REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2022

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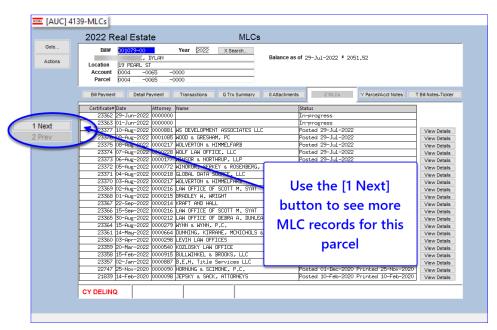
CONTENTS

1   Bill Query Screen – MLC Tab

Prior to the software update, if a parcel had been issued more than 22 Municipal Lien Certificates (MLCs), the screen would display the list of MLCs and the process would abnormally terminate.
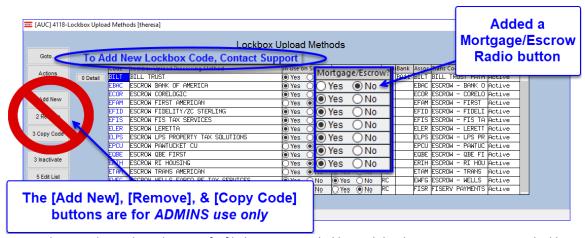
ADMINS corrected this by increasing the number of available MLCs on the screen.

Use the [1 Next] button to see more MLC records for this parcel

2   Lockbox Methods

Collections ▶ Tables ▶ Lockbox Upload Methods

Added a Mortgage/Escrow Radio button

To Add New Lockbox Code, Contact Support

The [Add New], [Remove], & [Copy Code] buttons are for *ADMINS use only*

Due to the complex and vendor-specific file layouts provided by each bank, mortgage, escrow, or lockbox processor, we removed these buttons. **ADMINS** support works with each vendor to test and verify the layout prior to the method being available to the customer.

ADMINS removed the **[1 Add New]**, **[2 Remove]**, and **[3 Copy Code]** buttons from the Lockbox Upload Method code screen, so that new codes are not accidentally created.

2.1 Edit List

The mortgage/escrow flag appears on the edit list:

[ADM-AUC-RC-8539]

3 Print Current Balance Bills by Batch [Enhancement]

Before the software update, when using this screen to print multiple bills, the tab order was **Ln ▶ Year ▶ Bill Number**. To make it quicker to enter bills, **ADMINS** removed the Ln field from the tab order. This will speed up data entry. *The Line number can still be accessed by placing the cursor in the Ln field.*
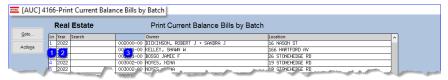

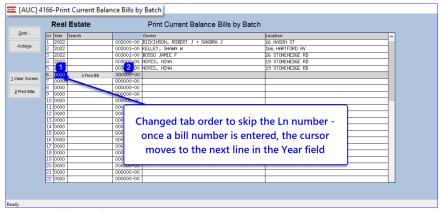**Figure 1 Before – had to tab over from the Ln field to get to the Year field**

Figure 2 After – after entering a bill number, the cursor advances to the Year field on the next line

[ADM-AUC-RC-8546]

4   Copy Tables for New Year [Fix]

ADMINS fixed an issue with the Copy Tables for New Year command and added checking to ensure that new codes for Treasury Receipt Account mapping are set to active when they are entered.

[ADM-AUC-RC-8544]

5   Help Reference Library

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

5.1   New or Updated Documents

Receipts	RC–200 Lockbox Processing	[Updated]
Uncollectables	RC–1010 Write Off Small Balances	[Updated]
Site Specific	RC–1725 Cranston, RI Write Off Small Balances	[Updated]

5.2   New or Updated Content on ADMINS.com

Introduction to AUC [7:00]	[New]
Quick Task Selection [2:11]	[New]
Reprinting Reports [4:20]	[Updated]
Optimizing the PDF® Viewer [3:37]	[New]