REVENUE COLLECTION RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Revenue Collection** application. The ADMINS Support staff installed these changes to your system on <u>June 21,</u> <u>2014</u>.

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1. BILL PAYMENT SCREEN

1.1. In Process Payment Message

The bill payment screen has been modified to continuously display a "pending payment" message until the batch has been posted. Prior to the update, once a batch was submitted and/or transferred to another user, the pending payment notification would be removed.

[AUC] 4132-Bill	Payment [Mary]											
File Edit Ledgers	Purchase Orders Acc	ounts Payable	e Fixed Assel	s Human Resou	rces Budget (collections Tax	Motor Excis	e System Hel	р			
<u>B</u> 🙆 🖻 🕨	(+ + н 🎬	🏐 🔍 🗉	2 🔒									
1	2014 Real Estate Bill Payment											
Goto	2 Bil# 00251	0-00	Ye	ar 2014	X Search		Ter	ndered Cas	h Back	Applied	Total	
Actions	3 Owner BROWN	, GEORGE	W			Cas	h-Coin					
	4 Location 395 C	AROLINE D	R 00000			Cash	I-Paper			1000.00		
	6 Parcel 0034	-0046	-0000			0	ther			1000.00		
		-				. —						
	Bil <u>P</u> ayment	Detail Pa	yment 1	ransactions	Q Trx Summary	/ <u>0</u> Attachr	ment (2)	Z MLCs (2)	Y Parcel/Ac	t Notes I B	ill Notes-Tickler	
	[Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund	Adjust	Balance	8 Aply 9 AplAlt	
		F44.44				544.44	544.44					
Bill Type	Q2	514.41 514 41			42.23	514.41 556.64	514.41			556 64	556 64	
Ponvint Bill	Q3	983,02	500,00		22,60	505,62				505,62	437,25	
	Q4	988,02	500,00		6,11	494.13				494,13	6.11	
Email Bill												
Valigate	Bill Totals	2999,86	1000,00		70,94	2070,80	514.41			1556.39	556,39 Bal	
Receipt	Owner of Record			Curre	nt Owner					Infor	mational Views	
Tooobr	BROWN, GEORGE M	1		BROWN	, GEORGE W					_	Bill Detail	
Parcel OutsBal	395 CAROLINE DE	ік ? – Р. П. ВО	X 92	BRUMP 395 C	AROLINE DR –	P 0 180X 93	~			_	Sales History	
Counter receipt	BELLINGHAM, MA	02019-000	0	BELLI	NGHAM, MA 02	019-0000	-				<u>I</u> ax Rates	
Counter receipt										e	I Pending Prnts	
Goto <u>B</u> atch										- P	Reports	
Concel Dourport										_		
Sauce Payment												
	CY DELL											
					PerDie	em .57	[.5679]	Amount Du	e	Demand Due	03-Jun-2014	
	Payment Pending	by MARY			Paym	ent Date 03-	-Jun-2014	\$ 1,556.39		Grace Until	07-Jun-2014	
	1				Allow	overpayment	V					

[ADM-AUC-RC-8227]

1.2. Bill Notes / Tickler

The tab was enhanced to indicate the number of notes or tickler messages that have been entered for the selected Bill.

2013 Real Estate	Bill Payment	Inqui	ry		
2 Bill 201002=00 Year 2013 3 Owner DIN4POLI MICH4EL J & MICHE 4Locaton 8 GRANITE ST 5 4 Account 0002 -0002 -0000 6 8 Parcel 0002 -0000 -0000 -	X Search Cash-Pa Chec Othe	Tendered Ca	ash Back	Applied	Total
Bill Payment Detail Payment Transactions	Q Trx Summary Q Atta	chments Z MLCs	(2) <u>Y</u> Par	cel/Acct es	I Bill Notes/Tickler
anno 1 Dofono					
2013 Real Estate	Bill Payment	Inqui	rv		
2013 Real Estate 2 till 0000/2-00 Year 2013 30/mer DitN+POLI MICH+EL J & MICHE 3 MICHE 4	Bill Payment	Inqui Tendered C: per k	ry ash Back	Applied	Total

Figure 2 After

[ADM-AUC-RC-8222]



2. REFUNDS

2.1. Creating Vendors from Refund Process

Modified the refund process to stamp the vendor record indicating that it was created automatically via the AUC Refunds from Collections operation.

Enter Vendors	
Vendor D22256 ESTRADA, EMANUEL + ANNE MARIE Collections Refu	und Vendor
1 Name/Address 2 Addresses 3 Classification 4 Attachments	<u>8</u> Items
Restrict Access To O Town O School @ Both	Authorized Repre
Bank Code	Name
ABA# 0000-0000-0 Prenote Not Active	
Bank Ascount Type	Phone# (000) (
Contomer# Created via REFUNDS by THERESA	
HR ACH Tax Fayment Type C. Federal C. State © None	Dhan att Kooo
	- Phone# (000)

[ADM-AUC-RC-8226]

3. ACCOUNTING CHANGES

3.1. New Transaction Codes for Tax Title / Tax Deferral

Modified the Tax Title and Deferral modules to use new transaction codes on entries being posted to the General and Subsidiary ledgers. The new transaction codes are:

- TT12 Tax Title payment (full and partial)
- TT13 Tax Title adjustment (includes refunds)
- TT14 Tax Deferral payment (full & partial)
- TT15 Tax Deferral adjustment (includes refunds)

Showing Al	Transa	Prior to this update, payments were coded as	
Actions FY Account Nu 2014 1000-000-0 TAX LIENS	mber 0000-000-00-12400 RECEIVABLE	RC01's and co-mingled with payments to other receivables.	
B Excel Date 1 Account	2 Posting#	3 User Batch 4 Reference# 5 Trx Date	
Irx Date Reference# Line GL#	TrxCode User # Posting#	Amount Type Display - Notes	
10-Apr-2014 1029894 25 10-Apr-2014 103600 25	RC01 418 8843091	24.60 CR TI Payment Bill# 001036-00	



[AUC]	1116-F	Post GL Transa	actions [Mary]											
File Edit	Ledge	rs Purchase O	rders Accounts Pa	yable Fixed Assets I	Human Resour	ces Budget Coll	ections Tax Mo	otor Excise System	m Help					
B	8	HI + + I	м 🕊 🐃 🔍	. 🖬 🔒										
					Pr	st GL Tran	sactions							
Goto						500 O E 1100	0000000							
Actio	ns		1 Select All	2 Deselect A	<u> </u>	3 Edit List	4 Post to G	L						
	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked	Bv		
						,.		,	- 71					
E	2015	8843089		900.00	900.00		-900.00	ANTHEA	PO Liquidation	Lines				
Г	2015	8843007		900.00	900,000	900.00	900,000	ANTHEA	PO Roll Over to I	Lines				
	2014	8843210		52090.67	79001,53			MARY	Tax Title Payment	L Lines	_			
P	2014	8843207		12000,00	24000,00			MARY	Tax Title Rument	Lines	_			
¥	2014	8843205		9105.04	9105.04				Reversal of N	Lines		_		
- H	2014	0047100	Line I	Detail for General Le	dger Batch 8	,843,210				<u> </u>				×
1 E.	2014	8843195	UserB	ch# Ref#	Line GL	Ln TrxDate	Account.				Amoun	GLCode	ype Su	JoT gg Tof
E E	2014	8843194	457	1536594	22	1 04-Jun-2014	1000-000-00	00-000-00-00-	-10400		2431.9	TT 12	R	
Ē.	2014	8843192	457	1536594	23	1 04-Jun-2014	1000-000-00	00-000-00-00-	41420		2431.9	TT12	R	
—	2014	8843191	457	1536594	24	1 04-Jun-2014	1000-000-00	00-000-00-00-	26750		2431.9	TT 12	R	_
E.	2014	8843190	457	1536594	25	1 04-Jun-2014	1000-000-00	00-000-00-00-	-12400		2431.9	1112	R	
	2014	8843188	457	1536594	32	5 04-Jun-2014	1000-000-00	00-000-00-00-	-10400		245.0	TT 12	P	
<u> </u>	2014	8843187	457	1536594	34	5 04-Jun-2014	1000-000-00	00-000-00-00-	-26750		249.8	TT 12	R	
	2014	8843186	457	1536594	35	5 04-Jun-2014	1000-000-00	00-000-00-00-	12400		249.8	TT 12	R	
- H	2014	8843184	457	1536594	42	7 04-Jun-2014	1000-000-00	00-000-00-00-	10400		464.7	TT 12	R	
- H	2014	8843180	457	1536594	43	7 04-Jun-2014	1000-000-00	00-000-00-00-	-41420		464.7	TT 12	R	
H H	2014	0043177	457	1536594	44	7 04-Jun-2014	1000-000-00	00-000-00-00-	-26750		464.7	TT 12	R	
E E	2014	8843172	457	1536594	40	9 04-Jun-2014	1000-000-00	00-000-00-00-	-12400		464.7	TT 12	R D	
E E	2014	BB43170	457	1536594	53	9 04-Jun-2016	1000-000-00	00-000-00-00-	-41420		168.0	TT 12	R	
E.	2014	8843169	457	1536594	54	9 04-Jun-2014	1000-000-00	00-000-00-00-	-26750		168.0	TT 12	R	
			457	1536594	55	9 04-Jun-2014	1000-000-00	00-000-00-00-	12400		168.0	TT 12	R	•
									ov 1 -	1.	· ·			1 E-4
									UK		Search	L	Hel	P Eor

These codes are applied when entries are Posted to Bill Types 15 (Tax Deferral) and 70 (Tax Title). The following procedures have been updated:

- Post Payments
- Post Redemptions
- Post Adjustments

If you wish to run a transaction detail report to reconcile postings for a certain type of transaction, you may now select from various GL Transaction codes available.

EAUCJ 1502-Tran	saction Detail Report	: w/Notes [N								
File Edit Ledgers I	Purchase Orders Accou	unts Payable	Fixed Asse	ets Hun	nan Resources	Budget	Collections ⁻	Fax Motor Exc	ise System Help	
🗈 🔂 🖨 нч	🔶 🔸 🛏 🥰 🎬	🔍 📼								
	1630			Т	ransactio	on Det	ail Repo	ort w/Note	s	
Goto							•			
	Poport Title	Tana	nation D		· /blat aa				_	
Actions	Report file	ji nans	accion De	starr	J/HUCES					
		FY 2014	To 2014	-	Start Date	01-Jul-	2013	End Date	30-Jun-2014	
	1 Selecti	on Criteria				2	Totals By			
	Element	From	To –	Gro	ир Тур)e	Category	Sub-Class	Acco	unt Type
3 Run Report	Fund	0000	0000				1			l cont
	Department	000	000		GL Transa	action Cod	les			×
4 Cloor All	Function	0000	0000		Code Desc	ription			Stat	us Tof
4 Clear All	Program	000	000		RC13 Defe	rral Fee	s		RC	
	Location	00	00		RE01 Real	Estate	Billing		RE	
	Year	00	00		RE02 R/0/9	S Billir	ng		RE	
	Object Bernent	00000	00000		RE03 Real	Estate	Deduction		RE	
					RE04 Real	Estate	Demands		RE	
					RE09 Real	Estate	Adjustmen	ts	RE	
					TT01 Tax 1	Title			TT	
					TT04 Addit	tional F	ees		TT	
					TT08 Subse	equent T	「ax Title		TT	
					TT09 Revei	rsal of	Tax Takin	g	TT	
					TT11 Defe	rred Tax	<		TT	er
					TT12 Tax '	Title Pa	ayments		TT	
					TT13 Tax	Title Ac	djustmment:	s	TT	
	Select Only I	Posted Histo	orv Record	s With	TT14 Defe	rral Pay	yments		TT	c
	Posted Date		- /		UT04 UE1	rral Hdj	justments		11	
	Journal#				pBUI Util:	ity Bill	ung		UB	_
	и лиаг туре					ок	Find S	earch Ca	ncel Help	Eof
	GLCode									
	obe 01 Code				PO#				COA Code 5	c

[ADM-AUC-RC-8218]



3.2. Note Includes Parcel#; Not Bill#

3.2.1. Transaction Detail Report(s)

Modified the Transaction Detail Reports to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.

	GL_Trxn_Detail_with_VenNote_THERESA[1].xml - Microsoft Excel									
out For	Formulas Data Review View 🗢 😗 🗆 g									
2014										
E	F	G	Н	1	J	K	L	N		
GL Post#	<u>User Batch</u>	Approp/Open	Debit	<u>Credit</u>	Encumbrances	Balance	Vendor 🥖	Notes		
8843119	432	0.00	1,000.00	0.00	0.00	1,000.00		TT Pmt Par: 0013 -009A -0000		
8843107	13107 426 0.00 119.12 0.00 0.00 0.00 1,000.00 119.12 120.00 0.00 1,000.00 119.12									

The updated reports are those on this menu that display the NOTES field:

===[AUC] 1591-Ledger Trans	action History Reports [Mary]		
File Edit Ledgers Purchase (Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax	: Motor Ex	cise Syst
B B B H + →	₩ <u>₩</u> ₩ <u></u>		
<u>G</u> oto	Ledger Transaction History	y Repo	orts
(ctions	Report Name		
Actions	1630-Transaction Detail Report w/Notes	Sample	Run
	1632-Transaction Detail Report w/Vendor	Sample	Run
	1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
	1629-Transaction Detail - Debits/Credits Only	Sample	Run
Report Categories	1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
	1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
2 Transaction History	1633-Transaction Detail Report - Interfund Transfers	Sample	Run
3 Month to Date	1634-Transaction Detail w/ Running Balances	Sample	Run
4 Other	1635-Transaction History (Summary)	Sample	Run
	1667-Transaction Summary (No Appropr Roll Fwd)	Sample	Run
	1636-Transaction Summary (for POs or Vouchers)	Sample	Run
	1540-Transactions affecting a prior period	Sample	Run

[ADM-AUC-RC-8218]

3.2.2. Transaction Detail Screen(s)

Modified the Transaction Detail screens to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.

<u>G</u> oto	Showing A	AI.				Tran	isaction History	'					
Actio <u>n</u> s	FY	Acco 1000 CASH	unt Nurr -000-00 , UNRES	Iber 000-000-0 STRICTED	0-00-10400 CHECKING			T S S F	Type Sub-Type Status Fund Status	Asset <u>000 Ba</u> Control <u>K</u> PO Ba Active Active		<u>0</u> PO Balances <u>K</u> PO Balance as O	f
<u>7</u> Acct Bal Inquiry <u>8</u> Excel <u>9</u> Excel by Date		<u>1</u> Acco	unt		2 Posting#]	<u>3</u> User Batch		4 Reference	ce#	<u>5</u> Trx Da	te	
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount 1	уре		Disp	lay - Notes		
13-Apr-2014	1529898	102	40	TT12	430	8843115	489,9,	DR	TT Payment	t Parcel 0014	-0149	-0000	
13-Apr-2014	1529898	113	40	TT12	430	8843115	510,02	no	IT Payment	t Parcel 0014	-0149	-0000	
13-Apr-2014	1529899	22	1	TT14	430	8843115	675,93	DR	Deferrar ,	age of the second	0000	1010	
13-Apr-2014	1529899	32	40	TT14	430	8843115	2,67	DR	Deferral F	Payment Parcel	0009	-0016	
13-Apr-2014	1529899	43	1	TT14	430	8843115	1387,62	DR	Deferral F	Payment Parcel	0009	-0016	
13-Apr-2014	1529899	53	40	TT14	430	8843115	5,47	DR	Deferral F	Payment Parcel	0009	-0016	
13-Apr-2014	1529899	64	1	TT14	430	8843115	850,58	DR	Deferral F	Payment Parcel	0009	-0016	





DOES NOT APPLY TO PREVIOUSLY POSTED TRANSACTIONS

Existing transactions performed prior to the software update will retain the notes with the bill number as originally written. Only transactions performed after the software update will have the parcel number applied.

[ADM-AUC-RC-8218]

4. **REPORTS**

4.1. Calendar Year Payments

Modified the calendar year payments report to separate out interest payments from payments against principal and other charges.



Figure 3 Before

	ADMINS Uni	fied Com	munity					Release Notes – Version 5.1
U	Revenue Colle	ection						June 2014
	-							
ear Bill#	Lategory	TxnUode	Pay Date	Payments	Refunds	Adjustments	Net Amount	
012 001004-00 012 001004-00	Tax Tay Interest	Counter receipt	09-Feb-2012 09-Feb-2012	1,205.07			1,205.07	
012 001004-00 012 001004-00	Tax Tax Interest	Counter receipt	09-Apr-2012 09-Apr-2012	1,212.51			1,212.51	
		*	Total Bill: 001004-00	2,421.38			2,421.38	
		-						
013 001004-00	Tax Tay Tabana	Counter receipt	20-Aug-2012	1,228.64			1,228.64	
013 001004-00	Tax Interest	Counter receipt	20-Mug-2012 20-Nov-2012 20 Nov-2012	1,234.75			1,234.75	
013 001004-00	Tax Incerest	Counter receipt	10-Dec-2012	9.20			9.20 "	
013 001004-00	Tax Interest	Counter receipt	10-Dec-2012	.07			.07 *	
			Total Bill: 001004-00	2,489.40			2,489.40	
			*** Total Parcel ***	4,910.78			4,910.78	
Total Reports Total Non-Report	ble: 4,890.04 able: 20.74 *							
* Denotes Amount	s not Tax Deductible							

Figure 4 After

[ADM-AUC-RC-8221]

4.2. Deferral / Tax Title Reports Library

Added a new section to the Collections > Reports Library to store Tax Deferral and Tax Title report offerings.

🚥 [AUC] 4963-Report Librar	y Tax Title / Deferral [Mary]		
File Edit Ledgers Purchase C	Orders Accounts Payable Fixed Assets Human Resources Budget Collections Ta	× Motor Ex	cise Syst
	» 🎢 🖓 🖃 🔒		
Goto	Report Library Tax Title / I	Deferra	I
Actions	Report Name		
Actions	11368-Tax Title - As Of a Date	Sample	Run
	11383-Tax Title Balances as of (Trial Balance)	Sample	Run
	4824-Deferral - As Of a Date	Sample	Run
	4826-Deferral Balances as of (Trial Balance)	Sample	Run
Report Categories	5991-Deferral Form 410	Sample	Run
1 Collection Reports	11401-Tax Title Transaction History List	Sample	Run
2 Transaction Reports	11402-Tax Title Transaction Summary	Sample	Run
3 Other Reports	11403-Continue Municipal Lien Form 291	Sample	Run
4 TT / Deferral Reports	5914-Tax Taking Form 410	Sample	Run
		Sample	Run
	5224-TT - Possible Candidates and Exclusions	Sample	Run
	5815-Parcels by Tax Title Type	Sample	Run
	5223-Parcel Flag Edit List	Sample	Run

[ADM-AUC-RC-8229]

Deferral / Tax Title Trial Balance 4.3.

Modified the Trial Balance report to add a new section at the end of the report that will summarize all categories across all years.

Release Notes – Version 5.1 June 2014

ADMINS Unified Community Revenue Collection

1383-TTTRNHIS_BYCAT_ASOF.REP	Printed 03	-Jun-2014 at 17:	:04:09 by MARY Town of .	ADMINS				
Tax Title Balances as of (Trial Balance)								
ill Type: 70 Tax Title		as	s of 12312013					
ategory	Charges	Abate/Deduct	Adj-Oth	Refunds	Payments	Balance		
** Total *** Bill Year: 2012	348187.27				91118.17	257069.10		
l Tax	231451.14				2331.24	229119.90		
5 Water Lien	10086.03					10086.03		
6 Water Committed Interest	444.89					444.89		
7 Sewer Lien	4518.50					4518.50		
8 Sewer Committed Interest	213.68					213.68		
9 Trash Lien	8282.24					8282.24		
5 Sewer Betterment	633.33					633.33		
6 Sewer Bett Committed Int	444.54					444.54		
3 Demand	600.00				10.00	590.00		
0 Tax Interest	24107.36				1600.46	22506.90		
2 Certificate of Redemptio	240.00				120.00	120.00		
** Total *** Bill Year: 2013	281021.71				4061.70	276960.01		
rand Total	3643597 51				2464904 91	1178692 60		

This change applies to reports 11383 and 4826.

```
Report Name
11368-Tax Title - As Of a Date
11383-Tax Title Balances as of (Trial Balance)
4824-Deferral - As Of a Date
4826-Deferral Balances as of (Trial Balance)
```

[ADM-AUC-RC-8217]

4.4. List of Stale Batches

Added a new report to the End of Week process to automatically create and email a list of stale collection batches. The report is intended to alert users of batches that they started at least 30 days prior but have not used or completed processing.



To update the email distribution list, click on the following operation:



Retrieve the list called "COLLECT". Modify the user names accordingly.

Goto		Email [Distribution Lists	
Actions	Distribution Code 📘	OLLECT Daily: Unposted (Collection Batch	Syste
	User Name	Full Name	Email Address	
<u>1</u> Add Email <u>2</u> Remove Email	Mary Theresa Wendy	Mary MacKinnon Theresa Campbell Wendy Tarantola	mary@admins.com THERESA@ADMINS.COM Wendy@admins.com	

And an email notification will be delivered to those names in the **COLLECT** list. The report may yield batches for users who are not included on the COLLECT list. This is because the management of the stale batches is often handled centrally. Oftentimes these batches were created by employees who are no longer employed by the City/Town and hence they become "stale". In these cases, those batches should be transferred to another party where they may be used or removed from the system.

1	licrosoft Exce	el - Stale	_Batches_20	140602015119	.xml [Rea	d-Only]								
	Eile Edit	<u>V</u> iew Ir	nsert F <u>o</u> rmat	<u>T</u> ools <u>D</u> ata	Window	Help Adobe PDF								Type a
1	11112	🔁 🖄	13 Y 13	🖷 🔂 🕬	Reply with C	hanges End Review	N							
1			ABC 61	(🗈 🕅 🗸 🗹	3 12) - 1	Cii v I 🔍 Σ v 🏠	Z [] [] [] [] [] [] [] [] [] [115% 🗸 🙆						
							AV 1000 -107		2					
÷ A	rial	•	8.5 - B .	r ⊻ ≣ ≣	: 🗐 🔤	\$ % ,	8 🗱 🎀 🔛	- 🌺 • <u>A</u> •	Ŧ					
	B93	•	€ COUGH	LIN										
	000		,											
	В		C	D		E	F	G	H	-	J	К	L	
1	B CreatedBy		C CreatedOn	D AssignedTo	2	E Batch#	F LastChanged	G PayDate	H DepositDate	l PostingDate	J AmtExpected	K AmtEntered	L Bank	BankNan
1 83	Bio CreatedBy MOORE		C C CreatedOn 10/28/2013	AssignedTo LUANN	2	E Batch# 239	F LastChanged 10/29/2013	G PayDate 10/28/2013	H DepositDate 10/28/2013	l PostingDate	J AmtExpected -13.33	K AmtEntered -13.33	L Bank BOA	BankNan BANK OF
1 83 84	Bio CreatedBy MOORE MOORE	-	C CreatedOn 10/28/2013 10/28/2013	D AssignedTo LUANN LUANN	2	E Batch# 239 240	F LastChanged 10/29/2013 10/29/2013	G PayDate 10/28/2013 10/28/2013	H DepositDate 10/28/2013 10/28/2013	I PostingDate	J AmtExpected -13.33 5.00	K AmtEntered -13.33 5.00	L BOA BOA	BankNan BANK OF BANK OF
1 83 84 85	Book CreatedBy MOORE MOORE MOORE		C CreatedOn 10/28/2013 10/28/2013 10/29/2013	D AssignedTo LUANN LUANN LUANN	<u>D</u>	E Batch# 239 240 241	F LastChanged 10/29/2013 10/29/2013 10/29/2013	G PayDate 10/28/2013 10/28/2013 10/29/2013	H <u>DepositDate</u> 10/28/2013 10/28/2013 10/29/2013	I PostingDate	J <u>AmtExpected</u> -13.33 5.00 1,000.00	K AmtEntered -13.33 5.00 1,000.00	L BOA BOA BOA	BankNan BANK OF BANK OF BANK OF
1 83 84 85 86	Boo B CreatedBy MOORE MOORE MOORE MOORE		C CreatedOn 10/28/2013 10/28/2013 10/29/2013 10/29/2013	D AssignedTo LUANN LUANN LUANN LUANN	<u>D</u>	E <u>Batch#</u> 239 240 241 244	F LastChanged 10/29/2013 10/29/2013 10/29/2013 10/29/2013	G 10/28/2013 10/28/2013 10/28/2013 10/29/2013 10/29/2013	H <u>DepositDate</u> 10/28/2013 10/28/2013 10/29/2013 10/29/2013	I PostingDate	J AmtExpected -13.33 5.00 1,000.00 513.95	K <u>AmtEntered</u> -13.33 5.00 1,000.00 513.95	L BOA BOA BOA BOA	BankNan BANK OF BANK OF BANK OF BANK OF
1 83 84 85 86 87	BOORE MOORE MOORE MOORE MOORE MOORE MARY		C CreatedOn 10/28/2013 10/28/2013 10/29/2013 10/29/2013 1/27/2014	D AssignedTo LUANN LUANN LUANN LUANN LUANN LUANN MARY	<u>D</u>	E <u>Batch#</u> 239 240 241 244 363	F <u>LastChanged</u> 10/29/2013 10/29/2013 10/29/2013 10/29/2013	G 10/28/2013 10/28/2013 10/28/2013 10/29/2013 10/29/2013 1/27/2014	H <u>DepositDate</u> 10/28/2013 10/28/2013 10/29/2013 10/29/2013	I PostingDate	J <u>AmtExpected</u> -13.33 5.00 1,000.00 513.95	K <u>AmtEntered</u> -13.33 5.00 1,000.00 513.95 5,000.00	L BOA BOA BOA BOA BOA MELN	BankNan BANK OF BANK OF BANK OF BANK OF BANK OF

[ADM-AUC-RC-8228]

4.5. Treasury Receipt Turnover Reports

The Treasury Receipt Import Batches process has been modified to accommodate using a different cash account business rule. All Treasury Receipt turnover reports used for historical purposes have been modified to accommodate the introduction of this new Cash account operation. While users should see no change in the format of these reports, the list of affected reports includes:

ADMINS	Unified Community	
Revenue	Collection	
Collections Tax Motor Excise	l	
Payments 🕨		
Adjustments 🕨 🕨		
Refunds 🕨 🕨		
Uncollectables		
Treasury Receipts	Batch Entry	
Municipal Lien Certificates 🕨	Treasury Receipts	
Partial Payment Letters	Receipt Edit List	
Mortgage Lenders	Submit Batches	
Tax Title	Restore Batches	
Deterrals •	Post Batches	
Reports	Treasurers Receipt Cover Sheet (Submitt	ed
Tables •	Treasury Receipt Codes	
Module Maintenance	Treasury Receipt Code Category Table	
Interfaces/Imports	Pill Tupo	_
Site Specific	Bill Category	
Sice Specific V		
Help Reference Library	Batch Ouerv	
Collections Help	Treasury Receipt History	
	Treasury Receipt History Print List	
	Treasury Receipts History Deposit List	
	Weekly TR by Category	
	Monthly TR by Column	
	weekend IR Collections	

Release Notes – Version 5.1 June 2014

[ADM-AUC-RC-8225]

5. INTERFACES/IMPORTS

5.1. UNIBANK / BILLTRUST Daily Balance File

5.1.1. Email Notice of File Location

Modified the procedures shown below to send out an email notification to a group of users listed on an email distribution list as shown below. Prior to this update, only the user running the process received the notification.



To update the email distribution list, click on the following operation:



Retrieve the list called "DAILYBAL". Modify the user names accordingly.

<u>G</u> oto		Email Di	stribution Lists	
Actions	Distribution Code	AILYBAL Collections Daily	Balance Location Email	System Default Distribu
	User Name	Full Name	Email Address	Status
<u>1</u> Add Email <u>2</u> Remove Email	ANTHEA MACKINNON THERESA	Anthea Dimond Mary MacKinnon (alternat Theresa Campbell	anthea@admins.com e) mary@admins.com THERESAGADMINS.COM	Active Active Active

The procedure will alert the user where the resultant files are now stored:

Unibank I	Unibank Daily Balance File 🔀						
(Go to folder z:\admhome\filestotestuploads To transfer the files. Additional information on filenames is available in the Email that was sent to the DAILYBAL Distribution List						
	OK						

And an email notification will also be delivered to:

- the users named in the **DAILYBAL** list, and
- as a CC: to the person running the process even if they are not listed on the DAILYBAL list

03-Jun-2014 Unibank Daily Balance File Location
mary@admins.com
Sent: Tue 6/3/2014 6:06 PM
To: Anthea Dimond; Mary MacKinnon; Theresa Campbell
Cc Mary MacKinnon
Selection Criteria
Include Real Estate / Personal Property Years
RE Bill Year 2014 # records 6,353
PP Bill Year 2014 # records 85
Create output file as 1 File
Include Motor Excise Years
Year Commit# Seq# Create output file as #Records
2013 01 Separate File 53

[ADM-AUC-RC-8223]



6. TREASURY RECEIPTS IMPORT

6.1. Import Error Report

The Treasury Receipt Import process now displays a new report that shows errors indicating that there are invalid codes in the upload file:

🚸 TedRE - TR_Imported_Batches_LUANN[5].lis		
File Edit Format Options		
Courier New 💌 9 💌 🖪 🖊 🙂 💷 🚎 🗐		
k11S		
4571-RCTRIMPCHK.REP Printed 05-Jun-2014 at 17:02:34 by LUANN		
	Town of ADMINS	
	Import Treasury Receipts	
Pay Date Trx# Year TR Code Account	Cash Check	Other Message - REVIEW Transaction if any messages are displ
User Batch : Deposit Date : 01-Jun-2014 Bank : BOA Department Gr	oup : TREASURER	
27-May-2014 2014 UNKNOWN 0000-000-000-000-00-00-00000	80.49	Invalid TR Code 2014AAD - Changed to UNKNOWN
27-May-2014 2014 UNKNOWN 0000-000-000-00-00-00000	284.99	Invalid TR Code 2014AAD - Changed to UNKNOWN

The user is then given the option to continue the process (with the invalid codes changed to UNKNOWN) or to exit the process and correct the codes in the upload file.

Import T	reasury Re	ceipt Batches	×
?	Missing Tre Click YES t Click NO to	easury Receipt Co o upload the file, o cancel this proce	ides iss.
	Yes	No	

[ADM-AUC-TR-85]

6.2. Cash Accounts Used on Imported Receipts

Modified the Treasury Receipt import process to allow for better control over the General Ledger Cash accounts being updated as departmental turnovers are imported. This change only applies to imported receipts; not manually entered turnovers.

Treasury Receipts	Þ	Batch Entry
Municipal Lien Certificates	►	Treasury Receipts
Partial Payment Letters		Receipt Edit List
Mortgage Lenders	•	Submit Batches
Tax Title	►	Restore Batches
Deferrals	•	Post Batches
Reports	•	Treasurers Receipt Cover Sheet (S
Tables	►	Treasury Dessigh Cades
Queries	•	Treasury Receipt Codes
Module Maintenance	►	Treasury Receipt Code Category T
Interfaces/Imports	►	Bill Type
Site Specific	⊁	Bill Category
Help Reference Library		Batch Query
Collections Help		Treasury Receipt History
	-	Treasury Receipt History Print List
		Treasury Receipts History Deposit
		Weekly TR by Category
		Monthly TR by Column
		Weekend TR Collections
		Transfer (unsubmitted) Batches
		Transfer and Restore Submitted Ba
		Import Treasury Receipts



When you import a .CSV file of receipts, the system requires you to enter the Department Group to which these receipts belong. The Department Group then controls which BANK(S) are used on the batch(es).

Task 4570: Import Treasury Receipts		[Depa	artment Group Profile
Import Treasury Receipt Batches				
Required: Enter Department Group	ARCAND		Dept Group ARCAND Des	Cription ARCAND PARK
Required: Enter Deposit Date (mmddyyyy)	060714			
Enter Import Path and File	Z:\ADMHOME\FILESTOTESTUPLOADS\TRIMPORT\IMPORTDETAIL.CSV			3 Collections
Optional: Enter Batch Note	Look at DEPT GROUP = ARCAND to get BANK code!!!!		Collection Defaults	
Run as @ Preview O Print O PD	F		Treasury Receipts Import Defaults	
lf Printing use Duplex ⓒ Yes 🏾 🕅 No	Lookup <u>O</u> K <u>C</u> ancel Clear <u>A</u> ll		Bank for Cash/Checks ECK COMMERCE BANK Bank for Credit Cards COM COMMERCE BANK Bank for Online Payments COM COMMERCE BANK	Bank GL Account 0000-000-0000-0000-000-000-000-000 Bank GL Account 0000-000-0000-0000-000-000-00000 Bank GL Account 0000-000-0000-0000-0000-000-000000

Once the **BANK** is known, there are up to 3 different ways that the Cash Account# can be configured:

• From the **Bank Code** table,

0

- From the **Control by Account**# table, or
- From the **Billing Category** table.

6.3. How is the Cash Account determined?

If there is a TR cash account# assigned on the bank code, that is used first:

		Maintain Bar	nk Codes	
Bank 0001	Name BANK OF	AMERICA	ABA# 1234-5678	B-O ABA Numerator ABA Denominator
Address 1 Address 2 Address 3 City		8	ate Zip Code 10000	Direct Deposit Only C Yes © No Cash Book Bank Impres Account X0-0000 © Yes C No C Yes © No
4-Accounts Pay Collection Bill O Bank Account@ Last Check Us- LockBox Import Lockbox Export	yable <u>5-Acc</u> Category Account 1 122455/709 ed 0000000 t File	Jsed Type	§Human Resources	Human Resources ACH
E-mail Address	s		Phone ((000) 000-0	000 Contact Type

If there is no Cash Account specified on the Bank table but there is a cash account# specified on the Revenue Account in the Controls by Account# table then that is used:



If neither of the above are present, then the Cash Account# specified on the Bill Category table is used:





B

EXAMPLES

See Appendix for examples of how the Cash Account# is assigned to the transactions in a batch of turnovers.

This software update includes the following 2 changes:

Added the Cash Account number to the System > Department Group Menu > Department Group Profile table:

Department	Department Group Profile		
Dept Group ABS Description	Dept Group ABS Description COMPENSATED ABS FUND		
1 General 2 PO / AP 3 Collectio	1 General 2 PO / AP 3 Collections		
Collection Defaults	Collection Defaults Treasury Receipts Import Defaults		
Treasury Receipts Import Defaults			
Bank for Cash/Checks DIZ CITIZENS BANK Bank for Credit Cards HB REBSTERBANK Bank for Online Payments NAVE NAVIGANT CREDIT UNION	Bank for Cash/Checks TITZ CTTIZENS BANK BAnk GL Account ====================================		
Split Refund/Credits into Separate Batch 💽 Yes 🔘 No			
Figure 5 Before	Figure 6 After		

Added the Cash Account number to the **Bank Table > Collections** tab:

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH Z-Collections Collection Bill Category Account Used	
Bank Account# 1123456789 Type C Checking Last Check Used 0000000 LockBox Import File	Added a CASH override account# to be managed at the BANK
Contact Name Phone (000) 000-0000 Contact Type	level for Treasury
Website Address	, Receipts
Treasury Receipt Override Account ****-000-0000-000-00-00-10400	P

If a turnover is manually created in AUC then the Cash account# always comes from the Bill Category table:



0000-000-0000-000-00-00-00000

[ADM-AUC-RC-8225]

7. MUNICIPAL LIEN CERTIFICATE

7.1. Interest Not Correct

venue or Liabilit[,]

7 Delete Tu

Corrected an issue with interest due on a municipal lien certificate not matching the Bill Payment screen. This has been corrected.

Release Notes – Version 5.1 June 2014

CERTIFICATE OF MUNICIPAL LIENS NUMBER: 2014-17698 General Laws, Chapter 60, Section 23, as amended by the Acts of 1987, Chapter 250 ISSUED: 15-Jan-2014								
	2	The Co	ommonwealth o	f Massach	usetts			
Bellingham Collector/Treasurer 10 Mechanic Street, PO Box 204 Town Of Bellingham 508-657-2848								
I certify from available information that all taxes, assessments and charges now payable that constitute liens as of the date of this certificate on the parcel of Real Estate specified in your application received on are listed. Sale of this property requires that the recycling bin and trash bin (Serial #'s below) to remain on premises as they are the property of the Town of Bellingham. Failure to do so will result in a replacement fee.								
ABBOTT S. FENICHEL, ESQUIRE 420 MAIN STREET WALPOLE MA 02081 WALPOLE MA 02081 Commercial: 14.44 Commercial: 17.72 Industrial: 17.72 CPA % 1.5000 CPA % 1.5000 TAX RATES Parcel ld: 0004 -0016 -0000 Location of Property: 488 HARTFORD AV Lagal Reference: 11875-540 Assessed Owner(s): HARTFORD AVE LTD REALTY TR MIDIO DICA - TR Current Owner: HARTFORD AVE LTD REALTY TR UST MIDIO DICARLO II - TR Fiscal 2014 Value: Res Val: \$227,200 Comm Val: \$147,300 Total V \$374,600					IIDIO DICARLO 81 MIDIO 800 Total Value			
			2014 Bill #001	1036	2013 Bill	#001036	2012 Bill #00103	6
ASSESSMENTS								
Tax				\$3,543.41		\$5,926.01	:	\$5,590.14
Betterments/Liens						\$933.72		\$785.06
Committed Interest						\$20.69		\$8.02
Interest Charles	,			\$00.40		25.00		es 00
Total				\$3 599 81		\$0.00 \$6.885.42		\$6 388 22
PAYMENTS				\$0,000.01		\$0,000.42		0,000.22
Payments				\$3,599,81				
Tax Title						\$7,500.00		
Total				\$3,599.81		\$7,500.00		\$0.00
ADJUSTMENTS, ABATEMENTS & EXEMPTIONS								
Adjustments Tax Title				£0.00		\$-6,885.42	5	-6,388.22
Total				\$0.00		\$-6,883.4Z	3	-6,388.22
CURRENT UNPAID TAX	XES (PER DIEM)		\$0.00 (\$0.0	00 per diem)	\$0.0	0 (\$0.00 per diem)	\$0.00 (\$0.00	per diem)
PAYMENT HISTORY			10/23/2013	\$3,599.81			4/2/2013	\$838.25
DEFERRALS AND TAX	X TITLE							
Deferral Tax Title Liens/Betterments Interest Fees & Charges	To: 15-Jan-2014			\$0.00 \$0.00 \$0.00 \$0.00 \$0.00		\$0.00 \$23,312.49 \$2,294.56 \$5,514.30 \$269.00		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
TOTALS			\$0.00 (\$0.0	(melb req 00	\$31,390.3	5 (\$9.46 per diem)	\$0.00 (\$0.00)	per diem)
	Transfered 18-Ju	-2011	Bk/Pg 029004/	0569 Doc#	000007326	5 to Tax Title.		
	OTHER UNPAID	BALA	NCES			I have no know outstanding	ledge of any other li	ien
DESCRIPTION Trash	LAST READ ACCOUNT # 5/6/2013 00488000	,	AMOUNT NOTES			constantioning.		
Recurle Bin#			\$0.00 65G 00005	22 950 00004	30			
Water	5/5/2013 00488000		\$322.96					
]		

[ADM-AUC-RC-8231]

8. **HELP REFERENCE LIBRARY**

New or Updated Documentation 8.1.

New or updated documentation has been added to the **Collections** Help Reference Library:

Bankruptcy:

•

Bankruptcy Guide Interfaces: Import Treasury Receipts

---- BANKRUPTCY ------Bankruptcy Guide

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9. APPENDIX: EXAMPLES OF IMPORTED BATCHES

9.1. Imported Turnover with Cash Account# from BANK Code

If a turnover is imported, and it looks like this:

Finboreaceanest nocepta	
File Edit Format View Help	
Payment Date.Code.Note.oty,Amount.Payment Type 04/02/2014.GIFCTF."1, 50.00,CA 04/02/2014.GIFCTF."1, 149.00,CC 04/02/2014.FEDEDEDA,"Auto Bal Payment "1. 50.00,95 04/02/2014.FEDEDEDA,"Auto Bal Payment "1. 50.00,95 04/02/2014.SWMEMFEES,"1,1 55.00,0C 04/02/2014.SWMEMFEES,"1,2 55.00,0C 04/02/2014.SWMEMTET,"1,2 50.00,CC 04/02/2014.SWMEMTI,"1,375.00,CC 04/02/2014.SWMEMTI,"1,375.00,CC 04/02/2014.SWMEMTI,"1,375.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC 04/02/2014.SWMEMTERE,"1,50.00,CC	g-Accounts Payable §-Accounts Payable §-Human Resources Human Resources-ACH Z-Collections Collection Bill Category Account Used Bank Account# 122456/293 Type [] Checking Last Check Vest 000000 LockBack Import File Contact Name Phone [(000) 000-0000] Contact Type [] Contact Name Phone [(000) 000-0000] Contact Type [] Phone [(000) 000-0000] Contact Type [] 99 Treasury Receipt Override Account [1000-000-0000-000-00-00-00-000] Contact Type [] Contact Type []

04-Bill Category [Mary]

And the other tables look like this:



Figure 7 Cash account is NOT specified here

Figure 8 Cash account is always specified here

EXAMPLE 1 – PROCESS FLOW (FROM BANK TABLE)



ADMINS Unified Community Release Notes – Version 5.1 **Revenue** Collection June 2014 4570-RCREP:RCTRIMPORT.REP Printed 04-Jun-2014 at 19:58:52 by MARY Town of ADMINS Import Treasury Receipts Pay Date Trx# Year TR Code Account Cash Check Other User Batch : TI06041496 Deposit Date : 06-Jun-2014 Bank : 0001 Department Group : ABS _____ _____ _____ 02-Apr-2014 1537142 2014 BEEDEDOA 1000-630-0000-000-00-41001 -50.00 _____ _ - -----*** Total for Batch TI06041496 -50.00

Figure 9 List from TR Import process

4084-RCRECPSTGL_S	UM. REP	Printed 04-Jun-2014 at 20:00:03 by MA	RY		Page
		Town of J	ADMINS		
		Posting Report -	Summary by GL#		
Posting#: 8843232	2				
FY Date	Batch#	Account#	Description	Debit	Credit
2014 06-Jun-2014	TI06041496	1000-000-0000-000-00-10200	PETTY CASH		50.00
2014 06-Jun-2014	TI06041496	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE	50.00	
			BALANCE SHEET	50.00	50.00
2014 06-Jun-2014	TI06041496	1000-630-0000-000-00-00-41001	PARKS AND RECREATION PROGRAM FEES	50.00	
			SUBSIDIARY LEDGER	50.00	

Figure 10 Posting report after batch is posted

9.2. Imported Turnover with Cash Account# from Control by Account#

If a turnover is imported, and it looks like this:

	Maintain Bank Codes	
	Bank EOH Name COMMERCE BANK ABA# [1010-0001-9 ABA Numerator ABA Denominator ABA Denominator	
	Address 1 Direct Deposit Only Address 2 Cress C No Address 3 Cress ONA City State Zip Code (00000-0000) Cress C No Cress C No	
	4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections	
File Edit Format View Help	Constant in Call of the Call of th	ē
Payment Date,Code,Note,Qty,Amount,Payment Type 06/02/2014,GIFTCTF," ",1, 50.00,CA 06/02/2014,INITFEES," ",1, 149.00,CA 06/02/2014,SWIMGIFT," ",1, 880.00,CA	Contact Name Phone (000) 000-0000 Website Address Treasury Receipt Override Account	'n



In the .CSV file above, the code called **SWIMGIFT** is posting to revenue account **6690-000-000-00-00-00-48300**. This revenue account is using a special cash account# in the Control by Account# table. All other receipts in the .CSV file are not using Control by Account# rules.

		General Ledger Controls by Accour		
		FY Account	Description	
4 Year 5 Code 6 Description	Z Revenue Accourt	4-List Invalid Accounts	5-Delete Invalid Accounts	
2015 SWIMGIFT ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-00-48300	Line Account Num	iber Descript	
2014 SWIMGIFT ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-00-48300			
2013 SWIMGIFT ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-00-48300	1 6690-000-0	000-000-00-00-10400 CASH, A	

None of the other codes in the .CSV file are using these exception rules. This means that the remaining records will get their cash account# from the Bill Category table that is set up as follows:



Figure 11 Cash account is always specified here

EXAMPLE 2 – PROCESS FLOW (FROM CONTROL BY ACCOUNT#)







4570-RCREP.RCTRIMPPST.R	EP Prir	ted 06-Jun-2014 at 09:36:02 by MARY		
		-	T	own of ADMINS
			Import	Treasury Receipts
Pay Date Trx#	Year TR Code	Account	Cash	Check
User Batch : TI0606145	Deposit Date :	06-Jun-2014 Bank : COM Department Gr	oup : ARCAND	
02-Jun-2014 1537340	2014 SWIMGIFT	6690-000-0000-000-00-48300	880.00	
02-Jun-2014 1537341	2014 INITFEES	1000-000-0000-000-00-42930	149.00	
02-Jun-2014 1537342	2014 GIFTCTF	1000-630-0000-000-00-00-41001	50.00	
		*** Total for Batch TI0606145	1,079.00	

Figure 14 List of Imported Receipts

This batch then posts to 2 different cash accounts; the one using the exception rule and the remaining receipts post to the cash account# from the Billing Category table.

4084	-RCRECPSTGL_	SUM. REP	Printed 06-Jun-2014 at 09:3	5:47 by MARY Town of ADMINS		Page
			Postin	9 Report - Summary by GL#		
Post:	ing#: 884324:	2				
====						
FY	Date	Batch#	Account#	Description	Debit	Credit
2014	06-Jun-2014	TI0606145	1000-000-0000-000-00-00-10600	CERTIFICATE OF DEPOSIT	199.00	
2014	06-Jun-2014	TI0606145	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE		50.00
2014	06-Jun-2014	TI0606145	1000-000-0000-000-00-39100	Revenues		149.00
2014	06-Jun-2014	TI0606145	6690-000-0000-000-00-00-10400	CASH, ARCAND SWIM PROGRAM GIFT FUND	880.00	
2014	06-Jun-2014	TI0606145	6690-000-0000-000-00-39100	REVENUE		880.00
				BALANCE SHEET	1079.00	1079.00
2014	06-Jun-2014	TI0606145	1000-000-0000-000-00-00-42930	HEALTH-SAFETY INSPECTIONS		149.00
2014	06-Jun-2014	TI0606145	1000-630-0000-000-00-00-41001	PARKS AND RECREATION PROGRAM FEES		50.00
2014	06-Jun-2014	TI0606145	6690-000-0000-000-00-48300	GIFTS/DONATIONS		880.00
				SUBSIDIARY LEDGER		1079.00

Figure 15 Posting report showing 2 cash accounts used

9.3. Imported Turnover with Cash Account# from Bill Category table

If a turnover is imported, and it looks like this:

	Maintain Bank Codes
	Bank COM Name COMMERCE BANK ABA# [010-0001-9 ABA Numerator ABA Denominator ABA Denominator
	Address 1 Direct Deposit Only Address 2 Yes Address 3 Cash Book Bank City State Zip Code [00000-0000] C Yes
TR-TEST-FILEC.CSV_20140606093822.loaded - Notepad	Accounts Payable StAccounts Payable-ACH St-Human Resources Human Resources-ACH Z-Collections Collecton Bill Category Account Used Bank Account# Type
File Edit Format View Help	Last Check Used 0000000
Payment Date,Code,Note,Qty,Amount,Payment Type 06/02/2014,GIFTCTF,"",1, 50.00,CA 06/02/2014,INITFEES,"",1, 149.00,CA	Contact Name Phone (000) 000-0000 Contact Type E-mail Address Website Address
00/02/2014,5WIMPIT, ,1, 5/5.00,CA	Treasury Receipt Override Account – – – – – –

And the other tables look like this:



General Ledge	er Controls by Account#
FY Account 2014 1000-630-0000-000-00-41001 4-List Invalid Accounts 5-Delete Invalid Accounts	Description PARKS AND RECREATIO
Line Account Number	Descri
ue	00 UNDES

Figure 16 Cash account is NOT specified here

luman Resources Budget (Collections
Bill Cate	gory
Associations 3	Grou
Adjus	tment Allo
C None	C Ch
0-00-00-10600 <	
	uman Resources Budget Bill Cate Associations 2 Adjus None

Figure 17 Cash account is always specified here



Figure 18 File being Imported uses Dept Grp of ARCAND Figure 19 ARCAND uses Bank Code of COM

Then, in this case, the Bank Code does NOT have a cash account# on it. The receipts in the Import file are not using any control by account# rules. Thus, the cash account# will come from the Billing Category table.

4570-RCREP:RCTRIMPPST.R	EP Prir	ted 06-Jun-2014 at 11:20:02 by MARY	To Import	own of ADMINS Treasury Receipts
Pay Date Trx#	Year TR Code	Account	Cash	Check Other
User Batch : TI0606149	Deposit Date :	07-Jun-2014 Bank : COM Department G	roup : ARCAND	
02-Jun-2014 1537358 02-Jun-2014 1537359 02-Jun-2014 1537360	2014 SWIMFIT 2014 INITFEES 2014 GIFTCTF	1000-000-0000-000-00-00-044276 1000-000-0000-000-00-0442930 1000-630-0000-000-00-00-41001	375.00 149.00 50.00	
		*** Total for Batch TI0606149	574.00	

Figure 20 List of Imported Receipts



4084	-RCRECPSTGL_S	SUM. REP	Printed 06-Jun-2014 at 11:20:45 by MA	RY		Page
			Town of .	ADMINS		
			Posting Report -	Summary by GL#		
Post	ing#: 8843246	5				
====						
FY	Date	Batch#	Account#	Description	Debit	Credit
====						
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-10600	CERTIFICATE OF DEPOSIT	574.00	
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE		50.00
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-39100	Revenues		524.00
				BALANCE SHEET	574.00	574.00
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-42930	HEALTH-SAFETY INSPECTIONS		149.00
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-00-44276	MILK/CREAM PERMITS		375.00
2014	07-Jun-2014	TI0606149	1000-630-0000-000-00-00-41001	PARKS AND RECREATION PROGRAM FEES		50.00
				SUBSIDIARY LEDGER		574.00

Figure 21 Posting report showing the Billing Category cash accounts used for all records in the .CSV file



LOADING A DUPLICATE FILE

If you attempt to load the same file (for the same date) more than once then you will receive a message like this:

Import Ti	reasury Receipt Batches 🛛 🔀
?	The Follow File has already been loaded
7	File: TR-TEST-FILEC.CSV
	Deposit Date: 08-Jun-2014
	Do you want to Continue with this file?
	Yes No



LOADING A FILE THAT HAS AN INVALID TR CODE

If you attempt to load a .CSV file that contains a TR CODE missing from the TR CODE TABLE then you will receive a message like this:

TR-TEST-FILEC.CSV - Notenad	
File Edit Format View Help Payment Date,Code,Note,Qty,Amount,Payment Type 06/02/2014,GIFTCTF,"",1, 50.00,CA 06/02/2014,INITFEES,"",1, 140 06/02/2014,SWIMFITX,"",1, 575.00,CA	TR Code of SWIMFITX does not exist as a valid code in the TR CODE Table



File Help Starting str Starting str Starting st	reasury Receipts	tches_MARY[15].lis 9 2 2 2 2 2 2 2 2 2 2 2 2 2	ry Receipt Batches	- X	You will ne want to cli table and t - or - Load the fi do, the sys UNKNOW the entry in manually w	eed to determine whether you ck NO, go add the code to the hen try again le anyway by clicking YES. If you stem will change the code to N. You will then need to CANCEL n the batch and re-add it with the correct code
	User Batch : 02-Jun-2014 02-Jun-2014 02-Jun-2014 02-Jun-2014	Deposit Date : 2014 UNKNOWN 2014 INITFEES 2014 GIFTCTF	08-Jun-2014 Bank : 0000-000-0000-000-0 1000-000-0000-000-0	COM =partment Gr 00-00-00000 00-00-42930 00-00-41001	oup : ARCAND 375.00 149.00 50.00	-
			*** Total f	for Batch	574.00	

To correct a receipt loaded as UNKNOWN

Locate the Batch record. Click the **EDIT** button alongside the record needing correction.



Cancel the receipt:

Enter Receipts				
Year Trx Date Code 2014 08-Jun-2014	Account Number	Note	Qty Amount Recei	2-Accept
Accepted Receipts 5-Apply	TR#			4-Copy Note
2014 02-Jun-2014 GIFTCTF 2014 02-Jun-2014 INITFEES 2014 02-Jun-2014 UNKNOWN	1000-630-0000-000-00-00-41001 1000-000-0000-000		1 50.00 Cash 1 149.00 Cash 1 375.00 Cash	1537366 CANCEL 1537365 CANCEL 1537364 CANCEL
		[AUC] 4006-Treasury Receipts Cancel Payment to Code UNKNOWN fo	₩ # \$375.00 ?	



And then re-enter it using a valid code:

1			Treas	sury Receipts				
Goto Actions	Username Batch	MARY	2-Edit Note No text available	Cash-Coin	Tendered	Cash Back	Applied	Total
1-Batch	Pay-Trx Date Deposit Date	08-Jun-2014 08-Jun-2014		Check Other			100.00	155.00
Enter Receip	ts							
Enter Receip Year Trx D	ate Code	Account Number	-000-00-00-44276	Note		Qty Am	ount Received	3-Accept
Enter Receip Year Trx D 2014 (08-Jun-	ate Code -2014 SWIMFIT	Account Number	-000-00-00-44276	Note		Qty Am	ount Received 375.00	3-Accept

You may now continue processing the batch by submitting and posting it as you would any other batch of receipts.