021	CAI3	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES	3405.34	3405.34
2022	12-Aug-2021	CAI3	1000-000-0000-000-00-40-12200	2020 REAL ESTATE A/R	3405.34	3405.34
BALANCE SHEET					6810.68	6810.68
*** GRAND TOTAL ***					6810.68	6810.68
					Balance Sheet	
					Subsidiary Ledger	

Figure 1 #4084 Posting Report – Summary by GL # showing the posting is a wash



TedRE - ReCreBalanceC\_S016\_THERESA[1].lis

File Edit Format Options

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5016RECREBALANCEC.REP Printed 12-Aug-2021 at 12:57:01 by THERESA City of ADMINS Page 1

**Credit Distribution Process**

GL Batch# : 8896616  
Pay Trx Date : 12-Aug-2021  
GL Effective Date: 12-Aug-2021  
Deposit Date : N/A

Real Estate Credit Balance Redistribution

User Batch#	Trx#	Bill Year	Payment Date	Bill Number	Owner	Bill Category	Credit To Distribute	Distributed Amount
CAT3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q2 01-Tax		-1023.07
CAF2		2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax	-1023.07	
CAT3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax		1023.07
CAF2		2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q4 01-Tax	-1023.07	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q1 01-Tax		-51.95
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q2 01-Tax		-51.95
CAF2		2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q3 01-Tax	-51.95	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q3 01-Tax		51.95
CAF2		2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q4 01-Tax	-51.95	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q4 01-Tax		51.95
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q1 01-Tax		-424.81
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q2 01-Tax		-424.81
CAF2		2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q3 01-Tax	-424.81	
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q3 01-Tax		424.81
CAF2		2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q4 01-Tax	-424.81	
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q4 01-Tax		424.81
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q1 01-Tax		-432.86
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q2 01-Tax		-432.86
CAF2		2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q3 01-Tax	-432.86	
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q3 01-Tax		432.86
CAF2		2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q4 01-Tax	-432.86	
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q4 01-Tax		432.86
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q2 01-Tax		-563.03
CAF2		2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax	-314.80	
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax		314.80
CAF2		2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax	-863.54	
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax		248.23
*** Grand Total ***								-5043.72

Figure 2 #5016 Credit Distribution Process report

## 1.2. Effect on the Bills

2020 Real Estate Bill Payment Inquiry

2 Bill# 001688-00 Year 2020 X Search...

3 Owner

4 Location

5 Account

6 Parcel

Tendered Cash Back Applied Total

Cash-Coin

Cash-Paper

Check

Other

0 Attachments Z MLCs Y Parcel/Acct Notes T Bill Notes-Tickler (1)

Run	Charges	Abatements	New Instr	Net Bill	Paid	Refund	Adjustment	Balance
Q1	1023.07			1023.07			-1023.07	
Q2	1023.07			1023.07			-1023.07	
Q3	-1023.07			-1023.07			1023.07	
Q4	-1023.07			-1023.07				-1023.07
Bill Totals							-1023.07	-1023.07

Running the process often results in a zero-balance bill; no further action is required. The process could result in a bill with a credit balance on Quarter 4.

Using bill #001688 as an example, the credit balance of \$(1,023.07) shows on Quarter 4.

The credit balance is now available to the **Collections ▶ Refunds** process.

[ADM-AUC-RE-5584]



## 2. TABLES

Total MLC Groups that were setup in the Bill Category table were not being copied from year to year with all the other groups. To access the Bill Category table, select:

Collections ▶ Tables ▶ Bill Category

Category & Description	Trx Charge Group	Category Group	MLC Charge Group	MLC Payment Group	MLC Total Group
01 Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
02 CPA	2 CPA	00	000 No Group	000 No Group	299 TOTAL UNPAID
03 Revised Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
04 Unused	1 Taxes	00	010 Other Tax	190 Payments	299 TOTAL UNPAID
05 Water Lien	3 Liens	00	030 Water Lien	130 Water Lien	000 No Group
06 Water Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group
07 Sewer Lien	3 Liens	00	031 Sewer Lien	131 Sewer Lien	000 No Group
08 Sewer Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group

Figure 3 Bill Year 2021

In the image, Real Estate Categories 1, 2, and 3 are marked as MLC Total Group 299. Prior to the software update, this information was not copied to the next year.

### 2.1. Bill Category Table Copy Includes MLC Total Group [Fix]

ADMINS corrected this with the software update.

Initiate the copy from the **Bill Category** table either via the **[Copy Bill Year]** button or from the **[Actions] ▶ Copy Records** feature.

Figure 4 The MLC Total Group values will be copied with the rest of the table data



[AUC] 4004-Bill Category

Year Type Description  
2022 10 Real Estate

Bill Category

Lien Categories 5-14  
Betterment Categories 15-26

Categories 1 Accounting 2 Associations 3 Groups 4 Sub-Category 5 Flags 6

Category & Description	Trx Charge Group	Category Group	MLC Charge Group	MLC Payment Group	MLC Total Group
01 Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
02 CPA	2 CPA	00	000 No Group	000 No Group	299 TOTAL UNPAID
03 Revised Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
04 Unused	1 Taxes	00	010 Other Tax	190 Payments	299 TOTAL UNPAID
05 Water Lien	3 Liens	00	030 Water Lien	130 Water Lien	000 No Group
06 Water Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group
07 Sewer Lien	3 Liens	00	031 Sewer Lien	131 Sewer Lien	000 No Group
08 Sewer Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group
09 Trash Lien	3 Liens	00	032 Trash Lien	132 Trash Lien	000 No Group
10 Trash Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group

Figure 5 Bill Year 2022

The MLC Totals Group values will be included in the copy. This copy will now work from any of the tabs on the Bill Category screen. Prior to the software update, the copy only worked from the [Categories 1] tab.

[ADM-AUC-RC-8518]

### 3. TREASURY RECEIPT USERS [Enhancement]

Some sites use only the Treasury Receipt function for collections while other sites use both Tax and the Treasury Receipt modules. On sites that use both, there can be many departments exclusively entering Treasury Receipts. To make it easier for departmental receipts data entry users, the Collections Profile tab now has a setting. Select:

System ► User Menu ► User Profile ► [6 Collections]

#### 3.1. User only Processes Treasury Receipts set to “No”

For users that should have access to both Tax payments and departmental receipts, set the radio button to  No.

[AUC] 3-User Profile Screen

User Profile Screen

User Name: THERESA

Entered: 07-Sep-2009 MUPDEV1  
Changed: 17-Sep-2021 THERESA  
Last Login: 17-Sep-2021 14:38:58,59 LLive

1 General 2 Account Security 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing 8 Y Login Hist

Collection Defaults

Restrict User to process their own batches ONLY  Yes  No  
Batch Entry screen - Set button to  Submit  Send To  
Include in the List of SEND TO names  Yes  No

User only processes Treasury Receipts  Yes  No

Validator - Receipt Printer REGISTERED

Default Bank: BOA

Background Color: LIGHT STEEL BLUE Reset Default Color  Yes  No

9 Add User 9 Change Password 0 Menu Listing for User

Status: Active

Users with the radio button set to  No will see a drop-down menu when clicking on the [2 Enter Receipts] button on the Collection Batch Entry screen.



[AUC] 4000-Collection Batch Entry

Collection Batch Entry Profile not restricted

Goto... Actions

Batch: 1010 Batch Type:  Receipt  Adjustment  A/O/S Edit Note: No text available

Bank: BOA

Pay-Trx Date: 03-Sep-2021

Deposit Date: 03-Sep-2021

TR#: \_\_\_\_\_

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	900,00	900,00	
Other			
	900,00	900,00	

Real Estate  
Tax Deferral  
Motor Excise  
Personal Property  
Tax Title  
Treasury Receipts 2

1 Add Batch

2 Enter Receipts

3 Cover Sheet

Bill Payment  
Treasury Receipt  
Tax Title Payment  
Deferral Payment

5

Type	Year	Bill#/TR Code	Description	Cash	Check	Other
Treasury Receipts	2022	REFUND3	APPROPRIATION REFUND		400,00	
Treasury Receipts	2022	REFUND8	APPROPRIATION REFUND		500,00	

6 Post Batch

### 3.2. User only processes Treasury Receipt set to “Yes”

[AUC] 3-User Profile Screen

User Profile Screen

Goto... Actions

User Name: \_\_\_\_\_

Entered: 07-Sep-2009 MJPDEV1  
Changed: 17-Sep-2021 THERESA  
Last Login: 17-Sep-2021 14:38:58,59 LLive

1 General 2 Account Security 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing 8 Y Login Hist

Collection Defaults

Restrict User to process their own batches ONLY  Yes  No

Batch Entry screen - Set button to  Submit  Send To

Include in the List of SEND TO names  Yes  No

User only processes Treasury Receipts  Yes  No

Validator - Receipt Printer: REGISTER10

Default Bank: BOA

Background Color: LIGHT STEEL BLUE Reset Default Color:  Yes  No

8 Add User 9 Change Password 0 Menu List for User

Status: Active

Users only processing Treasury Receipts will go directly to the Treasury Receipts screen without seeing the drop-down menu.

2 Enter Receipts

[AUC] 4006-Treasury Receipts

Treasury Receipts

Goto... Actions

Username: THERESA

Batch: 1040

Pay-Trx Date: 17-Sep-2021

Deposit Date: \_\_\_\_\_

2-Edit Note: No text available

Cash-Coin   
Cash-Paper   
Check   
Other

Enter Receipts

Year	Trx Date	Code	Account Number	Note
2022	17-Sep-2021		0000-000-0000-000-00-000000	

Accepted Receipts 5-Apply TR# 6 Add Batch Attachments

Year	Trx Date	Code	Account Number	Note
0000			0000-000-0000-000-00-000000	

[ADM-AUC-TR-96]



## 4. TAX TITLE

Prior to the software update, during an original Tax Title taking, accounts with an interest balance were not properly adjusted in the Real Estate module. There was also an issue with the adjustment of the tax taking fee. **ADMINS** corrected both issues.

[ADM-AUC-TT-3872]

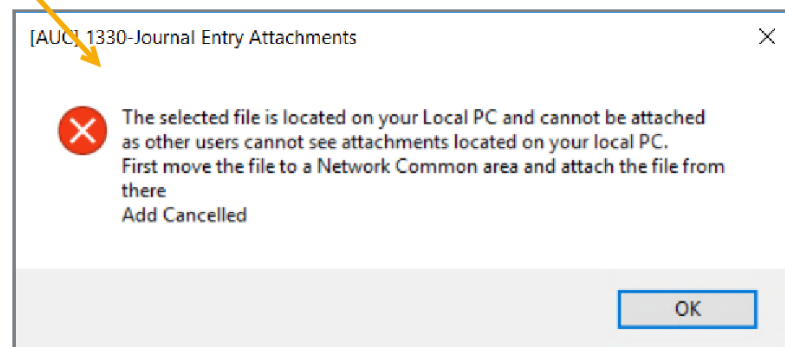
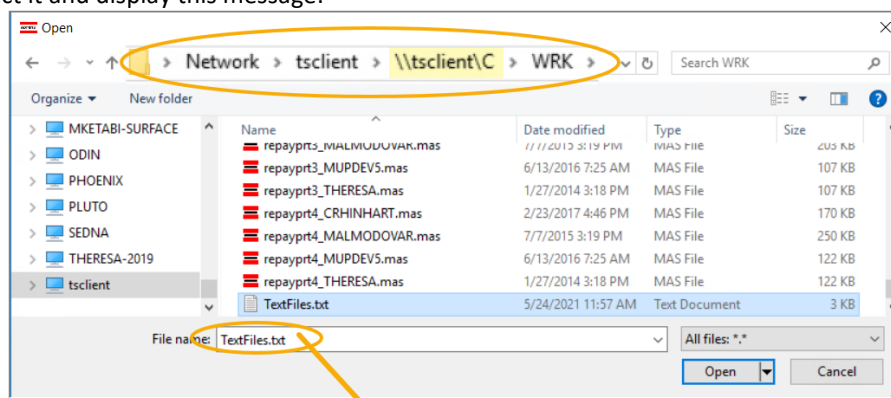
## 5. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

### 5.1. Prevent Attaching Files Residing on Local Workstations

**ADMINS** made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3<sup>rd</sup> parties.





### 5.1.1. Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	Access Via the Menu Path:
4107	Attach Documents to Treasury Receipt	Treasury Receipts Entry ▶ [3 Accept] ▶ [ATTACH]
4108	Treasury Receipt Attachments	Treasury Receipts ▶ Treasury Receipts History ▶ [ATTACH]
4138	Attachments	Queries ▶ Bill Payment ▶ [0 Attachments]
4217	Add Attachments to Posted Batch	Treasury Receipts ▶ Add Attachments to Posted Batch
4286	TR Batch Attachments	Treasury Receipts Entry ▶ [6 Add Batch Attachments]
4306	MLC History - Attachments	Municipal Liens Certificates ▶ MLC History ▶ [6 Attachments]
4315	Attorney Attachments	Tables ▶ Attorney Table ▶ [2 Attachments]

[ADM-AUC-SY-8206]

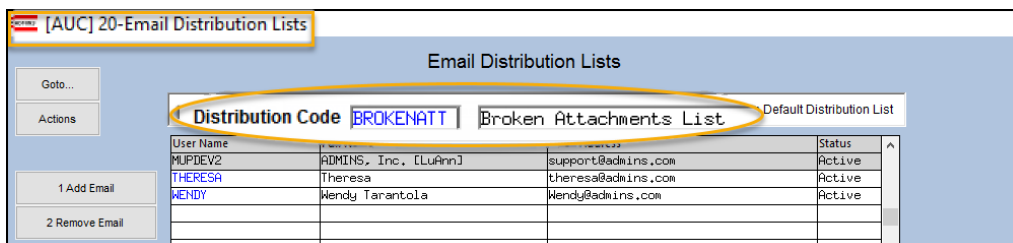
## 5.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

1. If attachments are system generated, or
2. If "TSLIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.

The weekly error check report is sent to the members of the BROKENATT email distribution list. To add users to the list, follow the instructions found in SY-150 AUC Email Distribution Lists in each Help Reference Library. If the weekly process identifies missing TSLIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact [support@admins.com](mailto:support@admins.com).



[ADM-AUC-SY-8206]

## 6. HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

### 6.1. New or Updated Documents

- SYSTEM SY-123 Department Groups [New]