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.
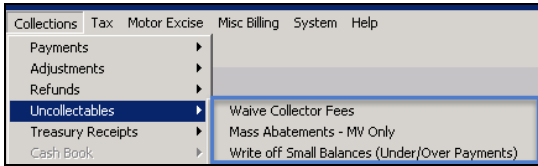
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1. UNCOLLECTABLES

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.
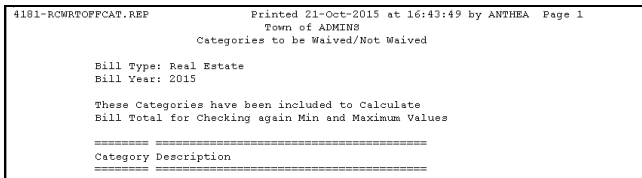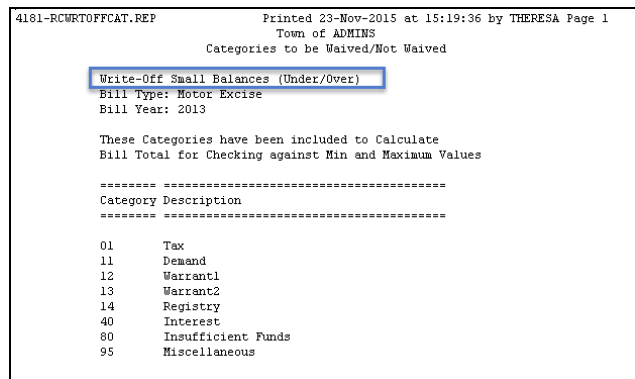

Figure 1 Before
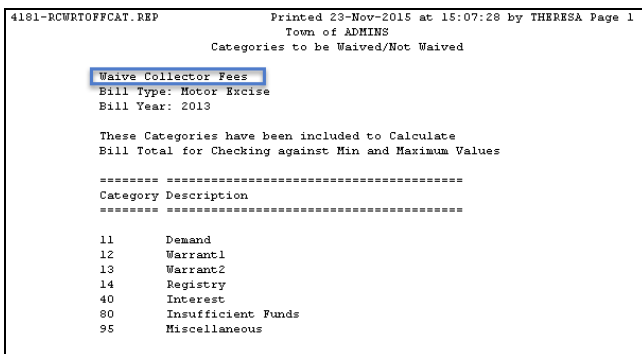

Figure 2 Write–Off Small Balances–After

Figure 3 Waive Collector Fees–After
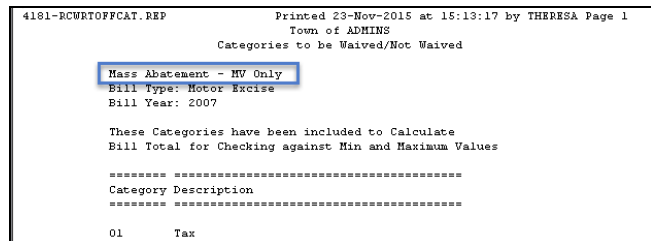
Figure 4 Mass Abatement – MV Only–After

[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.

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

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**:

```
4063-RCRECBATCH.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     :
======== ====== ====== =========== ========== =============================================== =========== =========== =========== =========== =========== =========== =========== ===========
Batch#   Trx#   Year   Date        Code   Account#                                            Charge Amt Adjustments  Refunds     Cash       Cash Back   Check       Other       Total
======== ====== ====== =========== ========== =============================================== =========== =========== =========== =========== =========== =========== =========== ===========
399      5330121 2016   23-Nov-2015 179MECHFLD 6580-000-0000-000-00-00-48513 179 MECHANIC ST - F                                                          1000.00                 1000.00
                        TR#: USER_DEFINED_1234567                                                          ----------- ----------- ----------- ----------- ----------- ----------- -----------
                              *** 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
                        ================== ===== =========== =========== =========== =========== =========== =========== =========== =========== ===========
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                                             0        .00        .00         .00         .00         .00         .00         .00         .00         .00
                        Treasury Receipts    1        .00        .00         .00         .00         .00         .00      1000.00         .00      1000.00
                                            ----- ----------- ----------- ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                             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    PO# /    GLPost#   User Batch  Approp/Open      Debit            Credit           Encumbrances     Balance
                                                 Vouch    Jrnl#
=========== ==== =============================== ======== ======== ========= =========== ================ ================ ================ ================ ================
23-Nov-2015 DP01 TR#: USER_DEFINED_1234567                          8846362      399           .00         1,000.00              .00              .00          1,000.00
                                                                                            ---------------- ---------------- ---------------- ---------------- ----------------
     6580-000-0000-000-00-00-10400 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)
                                                                                            ---------------- ---------------- ---------------- ---------------- ----------------
     6580-000-0000-000-00-00-39100 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)
                                                                                            ---------------- ---------------- ---------------- ---------------- ----------------
     6580-000-0000-000-00-00-48513 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**.
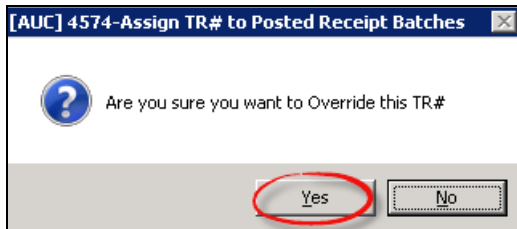
Figure 8 Before

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#**.

Figure 10 After

A posting report is produced showing the changed records:

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

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