



Revenue Collections

Release Notes

September 2023

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

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1 Reversing a Posted Batch [Enhancement]



This is to be used in the rare case when an error is made and a batch is either duplicated when it is posted or if the data entered into the batch was incorrect and the entire batch has to be reversed.

This feature will reverse an entire tax payment batch, an entire lockbox batch, or an entire Treasury Receipt batch. For complete instructions on reversing a posted batch, please read **RC-205 Reversing a Posted Batch** in the Revenue Collections Help Reference Library. The whole batch will be reversed. If individual Bills need modification, manual adjustments will need to be processed.

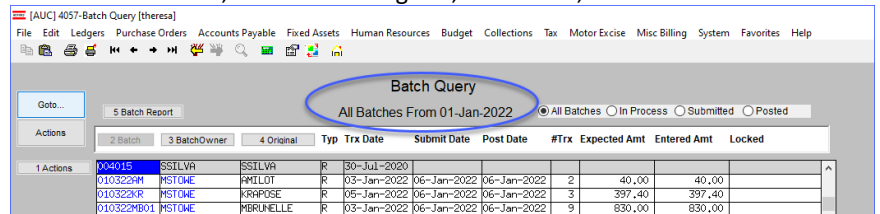
[ADM-AUC-RC-8602]

2 Batch Query Screens [Enhancement]

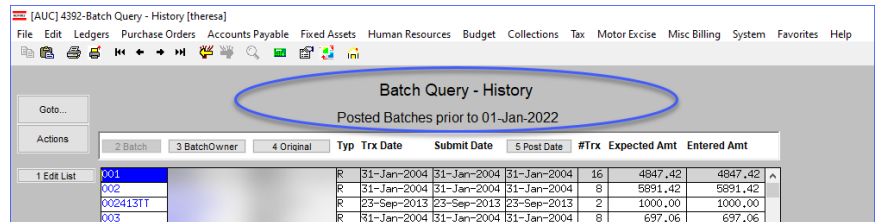
There are two Batch Query screens available in AUC for collections batches.

- Bill Locator
- Transactions
- Transaction Summary
- Bill Payment
- Detail Payment
- Account Status Code History
- Tax Account Inquiry
- Batch Query
- Batch Query - History
- Batch Query - Deleted Batches

The Batch Query screen holds the current data since the date shown, and includes all batches, whether In Progress, Submitted, or Posted.



The Batch Query – History screen holds only **Posted** batches prior to the stated date.



To remind users what data is shown on each screen, **ADMINS** added some text to the top of the screens.

[ADM-AUC-RC-8601]

2.1 New Reversal Flag Column on Batch Query Screen

A "Y" in the RV column indicates that the batch was reversed. Hover over the "Y" to see the reversal batch number.

RV	#Trx	Expected
Y	2	195,76
	1	500,00
	1	987,66
	2	300,00

Original Batch
New Batch RVB1332

The RV column was added to the Batch Query screen to alert the user that a batch had been reversed. Hover over the RV column for the selected batch to view the details.

Please read **RC-205 Reversing a Posted Batch** in the Revenue Collections Help Reference Library.



[ADM-AUC-RC-8607]

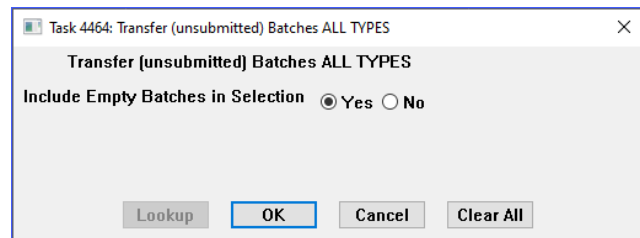
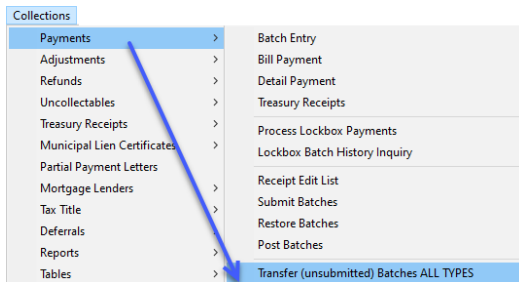
3 Transfer Empty Batches [Enhancement]

ADMINS clients asked for a way to transfer empty revenue collections batches. This is helpful to sites that assign batch numbers rather than allowing the system to assign them. If a batch owner is unavailable for any reason, the empty batches they own can be transferred to another user.



To transfer an empty batch, from the menu, select:

Collections ▶ Payments ▶ Transfer (Unsubmitted) Batches



To include the empty batches in the selection screen, click on the Yes radio button.

Select the batches to be transferred by clicking on the checkbox . The user initiating the transfer will see this prompt; the batch(es) can be transferred to any user; if unsure of the username, select it from the lookup; if desired, click on the Yes radio button to have an email sent listing the batches being transferred:

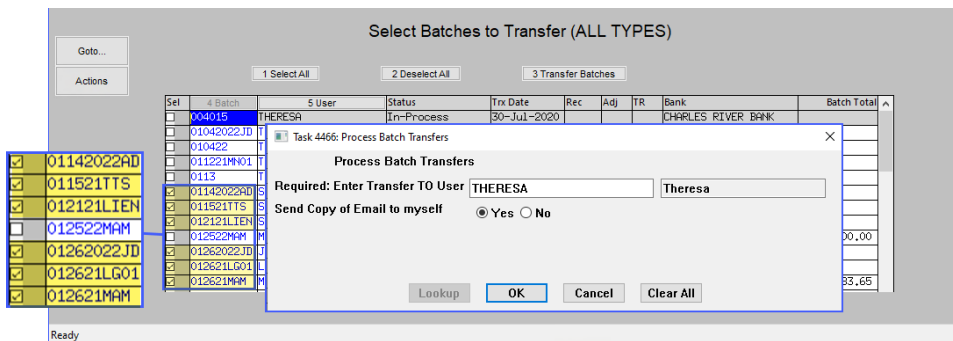


Figure 1 Transferring Empty batches

The transfer of empty batches applies only to this process and does not apply to the transfer of batches on the Batch Query screen.



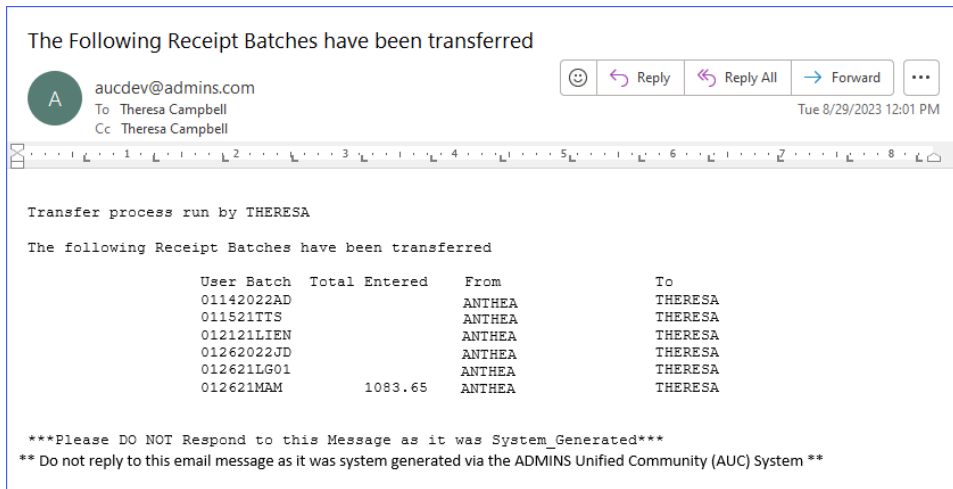

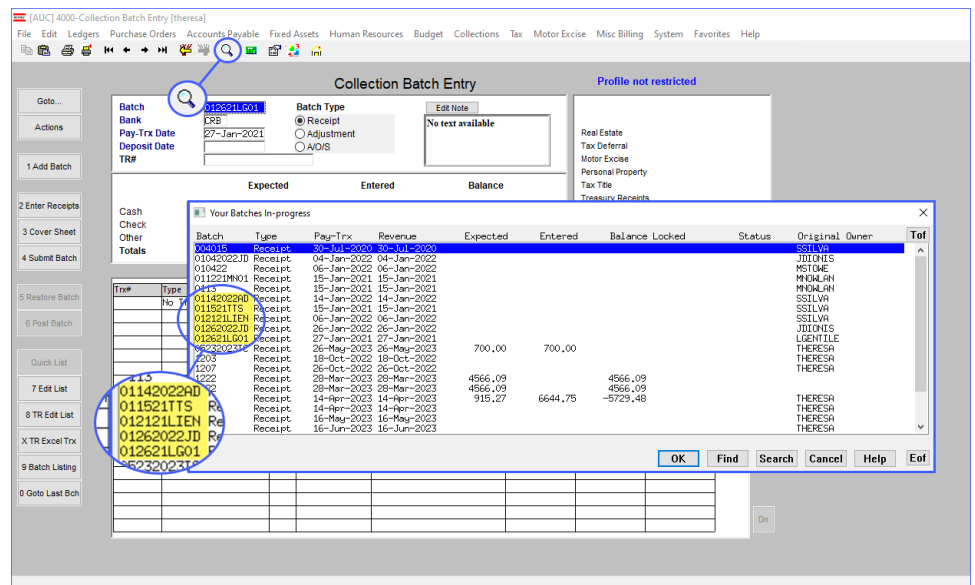


Figure 2 Email sent to the original owner(s) of the batch(es) and to the user initiating the transfer

Once the batches are transferred to the new owner, they will be available as an “In Progress” batch on the batch entry screen.

Click in the batch field and use the  button to view all the batches in progress and find the desired batch.

- 1: All Your Batches
- 2: Your Batches In-progress
- 3: Your Receipt Batches
- 4: Your Adjustment Batches
- 5: Your Added/Omitted/Supplementary Batches
- 6: Your Submitted Batches Ready to Post
- 7: Your Posted Batches



[ADM-AUC-RC-8599]

4 Reports

ADMINS enhanced the GL posting report output file names, provides a method to produce Outstanding Statements of Account in batch, fixed an issue with the Form 410 when run from the report library instead of the Tax Title Inquiry screen, and suppresses “No Records Selected” output for site-specific reports.

4.1 GL Posting # Added to Report Names [Enhancement]

Users sometimes need to retrieve a report from a Collections batch posting. To make it easier to find the correct report to retrieve, ADMINS added the GL Posting number to the two GL posting reports (Detail & Summary).



Select the Yes radio button to produce the GL Reports. If the reports are not produced in the posting step, they cannot be retrieved.

Task 4012: Post Receipts

Post Receipts

Total By Fund Fund and Dept Trx#

Print Detail GL Report: Yes No

Print Summary GL Report: Yes No

Print Batch Summary Report: Yes No

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

4.1.1 Report #4099 Posting Report – Detail by GL

RectPstGL_4099_8896011_THERESA[1].pdf - Adobe Acrobat Reader (64-bit)

RectPstGL_4099_8896011

4099-RCRECPSTGL.REP Printed 29-Aug-2023 at 15:08:17 by THERESA
Town of Admins
Posting Report - Detail by GL#

Posting#: 8896011
Batch#: 1253

To make the posting reports easier to find, the GL posting number was added to the report name

4.1.2 Report #4084 – Posting Report – Summary by GL

RectPstGLSum_4084_8896011_THERESA[1].pdf - Adobe Acrobat Reader (64-bit)

RectPstGLSum_4084_8896011

4084-RCRECPSTGL_SUM.REP Printed 29-Aug-2023 at 15:08:23 by THERESA
Town of Admins
Posting Report - Summary by GL#

Posting#: 8896011

FY	Date	Batch#	Account#	Description
2023	16-Jun-2023	1253	1000-000-0000-000-00-10400	CASH, GENERAL FUND
2023	16-Jun-2023	1253	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES
2023	16-Jun-2023	1253	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND
2023	16-Jun-2023	1253	1000-000-0000-000-00-42-12200	2022 REAL ESTATE A/R
2023	16-Jun-2023	1253	1000-000-0000-000-00-43-12200	2023 REAL ESTATE A/R

[ADM-AUC-RC-8600]

4.2 Report #5914 Form 410 [Fix]

Form 410 as available from the report library was not running properly prior to the update. This was corrected. To access the report this way, from the menu, select:

Collections ▶ Reports ▶ Report Library ▶ [4 TT Deferral Reports] ▶ #5914 Tax Taking Form 410



Report Library Tax Title / Deferral

Report Name	View	Report	Last Run Date	Run Time
11368-Tax Title - As Of a Date	Sample	Run	24-Feb-2022	13:59:00,43
11383-Tax Title Balances as of (Trial Balance)	Sample	Run	03-Feb-2022	15:25:57,62
4824-Deferral - As Of a Date	Sample	Run	16-Jul-2019	15:26:16,82
4826-Deferral Balances as of (Trial Balance)	Sample	Run	13-Jul-2017	11:53:45,03
5991-Deferral Form 410	Sample	Run	07-Sep-2023	16:10:09,02
11386-Tax Title/Deferred Redeemed Parcels	Sample	Run	02-Mar-2022	14:44:09,01
11401-Tax Title Transaction History List	Sample	Run	21-Apr-2022	10:45:28,50
11402-Tax Title Transaction Summary	Sample	Run	21-Apr-2022	10:44:36,64
11403-Continue Municipal Lien Form 291	Sample	Run		
5914-Tax Taking Form 410	Sample	Run	07-Sep-2023	16:10:32,77
11390-Tax Title Account Profile	Sample	Run	21-Apr-2022	10:43:15,61
5915-Parcels by Tax Title Type	Sample	Run	02-Mar-2022	14:47:07,84
5223-Parcel Flag Edit List	Sample	Run	09-Sep-2019	16:18:00,71

The form 410 button from the TT balance inquiry screen will attach a PDF copy of the form to the TT account whereas the one run from the library will not attach a PDF copy of the form to the Tax Title account.

Task 5914: Tax Taking Form 410

Tax Taking Form 410

Required: Enter Parcel#

Required: Calculate Interest Thru (mmddyyyy)

Run as PDF

If Printing use Duplex Yes No

When the report is run from the report library, select the Required Parcel # from the lookup and click on **OK**. Enter the Calculate Interest Thru date by entering it in MMDYYYY format or select it from the **Lookup**.

[AUC] 11317-Tax Title Balance Inquiry [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Tax Title Balance Inquiry

1 Parcel: 0101 -0002 -0005 Show Past Takings Yes No
 2 Account: 0101 -0002 -0005 TT Attorney
 3 Owner:
 4 Location: BOUND RD

Orig Taking: 16-Sep-2013 Payment Date: 07-Sep-2023 Est. Added Fee: Est Balance: 930.62

Balances All Years Summary by Year Detail Transactions Trx Summary Attachments (3)

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Entry Pending
Tax	88.91			88.91				88.91	
Advertising Fee	30.00			30.00				30.00	
Demand	35.00			35.00				35.00	
Instrument of Takin	86.00			86.00				86.00	
Tax Interest	110.30		199.14	309.44	14.73			294.71	
Legal Fees	290.00			290.00				290.00	
Rede	106.00			106.00				106.00	
Parcel Total	746.21		199.14	945.35	14.73			930.62	

Form 410

Task 5912: Tax Taking Form 410

Tax Taking Form 410

Required: Calculate Interest Thru (mmddyyyy)

Run as Preview Print PDF

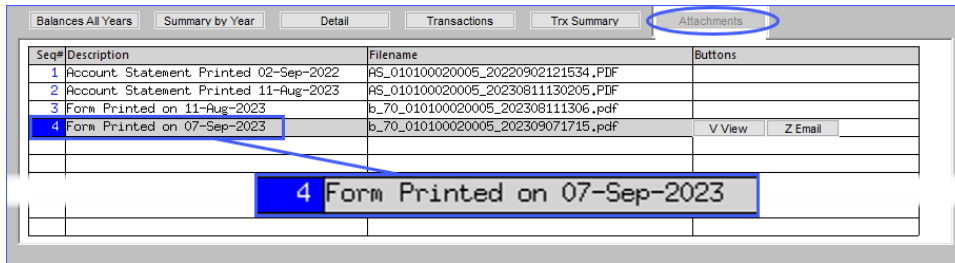
If Printing use Duplex Yes No

-- Added 16-Sep-2013 By GDEVITT Changed by Lkup EOF UP

A Form 410 for a specific parcel is available on the Tax Title Balance Inquiry Screen.



When run from this screen, the system will attach a PDF copy of the Form 410 to the Tax Title Balance Inquiry Attachments screen.



The form 410 created via this method can be viewed or emailed from the Attachments tab.

ADMINS **Town of Admins** Page 1 of

219 Lewis Wharf
Boston, MA 02001
617.494.5100 Parcel #: 0101 0002 0005

TO WHOM IT MAY CONCERN:

The amount necessary to redeem the property known as PARCEL 0101 0002 0005 with an address of BOUND RD in the Town of Admins is as follows:

Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance
2012	00703200	01 Tax	12.29	0.00	0.00	0.00	0.00	12.29
		30 Advertising Fee	30.00	0.00	0.00	0.00	0.00	30.00
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		36 Instrument of Taking	86.00	0.00	0.00	0.00	0.00	86.00
		40 Tax Interest	214.22	0.00	0.00	14.73	0.00	199.49
		70 Legal Fees	215.00	0.00	0.00	0.00	0.00	215.00
2013	00703200	01 Tax	10.11	0.00	0.00	0.00	0.00	10.11
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	25.36	0.00	0.00	0.00	0.00	25.36
2014	00703200	01 Tax	11.15	0.00	0.00	0.00	0.00	11.15
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	23.71	0.00	0.00	0.00	0.00	23.71
2016	00703200	01 Tax	10.88	0.00	0.00	0.00	0.00	10.88
		40 Tax Interest	12.50	0.00	0.00	0.00	0.00	12.50
2017	00703200	01 Tax	10.89	0.00	0.00	0.00	0.00	10.89
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	15.72	0.00	0.00	0.00	0.00	15.72
		70 Legal Fees	75.00	0.00	0.00	0.00	0.00	75.00
2018	00703200	01 Tax	11.01	0.00	0.00	0.00	0.00	11.01
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	13.19	0.00	0.00	0.00	0.00	13.19
2021	00703200	01 Tax	11.85	0.00	0.00	0.00	0.00	11.85
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	4.17	0.00	0.00	0.00	0.00	4.17
2022	00703200	01 Tax	10.73	0.00	0.00	0.00	0.00	10.73
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	2.96	0.00	0.00	0.00	0.00	2.96
		72 Certificate of Redem	106.00	0.00	0.00	0.00	0.00	106.00

This calculation is through 30-Sep-2023. The per diem charge on this tax due is 0.11.

Balance Due	\$ 635.91
Interest as of 9/30/2023	\$ 297.10
Total Amount Due	\$ 933.01

Sincerely,

Jim Beam,
Assistant Treasurer_Collector

RC410fm Parcel #: 0101 0002 0005

Figure 3 Sample Form 410 shows the amounts in Tax Title

ADM-AUC-TT-3896]



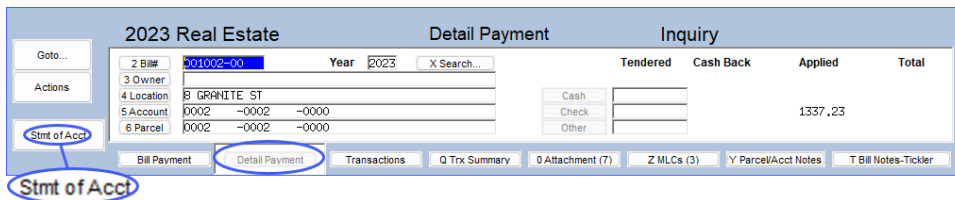
4.3 “No Records Selected” Reports are Suppressed [Enhancement]

Many sites have “Site-Specific” reports to be displayed during a receipt posting that are relevant to one type of receipt, such as a motor vehicle excise payment, but are not germane to a treasury receipt batch posting. **ADMINS** now suppresses these site-specific reports if there are “No Records Selected”.

[ADM-AUC-RC-8604]

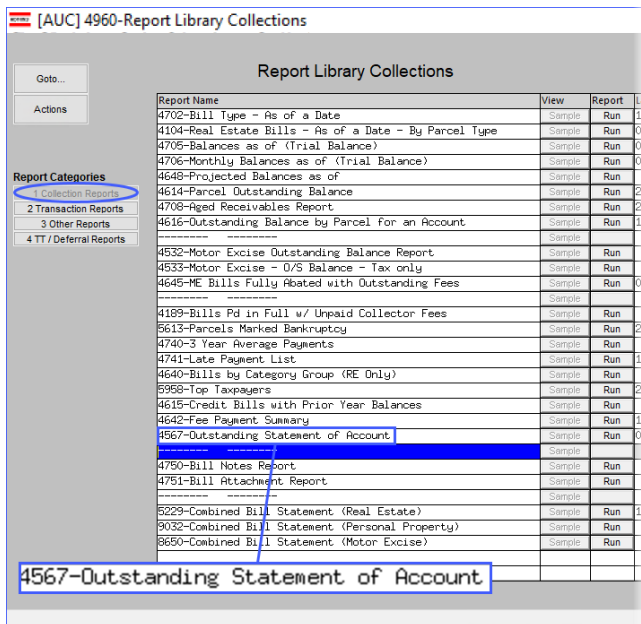
5 Report # 4567 Outstanding Statements of Account (Batch)

Statements of Account are available from the Bill Inquiry ▶ Detail Payment screen for a single parcel. A site asked **ADMINS** to produce the statement of account for all accounts, in all years, with an outstanding balance. These reports are suitable for mass mailing. The reports are produced separately for each of the tax types.



To produce this report en masse for all accounts with an outstanding balance, this report can now be run from the Report Library. To access the report, from the menu, select:

Collections ▶ Report ▶ Report Library ▶ Collections Reports ▶ #4567 Outstanding Statement of Account



All fields are required. The report is produced as a PDF.

- Bill Year range** is required. To select a single year, enter the same year in the “From” and “To” fields. To capture data for all years, enter 0001 and 9999 for “From” and “To” fields.
- Bill Type** is required—e.g., **10** is the type for Real Estate, select the type from the **Lookup**.
- Interest as of Date** – interest will be calculated though this date.
- The **Minimum Balance on the Bill** for the report must be a positive number.



Task 4567: Outstanding Statement of Account

Statement Of Account

Required: Enter Bill Year Range **1** From Year: To Year:

Required: Enter Bill Type **2** Real Estate

Required: Enter As of date **3**

Enter Minimum Balance Due to select \$x (1.00) **4**

Run as PDF

STATEMENT OF ACCOUNT Page 21

Printed: 08-sep-2023

Your Payment Postmark: _____

Due to late payment, there are interest charges that your account(s) incurred.
This balance must be paid upon receipt to avoid further interest and/or penalties.

Owner : MOORE, LUANN
Parcel ID: 0009 -0002 -0016
Location : 117 TWIN BROOK LN 117

Type	Year Bill#	Net Charged	Interest/Fees	Balance Bill Due	Now Due
Real Estate	2022 001122-00	\$4,132.81	\$561.42	\$2,995.41 02-Aug-2021	\$2,995.41
				\$2,995.41	\$2,995.41

Please contact this office if you have any questions regarding this notice.
Ph: 617.494.5100

Mail To: Admins Collector/Treasurer
219 Lewis Wharf
Town of Admins

MOORE, LUANN
219 LEWIS WHARF
BOSTON MA 02110-0000

At left is a sample of the statement of account that will be produced for a single parcel.

It is for a single year and bill type, Real Estate, and meets the minimum balance due. The Interest and Fees are shown as of the date supplied in the prompt.

STATEMENT OF ACCOUNT Page 1

Printed: 08-sep-2023

Your Payment Postmark: _____

Due to late payment, there are interest charges that your account(s) incurred.
This balance must be paid upon receipt to avoid further interest and/or penalties.

Owner : WELLS FARGO VENDOR FINANCIAL SERVICE
Account ID 016485-00
Location : 3333 HESPER RD

Type	Year Bill#	Net Charged	Interest/Fees	Balance Bill Due	Now Due
Motor Excise	2020 016485-00	\$4,127.78	\$1,760.20	\$5,887.98 23-Mar-2020	\$5,887.98
				\$5,887.98	\$5,887.98

Please contact this office if you have any questions regarding this notice.
Ph: 617.494.5100

Mail To: Admins Collector/Treasurer
219 Lewis Wharf
Town of Admins

WELLS FARGO VENDOR FINANCIAL SERVICE
3333 HESPER RD
BILLING MT 59102-0000

The sample at left shows that Motor Excise bills will print one bill per page, per year, per account number. So if a given owner has five outstanding Motor Excise bills, for years 2018-2023, a separate statement will be produced for each.

Below is a sample Personal Property bill, with multiple bill years outstanding. Depending on the number of years outstanding, the bills may print over two pages with the grand total on the last page.



STATEMENT OF ACCOUNT						STATEMENT OF ACCOUNT							
Page 49						Page 50							
Printed: 05-Sep-2023						Printed: 05-Sep-2023							
Your Payment Postmark: _____						Your Payment Postmark: _____							
Due to late payment, there are interest charges that your account(s) incurred. This balance must be paid upon receipt to avoid further interest and/or penalties.						Due to late payment, there are interest charges that your account(s) incurred. This balance must be paid upon receipt to avoid further interest and/or penalties.							
Owner : RASTA GEORGE Account ID 106370 - Location : UNKNOWN						Owner : RASTA GEORGE Account ID 106370 - Location : UNKNOWN							
Type	Year	Bill#	Net Charged	05-Sep-2023 Interest/Fees	Balance Bill Due	Now Due	Type	Year	Bill#	Net Charged	05-Sep-2023 Interest/Fees	Balance Bill Due	Now Due
Personal Property	2011	106370-00	\$224.87	\$408.53	\$633.40	02-Aug-2010	\$633.40						
Personal Property	2010	106370-00	\$449.74	\$862.77	\$1,312.51	03-Aug-2009	\$1,312.51						
Personal Property	2009	106370-00	\$409.94	\$850.31	\$1,260.25	01-Aug-2008	\$1,260.25						
Personal Property	2007	106370-00	\$357.68	\$612.03	\$875.14	01-Nov-2006	\$875.14					\$12,105.93	\$12,105.93
Personal Property	2006	106370-00	\$378.27	\$939.87	\$1,318.14	01-Aug-2005	\$1,318.14						
Personal Property	2005	106370-00	\$391.81	\$1,027.77	\$1,419.58	02-Aug-2004	\$1,419.58						
Personal Property	2004	106370-00	\$391.18	\$1,080.99	\$1,472.17	01-Aug-2003	\$1,472.17						
Personal Property	2003	106370-00	\$405.65	\$1,176.62	\$1,582.27	01-Aug-2002	\$1,582.27						
Personal Property	2002	106370-00	\$382.36	\$889.17	\$1,266.49	01-Nov-2001	\$1,266.49						
Personal Property	2001	106370-00	\$344.14	\$793.23	\$1,045.98	01-Aug-2000	\$1,045.98						

[ADM-AUC-RC-8603]

6 Site Specific Cranston RI – Bill Locator Screen [Enhancement]

The Bill Locator screen now has a button that will allow locating a bill by [U Current Owner]. This is in addition to the pre-existing search on Owner (original), that was renamed [3 Orig Owner] to provide a visible distinction between the two options.

Bill Locator						
8 RY	9 RT	2 Bill#	3 Owner	4 Location	5 Account	6 Parcel
Year	Type	7 DBA Name				
2022	10	Motor Excise	000001-00	A AFFORDABLE INS AGY		
					67.13	67.13

Figure 4 Before – the owner button was labelled [3 Owner]; there was no Current Owner option

[AUC] 4130-Bill Locator										
8 RY	9 RT	2 Bill#	3 Orig Owner	4 Location	5 Account	6 Parcel	Balance does not include interest due*	Net Billed	Paid	Balance*
Year	Type	7 DBA Name	U Curr Owner							
2019	10	Real Estate	001003-00	BRIDGES, LAURE				1615.68	1615.68	
1992	10	Real Estate	001003-00	ALLEN CHARLES L				1827.80	1827.80	
2023	10	Real Estate	001004-00	CUMMINGS, GARY R & IRENE R				3507.99	3376.82	132.17
2022	10	Real Estate	001004-00	CUMMINGS, GARY R & IRENE R				6531.35	6531.35	
Total for this Bill								129330.73	129192.74	132.17

Figure 5 New button for sorting & searching by [U Current Owner]; [3 Owner] button relabelled as [3 Orig Owner]

Bill Locator										
8 RY	9 RT	2 Bill#	3 Orig Owner	4 Location	5 Account	6 Parcel				
Year	Type	7 DBA Name	U Curr Owner							
2023	10	Real Estate	003466-00	ABEL, ROBERT F &						
2023	10	Real Estate	006827-00	ABERNETHY, BRIAN P + CHERYL A						
2023	10	Real Estate	003356-00	ABERNETHY, CORY & DANA						
2023	10	Real Estate	005647-00	ABIRAMIA, SERGE T						
2023	10	Real Estate	003915-00	ABRAMS, GAYLE L &						
2023	10	Real Estate	007665-00	AC MAYERS MECHANIC ST LLC						

Figure 6 Above shows the difference on bill #6827 – the original and current owner names differ

[CRI-ADD-TAX-3]



7 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

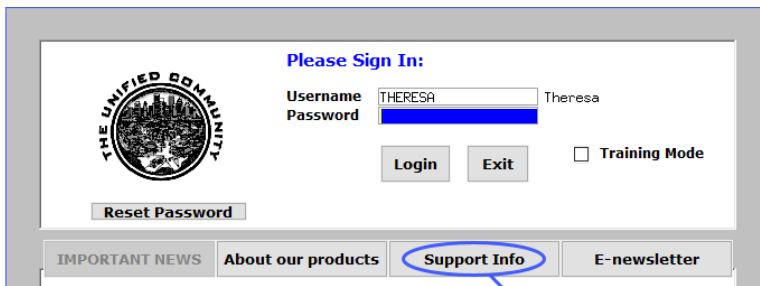
7.1 New & Updated Documentation in the Help Reference Library

Payments	RC-120 How to Enter Bill Payments	[Updated]
	RC-130 How to Find a Bill	[Updated]
	RC-205 Reverse a Posted Batch	[New]
Deferrals	RC-520 Deferral Processing	[Updated]
Refunds	RC-910 Refunds	[Updated]

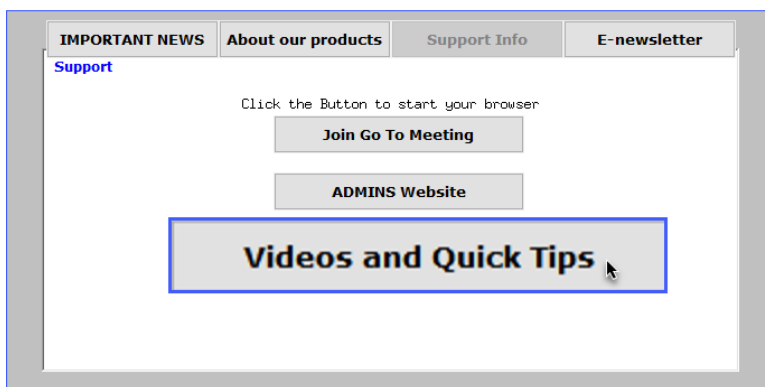
7.2 New Content on ADMINS.com

[MLC Entry](#) [New]

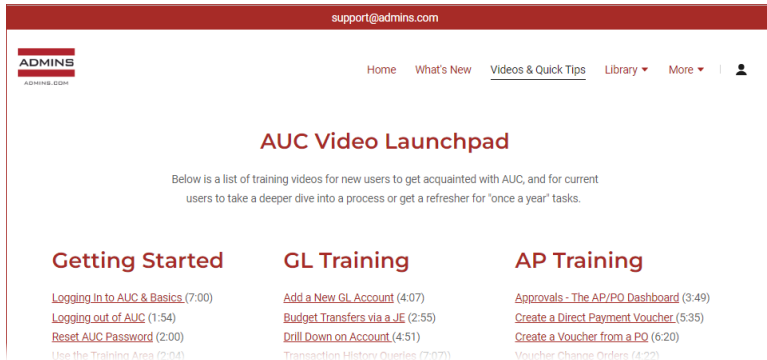
7.3 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).



The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.

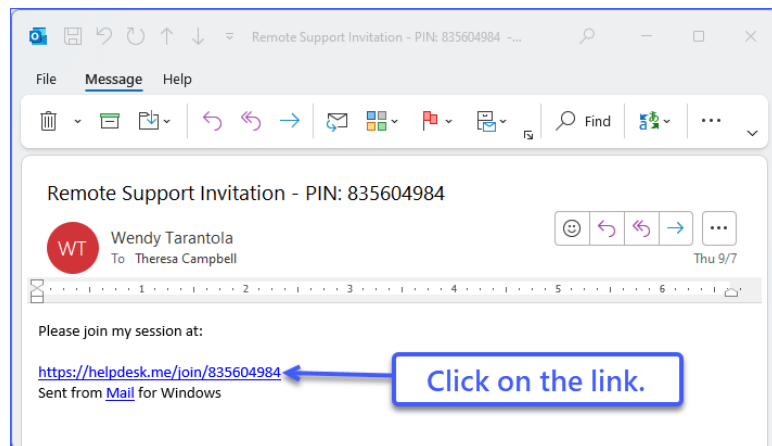
[ADM-AUC-SY-8305]

8 Using GoToResolve



AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

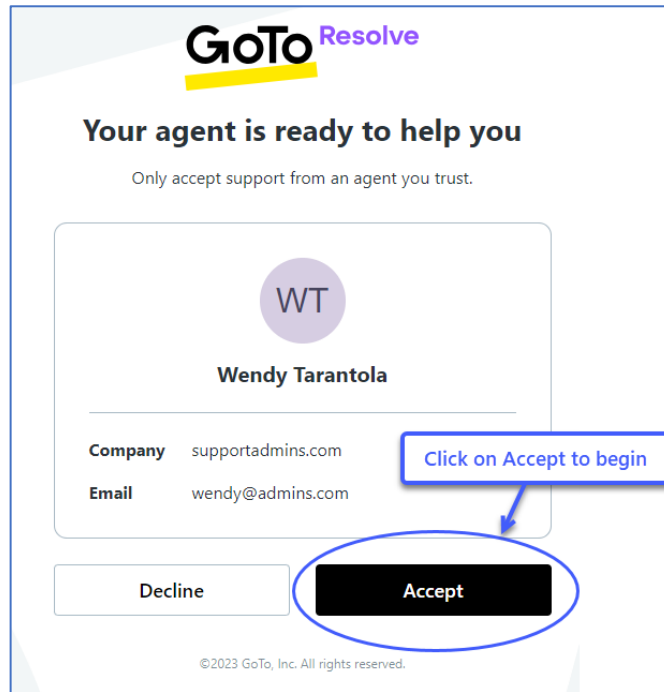
We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.





Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

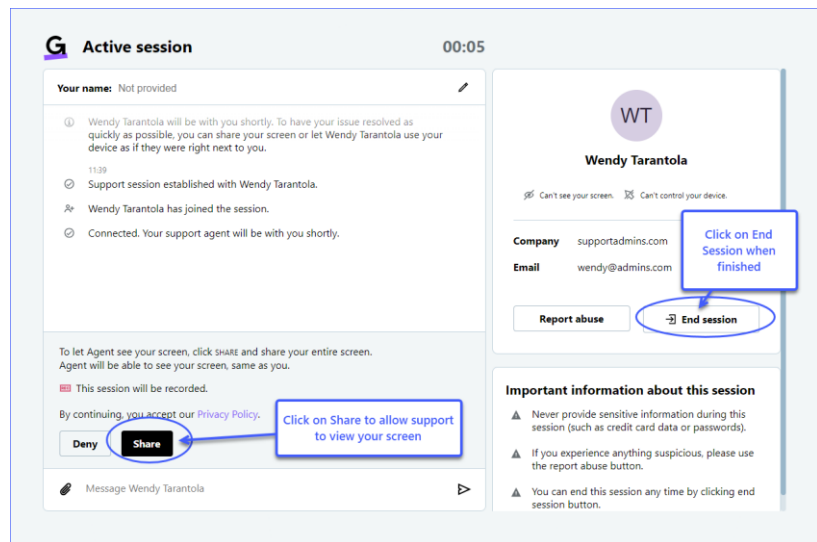


A browser window with instructions opens.

Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]