



REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system and installed on your site in December 2015.

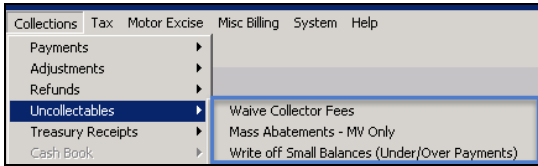
TABLE OF CONTENTS

1. UNCOLLECTABLES	2
1.1. Categories to be Waived/Not WAived Report	2
2. REPORTS	3
2.1. TR# Added to Reports	3
2.1.1. Treasury Receipt Processing Reports	3
2.1.2. Collections ▶ Queries ▶ Batch Report	3
2.1.1. General Ledger Transaction History Reports	4
3. ASSIGNING A NEW TR# TO POSTED RECEIPT BATCHES	4
4. HELP REFERENCE LIBRARY	6
4.1. New or Updated Documentation	6



1. UNCOLLECTABLES

1.1. Categories to be Waived/Not Waived Report



Prior to the software update, the **Categories to be Waived/Not Waived** report did not indicate what process was run when the report was generated. Now it is shown on the report to help distinguish each of the uncollectable processes.

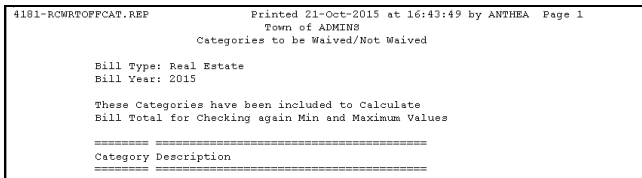


Figure 1 Before

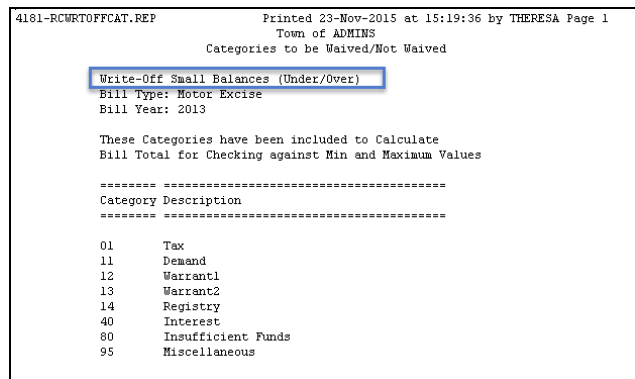


Figure 2 Write-Off Small Balances-After

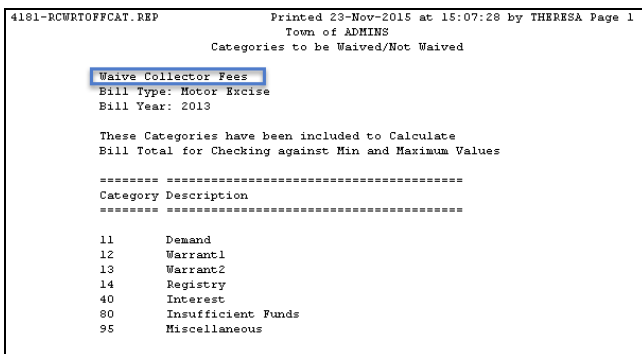


Figure 3 Waive Collector Fees-After

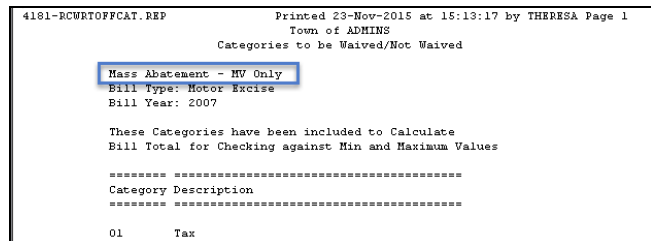


Figure 4 Mass Abatement - MV Only-After

[ADM-AUC-RC-8297]



2. REPORTS

2.1. TR# Added to Reports

An enhancement was added with the September 2015 software update to add a user-specified transaction number (TR#) to a collections batch, either during processing or after the posting of the batch. To make use of this new capability, the TR # will now print on some reports.

Collection Batch Entry

Batch: 399
 Bank: BOA
 Pay-Trx Date: 23-Nov-2015
 Deposit Date: 23-Nov-2015
 TR#: USER_DEFINED_1234567

Batch Type:
 Receipt
 Adjustment
 A/O/S

Edit Note: No text available

2.1.1. Treasury Receipt Processing Reports

During processing, the TR # will be shown in the Note field for the Submit, Post and Restore Receipts reports:

- 4014–Submit Batches
- 4012–Post Receipts
- 4061–Restore Submitted Receipts

4061-RCRBP:RCRBUCL Printed 23-Nov-2015 at 11:41:17 by THERESA Town of ADMINS Restore Submitted Receipts Page 1

Batch#	Trx#	Year	Date	Code	Account#	Note	Check#	Cash	Cash Back	Check	Other	Total	Mrg
399	5330121	2016	23-Nov-2015	179MECHFIR	6580-000-0000-000-00-48513 179	MECHANIC ST - F TR# USER_DEFINED_1234567				1000.00		1000.00	
*** Total: Pmd 6580										1000.00		1000.00	
*** Report Grand Total										1000.00		1000.00	

Figure 5 Treasury Receipt in Process Sample Report

2.1.2. Collections ▶ Queries ▶ Batch Report

The TR # will also print on the Collections ▶ Queries ▶ Batch Query ▶ Batch Report:

Batch Query

Actions: 2 Batch, 3 BatchOwner, 4 Original, 5 Batch Report (highlighted), 1 Actions

Deposit Date: 31-Jan-2004
 Submit Date: 31-Jan-2004
 Post Date: 31-Jan-2004

Batch: 001
 Owner: BETHS
 Name: BETHS



4063-RCRBCATCH.REP Printed 23-Nov-2015 at 11:59:39 by THERESA Page 1

Town of ADMINS
User Batch Report

Batch User : THERESA
Batch# : 399 Pay Trx Date : 23-Nov-2015
Entered : \$ 1,000.00 GL Effective Date: 23-Nov-2015
Expected : \$ 1,000.00 Batch Notes :
TR#: USER_DEFINED_1234567

Batch#	Trx#	Year	Date	Code	Account#	Charge Amt	Adjustments	Refunds	Cash	Cash Back	Check	Other	Total
399	S330121	2016	23-Nov-2015	199	MECHA	6580-000-0000-000-00-00-48513	179	MECHANIC ST - F			1000.00		1000.00
*** Total: Fund 6580 ***												1000.00	1000.00
*** Report Grand Total ***												1000.00	1000.00
** Grand Totals **													
Type	Count	Charge Amt	Adjustments	Refunds	Net Cash	Cash	Cash Back	Check	Other	Total			
Treasury Receipts	1	.00	.00	.00	.00	.00	.00	1000.00	.00	1000.00			

Selection Legend:
Sort By: User Batch#
Total By: Fund

Figure 6 User Batch Report

2.1.1. General Ledger Transaction History Reports

The TR# will now print in the notes field on each of the following reports run from the **Ledgers > Reports > Report Library > Transaction History** screen:

- 1630–Transaction Detail W/Notes
- 1639–Transaction Detail W/Notes & Vendor
- 1629–Transaction Detail - Debits/Credits Only Report
- 1631–Transaction Detail - Debits/Credits No Approp Roll Trxs

Town of ADMINS
Transaction Detail Report w/Notes & Vendor
Fiscal Year: 2016 to 2016

Trans Date	Code Description / Vendor	Check Vouch	PO# / Jrnl#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	
23-Nov-2015	001 TR#: USER_DEFINED_1234567			8846362	399	.00	1,000.00	.00	.00	1,000.00	
	6580-000-0000-000-00-10400 CASH, TOW					.00	1,000.00	.00	.00	1,000.00	
23-Nov-2015	DP01 TR#: USER_DEFINED_1234567			8846362	399	.00	.00	1,000.00	.00	(1,000.00)	
	6580-000-0000-000-00-39100 REVENUE					.00	.00	1,000.00	.00	(1,000.00)	
23-Nov-2015	DP01 TR#: USER_DEFINED_1234567			8846362	399	.00	.00	1,000.00	.00	(1,000.00)	
	6580-000-0000-000-00-48513 179 MECHA					.00	.00	1,000.00	.00	(1,000.00)	
*** Grand Total ***							.00	1,000.00	2,000.00	.00	(1,000.00)

***** Selection Legend *****
Account Type: ALFER
FY: 2016 to 2016
Trx. Date: 23-Nov-2015 to 23-Nov-2015
Account Sub Type: CP

Figure 7 Transaction Detail Report Example

[ADM-AUC-RC-8291]

3. ASSIGNING A NEW TR# TO POSTED RECEIPT BATCHES

The screen used for assigning TR#s to Posted Receipt Batches now offers the ability to select batches that have already applied the TR# and allows changes to an existing TR#. To access the screen, select **Collections > Treasury Receipts > Apply TR# to Posted Batches**.

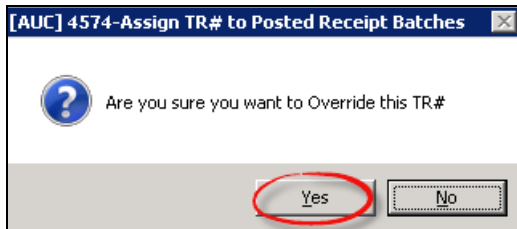


Assign TR# to Posted Receipt Batches									
2 Batch	3 BatchOwner	4 Original	Deposit Date	Submit Date	Post Date	#Trx	Entered Amt	Enter TR#	
25144	VESST	KRUPAJH	15-Oct-2014	16-Oct-2014	16-Oct-2014	1	25.21		
25215	VESST	GOMEST	03-Oct-2014	07-Oct-2014	07-Oct-2014	1	1200.00		
25229	VESST	BELIVEA	03-Oct-2014	07-Oct-2014	07-Oct-2014	1	697.00		
25239	VESST	KRUPAJ	01-Jul-2014	07-Oct-2014	07-Oct-2014	1	-90.00		
25240	VESST	LEONEM	03-Oct-2014	07-Oct-2014	07-Oct-2014	1	10.00		
25241	VESST	LISITAM	03-Oct-2014	07-Oct-2014	07-Oct-2014	3	369.81		
25243	VESST	LOMBARDOL	03-Oct-2014	07-Oct-2014	07-Oct-2014	3	450.06		
25244	VESST	HAVLICJ	03-Oct-2014	07-Oct-2014	07-Oct-2014	4	1004.00		

Figure 8 Before

Assign TR# to Posted Receipt Batches											
Goto...											
Actions		2 Batch	3 BatchOwner	4 Original	Deposit Date	Submit Date	Post Date	#Trx	Entered Amt	Enter TR#	Original TR#
359	DIMOND	DIMOND	17-Apr-2015	17-Apr-2015	17-Apr-2015	1	90.00				NEWTRNUMBER
374	ANTHEA	ANTHEA	20-Jul-2015	20-Jul-2015	20-Jul-2015	1	20.00	12345			
375	ANTHEA	ANTHEA	20-Jul-2015	20-Jul-2015	20-Jul-2015	1	25.00	678910			12345,543210
376	MARY	MARY	20-Jul-2015	20-Jul-2015	27-Jul-2015	1	150.00				12568
378	ANTHEA	ANTHEA	27-Jul-2015	27-Jul-2015	27-Jul-2015	1	20.00				
379	ANTHEA	ANTHEA	27-Jul-2015	27-Jul-2015	27-Jul-2015	1	23.00				44444
380	ANTHEA	ANTHEA	27-Jul-2015	27-Jul-2015	27-Jul-2015	1	27.00				55555
381	ANTHEA	ANTHEA	30-Jul-2015	30-Jul-2015	30-Jul-2015	1	88.00				88888
383	ANTHEA	ANTHEA	03-Aug-2015	03-Aug-2015	03-Aug-2015	1	33.00				456,321
384	ANTHEA	ANTHEA	03-Aug-2015	03-Aug-2015	03-Aug-2015	4	54.00				MARYTEST
385	ANTHEA	ANTHEA	03-Aug-2015	03-Aug-2015	03-Aug-2015	1	17.00				TEST1

Figure 9 After



This message will ONLY be displayed if there is

- a value in the **Original TR#** field and
- the value differs from the existing number as shown in the **Enter TR#** field

Yes will keep the value in the **ENTER TR#** field (the new value)

No will blank out the **ENTER TR#** field and it will not be updated

Once the new **TR #** has been entered in the **Enter TR#** column, you must click on the **Apply TR#** button to update the **TR#**.



Assign TR# to Posted Receipt Batches

Goto... Actions

2 Batch 3 BatchOwner 4 Original

	Batch	BatchOwner	Original	Deposit Date	Submit Date	Post Date	#Trx	Entered Amt	Enter TR#	Original TR#
359	DIMOND	DIMOND		17-Apr-2015	17-Apr-2015	17-Apr-2015	1	90.00	NEWTRNUMBER	22222
374	ANTHEA	ANTHEA		20-Jul-2015	20-Jul-2015	20-Jul-2015	1	20.00		
375	ANTHEA	ANTHEA		20-Jul-2015	20-Jul-2015	20-Jul-2015	1	25.00		12345_543210
376	MARY	MARY		20-Jul-2015	20-Jul-2015	27-Jul-2015	1	150.00		12568
378	ANTHEA	ANTHEA		27-Jul-2015	27-Jul-2015	27-Jul-2015	1	20.00		
379	ANTHEA	ANTHEA		27-Jul-2015	27-Jul-2015	27-Jul-2015	1	23.00		44444
				015 27-Jul-2015	27-Jul-2015	27-Jul-2015	1	27.00		55555
				015 30-Jul-2015	30-Jul-2015	30-Jul-2015	1	88.00		88888
				015 03-Aug-2015	03-Aug-2015	03-Aug-2015	1	33.00		456_321
				015 03-Aug-2015	03-Aug-2015	03-Aug-2015	4	54.00		MARYTEST
				015 03-Aug-2015	03-Aug-2015	03-Aug-2015	1	17.00		TEST 1
				015 03-Aug-2015	03-Aug-2015	03-Aug-2015	1	18.00		TEST2
				015 03-Aug-2015	03-Aug-2015	03-Aug-2015	1	19.00		TEST 3
				015 04-Aug-2015	04-Aug-2015	04-Aug-2015	2	90.00		
				015 12-Aug-2015	12-Aug-2015	12-Aug-2015	3	1055.00		BETA123456789ABCD

5 Edit List 6 Apply TR#

[AUC] 4574-Assign TR# to Posted Receipt Batches

Apply TR# to selected Batches

Yes No

Figure 10 After

A posting report is produced showing the changed records:

4576-RCREP:RCBATTTRPST.REP Printed 23-Nov-2015 at 12:38:13 by THERESA Town of ADMINS Apply TR# Posting Page 1

Batch#	Batch Owner	Original Owner	DepositDate	Post Date	GL Batch#	Entered Amount	TR#
359	DIMOND	DIMOND	17-Apr-2015	17-Apr-2015	8846160	90.00	NEWTRNUMBER

*** Grand Total *** # Records: 1

The next time the screen is accessed, the new number will appear as the "Original TR#".

Assign TR# to Posted Receipt Batches

2 Batch 3 BatchOwner 4 Original

	Batch	BatchOwner	Original	Deposit Date	Submit Date	Post Date	#Trx	Entered Amt	Enter TR#	Original TR#
359	DIMOND	DIMOND		17-Apr-2015	17-Apr-2015	17-Apr-2015	1	90.00		NEWTRNUMBER
374	ANTHEA	ANTHEA		20-Jul-2015	20-Jul-2015	20-Jul-2015	1	20.00		
375	ANTHEA	ANTHEA		20-Jul-2015	20-Jul-2015	20-Jul-2015	1	25.00		12345_543210
376	MARY	MARY		20-Jul-2015	20-Jul-2015	27-Jul-2015	1	150.00		12568
378	ANTHEA	ANTHEA		27-Jul-2015	27-Jul-2015	27-Jul-2015	1	20.00		

Figure 11 The new TR# has been applied

[ADM-AUC-TR-86]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- TREASURY RECEIPTS Apply TR #s to Posted Batches