



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 **June 21, 2014**.

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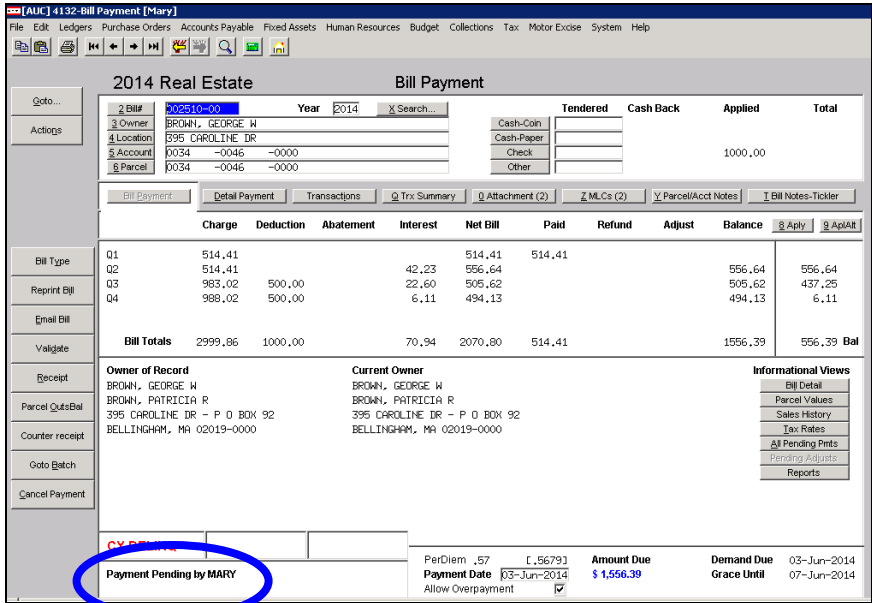
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1. BILL PAYMENT SCREEN

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.



[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.

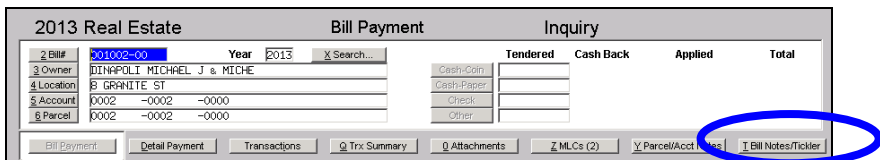


Figure 1 Before

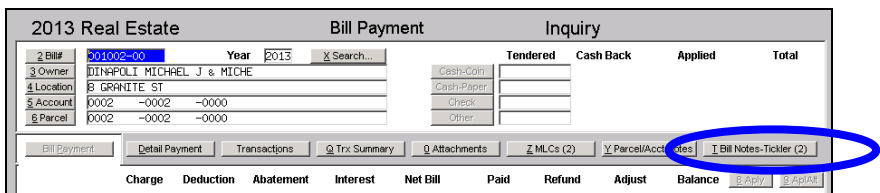


Figure 2 After

[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: 022256 ESTRADA, EMANUEL + ANNE MARIE Collections Refund Vendor

1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 Items

Restrict Access To: Town School Both

Federal ID# [] Bank Code [] ABA# 0000-0000-0 Prenote Not Active

Bank Account [] Type [] Customer# Created via REFUNDS by THERESA

HR ACH Tax Payment Type: Federal State None

Authorized Representative: Name [] Phone# (000) 0 [] Phone# (000) 0 []

[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 All Transaction History

FY: 2014 Account Number: 1000-000-0000-000-00-00-12400 TAX LIENS RECEIVABLE

Trx Date	Reference#	Line	GL#	TrxCode	User	Posting#	Amount	Type	Display - Notes
11-Apr-2014	1529894	25		TT12	427	8843109	376.75	CR	Tax Title Partial Payment
10-Apr-2014	103600	25		RC01	418	8843091	24.60	CR	TT Payment Bill# 001036-00
10-Apr-2014	103600	25		RC01	418	8843091	24.60	CR	TT Payment Bill# 001036-00

Prior to this update, payments were coded as RC01's and co-mingled with payments to other receivables.



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.

[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 Post#	User Batch	Approp/Open	Debit	Credit	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	426	0.00	119.12	0.00	0.00	1,119.12		Tax Title Partial Payment

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

Ledger Transaction History Reports

Report Name	Sample	Run
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
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - Interfund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fud)	Sample	Run
1636-Transaction Summary (For POs or Vouchers)	Sample	Run
1540-Transactions affecting a prior period...	Sample	Run

Report Categories:

- 1 Year to Date
- 2 Transaction History**
- 3 Month to Date
- 4 Other

[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.

Transaction History

FY: 2014
Account Number: 1000-000-0000-000-00-10400
CASH, UNRESTRICTED CHECKING

Type: Asset
Sub-Type: Control
Status: Active
Fund Status: Active

1 Account | 2 Posting# | 3 User Batch | 4 Reference# | 5 Trx Date

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
13-Apr-2014	1529898	102	40	TT12	430	8843115	489.93	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529898	113	40	TT12	430	8843115	510.02	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529899	22	1	TT14	430	8843115	675.93	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	32	40	TT14	430	8843115	2.67	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	43	1	TT14	430	8843115	1387.62	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	53	40	TT14	430	8843115	5.47	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	64	1	TT14	430	8843115	850.58	DR	Deferral 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.

2012 Real Estate Bill Payment

2 Bill# 001004-00 Year 2012 X Search...

3 Owner CUMMINGS, GARY R
4 Location 231 FARM ST
5 Account 0002 -0004 -0000
6 Parcel 0002 -0004 -0000

Tendered Cash Back Applied Total

Cash-Coin
Cash-Paper
Check
Other

Bill Payment Transactions Q Trx Summary Q Attachments Z MLs (1) Y Parcel/Acct Notes I Bill Notes-Tickler (1)

Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund	Adjust	Balance	B Apply	Q Appl
Q1	1191.67			1191.67	1191.67					
Q2	1191.67			1191.67	1191.67					
Q3	1212.58			1212.58	1212.58					
Q4	1208.77			1208.77	1208.80			-.03		
Bill Totals	4804.69			4804.69	4804.72			-.03		-.03 B

Owner of Record: CUMMINGS, GARY R, 00000-0000
Current Owner: CUMMINGS, GARY R, 231 FARM ST, P O BOX 172, BELLINGHAM, MA 02019-0000, FDTDDFFDFTDDAFITTTTADFDITTTATFTATFTTTTAT

Informational Views: Bill Detail, Parcel Values, Sales History, Tax Rates, All Pending Pmts, Pending Adjusts, Reports, Sales History, Parcel Values, Calendar Year Payments-RE/PP, Calendar Year Payments-INV

Year	Bill#	Category	TxnCode	Pay Date	Payments	Refunds	Adjustments	Net Amount
2012	001004-00	Tax	Counter receipt	09-Feb-2012	1,205.07			1,205.07
2012	001004-00	Tax	Counter receipt	09-Apr-2012	1,212.51			1,212.51
Total Bill: 001004-00					2,421.38			2,421.38
2013	001004-00	Tax	Counter receipt	20-Aug-2012	1,228.64			1,228.64
2013	001004-00	Tax	Counter receipt	20-Nov-2012	1,234.75			1,234.75
2013	001004-00	Tax	Counter receipt	10-Dec-2012	9.07			9.07
Total Bill: 001004-00					2,489.40			2,489.40
*** Total Parcel ***					4,910.78			4,910.78
Total Reportable :		4,890.04						
Total Non-Reportable:		20.74 *						

* Denotes Amounts not Tax Deductible

Figure 3 Before



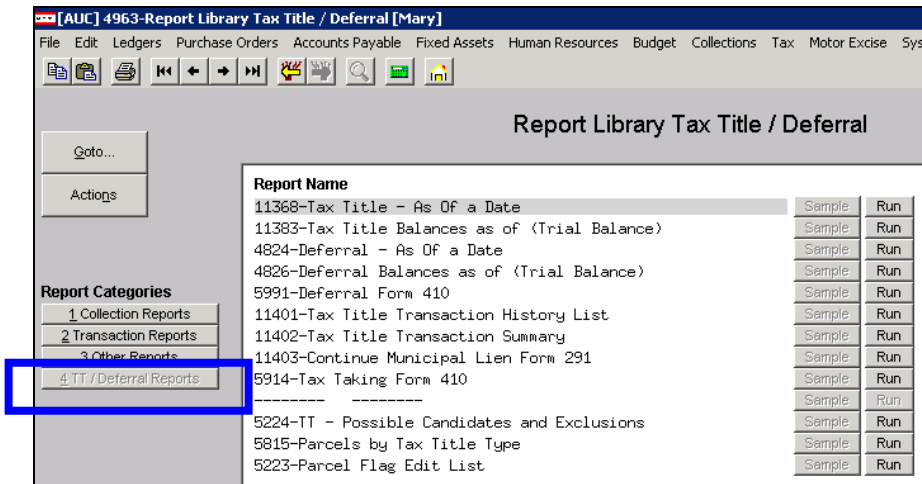
Par Bill#	Category	TxnCode	Pay Date	Payments	Refunds	Adjustments	Net Amount
012 001004-00	Tax	Counter receipt	09-Feb-2012	1,205.07			1,205.07
012 001004-00	Tax Interest	Counter receipt	09-Feb-2012	3.71			3.71 *
012 001004-00	Tax	Counter receipt	09-Apr-2012	1,212.51			1,212.51
012 001004-00	Tax Interest	Counter receipt	09-Apr-2012	.09			.09 *
Total Bill: 001004-00				2,421.38			2,421.38
013 001004-00	Tax	Counter receipt	20-Aug-2012	1,228.64			1,228.64
013 001004-00	Tax Interest	Counter receipt	20-Aug-2012	7.59			7.59 *
013 001004-00	Tax	Counter receipt	20-Nov-2012	1,234.75			1,234.75
013 001004-00	Tax Interest	Counter receipt	20-Nov-2012	9.28			9.28 *
013 001004-00	Tax	Counter receipt	10-Dec-2012	9.07			9.07
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 Reportable :				4,890.04			
Total Non-Reportable:				20.74 *			

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.



[ADM-AUC-RC-8229]

4.3. Deferral / Tax Title Trial Balance

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



11383-TTTRNHIS_BYCAT_ASOF.REP Printed 03-Jun-2014 at 17:04:09 by MARY Town of ADMINS Page 4
Tax Title Balances as of (Trial Balance)

Bill Type: 70	Tax Title	as of 12312013					
Category		Charges	Abate/Deduct	Adj-Oth	Refunds	Payments	Balance
*** Total ***	Bill Year: 2012	348187.27				91118.17	257069.10
01	Tax	231451.14				2331.24	229119.90
05	Water Lien	10086.03					10086.03
06	Water Committed Interest	444.89					444.89
07	Sewer Lien	4518.50					4518.50
08	Sewer Committed Interest	213.68					213.68
09	Trash Lien	8282.24					8282.24
15	Sewer Betterment	633.33					633.33
16	Sewer Bett Committed Int	444.54					444.54
33	Demand	600.00				10.00	590.00
40	Tax Interest	24107.36				1600.46	22506.90
72	Certificate of Redemptio	240.00				120.00	120.00
*** Total ***	Bill Year: 2013	281021.71				4061.70	276960.01
Grand 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.

[AUC] Weekly: Stale Receipt Batches
 aucdev@admins.com
 Sent: Mon 6/2/2014 2:23 AM
 To: Mary MacKinnon; Theresa Campbell; Wendy Tarantola

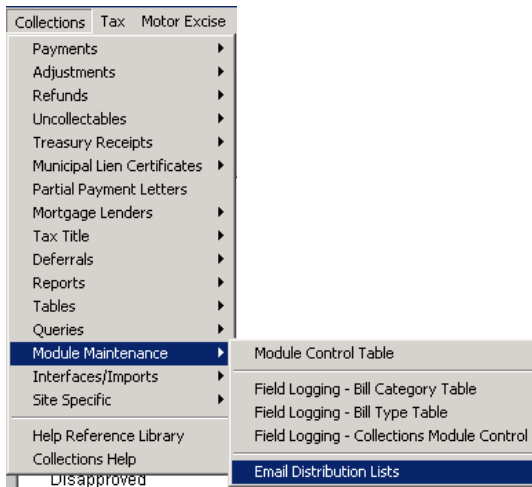
Message | Stale_Batches_20140602015119.xml (101 KB)

File Attachment Included

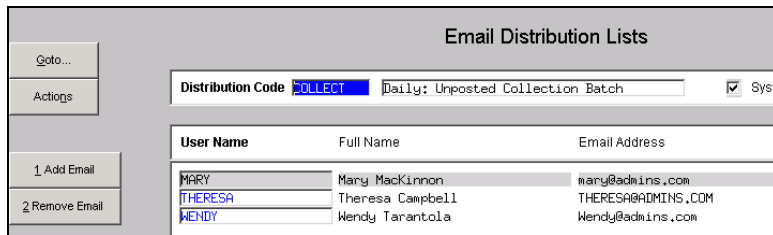
** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **

The email is delivered to the names located on the email distribution list called "COLLECT".

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



Retrieve the list called “COLLECT”. Modify the user names accordingly.



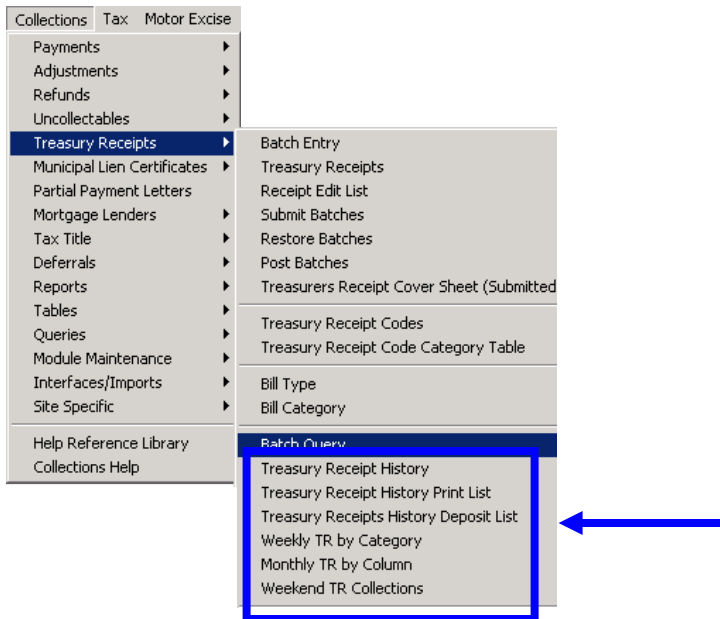
And an email notification will be delivered to those names in the **COLLECT** list. The report may yield batches for users who are not included on the COLLECT list. This is because the management of the stale batches is often handled centrally. Oftentimes these batches were created by employees who are 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.

CreatedBy	CreatedOn	AssignedTo	Batch#	LastChanged	PayDate	DepositDate	PostingDate	AmtExpected	AmtEntered	Bank	BankName
MOORE	10/28/2013	LUANN	239	10/29/2013	10/28/2013	10/28/2013		-13.33	-13.33	BOA	BANK OF
MOORE	10/28/2013	LUANN	240	10/29/2013	10/28/2013	10/28/2013		5.00	5.00	BOA	BANK OF
MOORE	10/29/2013	LUANN	241	10/29/2013	10/29/2013	10/29/2013		1,000.00	1,000.00	BOA	BANK OF
MOORE	10/29/2013	LUANN	244	10/29/2013	10/29/2013	10/29/2013		513.95	513.95	BOA	BANK OF
MARY	1/27/2014	MARY	263		1/27/2014				5,000.00	MELN	BANK OF
MUPDEV1	11/5/2013	MUPDEV1	286		11/5/2013					BOA	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:



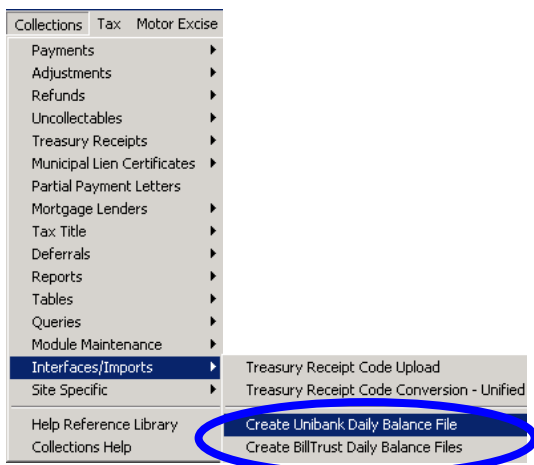
[ADM-AUC-RC-8225]

5. INTERFACES/IMPORTS

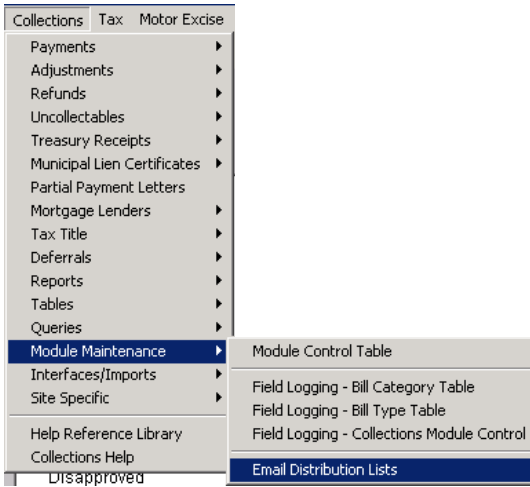
5.1. UNIBANK / BILLTRUST Daily Balance File

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.



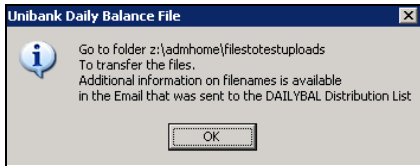
To update the email distribution list, click on the following operation:



Retrieve the list called “**DAILYBAL**”. Modify the user names accordingly.

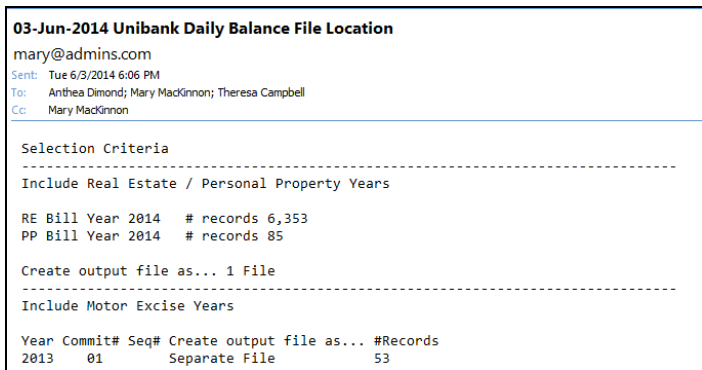


The procedure will alert the user where the resultant files are now stored:



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



[ADM-AUC-RC-8223]



6. TREASURY RECEIPTS IMPORT

6.1. Import Error Report

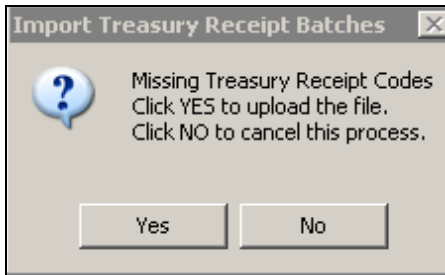
The Treasury Receipt Import process now displays a new report that shows errors indicating that there are invalid codes in the upload file:

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 Group : TREASURER								

27-May-2014		2014	UNKNOWN	0000-000-0000-000-00-000000		80.49		Invalid TR Code 2014AAD - Changed to UNKNOWN
27-May-2014		2014	UNKNOWN	0000-000-0000-000-00-000000		284.99		Invalid TR Code 2014AAD - Changed to UNKNOWN

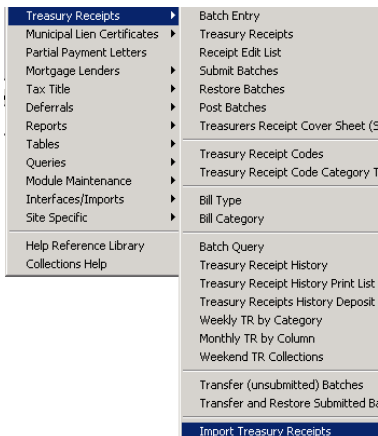
The user is then given the option to continue the process (with the invalid codes changed to UNKNOWN) or to exit the process and correct the codes in the upload file.



[ADM-AUC-TR-85]

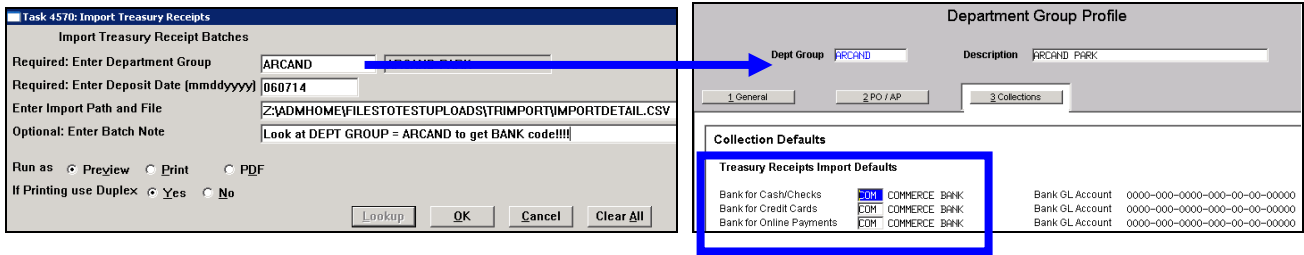
6.2. Cash Accounts Used on Imported Receipts

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.





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).

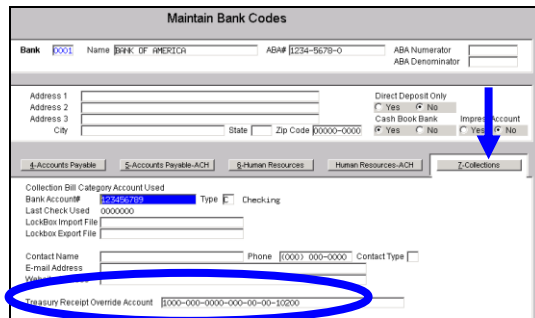


Once the **BANK** is known, there are up to 3 different ways that the Cash Account# can be configured:

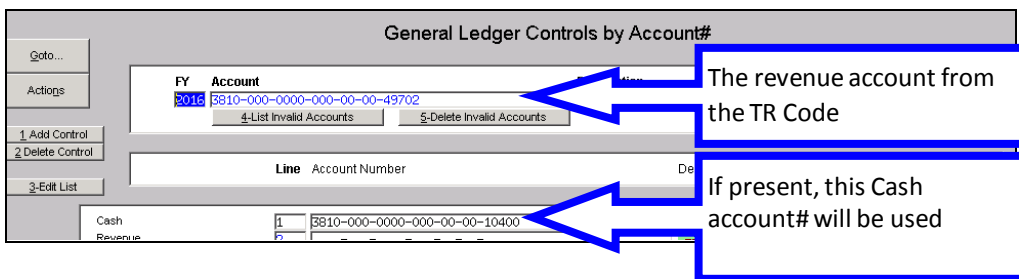
- From the **Bank Code** table,
- From the **Control by Account#** table, or
- From the **Billing Category** table.

6.3. How is the Cash Account determined?

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

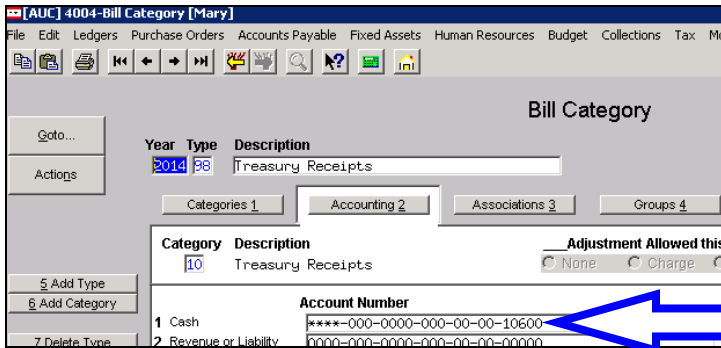


- 2 If there is no Cash Account specified on the Bank table but there is a cash account# specified on the Revenue Account in the Controls by Account# table then that is used:





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



This must ALWAYS be set to a Cash Account#. It cannot be null.



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:

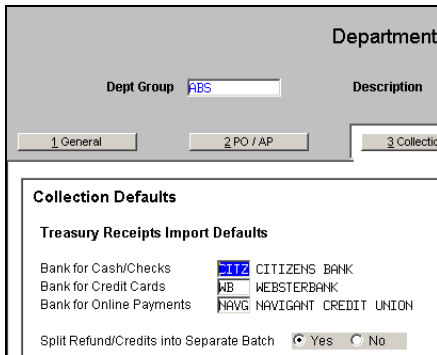


Figure 5 Before

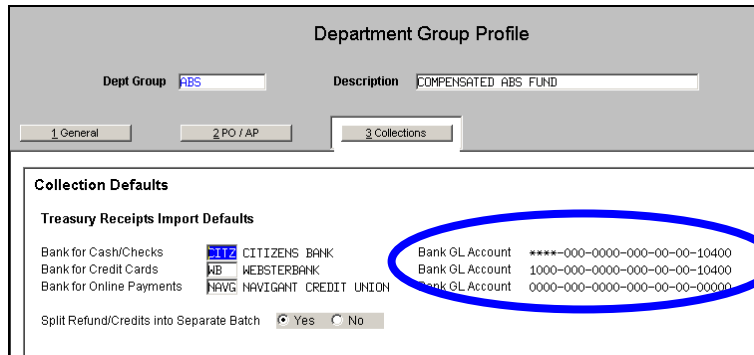
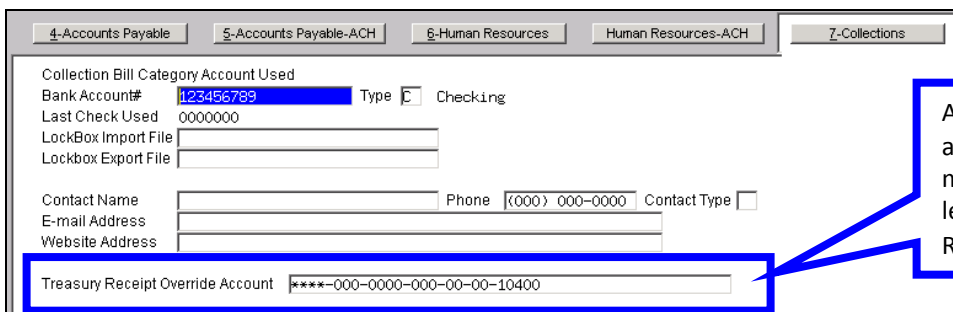


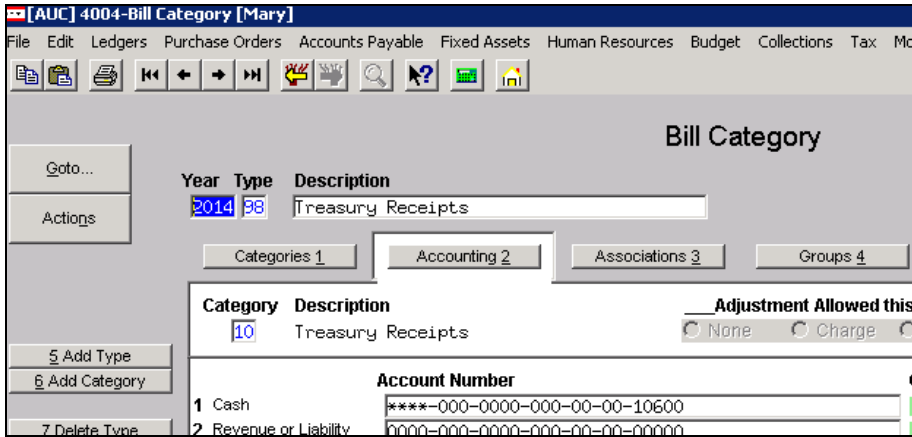
Figure 6 After

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



Added a CASH override account# to be managed at the BANK level for Treasury Receipts

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



[ADM-AUC-RC-8225]

7. MUNICIPAL LIEN CERTIFICATE

7.1. Interest Not Correct

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



CERTIFICATE OF MUNICIPAL LIENS
General Laws, Chapter 60, Section 23, as amended by the Acts of 1987, Chapter 250
The Commonwealth of Massachusetts
Bellingham Collector/Treasurer
10 Mechanic Street, PO Box 204
Town Of Bellingham
508-657-2848

NUMBER: 2014-17698
ISSUED: 15-Jan-2014

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

TAX RATES	
Fiscal 2014 / \$1,000	
Residential:	14.44
Open Space:	14.44
Commercial:	17.72
Industrial:	17.72
CPA %	1.5000

Parcel Id: 0004 -0016 -0000
Location of Property: 488 HARTFORD AV
Land Area: 1.98000
Legal Reference: 11875-540
Assessed Owner(s): HARTFORD AVE LTD REALTY TR MIDIO DICARLO II - TR
Current Owner: HARTFORD AVE LTD REALTY TRUST MIDIO DICARLO II - TR
Fiscal 2014 Value: Res Val: \$227,200 Comm Val: \$147,800 Total Value: \$374,600

	2014 Bill #001036	2013 Bill #001036	2012 Bill #001036
ASSESSMENTS			
Tax	\$3,543.41	\$5,926.01	\$5,590.14
Betterments/Liens		\$933.72	\$785.06
Committed Interest		\$20.69	\$8.02
Interest	\$56.40		
Charges and Fees		\$5.00	\$5.00
Total	\$3,599.81	\$6,885.42	\$6,388.22
PAYMENTS			
Payments	\$3,599.81		
Tax Title		\$7,500.00	
Total	\$3,599.81	\$7,500.00	\$0.00
ADJUSTMENTS, ABATEMENTS & EXEMPTIONS			
Adjustments Tax Title		\$-8,885.42	\$-8,388.22
Total	\$0.00	\$-8,885.42	\$-8,388.22
CURRENT UNPAID TAXES (PER DIEM)	\$0.00 (\$0.00 per diem)	\$0.00 (\$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 TITLE			
Deferral	\$0.00	\$0.00	\$0.00
Tax Title	\$0.00	\$23,312.49	\$0.00
Liens/Betterments	\$0.00	\$2,294.66	\$0.00
Interest	\$0.00	\$5,514.30	\$0.00
Fees & Charges	\$0.00	\$269.00	\$0.00
TOTALS	\$0.00 (\$0.00 per diem)	\$31,390.36 (\$9.46 per diem)	\$0.00 (\$0.00 per diem)

Transferred 18-Jul-2011 Bk/Pg 029004/0569 Doc# 0000073265 to Tax Title.

OTHER UNPAID BALANCES			
DESCRIPTION	LAST READ	ACCOUNT #	AMOUNT NOTES
Trash	5/6/2013	00488000	\$280.00
Trash Bin#			\$0.00 55G 0000515,55G 0000438
Recycle Bin#			\$0.00 95G 0000938,95G 0000937
Water	5/6/2013	00488000	\$322.95

I have no knowledge of any other lien outstanding.

[ADM-AUC-RC-8231]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- Bankruptcy: Bankruptcy Guide
- Interfaces: Import Treasury Receipts

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



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:

```

Importdetail.csv - Notepad
File Edit Format View Help
Payment Date,Code,Note,Qty,Amount,Payment Type
04/02/2014,GIFTCTF,"",1,50.00,CA
04/02/2014,INITFEES,"",1,149.00,CC
04/02/2014,BEEDDOA,"Auto Bal Payment",1,50.00,99
04/02/2014,SWMEMFEES,"",1,880.00,CC
04/02/2014,SWIMFIT,"",1,55.00,CC
04/02/2014,SWIMFIT,"",1,250.00,CC
04/02/2014,SWIMFIT,"",1,500.00,CC
04/02/2014,SWIMFIT,"",1,375.00,CC
04/02/2014,SWIMFIT,"",1,750.00,CC
04/02/2014,SWIMHCARE,"",1,6.00,CK
04/02/2014,SWIMHCARE,"",1,7.00,CK
04/02/2014,SWIMHCARE,"",1,50.00,CC
04/02/2014,BEEDDOA,"Cr Bal Used For Pmt",1,-50.00,99

```

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections

Collection Bill Category Account Used

Bank Account# 123456789 Type Checking

Last Check Used 0000000

LockBox Import File

LockBox Export File

Contact Name Phone (000) 000-0000 Contact Type

E-mail Address

Website Address

Treasury Receipt Override Account 1000-000-0000-000-00-10200

And the other tables look like this:

General Ledger Controls by Account#

FY	Account	Description
2014	1000-630-0000-000-00-41001	PARKS AND RECREATION PROGRAM

4-List Invalid Accounts 5-Delete Invalid Accounts

Line	Account Number	Description
1		Cash
2	1000-000-0000-000-00-35900	UNDESIGNATED F

04-Bill Category [Mary]

Bill Category

Year Type Description

2014 98 Treasury Receipts

Categories 1 Accounting 2 Associations 3 Group

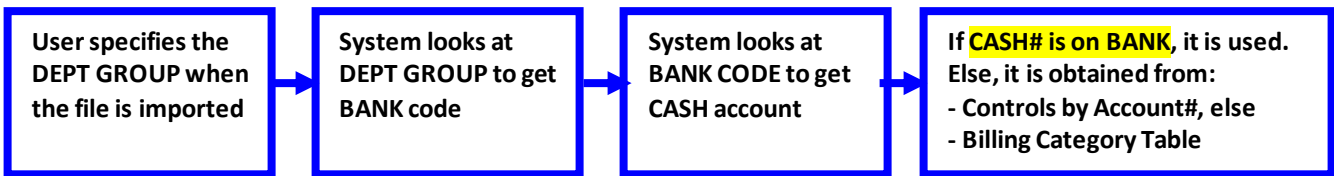
Category	Description	Adjustment All
10	Treasury Receipts	None <input type="radio"/> Cr <input type="radio"/>

Type	Account Number
1 Cash	****-000-0000-000-00-10600
2 Revenue or Liability	*****-000-0000-000-00-00000

Figure 7 Cash account is NOT specified here

Figure 8 Cash account is always specified here

EXAMPLE 1 – PROCESS FLOW (FROM BANK TABLE)



Task 4570: Import Treasury Receipts

Import Treasury Receipt Batches

Required: Enter Department Group ABS

Required: Enter Deposit Date (mmddyyyy) 0602014

Enter Import Path and File Z:\ADMIN\HOME\FILESTOTEST\UPLOADS\TRIMPORT\IMPORTDETAIL.CSV

Optional: Enter Batch Note Uses BANK from Bank Table. See DEPT GROUP table for BANK assignment.

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Department Group Profile

Dept Group ABS Description ABS RECREATION DEPT

1 General 2 PO / AP 3 Collections

Collection Defaults

Treasury Receipts Import Defaults

Bank for Cash/Checks	0001 BANK OF AMERICA	Bank GL Account	1000-000-0000-000-00-10200
Bank for Credit Cards	0001 BANK OF AMERICA	Bank GL Account	1000-000-0000-000-00-10200
Bank for Online Payments	0001 BANK OF AMERICA	Bank GL Account	1000-000-0000-000-00-10200



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	1000-630-0000-000-00-00-41001			-50.00
*** Total for Batch TI06041496							-50.00

Figure 9 List from TR Import process

4084-RCRECPSTGL_SUM.REP Printed 04-Jun-2014 at 20:00:03 by MARY Page

Town of ADMINS
Posting Report - Summary by CL#

Posting#: 8843232

FY	Date	Batch#	Account#	Description	Debit	Credit
2014	06-Jun-2014	TI06041496	1000-000-0000-000-00-00-10200	PETTY CASH		50.00
2014	06-Jun-2014	TI06041496	1000-000-0000-000-00-00-35900	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:



In the .CSV file above, the code called **SWIMGIFT** is posting to revenue account **6690-000-0000-000-00-00-48300**. 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.

4 Year	5 Code	6 Description	7 Revenue Account
2015	SWIMGIFT	ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-48300
2014	SWIMGIFT	ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-48300
2013	SWIMGIFT	ARCAND SWIM PROG GIFTS	6690-000-0000-000-00-48300

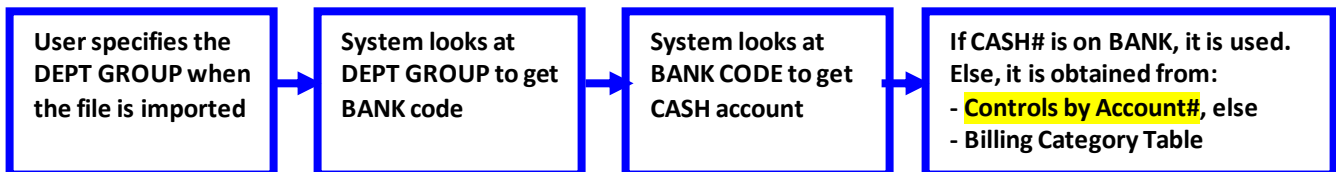
General Ledger Controls by Account#		
FY	Account	Description
2014	6690-000-0000-000-00-48300	GIFTS/DONATIONS
4-List Invalid Accounts 5-Delete Invalid Accounts		
Line	Account Number	Descript
1	6690-000-0000-000-00-10400	CASH, F

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:

The screenshot shows the '04-Bill Category [Mary]' window. The 'Year' is 2014 and the 'Description' is 'Treasury Receipts'. Under the 'Accounting 2' tab, a table lists categories. Category 10 is 'Treasury Receipts'. Below this, a table shows 'Account Number' for '1 Cash' as '****-000-0000-000-00-000000' and '2 Revenue or Liability' as '0000-000-0000-000-00-000000'. A blue arrow points to the '1 Cash' account number field.

Figure 11 Cash account is always specified here

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



The screenshot shows the 'Task 4570: Import Treasury Receipts' window. The 'Required: Enter Department Group' field contains 'ARCAND'. The 'Optional: Enter Batch Note' field contains 'Look at DEPT GROUP = ARCAND to get BANK code!!!!'. Buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All' are visible at the bottom.

Figure 12 File being Imported uses Dept Grp ARCAND

The screenshot shows the 'Department Group Profile' window. The 'Dept Group' is 'ARCAND' and the 'Description' is 'ARCAND PARK'. There are tabs for '1 General', '2 PO / AP', and '3 Collections'. The 'Collection Defaults' section shows 'Treasury Receipts Import Defaults' with a table of bank and GL account information.

Figure 13 ARCAND uses Bank Code of COM



4570-RCREP:RCTRIMPST.REP Printed 06-Jun-2014 at 09:36:02 by MARY

Town 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 Group : ARCAMD						
02-Jun-2014	1537340	2014	SWIMGIFT	6690-000-0000-000-00-00-48300	880.00	
02-Jun-2014	1537341	2014	INITFEES	1000-000-0000-000-00-00-42930	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 09:36:47 by MARY Page 1

Town of ADMINS
Posting Report - Summary by GL#

Posting#: 8843242

FY	Date	Batch#	Account#	Description	Debit	Credit
2014	06-Jun-2014	TI0606145	1000-000-0000-000-00-10600	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	6690-000-0000-000-00-10400	CASH, ARCAMD 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	1000-000-0000-000-00-42930	HEALTH-SAFETY INSPECTIONS		149.00
2014	06-Jun-2014	TI0606145	1000-630-0000-000-00-41001	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:

TR-TEST-FILEC.CSV_20140606093822.loaded - Notepad

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	SWIMFIT	" "	1	375.00	CA

Maintain Bank Codes

Bank **COM** Name **COMMERCE BANK** ABA# **1010-0001-9** ABA Numerator ABA Denominator

Address 1 Direct Deposit Only Yes No

Address 2 Cash Book Bank Yes No Imprest Account Yes No

Address 3 City State Zip Code **00000-0000**

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections

Collection Bill Category Account Used

Bank Account# Type

Last Check Used

Lockbox Import File

Lockbox Export File

Contact Name Phone Contact Type

E-mail Address

Website Address

Treasury Receipt Override Account

And the other tables look like this:



General Ledger Controls by Account#

FY	Account	Description
2014	1000-630-0000-000-00-41001	PARKS AND RECREATIO

4-List Invalid Accounts 5-Delete Invalid Accounts

Line	Account Number	Description
1		
2	1000-000-0000-000-00-35900	UNDES

Figure 16 Cash account is NOT specified here

04-Bill Category [Mary]

Bill Category

Year: 2014 Type: 98 Description: Treasury Receipts

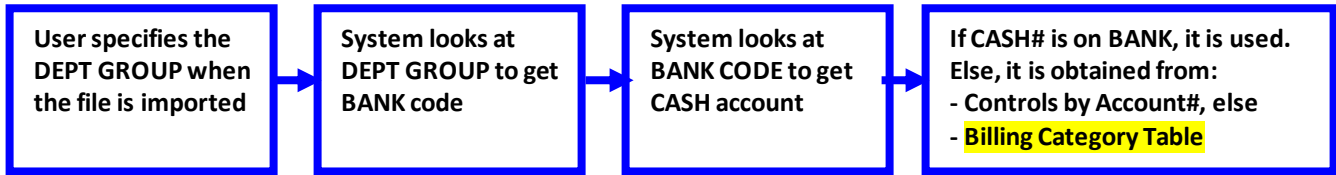
Categories 1 Accounting 2 Associations 3 Group

Category	Description	Adjustment Alloc
10	Treasury Receipts	None Off

Type	Account Number
1 Cash	****-000-0000-000-00-10600
2 Revenue or Liability	0000-000-0000-000-00-00000

Figure 17 Cash account is always specified here

EXAMPLE 3 – PROCESS FLOW (FROM BILL CATEGORY)



Task 4570: Import Treasury Receipts

Import Treasury Receipt Batches

Required: Enter Department Group ARCAND ARCAND PARK

Required: Enter Deposit Date (mmddyyyy) 060714

Enter Import Path and File Z:\ADMINHOME\FILESTOTESTUPLOADS\TRIMPORT\TR-TEST-FILE.CSV

Optional: Enter Batch Note

Figure 18 File being Imported uses Dept Grp of ARCAND

Department Group Profile

Dept Group: ARCAND Description: ARCAND PARK

1 General 2 PO / AP 3 Collections

Collection Defaults

Treasury Receipts Import Defaults

Bank for Cash/Checks	COM	COMMERCE BANK	Bank GL Account	0000-000-0000-000-00-00000
Bank for Credit Cards	COM	COMMERCE BANK	Bank GL Account	0000-000-0000-000-00-00000
Bank for Online Payments	COM	COMMERCE BANK	Bank GL Account	0000-000-0000-000-00-00000

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:RCTRIMPST.REP Printed 06-Jun-2014 at 11:20:02 by MARY

Town of ADMINS
Import Treasury Receipts

Pay Date	Trx#	Year	TR Code	Account	Cash	Check	Other

User Batch : TI0606149 Deposit Date : 07-Jun-2014 Bank : COM Department Group : ARCAND							

02-Jun-2014	1537358	2014	SWIMFIT	1000-000-0000-000-00-44276	375.00		
02-Jun-2014	1537359	2014	INITFEES	1000-000-0000-000-00-42930	149.00		
02-Jun-2014	1537360	2014	GIFTCTF	1000-630-0000-000-00-41001	50.00		
*** Total for Batch TI0606149					574.00		

Figure 20 List of Imported Receipts



4084-RCRECPSTGL_SUM.REP Printed 06-Jun-2014 at 11:20:45 by MARY
Town of ADMINS
Posting Report - Summary by GL#

Posting#: 8843246

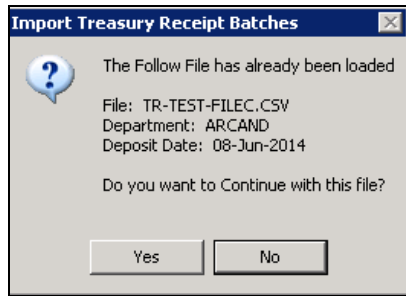
FY	Date	Batch#	Account#	Description	Debit	Credit
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-10600	CERTIFICATE OF DEPOSIT	574.00	
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE		50.00
2014	07-Jun-2014	TI0606149	1000-000-0000-000-00-39100	Revenues		524.00
BALANCE SHEET					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	1000-000-0000-000-00-44276	MILK/CREAM PERMITS		375.00
2014	07-Jun-2014	TI0606149	1000-630-0000-000-00-41001	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



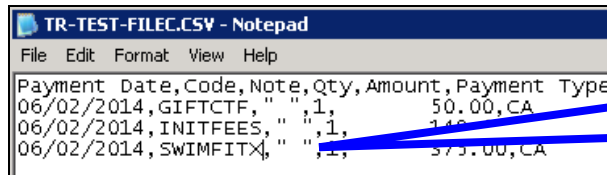
LOADING A DUPLICATE FILE

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



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 Code of SWIMFITX does not exist as a valid code in the TR CODE Table



Import Treasury Receipts

Starting step 66
Starting st
Starting st

File Edit Format Options

Courier New 9

Import Treasury Receipt Batches

Missing Treasury Receipt Codes
Click YES to upload the file.
Click NO to cancel this process.

Yes No

Pay Date	Trx#	Year TR Code	Account	
User Batch : Deposit Date : 08-Jun-2014 Bank : COM Department Group : ARCAND				
02-Jun-2014		2014 UNKNOWN	0000-000-0000-000-00-00000	375.00
02-Jun-2014		2014 INITFEES	1000-000-0000-000-00-00-42930	149.00
02-Jun-2014		2014 GIFTCTF	1000-630-0000-000-00-00-41001	50.00
*** Total for Batch				574.00

You will need to determine whether you want to click NO, go add the code to the table and then try again

- or -

Load the file anyway by clicking YES. If you do, the system will change the code to UNKNOWN. You will then need to CANCEL the entry in the batch and re-add it manually with the correct code

To correct a receipt loaded as UNKNOWN

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

4570-RCREP:RCTRIMPST.REP Printed 06-Jun-2014 at 11:30:08 by MARY

To Import

Pay Date	Trx#	Year TR Code	Account	Cash
User Batch : TI06061411 Deposit Date : 08-Jun-2014 Bank : COM Department Group : ARCAND				
02-Jun-2014	1537364	2014 UNKNOWN	0000-000-0000-000-00-00000	375.00
02-Jun-2014	1537365	2014 INITFEES	1000-000-0000-000-00-00-42930	149.00
02-Jun-2014	1537366	2014 GIFTCTF	1000-630-0000-000-00-00-41001	50.00
*** Total for Batch TI06061411				574.00

Collection Batch Entry Restricted to own

Batch: TI06061411 Batch Type: Receipt Edit Note: No text available

Bank: COM Pay-Trx Date: 08-Jun-2014 Deposit Date: 08-Jun-2014

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)	574.00	574.00	
Check			
Other			
Totals	574.00	574.00	

Trx#	Type	Year	Bill# / TR Code	Description	Cash	Check	Other	
1537366	Treasury Receipts	2014	GIFTCTF	GIFT CERTIFICATE	50.00			Edit
1537365	Treasury Receipts	2014	INITFEES	INITIAL FEES	149.00			Edit
1537364	Treasury Receipts	2014	UNKNOWN		375.00			Edit

Cancel the receipt:

Enter Receipts

Year	Trx Date	Code	Account Number	Note	Qty	Amount Received	
2014	08-Jun-2014		0000-000-0000-000-00-00000		1		3-Accept

Accepted Receipts 5-Apply TR# 4-Copy Note

2014	02-Jun-2014	GIFTCTF	1000-630-0000-000-00-00-41001		1	50.00 Cash	1537366	CANCEL
2014	02-Jun-2014	INITFEES	1000-000-0000-000-00-00-42930		1	149.00 Cash	1537365	CANCEL
2014	02-Jun-2014	UNKNOWN	0000-000-0000-000-00-00-00000		1	375.00 Cash	1537364	CANCEL

[AUC] 4006-Treasury Receipts

Cancel Payment to Code UNKNOWN For \$375.00?

Yes No



And then re-enter it using a valid code:

Treasury Receipts											
Goto...		2-Edit Note		Tendered		Cash Back		Applied		Total	
Actions		Username MARY		No text available		Cash-Coin					
1-Batch		Batch TI06061411				Cash-Paper		375,00		199,00	
		Pay-Trx Date 08-Jun-2014				Check					
		Deposit Date 08-Jun-2014				Other					
Enter Receipts											
Year	Trx Date	Code	Account Number	Note	Qty	Amount Received					
2014	08-Jun-2014	EWIMPLT	1000-000-0000-000-00-00-44276		1	375,00	3-Accept				
2014	02-Jun-2014	GIFCTF	1000-630-0000-000-00-00-41001		1	50,00 Cash	1537366	CANCEL			
2014	02-Jun-2014	INITFEES	1000-000-0000-000-00-00-42930		1	149,00 Cash	1537365	CANCEL			

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