

REVENUE RC–1320 TREASURY RECEIPTS

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1 OVERVIEW

This document explains how to enter and process a batch of Treasury Receipts (also known as "Departmental Turnovers").

Each step can be found on the **ADMINS** Unified Community for Windows **Collections ▶Treasury Receipts** menu.



Collections		
Payme	ents	>
Adjust	tments	>
Refun	ds	>
Uncol	lectables	>
Treasu	iry Receipts	>
Munic	ipal Lien Certificates	>
Partial	Payment Letters	
Mortg	age Lenders	>
Tax Tit	tle	>
Deferr	als	>
Report	ts	>
Tables	;	>
Querie	es	>
Modu	le Maintenance	>
Interfa	ices/Imports	>
Site Sp	pecific	>
Help F	Reference Library	

Batch Entry	
Treasury Receipts	
Receipt Edit List	
Submit Batches	
Restore Batches	
Post Batches	
Treasurers Receipt Cover Sheet (Submitted Batches)	
Treasurers Receipt Cover Sheet (Posted Batches)	
Treasury Receipt Codes	
Treasury Receipt Code Category Table	
Bill Type	
Bill Category	
Batch Query	
Treasury Receipt History	
Treasury Receipt History Print List	
Treasury Receipts History Deposit List	
Weekly TR by Category	
Monthly TR by Column	
Weekend TR Collections	
Transfer (unsubmitted) Batches	
Transfer and Restore Submitted Batches	
Removed Unused RC Batches	
COTT Treasury Receipt Upload	
Import Treasury Receipts	
Treasury Receipt Import History	
Apply TR# to Posted batches	

2 CHECKLIST

These are the steps to entering and processing a Batch of Treasury Receipts. Each step is explained in more detail below.

- Create a Batch
- Enter Receipts
 - Enter Notes (Optional)
 - Attach supporting documents (optional)
- Verify Control Totals
- Print Edit List
- □ Submit Batch(es)
- Post Batch(es)

3 PREPARATION

Before entering receipts, set up the Treasury Receipt Codes to use and the accounting that will occur.



3.1 Treasury Receipt Codes Table – Summary Screen

Setup codes for specific years and apply default Account Numbers and amounts in this screen. To access this screen, go to **Collections**>**Treasury Receipts** >**Treasury Receipt Codes**.

📼 [AUC] 400	9-Treasury F	Receipt Codes [theresa]									-	٥	Х
	2		Accounts Payable			Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorite	s Help	
Goto					Treasury R	eceipt	Codes							
Actions		ouoni	Account: ide Cash Account:	6580-000-0	000-000-00-00-104	400								
a 1	Add Coo	de 🔥 2 🛙)elete Code	3 Edit L	ist 👌 9 Err	or List	eView	Aco	-					
	42/200	5 Octo	0.December							Categories		Columns	5 6 A	dd
	4 Year 2020	5 Code 111FREIMB	6 Description 111 FIRE REIMB		1000-000-0000-00	Revenue A			Cat	1 Cat 2		5 4	5 6 A	<u>^</u> .α
8 Detail	2020		125 DEPOT ST PLA		6580-000-0000-00						분분	분분	片片	_
	2020		15 NO MAIN ST -									HH	片片	-
	2020		160 HIGH ST - CO									FF		-
	2020		160 HIGH ST - DP								- F F	F F	F F	-
	2020		160 HIGH ST - PL								-66	66	66	-
	2020	160HIGHRR	160 HIGH <u>ST - D</u> P	W_ROAD INS	6580-000-0000-00	0-00-00-	48623				-66			-
		160HIGHSS	160		6580-000-0000-00			-				5 1		
	<u>e</u>		_J PEAKL	51,		, ~ −∪0-	48420				μr			
Added 0	5-Jul-2019 B	y THERESA Cha	anged 30-Aug-2019 bj	y THERESA	Active							Lkup		UP

Figure 1 Treasury Receipt Codes (summary) screen)

The screen columns are described in the table below. Any column shown in **[Bold]** surrounded by **[**] is a button; click on the button to activate the field for sorting, searching, and selecting.

Column	Description
[4 Year]	The Fiscal Year for which this code applies. Codes are based by year and may not apply to all years.
[5 Code]	Enter code up to 10 characters long that is descriptive and meaningful. Codes can include letters, numbers, or symbols but should not include spaces.
[6 Description]	Enter up to 30 characters of description for the code.
[7 Revenue Account]	The default revenue account number that will be applied when this code is used. This GL Number can be blank for use with a "misc" code. If the checkbox shows that this code can be overwritten, the option will be available to overwrite the account number on the receipt.
[Cat 1] [Cat 2]	Category fields are used by the weekly Treasury Receipt by Category report and the Monthly Treasury Receipt by Column Reports.
Columns 1 – 6	Check the box in the column that the amount should appear in on the Treasury Receipt report.
Add	If there are asterisks in the column, it indicates that there are additional account number pairs used for the code



The screen buttons are described in the table below; the key colum refers to the **a** flags shown in **Figure 1**.

Кеу	Button	Description
а	[1 Add Code]	Add a new treasury receipt code – the fiscal year and new code are required:
		I [AUC] 4009-Treasury Receipt Codes [theresa]
		Add Treasury Receipt Code
		Required: Enter Fiscal Year
		Required: Enter Treasury Receipt Code
		Lookup OK Cancel Clear All
		<u></u>

b [2 Delete Code] Delete the selected code – the system will prompt for a confirmation:

[AUC] 4009-Treasury Receipt Codes	×
Do you really want to remove code 161&169 M for 2021 ?	
Yes No]

c[3 Edit List]Produce an edit list of the Treasury Receipt codes. If no filtering is used, all codes
for all years will be listed.

Task 4402: Treasury Receipt Code E	:dit List
Treasury Receipt Cod	le Table
Optional: Enter Fiscal Year	
Optional: Enter up to 9 Departm	nents Edit 0 values:
Optional: Enter Fund	Edit 0 values:
Sort Report By:	Code O Department# O Fund O Account# O Category 1 O Category 2
Run as ⊚ Preview ○ Print ○ If Printing use Duplex ⊚ Yes	
	Lookup OK Cancel Clear All



KeyButtonDescriptiond[4 Error List]Produce a list of treasury receipt codes with errors.

Task 4404: Treasury Codes Error List	×
Treasury Codes Error List	
Optional: Enter Bill Year 2021	
Run as Preview Print PDF © Excel If Printing use Duplex © Yes No	

The error list will show the year, code, code description, account number, the account description, and the error code. The report shows an error code legend at the bottom describing the error codes and the action to take to resolve the error.

	Α	В	С	D	E	F	G
1	Year	Code	Description	Account_Number	Description	Error_Code	
2	2021	12STEP		0000-000-000-000-00-00-00000		1	
3	2021	1R	26 PEARL ST RENTAL-METR	0000-000-000-000-00-00-00000		1	
4	2021	41600		0000-000-000-000-00-00-00000		1	
5	2021	ATL FENCE	ATLANTIC FENCE SUPPLY	6580-000-0000-000-00-48659		4	
6	2021	EXPVENADJ	EXPENSE (VENDOR ADJUST/REF/REIM	0000-000-000-000-00-00-00000		1	
7	2021	PEARLEPA	PEARL ST MILL BROWNFIELD EPA GRT	0000-000-0000-000-00-00-00000		1	
8	2021	PLANAPPFEE	PLANNING BOARD APPLICATION FEED	0000-000-000-000-00-00-00000		1	
9	2021	REEDRENT	M.J. REED RENTAL	0000-000-000-000-00-00-00000		1	
10	2021	RELEAF	MASS RE-LEAF TREE GRANT	0000-000-000-000-00-00-00000		1	
11	2021	SETB-GRANT	SETB (POL EMERG TRN GR)	0000-000-000-000-00-00-00000		1	
12							
13			Error Code Legend: Action:				
14							
15			1 Warning: Account# is blank on TR code	Update account# on TR code, as	needed		
16			2 Warning: Status is not Active on TR code	Click Actions > Activate record or	TR Code		
17			3 Error: Bill Category is invalid. Contact AD	MINS Support for assistance.			
18			4 Account number not a valid GL account#	Update Chart of Accounts ~ OR	~ change acct	# on TR Code	

e [View Account] Displays the Account Balance Inquiry screen for the selected code's primary account.

Goto			A	ccount Balanc	e Inquiry - Pe	eriod Breakdo	wn	Type Sub Type Status	Revenue Posting Active
Actions	FY 2021	Account Number	00-00-00-43236		Description 111F REIMBURS	EMENTS		Fund Status Last Trx in FY	Active
		Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Bala	1000	
	Actuals	Appropriation	Appropriation Auj	Lincumbrance	Debits	Credits	Remaining Date	1 Txn Histo	10/
Work In F		·		i	i			2 In Proces	
								3-Sum Acc	ts



Кеу	Button	Description
f	[View TR History]	Displays the treasury receipt history for the selected code and fiscal year.
		Goto Actions 9-5-04 LM Year 2022 Code [IIIFREIMS 111 FIRE REIMS Page
		OFEscel 2-Batch 3-Recept 4-Pay Date 5-Code 6-Trx humber 7-TR# Psy Date Tore Tore Second Tore Tore Tore Psy Date Tore Tore Second Tore Tore Tore Psy Date Tore Tore Second Tore Tore Tore Second Tore Second Tore Tore Tore Tore Second Tore Second Tore Tore Tore Tore Second Tore Second Tore Tore Tore Tore Second Tore Tore Tore Tore Tore Tore Second Tore Tore Tore Tore Tore Tore Second Tore Tore Tore Tore Tore Tore Decide Dreck Solution Tore Solution Tore Tore Batch Infe Cash
g	[Export Codes]	The [Export Codes] button produces an Excel® spreadsheet. The export may be limited to a single fiscal year, or codes for all fiscal years will be included on the spreadsheet.
		Task 4413: Export Treasury Receipt Codes
		Export Treasury Receipt Codes
		Optional: Enter Fiscal Year
		Run as Excel Lookup OK Cancel Clear All
		<u></u> _]
h	[8 Detail]	Displays the detail screen for the selected TR code – see section 3.2.

3.2 Treasury Receipt Codes Table–Detail Screen

Goto			Tr	easury Receipt (Codes				
Actions		Account de Cash Account	6580-000-0000-00	00-00-00-10400					
	Year 2020 Code 111FR	EIMB 111 FIRE F	REIMB	C Do Not Post? Allow Override		ire Line Note?	Default		
1 Summary		Accounts		-	Description			Amount	-
2 Edit List	g 1st Debit 1st Credit	6580-000-0000-0			CASH, TOWN 111F REIMB	I ENGINEERING WRSEMENTS	SERVICES		
3 Error List	h 2nd Debit 2nd Credit	0000-000-0000-0 0000-000-0000-0							
	i 3rd Debit 3rd Credit	0000-000-0000-0 0000-000-0000-0							
	4th Debit 4th Credit	0000-000-0000-0 0000-000-0000-0							
Added 05-Jul-2	019 By THERESA Chan	ged 03-Sep-2019 by	THERESA					Lkup	

Figure 2 The Treasury Receipt Codes Detail Screen



Selecting the **[Detail]** button for a **TR** code displays the **Detail Screen**. The components are described in the table below.

Кеу	Field Label	Description / How Used
а	Year	The Fiscal Year for which this code applies. Codes are based by year; some apply to one year and not another
b	Code & Description	Enter up to a 10 character code that is descriptive and meaningful. Codes can include letters, numbers, or symbols but should not include spaces. The description may have up to thirty alphanumeric characters and may include spaces.
C	Do Not Post? 🗹	This flag is used to indicate that when this code is used, this receipt will not post to the General Ledger. An example of this would be employees are allowed to cash a check, these transactions net to zero so the transactions should not post.
d	Allow Override? ☑	This flag is used to indicate that if a default account number is automatically loaded, it can be overwritten if needed. Check this box to permit the user of the code to enter in a different account number from the default account number.
е	Require Line Note? 🗹	Check this box to require that users of this code provide a line note.
f	Default Amount	Every time this code is used, this default amount will be automatically loaded into the receipt. This amount may be overridden on the receipt.
g	1st Account Pair	The default revenue account numbers that will be populated when this code is used. This GL Number can be blank for use with a "miscellaneous" code.
h	2 nd Account Pair	The second pair of account number s to be used for the receipt code. An example that would use a second pair of account number is if an additional fee is always collected as part of a receipt; it may be accounted for here.
i	3 rd Account Pair	Like the above; another example may be if a deferred revenue account is used.
j	4 th Account Pair	Like the above.

3.2.1 Treasury Receipt Code Edit List

To run the edit list, from the menu, select:



Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes ▶ [Edit List] ▶ Run as ④ Excel®

					Treasury I	Receipt Co	des							
Goto														
		Cash	Account:	****-000-	0000-000-00-00-1	10400								
Actions		Overr	ide Cash Account:											
			1 Add Code	2 Delete Code	3 Copy Co	4 Edit List	rror List	View Accou	t View TR	History	Export	Codes		
	4 Year	5 Code				4 Edit List			Categories_			Codes umns	Add	2
3 Detail	4 Year	5 Code	1 Add Code 6 Descrip RENT			7 Revenue Accourt	#	View Accou	Categories_			umns		^
Detail		111FREIMB	6 Descrip RENT	otion		7 Revenue Accour 000-00-00-4323	#		Categories_			umns		<u> </u>
3 Detail	2023	111FREIMB 118RLTE	6 Descrip RENT 118 REMOTE LEAF	ntion RNING TECH	1000-000-0000-0	7 Revenue Accour 000-00-00-4323 000-00-00-4330	# 5 0		Categories_			umns		^
8 Detail	2023 2023	111FREIMB 118RLTE 121DEPOT	6 Descrip RENT 118 REMOTE LEAF 121 DEPOT FIRE	NING TECH SPRINKLER	1000-000-0000-C E2717-000-0000-C	7 Revenue Accour 000-00-00-4323 000-00-00-4330 000-00-00-4867	# 5 0 5		Categories_			umns		

-- Added 01-Jun-2022 By MUPDEV4 Changed 18-Oct-2022 by WENDY

Figure 3 The edit list can be run using the [4 Edit List] pushbutton on the multi-record Treasury Receipt Codes Screen

		eceipt Codes	ry Respiret Cardoo		
Goto		Treasu	ry Receipt Codes		
Actions		Account ****-000-0000-000-000-000	0-10400		
	Year 2023 Code 111F	REIMBRENT	Do Not Post? Require Allow Override?	Line Note? 🔽	Default Amount
1 Summary		Accounts	Description		Amount
2 Edit List	1st Debit 1st Credit	1000-000-0000-000-00-00-10400 1000-000-000-000-00-00-43236	CASH, GENERA	L FUND	
3 Error Liox	2nd Debit 2nd Credit	0000-000-0000-000-00-00-00000			
	3rd Debit 3rd Credit	0000-000-0000-000-00-00-00000			
	4th Debit	, 0000-000-0000-000-00-00-000000			
	4th Credit	0000-000-0000-000-00-00-00000			
	Create Supple	ment Appropriation JE Mapped SA Account 0000-000-0000-0000	00-00-00000		

Figure 4 The Edit List can be run using the [2 Edit List] pushbutton on the Treasury Receipt code detail screen

ourier N						
02-RC						
02-RCI	DEPCODEDT REP Print					
		ed 25-Sep-2019 at 14:56:45 by THERESA				
		Town	of Admins			
		Treasury Recei	pt Code Edit List			
	By: TR Code					
rtea i	by: ik code					
				Columns		
Co	de Description	Default Account Number & Description	Cate 1	Cate 2 1 2 3 4 5 6 Def A	mt Department	
					no Deparometro	PatFlg O
0.11	1FDFTMB 111 FTDF DFTMB	1at Credit: 1000-000-0000-000-00-43236 111E PETMBU	DSEMENTS			PatFig C
	1FREIMB 111 FIRE REIMB SDEPOTPB 125 DEPOT ST PLANNING BE	1st Credit: 1000-000-0000-000-000-043236 111F REIMBU 1st Credit: 6580-000-000-000-00-00-48655 125 DEPOT S			000 000	PatFig C
0 12	SDEPOTPB 125 DEPOT ST PLANNING BE		T PLANNI		000	PatFlg C
0 12	SDEPOTPB 125 DEPOT ST PLANNING BI NMAINFIR 15 NO MAIN ST - FIRE REV	1st Credit: 6580-000-0000-000-00-48655 125 DEPOT S	ST PLANNI AIN ST -		000	PatFig C Y Y Y Y Y
20 12 20 15 20 16	SDEPOTPB 125 DEPOT ST PLANNING BU SNMAINFIR 15 NO MAIN ST - FIRE REV 50HIGHCON 160 HIGH ST - CON COMM F) 1st Credit: 6580-000-0000-000-00-00-48655 125 DEPOT S TEW 1st Credit: 6580-000-0000-000-00-048508 15 NORTH MA	ST PLANNI AIN ST - 7 - CON C		000 000 000	PatFig C Y Y Y Y Y Y Y Y Y Y
20 12 20 15 20 16 20 16	SDEPOTPB 125 DEPOT ST PLANNING BU SNMAINFIR 15 NO MAIN ST - FIRE REV SOHIGHCON 160 HIGH ST - CON COMM F SOHIGHDPW 160 HIGH ST - DPW REVIEW) 1st Credit: 6580-000-0000-000-00-00-48655 125 DEPOT S TEW 1st Credit: 6580-000-0000-000-00-48508 15 NORTH MA EVI 1st Credit: 6580-000-0000-000-00-00-48592 160 HIGH ST	ST PLANNI AIN ST - C - CON C C - DPW		000 000 000 000 000	PatFig G Y Y Y Y Y Y Y Y
10 12 10 15 10 16 10 16 10 16	25DEPOTPB 125 DEPOT ST PLANNING BI NMAINFIR 15 NO MAIN SI - FIRE REV 50HIGHOON 160 HIGH ST - CON COMM 50HIGHDFW 160 HIGH SI - DFW REVIEW 50HIGHPB 160 HIGH SI - PLANNING F	1st Credit: 6580-000-0000-000-00-0048655 125 DEPOT S TEW 1st Credit: 6580-000-0000-000-00-00-48508 15 NORTH WA EVI 1st Credit: 6580-000-0000-000-00-00-48508 16 NIGH ST i 1st Credit: 6580-000-0000-000-00-00-48522 160 HIGH ST	NT PLANNI NIN ST - CON C - DPW - PLANN		000 000 000 000 000 000	PatFig G Y Y Y Y Y Y Y Y Y Y Y Y Y Y
20 12 20 15 20 16 20 16 20 16 20 16	25DEPOTPB 125 DEPOT ST PLANNING BI NNMAINFIR 15 NO MAIN ST - FIRE REV SOHIGHCON 160 HIGH ST - CON COMM I SOHIGHEDW 160 HIGH ST - DEW REVIEW SOHIGHEB 160 HIGH ST - PLANNING F SOHIGHER 160 HIGH ST - DEW ROAD J	Int Credit: 6580-000-000-000-00-00-4685 125 DEFOT 3 TIEN 1st Credit: 6580-000-0000-000-00-04580 15 NORTH M& EVI 1st Credit: 6580-000-0000-000-00-46592 166 HIGH ST i a 1st Credit: 6580-000-0000-000-00-046852 166 HIGH ST ORA 1st Credit: 6580-000-0000-000-00-046851 166 HIGH ST	NT PLANNI NIN ST - CON C - DPW - PLANN - DPW R		000 000 000 000 000 000 000	PatFlg G Y Y Y Y Y Y Y Y Y Y Y
20 12 20 15 20 16 20 16 20 16 20 16 20 16 20 16	25DEPOTPB 125 DEPOT ST PLANNING BI NNMAINFIR 15 NO MAIN ST - FIRE REV SOHIGHCON 160 HIGH ST - CON COMM I SOHIGHEDW 160 HIGH ST - DEW REVIEW SOHIGHEB 160 HIGH ST - PLANNING F SOHIGHER 160 HIGH ST - DEW ROAD J	ist Credit: 658-000-000-00-00-00-00-4655 125 EEFC 3 IFM ist Credit: 658-000-000-00-00-00-46592 160 HIGH ST EVI ist Credit: 658-000-0000-000-00-00-46592 160 HIGH ST F Ist Credit: 658-000-0000-000-00-00-46592 160 HIGH ST AL Ist Credit: 658-000-000-000-00-00-46592 160 HIGH ST NSI ist Credit: 658-000-000-000-00-00-4622 160 HIGH ST NSI ist Credit: 658-000-000-000-00-00-00-4623 168 HIGH ST NSI ist Credit: 658-000-000-000-00-00-00-4623 168 HIGH ST NSI ist Credit: 658-000-000-000-00-00-00-4623 168 HIGH ST	NT PLANNI AIN ST - - CON C - DPW - PLANN - DPW R - LOTS 1		000 000 000 000 000 000 000 000	PatFlg G Y Y Y Y Y Y Y Y Y Y Y Y Y Y
020 12 020 15 020 16 020 16 020 16 020 16 020 16 020 16 020 16	ESDEPOTPB 125 DEPOT ST PLANNING BU NMALNFIR 15 NO MAIN ST - FIRE RE SOHIGHCON 160 HIGH ST - CON COMM + 50HIGHDFW 160 HIGH ST - DFW REVIEW SOHIGHERP5 160 HIGH ST - DFW REVIEW SOHIGHERS 160 HIGH ST - DFW ROAD J SOHIGHSR 160 HIGH ST - DFW ROAD J	Int Credit: 658-000-000-000-000-00-00-4655 125 EECO : 3 TEM int Credit: 658-000-0000-000-00-00-46592 160 HIGH ST EVI int Credit: 658-000-0000-000-00-00-46592 160 HIGH ST A int Credit: 658-000-0000-000-00-00-04-6592 160 HIGH ST DAR int Credit: 658-000-0000-000-00-00-04-6591 160 HIGH ST DAR int Credit: 658-000-0000-000-00-00-04-6521 161 HIGH ST DST int Credit: 658-000-0000-000-00-00-04-6521 161 HIGH ST Wint Credit: 658-000-0000-000-00-00-04-6521 161 HIGH ST Wint Credit: 658-000-0000-000-00-00-04-6521 161 HIGH ST	T PLANNI IN ST - C - CON C C - DPW C - PLANN C - DPW R LOTS 1 MAPLE STR		 000 000 000 000 000 000 000 000	PatFig 0

Figure 5 Treasury Receipt Code Edit List –PDF® output format

四 ら	• (? • •	Depicode_4402_111	ERESA[6].xml - Excel	✓ Search (Alt+Q)				I						Theresa Campb	ell 📧 🖭		
2	Home Insert	Page Layout Formulas Data Re	eview View Help														ß
6	* = ×	√ fx															
Α	В	С	D	E	F	G H	Π,	JK	LM	N	0	Р		Q		R	
		Description	Default_Account_Number	Account_Description	Cat_1	Cat_2 1	2 3	3 4	56	DefPayment	DontPost	Override	Department	Description	2nd_Debit		
2023	111FREIMB	RENT	1000-000-0000-000-00-43236		CLER	KMLC Y											
2023	118RLTE	118 REMOTE LEARNING TECH ESSEN	2717-000-0000-000-00-43300	OTHER STATE REVENUE 118 RLTE GRAM	BOND	-	Υ-										
2023	125DEPOTPB	125 DEPOT ST PLANNING BD	6580-000-0000-000-00-48655	125 DEPOT ST PLANNING BD PEER REV		-		- Y									
2023	15NMAINFIR	15 NO MAIN ST - FIRE REVIEW	6580-000-0000-000-00-48508		BOND	-			Y -								
2023	160HIGHCON	160 HIGH ST - CON COMM REVIEW	6580-000-0000-000-00-48592	160 HIGH ST - CON COMM REVIEW	BOND	-	- Y	Υ-	- Y								
2023	160HIGHDPW	160 HIGH ST - DPW REVIEW & INS	6580-000-0000-000-00-48622	160 HIGH ST - DPW REVIEW & INSPEC	BOND	-	- Y	Y -									
2023	160HIGHPB	160 HIGH ST - PLANNING BOARD	6580-000-0000-000-00-48591	160 HIGH ST - PLANNING BD	BOND	-											
2023	160HIGHRR	160 HIGH ST - DPW ROAD INSPECT	6580-000-0000-000-00-48623	160 HIGH ST - DPW ROAD INSPECTION	BOND	-											
2023	160HIGHSS	160 HIGH ST LOTS 1 & 2 SOUND S	6580-000-0000-000-00-48601	160 HIGH ST LOTS 1 & 2 SOUND STUD		-											



Table 1 Columns on the Edit List

Column	Header	Description
A	Year	The year for the code; codes can exist for multiple years, and each year can have different attributes
В	Code	The alphanumeric code for the treasury receipt
С	Description	A description of what the code is used to represent
D	Default_Account_Number	This is the "first credit account" as shown on the summary and detail screens. (The first debit account is always the cash account)
		Treasury Receipt Codes Gen. Cash Account *****000-000-00-00-00-00-00-00-00-00-00-

1 Summary	Accounts	Description
2 Edit List	1st Debit 6580-000-0000-000-00-10400	CASH, TOWN ENGINEERING SERVICES
2 Edit List	1st Credit 6580-000-0000-000-00-48676	121 DEPOT ST FIRE SPRINKLER REVIEW
3 Error List	2nd Debit 0000-000-000-000-00-00-00-00-00-00-00-0	
	2na create (p000-000-000-000-00-00-00000	
	3rd Debit 0000-000-0000-000-00-00000	
	3rd Credit 0000-000-0000-000-000-00000	
	4th Debit 0000-000-0000-000-00-00-00000	
	4th Credit 0000-000-0000-000-00-000000	
0	Create Supplement Appropriation JE Mapped SA Account 0000-000-000-00-00-00000	
	марреа за иссонит 0000-000-000-000-00000	
Added 01-Jun-2022 Bu	v MUPDEV4 Channed 26-Oct-2022 by THERESA	

E	Account_Description	The description of the first Credit account, taken from the chart of accounts
F G	Cat_1 Cat_2	Not all sites use Treasury Receipt Code categories.
н	1	When checked, the amount will appear in the designated column on the TR
1	2	report.
J	3	
К	4	
M	5	
N	o DefPayment	Default amount for the TR code (e.g., if this TR is for a dog license, and they are always \$25.00.)
0	DontPost	If the value is "N", do not post the transaction to Accounts Receivable in the General Ledger
Ρ	Override	If set to "Y", the default payment account can be typed over with a different account.
Q	Department_Description	The department is the Department element description in the account number. If the department element is all zeroes, then no department is listed on the report.
R	2nd_Debit	The second debit account number; not all TR codes use multiple accounts
S	2nd_Debit_Description	The second debit account description, if used
т	2DebitAmt	The default second debit amount, if used
U	2nd_Credit	The second credit account number, if used
V	2nd_Credit_Description	The second credit account description, if used
W	2CreditAmt	The default second credit amount, if used
x	3rd_Debit	The third debit account number; not all TR codes use multiple accounts

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Revenue Collections-Treasury Receipts

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Column	Header	Description
Y	3rd_Debit_Description	The third debit account description, if used
Z	3DebitAmt	The default third debit amount, if used
AA	3rd_Credit	The third credit account number, if used
BB	3rd_Credit_Description	The third credit account description, if used
СС	3CreditAmt	The default third credit amount, if used
DD	4th_Debit	The fourth debit account number; not all TR codes use multiple accounts
EE	4th_Debit_Description	The fourth debit account description, if used
FF	4DebitAmt	The default fourth debit amount, if used
GG	4th_Credit	The fourth credit account number, if used
нн	4th_Credit_Description	The fourth credit account description, if used
П	4CreditAmt	The default fourth credit amount, if used
11	Post_SA_JE	If there is a value in the column, the code is flagged to create a supplemental

appropriation journal entry.

Year 2022 Code AEDF		(FIRE) PROGRAM	Do Not Post? Allow Override?		.ine Note? 🗹	Default Amount	
	,						,
	Accounts			Description			Amount
1st Debit	4385-000-0000-	000-00-00-10400		CASH, AED GRA			
1st Credit	4385-000-0000-	000-00-00-43300		OTHER STATE R	EVENUE, AED G	RANT PROG	i
2nd Debit	0000-000-0000-	000-00-00-00000					
2nd Credit	0000-000-0000-	0000-00-00-00000					
3rd Debit	0000-000-0000-	000-00-00-00000					
3rd Credit	0000-000-0000-	000-00-00-00000					
4th Debit	0000-000-0000-	000-00-00-00000					
4th Credit		000-00-00-00000					

 KK
 SA_JE_Description
 This describes the account used for the supplemental journal entry; the account description is taken from the chart of accounts description and cannot be changed on this screen.

 Treasury Receipt Codes
 Treasury Receipt Codes

 Verified Label Account
 Description

 Verified Label Account
 Description

 The Description
 Description

 The Description
 Description

Accounts Description Amount 1st Debit 3385-000-0000-00-00-01-0400 C78H, RED (GRHT PROGRAM C78H, RED (GRHT PROGRAM 1st Credit 2385-000-0000-000-00-00-00-00000 OTHER STATE REVENUE, RED GRHT PROG Image: Credit 2nd Debit 5000-000-0000-000-00-00-000000 Image: Credit S000-000-000-00-00-00000 Image: Credit 3rd Debit 5000-000-0000-000-00-00-000000 Image: Credit S000-000-000-00-00000 Image: Credit S000-000-000-00-00-00000 Image: Credit S000-000-000-00-00-00000 Image: Credit S000-000-000-00-00-0000 Image: Credit S000-000-000-00-00-00-00000 Image: Credit S000-000-000-00-00-00000 Image: Credit S000-000-000-00-00-00-0000 Image: Credit S000-000-00-00-00-0000 Image: Credit S000-000-00-00-00-0000 Image: Credit S000-000-00-00-00-00-00-00-00-00-0000 Image: Credit S000-000-00-00-00-00-00-00-00-00-00-00-0		,		
141 Obelt 4385-000-0000-00-00-00-000 CPGH, FED CPART PROCRAM 141 Credit 1385-000-0000-00-00-03300 OTHER STATE REVENUE, RED CRAFT PROCRAM 2nd Credit 1000-000-000-00-00-00000 OTHER STATE REVENUE, RED CRAFT PROCRAM 3nd Debit 1000-000-000-00-00-00000 OTHER STATE REVENUE, RED CRAFT PROCRAM 3nd Debit 1000-000-000-00-00-000000 OTHER STATE REVENUE, RED CRAFT PROCRAM 4th Debit 1000-000-000-00-00-000000 OTHER STATE REVENUE, RED CRAFT PROCRAM 4th Credit 1000-000-000-00-000-000-000 OTHER STATE REVENUE, RED CRAFT PROCRAM 4th Credit 1000-000-000-000-000-000-000 OTHER STATE REVENUE, RED CRAFT PROCRAM 4th Credit 1000-000-000-000-000-000-000-000000 OTHER STATE REVENUE, RED CRAFT PROCRAM Create Supplement Appropriation JE Image: Proceeding State Revenue, Revenue				
1st Credit §385-000-0000-000-00-00-33300 DHER STATE REVENUE, AED GRAFT PROG 2 nul Debit 0000-0000-000-000-000-000 Image: State State Revenue, AED GRAFT PROG 3 nul Debit 0000-0000-000-000-000-000 Image: State State Revenue, AED GRAFT PROG 3 nul Debit 0000-0000-000-000-000-000 Image: State State Revenue, AED GRAFT PROG 4 nu Debit 0000-0000-000-000-000-000-000 Image: State State State Revenue, AED GRAFT PROG 4 nu Debit 0000-0000-000-000-000-000-000-000 Image: State S		Accounts		Amount
Znd Debit 5000-000-0000-000-000-000-00000 Znd Creatt 5000-000-000-000-000-000-00000 3rd Debit 5000-000-000-000-000-000-00000 4th Debit 5000-000-000-000-000-000-00000 4th Creatt 5000-000-000-000-000-000-00000 Create Supplement Appropriation JE Z	1st Debit	4385-000-0000-000-00-10400	CASH, AED GRANT PROGRAM	
2 nd Credit 0000-000-000-000-000-000-000-000000 3 rd Debit 0000-000-000-00-00-000000 4 nd Debit 0000-000-000-00-00-000000 4 nd Debit 0000-000-00-00-00-00-000000 4 nd Debit 0000-000-00-00-00-00-000000 Create Supplement Appropriation JE ☑	1st Credit	4385-000-0000-000-00-43300	OTHER STATE REVENUE, AED GRANT	PROG
Zind Credit pooc-coor-coor-coor-coor-coor 3rd Debit pooc-coor-coor-coor-coor-coor 3rd Credit pooc-coor-coor-coor-coor-coor 4th Debit pooc-coor-coor-coor-coor-coor-coor-coor-	2nd Debit	0000-000-0000-000-00-00-000000		
3rd Credit 0000-000-000-000-00-00-00-00-00-00-00-0			_	
3rd Create \$0000-000-000-000-00-00-00-00-00-00-00-0			_	
4th Debit picco-cod-codo-codo-codo 4th Credit picco-cod-codo-codo-codo Create Supplement Appropriation JE C				
4th Credit 0000-000-000-000-00-00-000000	3rd Credit	0000-000-0000-00-00-000000		
4th Credit 0000-000-000-000-000-000-000-000-000-0	4th Debit	0000-000-0000-000-00-000000	-	
	4th Credit		-	
	Create Supr	lement Appropriation JF		
				TEMENT - DEETRETILOTO
			OTTIER EQU.	armann berabkreenro



Column	Header	Description
LL	LineNote	If "Y", a line note is required when using the code to record a treasury receipt.
ММ	Entry_User	The username of the person who entered the data (this can be the "CopyTables" indicating that the code was created when the Copy Tables to New Year command was run.)
NN	Entry_Date	The date the code was created
00	Change_User	The username of the person who made the most recent change to the code
PP	Change_Date	The date of the most recent change

3.2.2 Require Line Note?

To require that notes be entered on treasury receipts, the **Treasury Receipt Codes** table includes a **"Require Line Note? ☑**" optional checkbox.

Goto		Treasu	ıry Receipt Code	s		
Actions	Cash Account Override Cash Account	6580-000-0000-000-00-	00-10400			
	Year 2020 Code 111FREIMB 111 FIRE	REIMB	Do Not Post?	Require Line Note? Check this box to require user to	Default Amount	
				enter a line note on Dept receipt screen.		

Figure 7 The Require Line Note Checkbox

If the code has the **Require Line Note?** I Box checked, a line note is required each time the code is used. In the example, the **111FREIMB Require Line Note?** I Box was checked. Any time the code is used, a line note (maximum of eighty characters) will be required.

3.3 Importing Treasury Receipt Codes from a Spreadsheet

Co	llections			
	Treasury Receipts	>		
	Tables	>		
	Queries	>		
	Module Maintenance	>		Use this process to upload treasury receipt
	Interfaces/Imports	>	Treasury Receipt Code Upload	codes from an Excel [®] spreadsheet. There
				are five steps on the menu.



3.3.1 [Email Template to User]

The first step allows emailing the template to any username on the system for whom there is an email address.

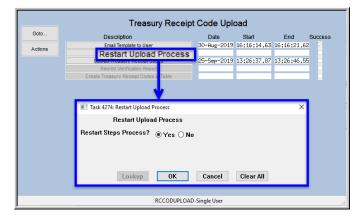
Treasury Receipt Code Upload								
Description	Date	Start	End					
Email Template to User		16:16:14.63						
Upload Treasury Receipt Codes	25-Sep-2019	13:30:34.17	13:30:37,19					
Reprint Verification Report								
Create Treasury Receipt Codes in Table								
Task 4281: Email Template to User				×				
Email Template to User								
Required: Enter Username THERESA	there	sa@admins.	com					
Lookup	ок с	ancel C	ear All					
RCCODUPLOA	D-Single User			UP				

Once the template is received, save it as a **.csv** format.

Populate the template using either original entries from scratch or by exporting the existing codes, editing them, and pasting the results into the template using standard Windows[®] copy and paste.

Save the .csv file in a location that may be accessed from the AUC server.

3.3.2 [Restart Upload Process]



Most AUC step menus offer this step as an opportunity to clear out any existing work files and start fresh. This is an optional step if using the process for the first time.

Click on \bigcirc Yes to restart the steps process; click on \bigcirc No to continue wih the previous attempt.

3.3.3 [Upload Treasury Receipt Codes]

After selecting the file saved in step **3.3.1**, choose from among the three options:

- Initialize File selecting this option will tell the system to discard any existing treasury receipt codes and create a brand new file containing only the codes supplied in the .CSV file.
- **Replace imported duplicates** selecting this option tells the system to check for existing codes that match codes in the **.CSV** file and replace the existing codes with the data from the **.CSV** file.
- Do not import duplicates select this option to only import new codes and ignore any pre-existing codes that are duplicates of the codes in the **.CSV** file.

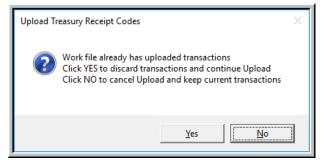


RC–1320 Treasury Receipts September 2024

Revenue Collections–Treasury Receipts

	Treasury Receipt Code Upload								
	Description		Date	Start	End	Success			
	Email Template to Use	r 2	25-Sep-2019	13:47:36.25	13:47:46.23	1 🗹			
	Restart Upload Proces			13:30:34.17	13:30:37.19	9 🗹			
	Upload Treasury	/ Receipt Cod	les						
E Ta	ask 4275: Upload Treasury Receipt Codes						×		
	Upload Treasury Receipt Codes		♥						
Requ	uired: Enter Filename (FILENAME.CSV)	D:\AUC_DEVEL	OPMENTIAC	MHOME\TRA	NSFER\UPL	OADTRCODES202	1.CSV		
Optic	DNS	Initialize Fil	e 🔿 Replac	e imported d	uplicates 🔾	Do not import dupl	licates		
Run If Pri	^{as} @ Preview () Print () PDF inting use Duplex () Yes () No	La	ookup	ок 💦	Cancel	Clear All			

If there are transactions in the work file from a previous attempt, this message will be shown:



Click on **[Yes]** to discard any existing transactions and continue uploadeing the new transactions; click on **[No]** to cancel the upload.

If there are errors, an error report will be displayed;

the error column will show a code for each line with an error; the legend at the bottom of the report explains each error code and the action to take to correct the error. After correcting errors, restart the process (step 3.3.2) and try the upload again:



Revenue Collections–Treasury Receipts

-😵 TedRi	E - RCCodUpload_4275_THERESA[1].lis									
File Ed	lit Format Options									
Courie	rNew ▼ 8 ▼ B I U ■ ▼	표 (로) (로) 등 등 등	6							
Ú.										
4269-5	RCCODUPLOADERR.REP Printed 25-5	Sep-2019 at 15:05:52 b	y THERESA Town of Admins						Page 1	
			Upload Treasury Receipts E	rror Report						
L	Replace Imported Duplicates									
	ar Code Description	Default Account Numb	er & Description	Def Amt Type	SType	e Status FstFlg Ovr? Co	t#1 Cat#2	Message	Error	
2021	ATL FENCE ATLANTIC FENCE SUPPLY	CE ATLANTIC FENCE SUPPLY Default: 6680-000-000-00-00-48659 625.00 Replacement Record							2	
2021	1 MEDRECREIM MEDICAL RECORDS REIMBURGEME Default: 1000-000-000-00-00-00-43239 3,105.00 R P A Replacement Record						Replacement Record	2		
2021	1 VICTORYENG VICTORY WRSE ENGINEERING RE Default: 6580-000-000-00-00-04557 5,135.00 R P A Replacement Record						Replacement Record	2		
	Total Codes for FY 2021 : 3									
	Grand Total *** # Records: 3									
	tion Legend:									
	Message		Action							
1	Department Code Blank.		Delete the record or enter the deparm	ent code						
	Default GL Account Error.		Check Account Description, posting ty	pe and status in	the (Chart of Accounts				
3	Default GL Account #3 Error.		Correct the Chart of Accounts or the							
3	Default GL Account #3 Error.		Check Account Description, posting ty Correct the Chart of Accounts or the		the (chart of Accounts				
4	Default GL Account #4 Error.		Check Account Description, posting ty	pe and status in	the (Chart of Accounts				
-			Correct the Chart of Accounts or the							
5	Default GL Account #5 Error.		Check Account Description, posting ty Correct the Chart of Accounts or the		the (Chart of Accounts				
6	Default GL Account #6 Error.		Check Account Description, posting ty		the (Chart of Accounts				
			Correct the Chart of Accounts or the	input record.						
7	Default GL Account #7 Error.		Check Account Description, posting ty Correct the Chart of Accounts or the		the (Chart of Accounts				
8	Default GL Account #8 Error.		Check Account Description, posting ty		the (Chart of Accounts				
			Correct the Chart of Accounts or the	input record.						
	Amount #3 entered without an Account #3.		Enter account #3 or remove amount #3.							
	Amount #4 entered without an Account #4.		Enter account #4 or remove amount #4.							
	Amount #5 entered without an Account #5. Amount #6 entered without an Account #6.		Enter account #5 or remove amount #5. Enter account #6 or remove amount #6.							
	Amount #6 entered without an Account #6. Amount #7 entered without an Account #7.		Enter account #6 or remove amount #6. Enter account #7 or remove amount #7.							
	Amount \$7 entered without an Account \$7. Amount \$8 entered without an Account \$8.		Enter account #7 or remove amount #7. Enter account #8 or remove amount #8.							
	Amount #8 entered without an Account #8. Duplicate Bill Year/Department Code Recor	rd in the input file								
	Treasury Receipt Category \$1 Error.	to in one input tite.	Correct Category #1 or Correct Treasu	rv Receipt Cated	IOTV TA	able for description or	status			
	Treasury Receipt Category #2 Error.		Correct Category #2 or Correct Treasu							

Error	Message	Action
Code		
1	Department Code Blank	Delete the record from the .CSV file or enter a department code for the treasury receipt code
2-8	Default GL Account Error(# through #8)	Check Account Description, posting type and status in the chart of accounts; correct the account in the chart of accounts or use another valid account in the .CSV file
9	Amount entered without an Account #	Enter an account or remove the amount. The columns in the spreadsheet can hold amounts and account #s – there should not be an amount without an account number (although account numbers are allowed without amounts).
A-E	Amount entered without an Account #	Enter an account or remove the amount
F	Duplicate Bill Year/Department Code Record in the Input File	Delete one of the duplicate records
G	Treasury Receipt Category #1 error	Correct Category #1 or Correct Treasury Receipt Category Table for description or status
н	Treasury Receipt Category #3 error	Correct Category #2 or Correct Treasury Receipt Category Table for description or status
If the file uploade		ort of the treasury receipt codes that are going to be



Revenue Collections–Treasury Receipts

-🚱 TedRE - R	e TedRE - RCCodUpload_4275_THERESA[2].lis										
File Edit	le Edit Format Options										
Courier New V 8 · B / U • E 读读 图 章 4 母											
4275-RCC	4275-RCCODUPLOADCONV.REP Printed 25-Sep-2019 at 15:26:10 by THERESA Page 16										
	Town of Admins Upload Treasury Receipt Codes										
	Replace Imported Duplicates										
BillYear	Code	Description	Default Account Number & Description	Def Amt	Туре	SType	Status PstFlo	Ovr?	Note Cat#1	Cat#2	Message
2021	WORKFORCE	PARTNERSHIPS FOR A SKILLED	Default: 2270-000-0000-00-00-43300 OTHER STATE REVENUE			P	λ				Replacement Record
2021	WRKCMPINS	WORKERS COMP INS REIMB	Default: 7040-000-0000-00-00-48006 WORKERS COMP INSUR 1	5,380.00	R	P	λ	Y			Replacement Record
2021	WSENGINEER	W S (SHOP@BELL)ENGR RV	Default: 6580-000-0000-00-00-48521 W S (SHOP@BELL) ENG	5,385.00	R	P	Α	Y			Replacement Record
2021	WSTRAFFIC	W S (SHOP@BELL) TRAFFIC	Default: 6580-000-0000-00-00-48515 W S (SHOPPES @ BELL]	5,390.00	R	P	A	Y			Replacement Record
2021	WTRCAPIMP	WATER CAPITAL IMPROVEMENT F	Default: 0200-000-0000-00-00-42052 WATER CAPITAL IMPROV	5,395.00	R	P	A				Replacement Record
2021	WTRENTMISC	WATER ENTERPRISE MISC	Default: 0200-000-0000-00-00-48400 MISCELLANEOUS REVENU	5,400.00	R	P	A	¥			Replacement Record
2021	WTRINT	WATER ENTERPRISE INTERS	Default: 0200-000-0000-00-00-45001 EARNINGS ON INVESTME	5,405.00	R	P	A	¥			Replacement Record
2021	WWGIFT	WATER/WASTE INCOME	Default: 6640-000-0000-000-00-45001 EARNINGS ON INVESTME	5,410.00	R	P	λ	Y			Replacement Record
2021	YELLOW	BIG YELLOW BUS EXPENSE	Default: 4080-000-0000-000-00-43307 BIG YELLOW BUS GRANT	5,415.00	R	P	λ	Y			Replacement Record
2021	YOUTHGIFTS	YOUTH CENTER GIFT ACCOUNT	Default: 6190-000-0000-00-00-48300 GIFTS/DONATIONS	5,420.00	R	P	λ				Replacement Record
2021	ZBA40BAPPL	ZBA - 40B APPLICATION FEES	Default: 6740-000-0000-00-00-42166 ZBA - 40B APPLICATIO	5,425.00	R	P	A				Replacement Record
2021	ZBA40BLEGL	ZBA - 40B LEGAL FEES	Default: 6740-000-0000-00-00-42167 ZBA - 40B LEGAL FEES	5,430.00	R	P	A				Replacement Record
2021	ZBAFEES	ZBA SPECIAL PERMIT FEES	Default: 6740-000-0000-000-00-42001 FEES	5,435.00	R	P	A	Y			Replacement Record
2021	ZBATAFT	ZBA-TAFT ESTATES PROJECT RE	Default: 6580-000-0000-000-00-48465 ZBA-TAFT ESTATES PRO	5,440.00	R	P	A				Replacement Record
2021	ZONING	ZONING BOARD OF APPEALS	Default: 1000-000-0000-00-00-42165 ZONING BOARD OF APPE	5,445.00	R	P	λ	¥			Replacement Record
*** Tot	cal Codes f	Dr FY 2021 : 360									
*** Gra	and Total *	** # Records: 360									

Figure 8 Upload Treasury Receipt Code Report

3.3.4 [Reprint Verification Report]

This step is an opportunity to reprint the reports produced during the upload step as shown in **Figure 8**. Review the reports to verify that the codes are correct.

3.3.5 [Upload Treasury Receipt Codes]

This final step in the process uploads the codes. A **Treasury Receipt Code Conversion** report is produced that shows the total number of codes uploaded for each fiscal year along with a grand total of the number of codes uploaded for all years.



Revenue Collections–Treasury Receipts

-	RCDepCodCon Format Opt	v_4271_THERESA[1].lis						
Courier Ne				Tow	n of J	Admins		
4271-RCD	EPCODCONV.R	EP Printed 25-S	ep-2019 at 16:10:08 by THER:	Treasury Receipt				Page 16
BillYear	Code	Description	Default Account Number & Des			PstFlg Ovr? Note Cat #1	 Description Cat #	2 Category #2 Description
2021	WORKFORCE	PARTNERSHIPS FOR A SKILLED		00-00-43300 OTHER STATE REVENUE			 	
2021	WRKCMPINS	WORKERS COMP INS REIMB	Default: 7040-000-0000-000-0	00-00-48006 WORKERS COMP INSUR T	5,380.00	Y		
2021	WSENGINEER	W S (SHOP@BELL)ENGR RV	Default: 6580-000-0000-000-0	00-00-48521 W S (SHOP@BELL) ENGI	5,385.00	¥		
2021	WSTRAFFIC	W S (SHOP@BELL)TRAFFIC	Default: 6580-000-0000-000-0	00-00-48515 W S (SHOPPES @ BELLI	5,390.00	¥		
2021	WIRCAPIMP	WATER CAPITAL IMPROVEMENT F	Default: 0200-000-0000-000-0	00-00-42052 WATER CAPITAL IMPROV	5,395.00			
2021	WTRENTMISC	WATER ENTERPRISE MISC	Default: 0200-000-0000-000-0	00-00-48400 MISCELLANEOUS REVENU	5,400.00	ч		
2021	WTRINT	WATER ENTERPRISE INTERS	Default: 0200-000-0000-000-0	00-00-45001 EARNINGS ON INVESTME	5,405.00	ч		
2021	WWGIFT	WATER/WASTE INCOME	Default: 6640-000-0000-000-0	00-00-45001 EARNINGS ON INVESTME	5,410.00	У		
2021	YELLOW	BIG YELLOW BUS EXPENSE	Default: 4080-000-0000-000-0	00-00-43307 BIG YELLOW BUS GRANT	5,415.00	Y		
2021	YOUTHGIFTS	YOUTH CENTER GIFT ACCOUNT	Default: 6190-000-0000-000-0	00-00-48300 GIFTS/DONATIONS	5,420.00			
2021	ZBA40BAPPL	ZBA - 40B APPLICATION FEES	Default: 6740-000-0000-000-0	00-00-42166 ZBA - 40B APPLICATIO	5,425.00			
2021	ZBA40BLEGL	ZBA - 40B LEGAL FEES	Default: 6740-000-0000-000-0	00-00-42167 ZBA - 40B LEGAL FEES	5,430.00			
2021	ZBAFEES	ZBA SPECIAL PERMIT FEES	Default: 6740-000-0000-000-0	00-00-42001 FEES	5,435.00	Y		
2021	ZBATAFT	ZBA-TAFT ESTATES PROJECT RE	Default: 6580-000-0000-000-0	00-00-48465 ZBA-TAFT ESTATES PRO	5,440.00			
2021	ZONING	ZONING BOARD OF APPEALS	Default: 1000-000-0000-000-0	00-00-42165 ZONING BOARD OF APPE	5,445.00	ч		
		or FY 2021 : 360						

Figure 9 Treasury Receipt Code Conversion Report Excerpt

3.4 Bill Category Table

This allows setting up the cash account to be used when posting receipts. See the end of the document for more information on setting up posting accounts.

4 Entering Batches

To create a new batch, from the menu, select **Collections Treasury Receipts Batch Entry**.

Enter a Batch number or Leave Blank and let the system assign the next available number.

Batch numbers can be made up of numbers, letters, special characters but cannot include spaces.

In addition, batch numbers can never be re-used.

					Coll	ection B	atch Entry		Profile not	restricted		
Goto Actions	Batch Bank Pay-Tro posit	Date	080614TRAN ALLY 06-Aug-2014 06-Aug-2014		Batch Type Receipt Adjustment A/O/S		Edit Note No text available		Current Batch Real Estate Tax Deferral Motor Excise	ו 2		
2 Enter Receipts 3 Cover Sheet	Callh(C Cash P Check Other		Expe 700			Entered 700,00	Balance		Personal Property Tax Title Treasury Receipts			
4 Submit Batch	Totals		700	0.00		700.00						
5 Restore Batch 6 Post Batch	Trx# 1859613 1859612			2019	Bill#/TR Code 001005-00 001002-00	Description	1	Cash 200,00 500,00	Check	Other	Edit Up Edit	
			🔳 Add Ne	w Batc	h						×	
Quick List				ch II e	ave Blank fo	r Suctem-C	eperated Number		1		^	
7 Edit List				ch (Le	:ave Blank fo	r System-G	enerated Number]	OK 📐 Cano	:el		Î	
				ch (Le	ave Blank fo	r System-G	enerated Number]		cel			
7 Edit List 8 TR Edit List				ch [Le	ave Blank fo	r System-G	enerated Numberj					
7 Edit List 8 TR Edit List X TR Excel Trx				ch [Le	ave Blank fo	r System-G	enerated Number		:el			
7 Edit List 8 TR Edit List X TR Excel Trx 9 Batch Listing				ch [Le	ave Blank fo	r System-G	enerated Number		zel			



4.1 Batch Dates, Type and Notes



Figure 10 Collection Bath Entry Screen Header Fields

The **Collection Batch Entry** required fields are **Batch, Bank, Pay-Trx Date**, and **Deposit Date**. The **Batch Type** for treasury receipt batches is always **O Receipt**. The remaining fields shown in **Figure 10** are optional; all fields are described in the table below.

Field	Description
Batch	The Batch number assigned (either user defined or system-assigned) when the batch was created
Bank	Represents the Bank into which this deposit was made. This will default to the: 1. User's default bank as specified on the User Profile ▶ Collection screen, or

Goto Actions	Username Name	U THERESA Theresa	ser Profil	e Screen	Changed 06-9	Sep-2009 MUPDEV1 Sep-2019 THERESA Sep-2019 13:04:09.9	4 Live	
1 General	2 Account Security	3 PO / AP 4 Huma	n Resources	5 Budget	6 Collections	7 Misc Billing	Y Login Hist	
			Collectio	on Defaults		-	_	
Batch Entry scre	process their own batches ON en - Set button to st of SEND TO names	LY Yes No Submit Ser Yes No	d To	Default Bank	BOA			
Validator - Recei	ipt Printer REGISTERIO							
Bac	Background Color LIGHT STEEL BLUE V Reset Default Color O Yes No							
8 Add User	9 Change Password	0 Menu Listing for User						
			Status: Activ	e		Lku	p UP	



Description

RC-1320 Treasury Receipts September 2024

Field

2. Department's default bank as specified on the Department Profile ► Collection Screen, or

		C	Departmen	t Group Profil	e
	Dept Group	TOWN	Description	TOWN	
1 General		2 PO / AP	3 Collect	ions	
Collection	n Defaults				
Treasury	Receipts Im	port Defaults			
Bank for C	ash/Checks redit Cards nline Paymen	CITZ CITIZENS BA EAST EASTERN BAN CSB CAMBRIDGE S	K FOR A/P	Bank GL Account Bank GL Account Bank GL Account	
Split Refur	d/Credits into	Separate Batch	⊖ No		

3. Default Bank code specified in sequence #4003 in the Module Control Table. The AUC system contains cash management tools to reconcile activity by Bank thus entering that data here is required. This value can be changed if another bank is required.

	System Module Control	
4003 Default Bank Code		CRB

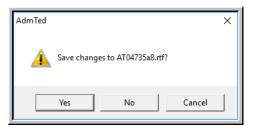
Pay-Trx Date	This date defaults to today's date but may be changed. This date will default on every transaction entered in the batch. The date may be overridden on the individual transactions.
Deposit Date	This date is the date that the funds were physically deposited into the bank account and credits were given on the bank statement. This date must be entered prior to submitting the batch.
Transaction #	This is an option al treasury receipt number – some sites stamp each receipt with a date or validating stamp and use this number to correlate AUC transactions with paper documents.
Batch Type	For Treasury Receipt batches, the O Receipt button is selected.



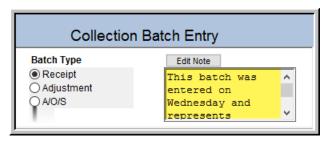
Revenue Collections–Treasury Receipts

Field	Description	
Edit Note	This note pertains to the entire batch. Click on [Edit Note] to a note for the batch.	display an editor and enter
	AT04735a8.rtf - AdmTed File Edit View Insert Format Help	- D X
	□ □ ■	<u>≡ ≡ </u> 1 · · · · 5 · · · · 1 · · · · λ · · ·
	This batch was entered on Wednesday and represents re- transfer station on the previous Tuesday.	
	, For Help, press F1	Ln 2, Col 44 N
	 Click the <u>1 Edit Note</u> button to open the Text Editor Enter a note (see example above) 	

- Click the "X" in the upper right-hand corner to exit.
- The system will display a prompt to save the entry:



• Once saved, the note will appear in the window



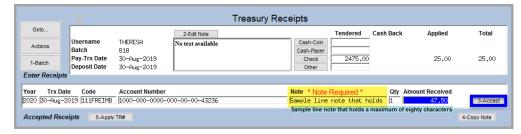
4.2 Notes

There are two types of Notes:

- 1. An overall note, as shown in the table above, that applies to the entire batch and posts to every line in the batch (if the line does not already have Line Notes present)
- 2. An individual note on each entry in the batch. *See instructions on Entering Line Notes below.*



4.2.1 Entering Line Notes (Required or Optional)



When entering a treasury receipt, if the code requires a **Note**, the screen will indicate so with a * Note Required * message in red above

the line note field.

The note field holds a maximum of eighty characters. If a note is required, the **[3 Accept]** button will not be clickable until the note is entered.



Figure 11 Treasury Receipt entry screen with a code that requires a line note

	to			2-Edit Note			Tendere	d Cash I	Back	Applied		Total
Act	ione	sername atch	THERESA 818	No text available		Cash-Coin Cash-Paper						
1-Ba	atch	ay-Trx Date eposit Date	30-Aug-2019 30-Aug-2019			Check Other	2000	•00		500,00) 5	500,00
nter	Receipts											
ear												
020	Trx Date 30-Aug-2019 pted Receipt			000-00-00-00000		Note			Qty Amou 1	int Received		3-Accep y Note
020 \ <i>ccej</i>	30-Aug-2019 pted Receipt	s 5-Apply	0000-000-0000-0	000-00-00-00000	Note		Oty		1		4-Cop	y Note
020 I ccej ear	30-Aug-2019 p <i>ted Receipt</i> Trx Date	3	0000-000-0000-0 TR# Account Number	000-00-00-00000	Note Sampi		Qty 1	Amount 427,50	1 Pmt Typ			y Note Attach
020 I cce / ear 020	30-Aug-2019 pted Receipt Trx Date 30-Aug-2019	S 5-Apply	0000-000-0000-0 TR# Account Number 6580-000-0000-1		Sampl		1	Amount	1 Pmt Typ Check	Trx#	4-Cop	y Note Attach ATTAC
020 Iccej ear 020 020	30-Aug-2019 pted Receipt Trx Date 30-Aug-2019	S 5-Apply Code WSTRAFFIC 3 111FREIMB	0000-000-0000-0 TR# Account Number 6580-000-0000-1 1000-000-0000-1	000-00-00-48515	Sampi <mark>Sampi</mark>	e line note	1	Amount 427,50 47,50	1 Pmt Typ Check Check	Trx# 1859682 1859681	4-Cop Cancel CANCEL	y Note

Figure 12 To view the full line note, click in the field to reveal the hover text

To copy a note from one line to the next, use the **[4-Copy Note]** button. Treasury receipts that do not require a line note may have a note or not – it is optional.



4.3 Control Totals

Enter the **Total** amount of the batch in the payment method boxes. The **Totals** at the bottom will accumulate automatically. If entering Cash and Checks separately, tally up the amounts and enter them in the spaces provided. If not reconciling by payment method enter the entire batch total in the box "**Cash (Paper)**"

Expected	Entered	Balance	
1231,25	1231,25		
3675,95	3675,95		
4907,20	4907,20		
	1231,25 3675,95	1231.25 1231.25 3675.95 3675.95	1231,25 1231,25 3675,95 3675,95

Before the batch can be submitted, the **Expected Amounts** <u>must</u> be equal to the **Entered Amounts**. In other words, the batch must be in balance. These amounts can be negative amounts if adjustments to prior payments are being made. The **Expected Amounts** can be changed at any time prior to submitting the batch.

For example: There are three receipts to process. One is a check payment totaling 3675.95, the 2nd is a cash payment of 1231.25 and the 3rd is an adjustment to a prior payment of \$100.00 because of a bad check. The **Expected Amounts** would be entered as follows:

	Expected	Entered	Balance	
Cash(Coins)				
Cash(Paper)	1231,25		1231,25	
Check	3675,95		3675.95	
Other	-100,00		-100,00	
Totals	4807,20		4807,20	



Enter control totals before or after entering the receipts in the batch. The totals must exist and be in balance to successfully submit a batch for processing.



5 Entering Receipts

Access the Receipts screen by clicking:

				Colle	ection Ba	tch Entry		Profil	e not restri	icted		
Goto Actions	Batch Bank Pay-Trx Date Deposit Date TR#	09252019TR BOA 25-Sep-2019	9	atch Type Receipt Adjustment A/O/S		Edit Note This batch we entered on Wednesday and represents		Real Estate Tax Deferra Motor Excis	e			
Enter Receip	ash(Coins) ash(Paper) ack oher ayment	Exp	pected	I	Entered	Balance	3	 Personal Pr Tax Title Treasury Re 				
	ury Receipt		Year B	ill#/TR Code	Description		Cash	Check	0	Other	Up	
Tax Ti	itle Payment											
Defer	ral Payment	X										
'Edit List												
TR Edit List												
R Excel Trx												
atch Listing												
oto Last Bch												
											Dn	
					Active						l	JP
						y Receipts		Tendere	ed Amou			JP
Actions	Batch 09	4ERESA 2252019TR 5-Sep-2019	This Wedne recei	di Note batch was esday and ipts taken	entered represent at the	on A Cash-Cash-P	Coin aper ck		entered f	First. Applied 1090.00 6430.00	be	Total 090.00
Actions E	Batch 09	9252019TR 5-Sep-2019	This Wedne recei	dit Note batch was asday and	entered represent at the	on A Cash-C s Cash-P	Coin aper ck	e	entered f Back	Applied 1090.00 6430.00 -385.00	be	Total 090.00
Actions	Batch 09 Pay-Trx Date 25 Ceipt code her	9252019TR 5-Sep-2019	This Wedne recei trans	Ji Note batch was esday and lpts taken sfer stati	entered represent at the	on A Cash-Cash-P	Coin aper ck	cash l	entered f Back ntered h	Applied 1090.00 6430.00 -385.00	be 10 10 10 10 10 10 10 10 10 10	Total 990,000 130,000
Actions Enter rec ar Trx Date 20 25-Sep-201	Batch 09 Pav-Trx Date 29 ceipt code her Code Ad	3252019TR 5-Sep-2019 re 9 ccount Number 000-000-0000-0	This Wedne recei trans	Ji Note batch was esday and lpts taken sfer stati	entered represent at the	on A S Cash-P Chec V	Coin aper ck	cash l	entered f Back ntered h Qty Amou	First. Applied 1090.00 6430.00 -385.00	be 10 10 10 10 10 10 10 10 10 10	Total 090.000 130.00 385.000 3-Acce
Actions Enter rec ar Trx Date 20 25-Sep-201 ccepted Receip ar Trx Date	Batch 09 Pay-Trx Date 29 Ceipt Code her Code A4 19 Code Code Code Dats 5-Apply TR# Code A4	3252019TR 5-Sep-2019 re 9 ccount Number 000-000-0000-0 ccount Number	This Wedne recei trans	Jit Note batch was esday and lpts taken sfer stati 00-00000	entered represent at the	on A S Cash-P Chec V	Coin aper ck	ered cash t otes are e	ntered f Back Ntered h Qty Amou 1 Pmt Typ	Applied 1090.00 6430.00 -385.00 here nt Received	be 10 64 	Total 1990.00 130.00 1385.00 3-Acces 13-Acces 14 Note
Actions Enter rec 20 25-Sep-201 ccepted Receip ar Trx Date 20 25-Sep-202 20 25-Sep-202 20 25-Sep-202	Batch 09 Pay-Trx Date 29 ceipt code 40 19 00 bts 5-Apply TR# Code 40 19 01 19 02 19 02 19 04 19 04 19 04 19 04 19 04 19 10 19 11 19 125 19 125	3252019TR 5-Sep-2019 re 9 ccount Number 9 000-000-0000-(5 000-000-0000-(5 000-000-0000-(5 000-000-0000-(5 000-000-0000-(5 000-000-0000-(5 000-000-000-(5 000-000-000-(5 000-000-000-(5 000-000-(5 000-000-(5 000-000-(5 000-000-(5 000-000-(5 000-000-(5 000-000-(5 000-000-(5 0 0 0 0 0 0 0 0 0 0 0 0 0	This Wednerection	fit Note batch was sday and lpts taken sfer stati 00-00000 00-21900 00-48655	entered represent at the	on A s Cash-Cash-P Chec Othe Note	Coin aper ck ar N Qty 1 pag1	Cash 1 cash 1 cotes are e	ntered f Back ntered h Qty Amou 1 Pmt Typ Cash Online	Applied 1090.00 6430.00 -385.00 here nt Received 1986368 1886368	be 10 64 -3 -3 -4-Copy Cancel CANCEL CANCEL	Total 990,000 330,000 3-Acces v Note Attach ATTA
Actions Enter rec 20 25-Sep-201 ccepted Receip ar Trx Date 20 25-Sep-202 20 25-Sep-202 20 25-Sep-202 20 25-Sep-202 20 25-Sep-202	Batch 09 Pay-Trx Date 28 ceipt code 40 19 00 tots 5-Apply TR# Code A0 19 CHLD 19 CHLD 19 20NING	3252019TR 5-Sep-2019 re 9 ccount Number 000-000-0000-(# ccount Number 000-000-0000-(This Wednerecei trans	111 Note batch was seday and ipts taken sfer stati 00-00000 00-21900 00-21900 00-42655 00-42165	entered represent at the	on A S Cash-C Cash-P Chec Othe Note	Coin aper character approximate approximat	Cash 1 Cotes are e Amount 1090.00 10.00 -85.00	ntered f Back ntered h Qty Amou 1 Pmt Typ Cash	Applied 1090.00 6430.00 -385.00 nt Received 10x# 1886368	be 10 4-Copy Cancel CANCEL	Тоtal 1990.000 130.000 3-Ассее и Note Аttach Атта Атта Атта
Actions Enter rec 25-Sep-201 ccepted Receip 22 25-Sep-201 ccepted Receip 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201 20 25-Sep-201	Batch 05 Pay-Trx Date 25 ceipt code Ad 19 Ad 19 Code 10 S-Apply TR# 10 ChilD 11 125DEPOTPB 58 12 ZONING 13 ZONING 14 2439EFTUP 15 ZONING	3252019TR 5-Sep-2019 re 9 ccount Number 9 ccount Number 9 ccount Number 9 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 0 0 0 0 0 0 0 0 0 0 0 0 0	This Wednerection	Ji Note batch was seday and lpts taken sfer stati 00-00000 00-21900 00-48655 00-48655 00-48655 00-48655	entered represent at the	on A S Cash-C Cash-P Chec Othe Note	Coin aper sk r N Qty 1 1 1 1 1	Amount 1090.00 -525.00	Intered f Back Intered f Qty Amou 1 Pmt Typ Cash Dnline Adjustme Bad Chec	Applied 1090.00 6430.00 -385.00 Dere nt Received 1886368 1886365 1886365 1886366 1886365 1886365 1886365 1886366 1886366 1886365 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366 1886366	be 10 64 	Total 990.000 130.0000 130.0000 130.0000 130.0000 130.0000 130.0000 130.0000 130.0000 130.00000 130.0000 130.0000 130.0000 1
Actions μ Enter rec 25-Sep-201 ccepted Receip 25-Sep-201 ccepted Receip 25-Sep-201 20 25-Sep-201	Batch 05 Pay-Trx Date 25 ceipt code Ad 19 Code 19 125DEPOTPB 19 20NING 10 20NING 19 20NING 19 20NING 19 20NING 10 179MECHFIR	3252019TR 5-Sep-2019 re 9 ccount Number 9 ccount Number 9 ccount Number 9 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 000-000-0000-1 5 0 0 0 0 0 0 0 0 0 0 0 0 0	This Wednerection	fit Note batch was sday and lpts taken sfer stati 00-00000 00-21900 00-48655 00-48655 00-42165 00-42165 00-42165 00-4215	entered represent at the	on A S Cash-C Cash-P Chec Othe Note	Coin aper ck r N Qty 1 pag1 1 1	Amount 1090.00 10.00 -85.00 85.00 55.00	Intered f Back Intered f Other Cash Dnline Adjustme Bad Chec	Applied 1090.00 6430.00 -385.00 here nt Received 1986368 1886366 1886365 1886365	be 10 64 	Total 090.000 130.00 385.00 3-Acce
Actions Enter rec Enter rec Trx Date 20 25-Sep-201 CCCCPTC Receipt ar Trx Date 20 25-Sep-202 25	Batch 09 Pay-Trx Date 28 Ceipt Code 28 Code Ad 19 Code 19 Code 19 Code 19 Code 19 2000000000000000000000000000000000000	3252019TR 5-Sep-2019 re 3 ccount Number 300-000-0000-0 5 300-000-0000-0 380-000-0000-1 380-000-0000-0000-1 380-000-0000-1 380-000-0000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 390-000-1 390-0000-1 390-000-1 390-000-1 390-000-1	This Wedne receipt trans	Jit Note batch was seday and lpts taken sfer stati 00-00000 00-21900 00-48655 00-48655 00-48655 00-48513 00-48455 00-48455	entered represent at the	on A S Cash-C Cash-P Chec Othe Note	Coin aper ck r N 2 dty 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount 1090.00 -85.00 -525.00 55.00 25.00	ntered f Back ntered f Qty Amou 1 Pmt Typ Cash Online Adjustme Adjustme Bad Chec Wire Pre-Deot Credit C	Trx# Applied 1090,00 6430,00 -385,00 -385,00 here nt Received 1886368 1886366 1886364 1886363 1886364	be 10 64 -2 -2 -2 -2 -2 -2 -2 -2 -2 -2	Тоtal 190.00 330.00 3-Ассее 4 Note Атта Атта Атта Атта Атта Атта Атта Атт
Actions Enter rec 25-Sep-201 25-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201 2025-Sep-201	Batch 99 Pay-Trx Date 25 Ceipt Code Ad 19 Oc 019 Oc 019 Code 19 Oc 19 Code 19 120 19 20NING 19 20NING 19 20NING 19 179MECHAR 19 179MECHAR 19 160HIGHDPW	3252019TR 5-Sep-2019 re 3 ccount Number 300-000-0000-0 5 300-000-0000-0 380-000-0000-1 380-000-0000-0000-1 380-000-0000-1 380-000-0000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 380-000-0000-1 390-000-1 390-0000-1 390-000-1 390-000-1 390-000-1	This Wedne receipt trans	Jit Note batch was seday and lpts taken sfer stati 00-00000 00-21900 00-48655 00-48655 00-48655 00-48513 00-48455 00-48455	entered represent at the	on Cash-Cash-P Chec V Othe Note	Coin aper sk r N 2 Qty 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount 1000.00 -85.00 -55.00 50.00	Intered f Back Intered f Other Cash Online Adjustme Bad Chec Wire Pre-Depo Credit C Check	Image: Text (1000,000) 6430,000 -385,000 -385,000 1000 <	be 10 64 	Total 190.00 30.00 3-Acce Vote Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach Attach
Actions Enter rec 25-Sep-201 ccepted Receipt 20 25-Sep-201 ccepted Receipt 20 25-Sep-201 20 25-Sep-201	Batch 09 Pay-Trx Date 28 Ceipt Code 28 Code Ad 19 Code 19 Code 19 Code 19 Code 19 2000000000000000000000000000000000000	3252019TR 5-Sep-2019 re 9 ccount Number 9 ccount Number 0 ccount Number 0	This Wedne recei trans 000-00-(000-000	fit Note batch was seday and lpts taken fer stati 00-00000 00-21900 00-48655 00-48655 00-48655 00-48655 00-48655 00-48655 00-48655 00-48655 00-48655 00-48655 00-48652 00-48622 00-42110	Treasur entered represent at the on on the	on s Cash-C Cash-P Chec Othe Note Note	Coin aper sk r N 2 Qty 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount 1090.00 10.00 -525.00 55.00 25.00 150.00	Intered f Back Intered f Other Cash Online Adjustme Bad Chec Wire Pre-Depo Credit C Check	Trx# Applied 1090.00 6430.00 -385.00 here nt Received 1886368 1886368 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363 1886363	be 10 64 -2 -2 -2 -2 -2 -2 -2 -2 -2 -2	Total 190.00 330.00 85.00 3-Acce v Note Attach ATTA ATTA ATTA ATTA



5.1 Tendered Amounts

Enter the Amount Tendered first. The system needs to know how much money of each type was received to apply it to the Treasury Codes used.

Enter the Amount Tendered next to the appropriate heading:

	Tendered	Cash Back	Applied	Total
Cash-Paper	150.00			
Cash-Coin				
Check				
Other]		

Keep payment methods separate. Any combination of these are acceptable entries:

Tendered	Tendered	Tendered	Tendered
Cash-Paper 232,78 Cash-Coin Check Other	Cash-Paper 150.00	Cash-Paper	Cash-Paper
	Cash-Coin 3.23	Cash-Coin	Cash-Coin
	Check 0	Check 2500,00	Check
	Other	Other	Credit 150.00

5.1.1 Check Tendered

When entering an amount in the **[Check]** field, the system displays the following prompt if clicking the **[Check]** button; this is the only method that will allow a **Cash Back** amount.

Check Number		×
Check Number		
Check Name		
Cash Back	75.00	
	OK Cancel	



This is optional. It may be left blank; click the **[OK]** Button.

Any check number entered will display on Edit Lists and Posting Reports. If entering a Tendered Amount that contains more than one check, this prompt can be skipped.

The cash back field is used to indicate if a check was written for more than the payment amount. (For example, if an employee is making a payment and would like cash back.)

Click [OK] when finished



If an amount is entered in the "Amount Received" field that exceeds the "Tendered Amount", the system will display an error message. Enter the correct amount.

Check Error	×
E4029-Amount being entered cannot exceed Tendere Remaining	ed Amount
<u> </u>	ОК

5.1.2 Other Tendered

		Tendered	V
	Cash-Coin		fo
	Cash-Paper		e
	Check		fi
	Other	750,00	
Pre Depo	sit		Т
Credit Ca		•	Pre De
		•	Credit
Wire Tran	ster	•	Wire T
Bad Cheo	k	•	Bad Ch
Adjustme	ent	•	Adjust
Online		•	Online

When entering an amount in [Other], the system displays the following prompt. Select which type of [Other] receipts being entered. Entering an amount here and not selecting an option from the resulting menu will leave the button label as [Other].

The options are:

	•	Dro Doposit
edit Card	•	Pre Deposit
	•	Credit Card
re Transfer	•	Wire Transfer
d Check	•	Bad Check
ljustment	•	Adjustment
line	•	Online

Figure 13 Options available when selecting tendered amount in the "Other" field

Selecting Pre-Deposit, Wire Transfer, Bad Check, or Adjustment will change the heading and require no additional information.

	Tendered
Cash-Coin	
Cash-Paper	
Check	
BadCk	-75,00

If entering a receipt because of a bad check, the Tendered Amount should be entered as a negative amount: in the Other field, and Bad Check would be selected.

Selecting Credit Card will change the [Other] heading to Credit and will prompt for the entry of an optional Credit Card Number and Expiration Date.

	Tendered
Cash-Coin	
Cash-Paper	
Check	
Credit	200,00

OPTIONAL: Credit Card Details	5	×
Card Number		
Expiration Date	0000	
	OK Cancel	



If desired, leave this blank and click OK.



5.1.3 Tendered Amount Examples

Each payment method can encompass several different receipts. For example:

Tendered Amount:

	Tendered	Cash Back	Applied	Total
Cash-Paper	1231,75			
Cash-Coin				
Check				
Other				

Is made up of these three receipts:

2008	16-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000For Stan	1	310.30 Cash
2008	16-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000For Mary	1	300.25 Cash
2008	16-Aug-2007	FINMISC	0200-135-0000-000-00-00-48000For John	1	621.20 Cash

5.2 Receipt Entry

Field Label	How Used
<u>Year</u>	This field defaults to the current fiscal year as specified in Module Control. This is the fiscal year to which the transaction will post. Type over the year to change it.
<u>Date</u>	Type over the date to change it. This is the date to which the receipt will post in the General and Revenue Ledgers.
<u>Code</u>	Type the code directly into the field, or click G or [RIGHT CLICK] on the Code field and select how to look up the code: 1: Treasury Receipt Codes by Code for 2008 2: Treasury Receipt Codes by Description for 2008 3: Treasury Receipt Codes by Account# for 2008
Account Number	If the code allows an override of the default account number then click the 🖳 to see a list of available account numbers or if known enter the account number directly



Field Label	How Used
<u>Note</u> - may be	Optional. Enter up to 80 characters for this individual receipt.
required depending	
on the code used if the box is checked	Year Trx Date Code Account Number Amount Received 2008 22-Aug-2007 0000-000-000-00-00-00000 3-Accept
when the Treasury	
Receipt code table	When hovering over this field, it will display the full text available.
	Year Trx Date Code Account Number Note Ofy Amount Received 2008 22-Aug-2007 E1M1SC 1000-135-0000-000-00-00-48000 This is my note for receipt of 3675.95 2-Accept
Qty	Typing in a quantity will calculate the Amount Received if a Default Amount is present on the code. This field is required; every receipt must have a minimum quantity of 1.

Amount Received	<i>Code has Default Amount</i> : If a default amount is present on the code then it will display here. If the quantity is subsequently changed, the system will re-compute the amount received as Qty * Default Amount.
	<i>Code has no Default Amount</i> : If no default amount is present on the code then enter an amount here.
	Default amounts my be set to allow or not allow override.
	Type in the amount <i>OR</i>
	Press < spacebar>+<enter></enter> to default the remaining tendered amount
<u>3</u> -Accept	Once data entry is complete for this receipt, either click [Accept] or press Alt 3 to accept the transaction into the batch. It will then display in the bottom portion of the screen under "Accepted Receipts" .
CANCEL	If any of the receipts are cancelled, the amount tendered will be added back into the Tendered Amount and the receipt will be removed from the lower portion of the screen. Either enter 1 or more receipts to equal that amount or bring the amount tendered to zero.

5.3 Attaching One or More Files to a Treasury Receipt

Attachments may be included on any treasury receipt. Once a receipt is entered and accepted, the **[ATTACH]** button will be available to the right of the recorded receipt. Click on **[ATTACH]** to display the **Attach Documents to Departmental Receipt Screen**. Up to 200 attachments are allowed for each receipt.

			Attach	Documents to	Treasury Rec	eipt		
<u>G</u> oto		2020 Trx-Date 1000-000-0000-00		Code 111FREIMB	111 FIRE REIMB			
Actions		reimbursement 12		5				
Seq# Description			Filename			Buttons		<u>^</u>
<mark>1 s</mark> ample attac	hment file		16255_201811	01133543_2019080	'144933.csv	C 7 View d	8 Email C 9 Remov	/e
a	D Entry	b 6 Add Attac	chment					
Ready								EOF UP

Figure 14 The [6 Add Attachment] Button Allows Supporting Documents to be Attached

This screen is captive to the specific receipt that was selected when the **[ATTACH]** button was clicked on the **Treasury Receipt Entry** screen. Moving to another receipt requires returning to the **[0 Entry]** screen and selecting the receipt, then clicking on the **[ATTACH]** button. All buttons on this screen are described below; the letters in the first column correspond to the letters in Error! Reference source not found.:

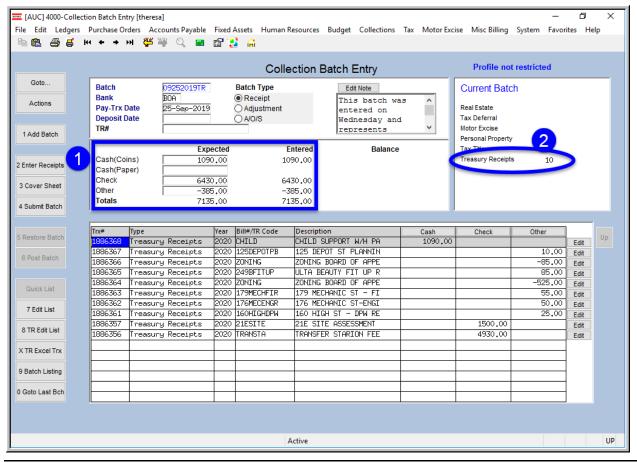
Key	Button Label	How Used
а	[0 Entry]	To return to the treasury receipt entry screen
b	[6 Add Attachment]	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.
С	[7 View]	To view existing attachments, in whatever format is associated with the file type (for example, .CSV will open in Excel® , PDF® will open in Adobe Acrobat®)
d	[8 Email]	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	[9 Remove]	To remove attachments that were added in error or are no longer needed



6 Verify Control Totals

Once data entry is complete for all receipts, click the **[1 Batch]** button to return to the Collection Batch Entry screen.

Treasury Receipts													
Act	ions Bat	ch rx Date	THERESA 09252019TR 25-Sep-2019	2-Edit Note This batch was e Wednesday and re receipts taken a	presents at the	1 ^	Cash-Coin Cash-Paper Check		ered Cash 150.00 310.00	Back 75,00	Applied 1090,00	10 64	Total 190,00
1	-Batch	sit Date	25-Sep-2019	transfer station	on the	•	Other				-385.00	-3	85.00
Year	Trx Date 25-Sep-2019		Account Number	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		N	ote			Qty Amou	nt Received		3-Accept
	oted Receipts	5-Apply T	Account Number			Note		Qty	Amount	Pmt Typ	Trx#	4-Copy Cancel	Attach
	25-Sep-2019		1000-000-0000-0	00-00-00-21900		Note		1	1090.00		1886368	CANCEL	ATTACH
2020	25-Sep-2019	125DEPOTPB	6580-000-0000-0	00-00-00-48655	:	sample	online pay	1	10,00	Online	1886367	CANCEL	ATTACH
2020	25-Sep-2019	ZONING	1000-000-0000-0	00-00-00-42165				1	-85,00	Adjustme	1886366	CANCEL	ATTACH
2020	25-Sep-2019	249BFITUP	6580-000-0000-0	00-00-00-48605				1	85,00	Adjustme	1886365	CANCEL	ATTACH
	25-Sep-2019		1000-000-0000-0	00-00-00-42165				1	-525,00	Bad Chec	1886364	CANCEL	ATTACH
	25-Sep-2019		6580-000-0000-0					1	55,00		1886363	CANCEL	ATTACH
			6580-000-0000-0					1		Pre-Depo	1886362	CANCEL	ATTACH
			6580-000-0000-0			This ba	tch was sa			Credit C	1886361	CANCEL	ATTACH
	25-Sep-2019		1000-000-0000-0					20	1500,00		1886357	CANCEL	ATTACH
2020	25-Sep-2019	TRANSTA	1000-000-0000-0	00-00-00-42030		This ba	tch was SE	1	4930,00	Check	1886356	CANCEL	ATTACH
											L	.kup	UP





- 1. **Expected Amounts** must equal **Entered Amounts** (for all fields, not just the total field) and the Balance column should be blank. If not, the batch is not ready to submit for processing.
- 2. The **number** of treasury receipts entered into the batch is shown confirm that it matches the number entered.

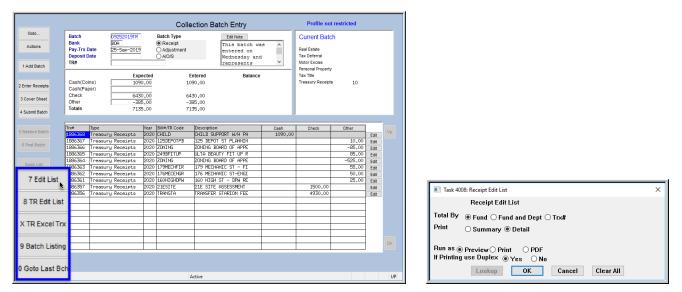
Ensure the Expected Amounts match the Entered Amounts. If not, check all receipts in the batch for accuracy and correct them if necessary. If everything is correct, adjust the Expected Amounts to align with what has been entered.

7 Edit List

The Edit List helps ensure receipts are entered correctly. You can run it for a single batch from the batch screen or for multiple batches from the menu.

7.1 Single Batch Edit List

To run the Edit List for the currently selected batch, from the **Collection Batch Entry Screen**, click **[7 Edit List].**



Select the reporting options and click **[OK]**. Verify the report against the entered receipts.



			Town of									
			Receipt E	dit List								
Batch In Balance	Will Post											
Batch# : 09252019TR GL Posting# :	Deposit D Pav Trx D						Bank : Entered By :		NK OF AMERICA 1			
Entered : \$ 7,135.00		ive Date: 25-Sep-2019					Batch Owner:					
Expected : \$ 7,135.00	Batch Not	es : This batch was entere										
		receipts taken at the Tuesday.			u.s							
Batch# Trx# Year		Account#		Note		Check#	Cash	Cash Back	Check	Other	Total	Mag
		1000-000-0000-000-00-42030							4930.00		4930.00	
09252019TR 1886357 2020	25-Sep-2019 21ESITE	1000-000-0000-000-00-00-42110	21E SITE ASSESSMENT						1500.00	-525.00	1500.00	
		1000-000-0000-000-00-00-42165								-525.00	-525.00	
09252019TR 1886368 2020		1000-000-0000-000-00-00-21900					1090.00				1090.00	
			*** Total: Fun	d 1000		•••	1090.00		6430.00	-610.00	6910.00	
		6580-000-0000-000-00-00-68622		This batch	was sampl	le				25.00	25.00	
		6580-000-0000-000-00-00-48455 6580-000-0000-000-00-00-48513								50.00	50.00	
09252019TR 1886365 2020	25-Sep-2019 249BFITUP	6580-000-0000-000-00-48605	ULTA BEAUTY FIT UP							85.00	85.00	
09252019TR 1886367 2020	25-Sep-2019 125DEPOTPB	6580-000-0000-000-00-48655	125 DEPOT ST PLANNI	sample onli	ne paymer	35				10.00	10.00	
			*** Total: Fun	d 6580						225.00	225.00	
				* Report Gr	and Total	•••	1090.00		6430.00	-385.00	7135.00	
4008-RCRECEDT.REP	Printed 26-Se	p-2019 at 11:11:22 by THERESA									Page 2	
			Town of Receipt E									
Batch In Balance	Will Post											
				Totals **								
			Туре		Count	Net Cash	Cash	Cash Back		Other	Total	
			Treasury	Receipts	10	1090.00			6430.00	-385.00	7135.00	
					10	1090.00	1090.00		6430.00	-385.00	7135.00	
Selection Legend: Sort By: User Ba Total By: Fund												
Post By: Deposit Report in: Detail	Date											
Message Legend												

7.2 Multiple Batch Edit List

Collections	
Payments	>
Adjustments	>
Refunds	>
Uncollectables	>
Treasury Receipts	>
Municipal Lien Certificates	>
Partial Payment Letters	

To run the edit list for more than one batch at a time, select **Collections** ► **Treasury Receipts** ► **Receipt Edit List.**

All available batches will be presented for selection. Batches owned by the user

Batch Entry Treasury Receipts Receipt Edit List running the command will be indicated with a check ☑. Deselect any batches to exclude and click the <u>3 Print Edit List</u> button.

	1 Select All	2 Desele	ect All			4 Print TR Edit List	
Sel	5 User	6 Batch	7 Bnk	8 Pay Date	9 GL Date	Expected	Entered 🔨
	ANTHEA	748	BOA	15-Jan-2019	15-Jan-2019	1500,00	1500.00
	ANTHEA	758	BOA	22-Feb-2019	22-Feb-2019	1000.00	842.63
	ANTHEA	811	CRB	10-Jul-2019	10-Jul-2019		500.00
	LUANN	784	BOA	17-Apr-2019	17-Apr-2019	6500.00	6500.00
	PAUL	794	CRB	15-May-2019	15-May-2019	250,00	197,94
	PAUL	795	CRB	15-May-2019	15-May-2019	2000,00	1264,75
	PAUL	796	CRB	15-May-2019	15-May-2019	2000,00	2000.00
2	THERESA	080614TRAN	ALLY	06-Aug-2014	06-Aug-2014	700,00	700.00
2	THERESA	09252019TR	BOA	25-Sep-2019	25-Sep-2019	7135.00	7135.00
2	THERESA	752	CRB	07-Feb-2019	07-Feb-2019		6992,41
2	THERESA	809	ALLY	05-Jul-2019	05-Jul-2019	25220,00	25220,00
2	THERESA	815	BOA	23-Jul-2019	23-Jul-2019	2000,00	200,00
2	THERESA	820	BOA	03-Sep-2019	03-Sep-2019		235,00
	WENDY	744	BOA	08-Jan-2019	08-Jan-2019	100.00	100.00
	WENDY	745	CRB	08-Jan-2019	08-Jan-2019	500,00	500.00
	WENDY	766	CRB	01-Apr-2019	01-Apr-2019	100,00	100,00 ¥



8 Submit Batch(es)

Submit receipt batches once they are ready to be posted. After submission, you cannot edit them without restoring. Depending on the procedures at each site, batches might only be posted once a day. To prevent accidental alterations, ensure that you submit each batch for posting only when it is fully complete.

8.1 Submit for Single Batch

To submit the batch being viewed, click the [4 Submit Batch] button.

ins) 109 per) 643	9 9 9 90,00 30,00 35,00 35,00 35,00 2020 2020	10 64 :	Entered Ba yeo, co Description Descriptio	n y and y an	Current Batch Real Estate Tax Deferral Motor Excise Personal Property Tax Tile Treasury Receipts	10 Other	Edit	Up
Date 25-Sep-2013 25-Sep-2019 Ext ins) 100 per) 64: 1 -33 713 Treasury Receipts Treasury Receipts Treasury Receipts	9 9 9 9 9 9 0,00 3 0,00 3 5,00 3 5,00 3 5,00 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	O Adjustment → A/O/S 11 G G Bill#/TR Code CHILD	entered of Wednesday represent 1990.00 430.00 385.00 135.00 Description CHILD SUPPORT W/H PA	n y and y an	Tax Deferral Motor Excise Personal Property Tax Tile Treasury Receipts		Edit	Up
ins) 100 Def) 641 -31 71: Treasury Receipts Treasury Receipts	pected 90,00 30,00 85,00 35,00 2020 2020	I 11 64 	represent Ba 590.00 830.00 430.00 335.00 135.00 125.00 Description Description CHILD SUPPORT W/H PA	Iance	Personal Property Tax Title Treasury Receipts		Edit	Up
Ins) 105 per) 643 -34 713 Treasury Receipts Treasury Receipts	90.00 30.00 85.00 35.00 <u>Year</u> 2020 2020	1 6 7: Bill#/TR Code CHILD	090.00 430.00 385.00 135.00 Description CHILD SUPPORT W/H PA	Cash	Check		Edit	Up
ber) 64: -3: 71: Type Treasury Receipts Treasury Receipts	30.00 85.00 35.00 <u>Year</u> 2020 2020	G 7: Bill#/TR Code CHILD	430.00 385.00 135.00 Description CHILD SUPPORT W/H PA		Check		Edit	Up
-36 71: Type Treasury Receipts Treasury Receipts	85.00 35.00 Year 2020 2020		385.00 135.00 Description CHILD SUPPORT W/H PA			Other	Edit	l Up
Type Treasury Receipts Treasury Receipts	Year 2020 2020	Bill#/TR Code CHILD	Description CHILD SUPPORT W/H PA			Other	Edit	Up
Treasury Receipts Treasury Receipts	2020 2020	CHILD	CHILD SUPPORT W/H PA			Other	Edit	1 Up
Treasury Receipts Treasury Receipts	2020 2020	CHILD	CHILD SUPPORT W/H PA			Other	Edit	Up
Treasury Receipts	2020			1090.00			Edit	Up
		125DEPOTPB	125 DEPOT ST PLANNTN					
Transvery Passinta			The perior of the minute			10,00	Edit	
In easing Receipus	2020	ZONING	ZONING BOARD OF APPE			-85,00	Edit	
Treasury Receipts	2020	249BFITUP	ULTA BEAUTY FIT UP R			85,00	Edit	
Treasury Receipts	2020	ZONING	ZONING BOARD OF APPE			-525,00	Edit	
Treasury Receipts	2020	179MECHFIR	179 MECHANIC ST - FI			55,00	Edit	
Treasury Receipts	2020	176MECENGR	176 MECHANIC ST-ENGI			50,00	Edit	
Treasury Receipts	2020	160HIGHDPW	160 HIGH ST - DPW RE			25,00	Edit	
	2020	21ESITE	21E SITE ASSESSMENT		1500.00			
Treasury Receipts					4930.00		Edit	j
								Dn
	Treasury Receipts Treasury Receipts Treasury Receipts Treasury Receipts Treasury Receipts	Treasury Receipts 2020 Treasury Receipts 2020	Treasury Receipts 2020 ZONING Treasury Receipts 2020 179HECHFIR Treasury Receipts 2020 176HECENGR Treasury Receipts 2020 160HIGHDPW Treasury Receipts 2020 21ESITE	Treasury Receipts 2020 ZONING ZONING BOARD OF APPE Treasury Receipts 2020 173MECHFIR 179 MECHFNIC ST - FI Treasury Receipts 2020 173MECHFIR 176 MECHANIC ST - FI Treasury Receipts 2020 165MECHENR 176 MECHANIC ST - FI Treasury Receipts 2020 160HENDENH 160 HEIGH ST - DPN RE Treasury Receipts 2020 160HENDENH 161 ST - DPN RE Treasury Receipts 2020 21ESITE 21E SITE ASSESSMENT	Treasury Receipts 2020 ZONING ZONING BOARD OF APPE Treasury Receipts 2020 179MECHFIR 179 MECHANIC ST - FI Treasury Receipts 2020 179MECHFIR 176 MECHANIC ST - FIG Treasury Receipts 2020 160MECHORE 176 MECHANIC ST - ENGI Treasury Receipts 2020 160MECHORE 176 MECHANIC ST - ENGI Treasury Receipts 2020 160MECHORE 176 MECHANIC ST - ENGI Treasury Receipts 2020 160MECHORE 176 TORK RECEIPTS	Treasury Receipts 2020 ZONING ZONING BOARD OF APPE Treasury Receipts 2020 173MECHFIR 179 MECHFICT 57 FI Treasury Receipts 2020 173MECHFIR 179 MECHFICT 57 FI Treasury Receipts 2020 160HIGHDPH 160 HIGH ST PIN RE Treasury Receipts 2020 160HIGHDPH 160 PIN RE 1500.00	Treasury Receipts 2020 ZONING ZONING BOARD OF APPE -525.00 Treasury Receipts 2020 179MECHFIR 179 MECHANIC ST - FI 55.00 Treasury Receipts 2020 179MECHER 176 MECHANIC ST - FI 55.00 Treasury Receipts 2020 100HEMECHER 176 MECHANIC ST - ENGI 50.00 Treasury Receipts 2020 160HEMPH 160 HEM ST - DW RE 25.00 Treasury Receipts 2020 125ITE 21E SITE ASSESSMENT 1500.00	Treasury Receipts 2020 ZONING ZONING DONING BOARD OF APPE -525.00 Edit Treasury Receipts 2020 IZ9MECHFIR 179 MECHANIC ST - FI 55.00 Edit Treasury Receipts 2020 IZ9MECHFIR 179 MECHANIC ST - FI 55.00 Edit Treasury Receipts 2020 IZ9MECHENE 176 MECHANIC ST - ENGI 50.00 Edit Treasury Receipts 2020 IG0HIGHEPH 160 HIGH ST - DPN RE 25.00 Edit Treasury Receipts 2020 I20ESITE 21E SITE ASSESSMENT 1500.00 Edit

Select the reporting options and click [OK].

Task 4014: Submit Batches X							
Submit Balanced Receipts							
Total By Issue Submit Batch Report	 ○ Fund ● Fund and Dept ○ Tr×# t ● Yes ○ No 						
Run as Preview Print PDF If Printing use Duplex Yes No Lookup OK Cancel Clear All							

The Submit Batches report is displayed. Verify all the receipts.



RC-1320 Treasury Receipts September 2024

Revenue Collections–Treasury Receipts

4014-RCREP:RCRECCLR.REP	Printed 26-Sep-2019 at 11:57:42 by THERESA									Page 1
			of Admins t Batches							1090 1
Batch In Balance Will		Subat	C Bacches							
Batch# : 09252019TR GL Posting# :	Deposit Date : 25-Sep-2019 Pay Trx Date : 25-Sep-2019					Bank : Entered By :		K OF AMERICA 1	L	
Entered : \$ 7,135.00 Expected : \$ 7,135.00	GL Effective Date: 25-Sep-2019 Batch Notes :					Batch Owner:	THERESA			
Expected : 4 /,133.00	This batch was entered of									
	receipts taken at the t: Tuesday.	ransfer station on	the previous							
Batch# Trx# Year Date	Code Account#		Note		Check#	Cash	Cash Back	Check	Other	Total
09252019TR 1886356 2020 25-Sep-2	019 TRANSTA 1000-000-0000-000-00-42030 PE	NALTIES AND INTER						4930.00		4930.00
09252019TR 1886357 2020 25-Sep-2 09252019TR 1886364 2020 25-Sep-2	019 ZONING 1000-000-0000-000-00-42165 ZON	NING BOARD OF APP						1500.00	-525.00	1500.00
09252019TR 1886366 2020 25-Sep-2 09252019TR 1886368 2020 25-Sep-2						1090.00			-85.00	-85.00
		*** Total: Dep						6430.00	-610.00	
		Ibtal: Dep	6							
		*** Total: Fun	d 1000			1090.00		6430.00	-610.00	6910.00
09252019TR 1886361 2020 25-Sep-2	019 160HIGHDFW 6580-000-000-000-00-00-48622 160	0 HIGH ST - DPW	This batch wa	s sample					25.00	25.00
09252019TR 1886363 2020 25-Sep-2	019 179MECHFIR 6580-000-0000-000-00-00-48513 17	80-000-0000-00-00-00-48513 179 MECHANIC ST - F 55.00						55.00		
	019 249BFITUP 6580-000-0000-000-00-00-48605 UL	80-000-0000-00-00-00-48605 ULTA BEAUTY FIT UP 85.00 80-000-0000-00-00-00-48655 125 DEFOT ST FLANNI sample online payment 10.00								
			-	1-1						
		*** Total: Dep	t						225.00	225.00
		*** Total: Fun	d 6580						225.00	225.00
		••	* Report Gran	d Total	***	1090.00		6430.00	-385.00	7135.00
4014-RCREP:RCRECCLR.REP	Printed 26-Sep-2019 at 11:57:42 by THERESA									Page 2
			of Admins t Batches							
Batch In Balance Will	Post									
			Totals **							
		Type	Co	unt Ne	et Cash	Cash	Cash Back	Check	Other	Total
			Receipts	10	1090.00	1090.00		6430.00	-385.00	7135.00
				10	1090.00	1090.00		6430.00		
Selection Legend:										
Sort By: User Batch#										
Total By: Fund & Dept Post By: Deposit Date Report In: Detail										
Message Legend										
D-Batch Date & Trx Date Mi	smatch									

Figure 15 Submit Batches Report

Ensure that the Submit Batch Error report is empty:

- TedRE - SubmitBch_Error_THE	ESA(1),lis	-		×
File Edit Format Options				
Courier New 💌 8	▼ B/⊻■▼ ∺ ∉⊯≡ ≣ ≣ ∰			
411S 4067-RCRECCLRERR.REP	Printed 26-Sep-2019 at 11:57:41 by THERESA Town of Admins Submit Batch Error Report		Pag	re 1
	Following batches have not been submitted for posting as they contain errors			
No Records Selected				~



The following is a sample batch error report:

🚸 TedRE - Submit	Bch_Error_TH	ERESA[17].lis										- 🗆	×
File Edit Format													
Courier New	- 8	- <u>B</u> / <u>U</u>											
4067-RCRECCLRE	RR.REP	Printed	1 08-Jul-2019 at 09:	08:39 by THERESA	Town of Admin Submit Batch Error							Page :	1
Batch: 809 Owner: THERESA Bank : BOA Bi	ANK OF AME	RICA 1	Cash Paper Cash Coin		not been submitted fo	or posting as the	y contain (rrors					
Trx‡ Year	Date	Code	int‡ & Description				Check#	Cash	Cash Back	Check	Other	Error Co	ode (s)
1859603 2020	05-Jul-201	160HIGHCON	000-0000-000-00-00- 000-0000-000-00-00- 000-0000-000-00-	10400	CASH, TOWN ENGIN	NEERING SERVIC				1000.00		ST	
1859605 2020 (160HIGHDPW	000-0000-000-00-00-	10400 48591	CASH, TOWN ENGIN					24000.00		ST	
1859606 2020 (05-Jul-201		000-0000-000-00-00-	48623	CASH, TOWN ENGIN					180.00		ST	
1859607 2020 (05-Jul-201	160HIGHPB	000-0000-000-00-00- 000-0000-000-00-00- 000-0000-000-00-	48601	CASH, TOWN ENGIN CASH, TOWN ENGIN					20.00		ST	
		160HIGHRR 160HIGHSS		Total Batch 809	Contains Errors					25,220.00		-	
Error Code Le													
A-Batch out of B-Expected Amid C-Cash account D-Revenue account F-Revenue account F-Revenue account H-Accounts rei J-Accounts rei K-GL account :	f Balance ounts not I t not enter ount not er t invalid/: ount invali venue accou ceivable ac for treasu	Entered red stered Lnactive	M-Fi N-Fi O-Fi P-Fi Q-Fi R-Ba S-Ba I T-Ba Ne U-Su uctive V-Su uctive X-Su	scal period for rev scal period for def scal period for acc scal period for tre hk missing ABA# on hk missing Bank Acc	ate Batch# Bank is Invalid	nvalid closed/invalid unt closed/invali closed/invalid nk Table Tab on Bank Table							

Figure 16 Sample of a submitted batch error report

Possible errors and the steps to resolve the errors are listed in the table below:

Error Code	Legend Message	Description / How to fix
А	Batch is out of Balance.	Control totals do not match. Fix this by either adjusting the Expected Amounts to equal the Entered Amounts, or adjusting one or more of the receipts in the batch.
В	Expected Amounts are not Entered	No expected amounts were entered. Correct this situation by entering Expected Amounts equal to Entered Amounts. If there are no entered amounts, either there are no receipts in this batch or the receipts net to zero.
С	Missing Account Number.	The account number on the Category Code is blank.
D	Revenue Account Not Entered	The revenue account is not present on the batch
E	Cash Account Invalid or Inactive	The cash account for the transaction is not present (check that the account is active in the chart of accounts.)
F	Revenue Account Invalid or Inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
G	Deferred Revenue Account Not Entered	Enter a valid revenue account
Н	Accounts Receivable Account Not Entered	Enter a valid accounts receivable account



Revenue Collections–Treasury Receipts

Error Code	Legend Message	Description / How to fix
I	Deferred Revenue account invalid/inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
J	Accounts Receivable Account invalid / inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
К	G/L Account for treasury receipt not entered	Enter a valid general ledger account for the transaction
L	GL Account for treasury receipt invalid / inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
М	Fiscal period for cash account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
Ν	Fiscal period for revenue account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
0	Fiscal period for deferred revenue account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
Ρ	Fiscal period for accounts receivable account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
Q	Fiscal period for treasury receipt account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
R	Invalid Bank Code ABA#.	The selected bank code does not have an ABA #. *
S	Invalid Bank Code Account.	The selected bank code does not have a Bank Account #.
Т	Invalid Bank Type.	The selected bank code does not have a Bank Type.
U	Supervisor is not set or invalid	Change the supervisor
W	Deposit Date missing on batch	Set a deposit date on the batch entry screen
Х	Supervisor has duplicate batch #	Ask the supervisor for assistance



Error Code	Legend Message	Description / How to fix
Z	Bank Code on the Batch is Blank or Inactive.	 This could mean one of three things: The bank code is blank. Enter a valid bank code. The bank code used no longer exists in the Bank Table* The bank code used is no longer active in the Bank Table*
		*To correct these, verify the bank codes in Ledgers > Account Maintenance > Bank Codes and make any necessary adjustments.

8.2 Submit Multiple Batches

To submit more than one batch at a time, select **Collections > Treasury Receipts > Submit Batches**.

Collections	
Payments	>
Adjustments	>
Refunds	>
Uncollectables	>
Treasury Receipts	> Batch Entry
Municipal Lien Certificates	> Treasury Receipts
Partial Payment Letters	Receipt Edit List
Mortgage Lenders	> Submit Batches

The available batches will be presented for selection.

Select the batches and click on [3 Submit Batches] 1 Select All 2 Deselect All 3 Submit Batches									
	5 Batch	6 Bnk	7 Pay Date	8 Trx Date	Deposit Date	Expected	Entered	Message	^
	748 F	30A	15-Jan-2019	15-Jan-2019	15-May-2019	1500,00	1500,00		
I RESA	080614TRAN A	ALLY	06-Aug-2014	06-Aug-2014	06-Aug-2014	700,00	700,00		-
☑ THERESA	775 0	CRB	08-Apr-2019	08-Apr-2019	08-Apr-2019	1381.02	1381.02		1
☑ THERESA	776 F	ALLY	12-Apr-2019	12-Apr-2019	12-Apr-2019	87409,76	87409,76		
☑ THERESA	781 0	CRB	16-Apr-2019	18-Apr-2019	15-May-2019	500,00	500,00		
THERESA	785 I	30A	17-Apr-2019	17-Apr-2019		85000.00	85000.00	Deposit Date Missing	
☑ THERESA	786 H	30A	17-Apr-2019	17-Apr-2019	17-Apr-2019		4750,00		
THERESA	787 H	30A	17-Apr-2019	17-Apr-2019			4500,00	Deposit Date Missing	
THERESA	789 0	CRB	18-Apr-2019	18-Apr-2019		200,00	200,00	Deposit Date Missing	
WENDY	744 I	30A	08-Jan-2019	08-Jan-2019	08-Jan-2019	100.00	100,00		
WENDY	745 0	RB	08-Jan-2019	08-Jan-2019	08-Jan-2019	500.00	500,00		
WENDY	766 0	RB	01-Apr-2019	01-Apr-2019		100.00	100,00	Deposit Date Missing	1
WENDY	813 F	ALLY	16-Jul-2019	16-Jul-2019	16-Jul-2019	350,00	350,00		
Ready	• •								

Figure 17 The Submit Receipt Batches Screen

Check ☑ to include batches or clear the boxes □ to exclude the batches and click the 3 Submit Batches button.



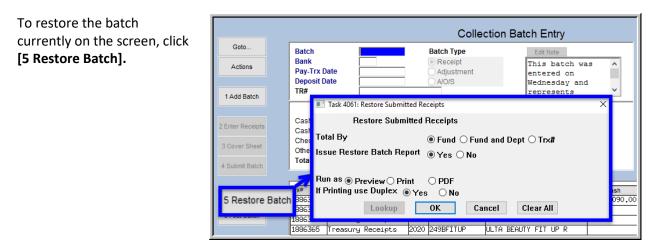
8.3 Submit Batch Results

	Collection Batch Entry	Profile not restricted
Goto	Batch 09252019TR Batch Type Edit Note	
Actions	Bank BOA Receipt This batch was A Pay-Trx Date 25-Sep-2019 Adjustment entered on A Deposit Date 25-Sep-2019 A/O/S Wednesday and A	Submitted on 26-Sep-2019 Real Estate Tax Deferral
Add Batch	TR# represents v	Motor Excise Personal Property
inter Receipts	Expected Entered Balance Cash(Coins) 1090.00 1090.00 Cash(Paper)	Tax Title Treasury Rec 10
Cover Sheet	Check 6430.00 6430.00 Other -385.00 -385.00 Status indicates	the batch has
Submit Batch	Totals 7135.00 7135.00 been submitte	ed for posting
lestore Batch	Trx# Type Year Bill#/TR Code Description Cash	Check Other
testore Batch	1886368 Treasury Receipts 2020 CHILD CHILD SUPPORT W/H PA 1090.00	
Post Batch	1886367 Treasury Receipts 2020 125DEPOTPB 125 DEPOT ST PLANNIN 1886366 Treasury Receipts 2020 ZONING ZONING BOARD OF APPE	10.00
	286365 Treasury Receipts 2020 249BFITUP ULTA BEAUTY FIT UP R	85.00
Quick List	364 Treasury Receipts 2020 ZONING ZONING BOARD OF APPE	-525.00
GUICK LIST	18. Treasury Receipts 2020 179MECHFIR 179 MECHANIC ST - FI	55.00
7 Edit List	1886. easury Receipts 2020 176MECENGR 176 MECHANIC ST-ENGI 188636. sury Receipts 2020 160HIGHDPW 160 HIGH ST - DPW RE	50.00
	1886357 Receipts 2020 21ESITE 21E SITE ASSESSMENT	1500.00
TR Edit List	Once submitted, the batch may no longer be edited. If cl are needed, first [5 Restore Batch] to make it available t	
Batch Listing		
Goto Last Bch		
		Dn
		Un

9 Optionally Restore Batch

Once the batch is submitted for posting, if there are corrections to make or additional receipts to add, restore the batch using the **[5 Restore Batch]** button to allow for changes.

9.1 Restore a Single Batch





ADMINS Unified Community Revenue Collections–Treasury Receipts

Select the reporting options and click [OK]. A progress bar will briefly appear, followed by the Restore Batches report. Verify the totals and proceed with editing the batch.

E Restore Submitted Receipts	_	\times
File Help		
Starting step 21		~
Starting step 21 Starting step 22		\sim

e Edit Format Options													
Courier New • 8	• B/U■•	II 00 0	E E E E										
061-BCREP: BCRECUCL	Drinted 26	Sec-2019 at	13:13:42 by THERESA									Per	2# 1
						Town	of Admi	ne					
					Dest	ore Sub							
atch In Balance	Will Post				Resc	ore sub	all coed	Receipt					
atch# : 09252019TR			25-Sep-2019							NE OF AMERICA	1		
L Posting# : ntered : # 7,135.00			25-Sep-2019 25-Sep-2019						Entered By : Batch Owner:				
xpected : \$ 7,135.00	Batch	fotes :							Decci Oriser.				
			This batch was enter receipts taken at th										
			Tuesday.	e stanster s	LECAUS US	cose previ	045						
Batch# Trx# Year									Cash				Mag
9252019TR 1886356 2020										 4930.00		6330.00	
925201978 1886357 2020	25-Sen-2019 21ESITE	1000-000	-0000-000-00-00-42110	21E SITE AS	THEMRER					1500.00		1500.00	
9252019TR 1886366 2020 9252019TR 1886366 2020	25-Sep-2019 ZONING	1000-000	-0000-000-00-00-42165	ZONING BOAR	D OF APP						-525.00		
9252019TR 1886368 2020	25-Sep-2019 CHILD	1000-000	-0000-000-00-00-21900	CHILD SUPOR	T WITHHO				1090.00			1090.00	
				T	otal: Fur	ad 1000			1090.00	6430.00	-610.00	6910.00	
9252019TR 1886361 2020	25-Rep-2018 1608708	NR 6580-00/		140 8108 81	- 0.04	This beach				 	25.00		
9252019TR 1886362 2020	25-Sep-2019 176MECE	GR 6580-000	-0000-000-00-00-48485	176 MECHANI	C ST - E						50.00	50.00	
9252019TR 1886363 2020 9252019TR 1886365 2020											55.00		
9252019TR 1886367 2020						sample onl	ine paymer	e.			10.00	10.00	
				T	otal: Fur	nd 6580				 	225.00	225.00	
					-	· Report G	rand Total		1090.00	6430.00	-385.00	7135.00	
061-RCREP:RCRECUCL	Printed 26	-Sep-2019 at	: 13:13:42 by THERESA		Town	of Adming						Pag	pe 2
				Re		mitted Rec	eipte						
atch In Balance	Will Post												
						Totals **							
					Туре				Cash				
					Treasury	Receipts			1090.00	6430.00			
									1090.00				
election Legend:			-										
fort By: User Ba			-										
Total By: Fund	CON												
Post By: Deposit Report in: Detail	Date												
Message Legend													
	s Date Mismatch												
D-Batch Date 4 Tr													
D-Batch Date 4 Tr													
D-Batch Date 4 Tr													

tore Batches

Figure 18 Restore Submitted Receipts report

9.2 Restore Multiple Batches

Collections		To restore
Payments	>	Restore Ba
Adjustments	>	Restore Da
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

o restore multiple batches simultaneously, select Collections > Treasury Receipts > estore Batches. This will display all the batches eligible for restoration.

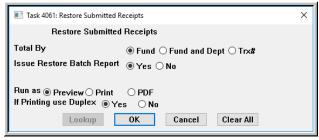
> Begin by selecting the batches you want to restore by ☑ checking or □ unchecking the boxes in the Sel column. Click on the **3 Restore Batches** button.



		Resio	le Su	bmitted R	eceipts			
	1 Select A		2 Dese	lect All	3 Restore	e Batches		
Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 GL Date	Expected	Entered	~
	THERESA	09252019TR	BOA	25-Sep-2019	25-Sep-2019	7135,00	7135,00	
	THERESA	775	CRB	08-Apr-2019	08-Apr-2019	1381.02	1381.02	
	THERESA	781	CRB	16-Apr-2019	18-Apr-2019	500,00	500,00	
								_

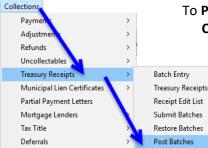
Figure 19 The Restore Submitted Receipts (multiples) Selection Screen

Select the options for the Restore Submitted Receipts report and click on [OK].



Once the batches are restored, the Restore Submitted Receipts report will be displayed, as shown in the previous section. The batches will be available for editing. All the same functions will be available as were prior to running the Submit. Once the changes are made, again Submit the batch(es) for processing.

10 Post Batch(es)



To Post Batches to the General Ledger Unposted file, select Collections ▶ Treasury Receipts ▶ Post Batches. All the available batches that have been submitted will be processed and presented for

selection in the **Post Receipt Batches** screen. Select **[Post Batches]** to post the checked ☑ batches. This will move the batches to Finance and make them available for updating the **General Ledger**.



Image: THERESA 09252019TR B0A 25-Sep-2019 25-Sep-2019 7135.00 7135.00 Image: Theresa 775 CRB 08-Apr-2019 08-Apr-2019 1381.02 1381.02	
☑ THERESA 09252019TR B0A 25-Sep-2019 25-Sep-2019 7135.00 7135.00 ☑ THERESA 775 CRB 08-Apr-2019 08-Apr-2019 1381.02 1381.02	
☑ THERESA 775 CRB 08-Apr-2019 08-Apr-2019 1381.02 1381.02	Selected
	4216.02
THERESA 781 CRB 16-Apr-2019 18-Apr-2019 500.00 500.00	
THERESA 785 B0A 17-Apr-2019 26-Sep-2019 85000.00 85000.00	
THERESA 789 CRB 18-Apr-2019 26-Sep-2019 200.00 200.00	

Figure 20 Post Receipt Batches screen

Task 4012: Post Receipts		×
Post Receipts		
Total By	● Fund ○ Fund and Dept ○ Tr×#	
Print Detail GL Report:	• Yes O No	
Print Summary GL Report:	● Yes ○ No	
Print Batch Summary Report:	● Yes ○ No	
Run as @ Preview () Print If Printing use Duplex @ Yes Lookup	 ○ PDF ○ No OK Cancel Clear All 	

Check ☑ or uncheck □ the batches to include and click the Post Batches button. Select the reporting options and click **[OK]**.

The selected reports will print; if there are errors found, the system will display the report shown in **Figure 22.** The error report will indicate in an error column what is preventing the batch from posting.

10.1 Error Report

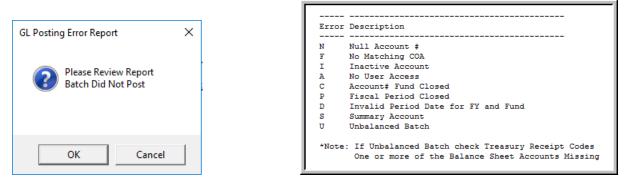
If there are no errors, the "No Records Selected" message will be shown on the Receipt Posting Error Report.

📲 TedRE - Receipt_Posting_Errors_THERESA[4].lis	_		×
File Edit Format Options			
Courier New ▼ 8 ▼ B / U ■ ▼ E 存存 ■ ●			
4066-RCREP:RCRECPSTERR.REP Printed 26-Sep-2019 at 14:33:21 by THERESA Town of Admins Receipt Posting Error Report		Page	1
xeceipt Posting Arior Report			
Receipts not posted because Receipt Billing Category Account invalid			
single error in batch will cause whole batch not to post			
No Records Selected			Ŷ



 \bigcirc

ADMINS Unified Community Revenue Collections–Treasury Receipts



Correct the errors based on the legend at the bottom of the report.

	r New	• 8	- <u>B</u> /	<u>U</u>	•• : :::::::::::::::::::::::::::::::::						 	
11S 103-	RC_GLTRNPS:	TERR.REP	P	rinted	1 26-Sep-2019 at 14:08 Treasu	ry :	Town of Admi Receipt GL Posti		port		1	Page
					e following Batches were not pos						 	
	UserBatch‡				Account / Notes		Description	Budget/BegBal	Debit	Credit	Budget Adj	
020	8869780	25-Sep-2019	1886356	DP01	1000-000-0000-000-00-00-10400 This batch was SENIOR FEES		CASH, UNRESTRICTED C		4930.00			
020	8869780	25-Sep-2019	1886357	DP01	1000-000-0000-000-00-00-10400		CASH, UNRESTRICTED C		1500.00			
020	8869780	25-Sep-2019	1886364	DP01	This batch was entered on Wedne 1000-000-0000-000-00-00-10400	sday	CASH. UNRESTRICTED C			525.00		
					This batch was entered on Wedne	sday						
020	8869780	25-Sep-2019	1886366	DP01	1000-000-0000-000-00-10400		CASH, UNRESTRICTED C			85.00		
020	8869780	25-Sep-2019	1886368	DP01	This batch was entered on Wedne 1000-000-0000-000-00-00-10400	sday	CASH, UNRESTRICTED C		1090.00			σ
					This batch was entered on Wedne	sday						
020	8869780	25-Sep-2019	1886364	DP01	1000-000-0000-000-00-39100 This batch was entered on Wedne	edav	Revenues		525.00			
020	8869780	25-Sep-2019	1886366		1000-000-0000-000-00-39100		Revenues		85.00			
020	8869780	25-800-2019	1005251		This batch was entered on Wedne 6580-000-0000-000-00-00-10400	sday	CASH. TOWN ENGINEERI		25.00			
					This batch was sample credit ca	rd						
020	8869780	25-Sep-2019	1886362	DP01	6580-000-0000-000-00-00-10400 This batch was entered on Wedne		CASH, TOWN ENGINEERI		50.00			
020	886					suay	CASH, TOWN ENGINEERI		55.00			
020		r Descriptio			ne ne	sday	CASH, TOWN ENGINEERI		85.00			
020					ne	sday	CASH, IOWN ENGINEERI		85.00			
020	886 N F	Null Accou No Matchir					CASH, TOWN ENGINEERI		10.00			
	i	Inactive A	Account								 	
	A	No User Ad Account# 1					B" LANCE SHEET		8355.00	610.00		
		Fiscal Per									 	
020				for	FY and Fund		ZONING BOARD OF APPE		525.00			
020	S T	Summary Ac				sday	ZONING BOARD OF APPE		85.00			
020					he	sdav	ZONING BOARD OF APPE		85.00			
	*Not				ck Treasury Receipt Codes						 	
		one or m	Sie of one	Dara	the sheet Accounts hissing		SUBSIDIARY LEDGER		610.00		 	
					Jnbalanced Batch *** Tot		User Batch: 09252019TR		8965.00	610.00		

Figure 22 Treasury Receipts GL Posting Error Report; explanation of the errors codes is below

Error Code	Description
A	No user access to the account – ask the finance office to grant access to the account or use an account with access
С	Account # Fund Closed – ask the finance office to open the period for the fund or select a valid account
D	Invalid Period Date for FY and Fund – The account is not valid for the date or fiscal year – ask the finance office to open the period for the fiscal year and fund



ADMINS Unified Community Revenue Collections–Treasury Receipts

Error Code	Description
F	No Matching CoA – no current account exists in the chart – correct the account number by restoring the batch, editing the entry, and re-submitting the batch
I	Inactive account – ask the finance office to activate the account or select an active, valid account
N	Null account number – no account number was supplied for the receipt - – correct this by restoring the batch, editing the entry, and re-submitting the batch
Ρ	Fiscal Period Closed – ask Finance to re-open the fiscal period or restore the batch and change the date to an open fiscal period
S	Summary Account – an account was used that is a summary account – restore the batch and select a valid account
U	Unbalanced Batch – Check the Treasury Receipt codes in use – one or more of the balance sheet accounts is missing



10.2 Post Receipts Report

Courier New	-	- 8	- B I	U 🔳 🚽 🗄	= ## = = = @									
SL Posting Entered Expected	: \$ 85, : \$ 85,	000.00		Batch Not	ate : 17-Apr-2019 ive Date: 26-Sep-2019 es :					Entered By : Batch Owner:	THERESA THERESA	ANK OF AMERICA 1		
Batch#	Trx#	Year	Date	Code			Note		Check#	Cash	Cash Back	Check	Other	Total
85	1845609	2019	26-Sep-2019	ATTACHM	1000-000-0000-000-00-00-21910 0 1000-000-0000-000-00-00-44130 SE	THER PAYROLL ATTAC						700.00		700.00
785	1845614	2019	26-Sep-2019	BANFP	1000-710-0000-007-00-00-57600 LC	ONG-TERM DEBT/PRIN						10000.00		10000.00
85	1845615	2019	26-Sep-2019	BATHING	1000-000-0000-000-00-44293 BJ	ATHING BEACH PERMI						40000.00		40000.00
						*** Total: Fu	nd 1000		***			50775.00		50775.00
85	1845605	2019	26-Sep-2019	ATFG2016	4195-000-0000-000-00-43110 FF	EDERAL GRANT REVEN						850.00		850.00
						*** Total: Fu	nd 4195					850.00		850.00
85	1845606	2019	26-Sep-2019	ATHGATE	5100-000-0000-000-00-42009 A	THLETIC GATE RECEI						4150.00		4150.00
85	1845607	2019		ATHMISC	5100-000-0000-000-00-00-48400 M	ISCELLANEOUS REVEN						400.00 9600.00		400.00
00	1042600	2019	26-5ep-2015	AINKEV	S100-000-000-000-00-42001 03									
						*** Total: Fu						14150.00		
85	1845613	2019	26-Sep-2019	BANFLDFIRE	6580-000-0000-000-00-00-48482 BJ	ANFIELD FIRE REVIE						10000.00		10000.00
						*** Total: Fu	nd 6580					10000.00		10000.00
85	1845612	2019	26-Sep-2019	BAINSTORM	7590-000-0000-000-00-45014 B2	AINBRIDGE RD STORM						8999.27		8999.27
				nted 26-5e	p-2019 at 14:33:23 by THERESA	-								Pa
tch In B	alance		Will Post		p-2019 at 14:33:23 by THERESA		of Admins Receipts							Pa
atch In B	alance				p-2019 at 14:33:23 by THERESA	Post	Receipts		***			8999.27		
		2019	Will Post	5		Post *** Total: Fu	Receipts nd 7590		ند ند ند ن			8999.27		8999.27
		2019	Will Post	5	p-2019 at 14:33:23 by THERESA 7600-000-0000-000-00-00-45028 by	Post *** Total: Fu AINBRIDGE ROAD INT	Receipts nd 7590					8999.27 		
		2019	Will Post	5		Post *** Total: Fun AINBRIDGE ROAD INT *** Total: Fun	Receipts nd 7590 nd 7600					8999.27 225.73 225.73		
		2019	Will Post	5		Post *** Total: Fu: AINBRIDGE ROAD INT *** Total: Fu: *	Receipts nd 7590 nd 7600 ** Report Gra	and Tota				8999.27 225.73 225.73 225.73		8999.27 225.73 225.73 85000.00
		2019	Will Post	5		Post *** Total: Fu AINBRIDGE ROAD INT *** Total: Fu * * * - - - - - - - - - - - - -	Receipts nd 7590 ** Report Gri d Totals **		*** al ***			8999.27 225.73 225.73 85000.00		8999.27 225.73 225.73 85000.00
		2019	Will Post	5		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type	Receipts nd 7590 ** Report Gra d Totals **	Count	*** al *** Net Cash		 Cash Back	8999.27 225.73 225.73 85000.00	 Other	8999.27 225.73 225.73 85000.00
		2019	Will Post	5		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr: d Totals ** 	Count	*** al *** Net Cash		 Cash Back	8999.27 225.73 225.73 85000.00 Check	 Other	8999.27 225.73 225.73 85000.00
		2019	Will Post	5		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gri d Totals ** tate y Receipts	Count 1 11	al Net Cash	 Cash		8999.27 225.73 225.73 35000.00 Check 1381.02 85000.00	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00
		2019	Will Post	5		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00
15	1845611		Will Post	; BAINBRINT	7600-000-000-00-00-46028 BJ	Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al *** Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00 86381.02	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00 86381.02
35 election	1845611 Legend:		Will Post 26-Sep-2019	; BAINBRINT		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al *** Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00 86381.02	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00 86381.02
alection S To	1845611 Legend: 	Jser Ba	Will Post 26-Sep-2019 tch#	; BAINBRINT		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al *** Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00 86381.02	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00 86381.02
alection S To P	1845611 Legend: oxt By: U	Jser Ba Fund Deposit	Will Post 26-Sep-2019 tch#	; BAINBRINT		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al *** Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00 86381.02	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00 86381.02
election S To P Rep	1845611 Legend: ort By: U tal By: F oat By: E	Jser Ba Fund Deposit Detail	Will Post 26-Sep-2019 tch#	; BAINBRINT		Post *** Total: Fur AINBRIDGE ROAD INT *** Total: Fur ** Gran Type Real Es	Receipts nd 7590 ** Report Gr d Totals ** tate y Receipts	Count 1 11 12	al *** Net Cash	Cash	Cash Back	8999.27 225.73 225.73 85000.00 Check 1381.02 85000.00 86381.02	Other	8999.27 225.73 225.73 85000.00 Total 1381.02 85000.00 86381.02

If the batch was error free, this report will show the receipts that have been posted to the General Ledger Unposted File.



10.3 Posted Receipts – Summary by GL# Report

4084-RCRECPSTGL_SUN	M.REP		wn of Admins port - Summary by GL#		Page
Posting#: 8869782					
	atch#	Account#	Description	Debit	Credit
2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77	75 75 75	2200-000-000-000-00-00-00-10400 0200-000-000-000-00-00-26720 0200-000-0000-000-00-00-39100 0200-000-0000-000-00-38-15000	CASH, UNRESTRICTED, WATER DEFERRED REVENUE-WATER LIENS REVENUE 2018 WATER LIENS ADDED TO REAL ESTATE	387.52 387.52	387.52 387.52
2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77 2019 08-Apr-2019 77	75 75	1000-000-0000-000-00-00-10400 1000-000-0000-0	CASH, UNRESTRICTED CHECKING DEFERRED REVENUE-REAL ESTATE/PP TAXES Revenues 2018 REAL ESTATE TAXES RECEIVABLE	993.50 893.21	993.50 893.21
			BALANCE SHEET	2661.75	2661.75
-	75	00-42040		50.	387.52
2020 26-Sep-2019 78 2020 26-Sep-2019 78 2020 26-Sep-2019 78	85 85	1000-000-0000-000-00-00-44130 1000-000-000-000-00-00-44293 1000-710-0000-007-00-00-57600	SELECTMEN-AUCTIONEER LICENSES BATHING BEACH PERMITS LONG-TERM DEBT/PRINCIPAL		75.00 40000.00 10000.00
2020 26-Sep-2019 78 2020 26-Sep-2019 78 2020 26-Sep-2019 78	85	4195-000-0000-000-00-00-43110 5100-000-0000-000-00-00-42001 5100-000-0000-000-00-00-42009	FEDERAL GRANT REVENUE - DIRECT AID USER FEES ATHLETIC GATE RECEIPTS (SCH)		850.00 9600.00 4150.00
2020 26-Sep-2019 78 2020 26-Sep-2019 78 2020 26-Sep-2019 78	85 85	5100-000-0000-000-00-00-48400 6580-000-0000-000-00-00-48482 7590-000-0000-000-00-00-45014	MISCELLANEOUS REVENUE BANFIELD FIRE REVIEW BAINBRIDGE RD STORNWAIER BOND		400.00 10000.00 8999.27
2020 26-Sep-2019 78 2020 26-Sep-2019 78		7600-000-0000-000-00-00-45028	BAINBRIDGE ROAD INTEREST		225.73
4084-RCRECPSTGL_SUM	M.REP		y THERESA of Admins rt - Summary by GL#		Page
Posting#: 8869782					
	atch#	Account#	 Description 	Debit	Credit
			SUBSIDIARY LEDGER ==		84300.00
			*** GRAND TOTAL *** Balance Sheet	87661.75	87661.75

This report will show all the transactions that will be posted to the General Ledger Unposted File.



10.4 Posted Receipts – Detail by GL Report

4099-	-RCRECPSTGL.F	REP	Printed 26-Sep	Town of Admins Report - Detail by GL#		Page
Bat	ing#: 8869782 tch#: 775					
FY		Ref/Bill#		Description	Debit	Credit
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-10400 0200-000-0000-000-00-00-10400	CASH, UNRESTRICTED, WATER CASH, UNRESTRICTED, WATER	339.93 47.59	
			Total	for 0200-000-0000-00-00-10400	387.52	
	08-Apr-2019 08-Apr-2019		0200-000-0000-000-00-00-26720 0200-000-0000-000-00-00-26720	DEFERRED REVENUE-WATER LIENS DEFERRED REVENUE-WATER LIENS	339.93 47.59	
			Total	for 0200-000-000-00-00-26720	387.52	
	08-Apr-2019 08-Apr-2019		0200-000-0000-000-00-00-39100 0200-000-0000-000-00-00-39100	REVENUE		339.93 47.59
			Total	for 0200-000-000-00-00-39100		387.52
	08-Apr-2019 08-Apr-2019		0200-000-0000-000-00-38-15000 0200-000-0000-000-00-38-15000	2018 WATER LIENS ADDED TO REAL ESTATE 2018 WATER LIENS ADDED TO REAL ESTATE		339.93 47.59
			Total	for 0200-000-000-00-38-15000		387.52
2019 2019 2019	08-Apr-2019 08-Apr-2019 08-Apr-2019 08-Apr-2019	35930 35930 35930	1000-000-000-000-00-00-10400 1000-000-000-000-00-10400 1000-000-000-000-00-10400 1000-000-000-000-00-00-10400	CASH, UNRESTRICTED CHECKING CASH, UNRESTRICTED CHECKING CASH, UNRESTRICTED CHECKING CASH, UNRESTRICTED CHECKING	77.96 17.33 5.00 232.93	
2019	08-Apr-2019	35930	1000-000-0000-000-00-10400 Total	CASH, UNRESTRICTED CHECKING for 1000-000-000-00-00-00-10400	660.28 993.50	
	08-Apr-2019 08-Apr-2019		1000-000-0000-000-00-00-26100 1000-000-0000-000-00-26100 Total	DEFERRED REVENUE-REAL ESTATE/PP TAXES DEFERRED REVENUE-REAL ESTATE/PP TAXES for 1000-000-0000-000-000-26100	660.28 232.93 893.21	
2019 2019 2019		35930 35930 35930	1000-000-0000-000-00-00-39100 1000-000-000-000-00-00-39100 1000-000-0000-000-00-39100 1000-000-0000-000-00-39100 1000-000-0000-000-00-00-39100	Revenues Revenues Revenues Revenues Revenues		660.28 5.00 17.33 77.96 232.93
			Total	for 1000-000-000-00-00-39100		993.50
2019	08-Apr-2019	35930	1000-000-0000-000-38-12200	2018 REAL ESTATE TAXES RECEIVABLE		660.28

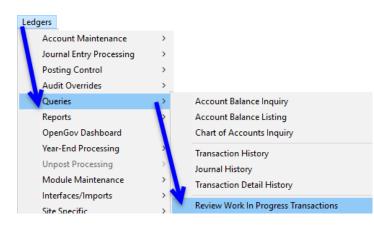


10.5 Post Batch Results

🚥 [AUC] 4000-Collecti File Edit Ledgers	n Batch Entry [theresa] Yurchase Orders Accounts Payable Fixed Assets Human Resources Budget Co <u>llections Tax Motor Exc</u>	– 🗇 🗙 ise Misc Billing System Favorites Help
ħ € 6 € K	+ + 배 🚝 👾 Q 📼 📾 🔡 🍈 Status - ti	ne batch is posted
	Collection Batch Entry	Profile not restricted
Goto	Batch B18 Batch Type Edit Note	
Actions	Bank BDA Receipt No text available Pay-Trx Date 30-Aug-2019 Adjustment Deposit Date 30-Aug-2019 A/O/S TR# 8675309 A/O/S	Posted on 03-Sep-2019 Real Estate Tax Deferral Motor Excise
1 Add Batch		Personal Property
2 Enter Receipts	Expected Entered Balance Cash(Coins)	Tax Title Treasury Receipts <u>3</u>
3 Cover Sheet	Check 500.00 500.00 Other	
4 Submit Batch	Totals 500,00 500,00	
5 Restore Batch	Trx# Type Year Bill#/TR Code Description Cash 1859682 Treasury Receipts 2020 WSTRAFFIC W S (SH0P0BELL)TRAFF	Check Other Up 427.50
6 Post Batch	1859681 Treasury Receipts 2020 111FREIMB 111 FIRE REIMB 1859680 Treasury Receipts 2020 ABANDON ABANDONED PROP-UNCL	47.50 25.00
Quick List		
7 Edit List		
8 TR Edit List	This batch may not be edited. Changes may be made by the Finance office using an Audit	
X TR Excel Trx	Change of Unposted Transactions prior to posting to the General Ledger.	
9 Batch Listing		
0 Goto Last Bch		
		Dn
	Active	Lkup UP

11 General Ledger Work in Progress

Users with access to the General Ledger Module may display **Work in Progress** transactions by selecting **Ledgers Queries Review Work in Progress Transactions**:



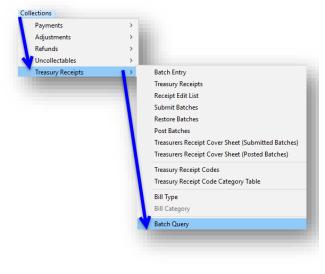


ADMINS Unified Community

Revenue Collections–Treasury Receipts

Goto Actions	FY 202	Account Nur 1000-000-0 CASH, UNRE						Type Sub-Type	110000	Status Fund Status	Active Active	
View By			Balance C 99723.59)pening Bal Adj	E	ncumbranc	234	oits 4996,46 0881,89			Balance 1750.35 1337.88	
2 Reference#	TrxCode		User Batch	Reference#	Line	GL#	Amount		1	isplay - Entere	d By	
3 Trx Date	DP01	26-Sep-2019 26-Sep-2019		1845609 1845610	130 140	10 10	700,00	DR	THERESA THERESA			
Goto		26-Sep-2019 26-Sep-2019		1845614 1845615	180 190	10 10	10000.00		THERESA THERESA			
	11 1		1	1 1		1		I	1			

12 Batch Query



This screen displays all the Treasury Receipt batches in the system. To access this screen, from the menu, select:

Collections ▶ Treasury Receipts ▶ Batch Query.

 The [1 Actions] button applies to the selected batch; depending on the batch status, there are different actions available.

Goto Batch
Restore Batch
Transfer To
Print Edit List
Print Cover Sheet
Submit this Batch
Post this Batch

2. The **[2 Batch]** button sorts the list of batches by ba

sorts the list of batches by batch number; a batch number may be entered directly into the field to bring the display to the batch number

- 3. The **[3 Batch Owner]** button is used to sort the display by batch owner; a username may be entered directly to find batches owned by the user.
- 4. The **[4 Original]** button is used to sort the screen by the originator of the batch; a username may be entered directly to find batches originated by the user.
- 5. The **[5 Batch Report]** will prompt the user to enter up to nine batches and produce a user batch report. Only batches owned by the user will be available for reporting.
- O All Batches will display all batches in the system; O In Process will display only those batches in entry or submitted status; O Submitted will show only batches submitted and waiting to be posted;
 O Posted will show only posted batches.



ADMINS Unified Community

Revenue Collections-Treasury Receipts

<u>G</u> oto	5 Batch R	eport			Bat	tch Query	6 6	All Ba	tches () In Proc	ess () Submitte	d OPosted	
Actio <u>n</u> s 2		3) _{3 BatchOwner}	4 Original	Тур	Deposit Date	Submit Date			Expected Amt		Locked	
1 Actions	820	THERESA	THERESA	R	26-Sep-2019			1	235,00	235,00		
	818	THERESA	THERESA	R	30-Aug-2019	30-Aug-2019	03-Sep-2019	3	500,00	500,00		
	815	THERESA	THERESA	R				1	2000,00	200,00		
	809	THERESA	THERESA	R	05-Jul-2019			5	25220.00	25220.00		
	757	THERESA	WENDY	A	14-Feb-2019			1	5.00	5,00		
	752	THERESA	LUANN	R				110		6992,41		
	747	THERESA	THERESA	R	15-Jan-2019	15-Jan-2019	15-Jan-2019	4	3900,00	3900.00		
	743	THERESA	ANTHEA	A	04-Jan-2019	04-Jan-2019	04-Jan-2019					
	742	THERESA	THERESA	A	04-Jan-2019	04-Jan-2019	17-Apr-2019	2				
											Lkup	

13 Treasury Receipt History

The history screen has seven different tabs that will display history. Each is described in the sections below. The items common to all screens are identified by the purple lettered flags A through G.

[Treasury Receipt History	
L	Goto		
	Actions	A Year 2019 Code B 249BFITUP Page	
C			
D	0-Excel		
1			
ľ		Total Record(s) 2 Total for this Year & Code 700.00	
	8-Batch Info	Cash Check 500.00 Other Code CK TR# #Attachnments None Check# Card# ExpDate 0000 Receipt 46265 Note: BoH License	
L		Lkup	UP

Кеу	Description
А	Year (the primary key field for this tab of the screen)
В	Code (the secondary key field for this tab of the screen)



D

ADMINS Unified Community Revenue Collections–Treasury Receipts

RC-1320 Treasury Receipts September 2024

Key Description

[9 Edit List] – will produce an edit list using the following prompts. The list is available in **Print/Preview/PDF**[®] format as well as **Excel**[®].

Treasury Receipt History Print List	
Optional: Enter Bill Year	
Optional: Enter Treasury Receipt Code	Edit 0 values:
Optional: Post Date Range (mmddyyyy)	From: To:
Optional: Deposit Date Range (mmddyyyy)	From: To:
Optional: Enter up to 9 User Batches	Edit 0 values:
Optional: Include only Batches by this user	
Optional: Enter up to 9 Department	Edit 0 values:
Optional: Enter up to 9 Bank Codes	Edit 0 values:
Print Report as:	Detail O Summary
Sort Report By:	○ Batch ○ Department Deposit Date ○ Treasury Receipt ○ Payment Date
Optional: Enter Pay-Trx Date Range (mmddyyyy)	From: To:
_	
Run as Preview Print PDF Excel If Printing use Duplex Yes No	I

[0 Excel] – will produce an instant list of the data currently shown on the query screen

Microsoft Excel - TR_History_ByYear_THERESA[1].xml _ × fx 118 К
 Account Pare Code
 Pare Late
 Deposit Date
 Trx #
 Account Number
 Account Description

 2019
 2498FTUP
 05-Jun-2019
 05-Jun-2019
 1.859,585
 1000-510-000-00-00-40004
 GRNERA-LICENSES/RERWIT

 2019
 2498FTUP
 06-May-2019
 06-May-2019
 1.859,561
 16380-0000-000-00-00-48605
 ULTA BEAUTY FIT UP REVIEW - 249B H/

 # Records
 # Records
 # Records
 # Records
 # Records
 User Bank Category 1 Category 2 TR# THERESA BOA ANTHEA CRB User Batch Pay Amount Trx Note <u>User</u> THERESA 200.00 this is anothe 700.00 Rchisexcel 🖓 1 100%

E Total Record(s) shows the total number of records on the current query

F Total Dollars shows the total dollars for the current query

Batch Info is a toggle button. It shows what types of payment (cash, checks, card), any attachments and any notes.



Pay Information toggles with batch info; it shows the batch number, entry user, date of entry, deposit date and revenue date



13.1 TR History by Year

The screen will show each different code used during the year; the data always shows the **Pay Date**, **Transaction Number (Trx#)**, **Account Number**, **Batch Number**, **Payment Amount**, **Transaction Note** (if supplied), and an **[ATTACH]** button to display the attachments screen for that transaction.

Goto	Treasury Receipt History												
Actions 9-Edit List 0-Excel	Year 2019 Code B 2498FITUP			Page									
1-Year		y Date 5	5-Code	6 6-Trx Number 7	7-TR#								
Pay Date 05-Jun-2019 06-May-2019	Tr# Account Number 1859585 1000-510-000-000-00-00-40004 1859561 6580-000-0000-000-00-048605	Batch 799 790	500,00	Transaction Note BoH License this is another long note	,	tach ATTACH ATTACH							
8-Batch Info		F Total for	this Year & Code	ə 700,00									
G	Check# Card# Explate 0000 Receipt 46265 No												
					Lkup	U							

13.2 TR History by Batch

Each batch includes a record for each transaction within the batch. The records are sorted in TR code order, as on all screens. Year, Code, Pay Date, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note are the columns on this screen.

				Treasury Recei	pt History by	/ Batch				
Goto	-									
Actions	Batch	318				Pag	ge			_
9-Edit List	1									
0-Excel										
1-Year	2-Batch		3-Receipt	4-Pay Date	5-Code		6-Trx Number		7-TR#	
Year Code	Pay Date	Trx#	Account Number			Payment Amt	Transactions No	te		Attach
2020 111FREIME	3 30-Aug-2019	1859681	1000-000-0000-00	0-00-00-43236		47,50	Sample line	note that	holds a m	ATTACH
2020 ABANDON	30-Aug-2019 :	1859680	8140-000-0000-00	0-00-00-25200		25,00	Note require	d		ATTACH
2020 WSTRAFFIC	C 30-Aug-2019	1859682	6580-000-0000-00	0-00-00-48515		427,50	Sample line	note that	holds a m	ATTACH
	Total Record(s)	3		Total for this Batch	ı	5	500.00			
8-Batch Info				(TR# 8675309 #Attac mipt 46339 Note: Samp		hat holds				
Ready									Lkup	D UP



13.3 Treasury Receipt History by [3 Receipt]

Each batch includes a record for each transaction using that receipt number. The data is presented in TR code order. Year, Code, Pay Date, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note are the columns on this screen

Goto					Treas	sury Receipt	ts Histor	y by R	eceipts	5					
Actions 8-Edit List			Rece	ipt <mark>46339</mark>					Page)					
9-Excel		2-Batch		3-Receipt		4-Pay Date	5-	Code		-Trx Numb	er	7-TR	¥		
Year Code 2020 111F 2020 WSTF	REIMB		1859681					Pa		Sample :	n Note line note line note			Attach ATTACH ATTACH	
		Total Record(s)) 2		T	Fotal for this Rece	eipt		4	75.00					-
8-Batch In				Other Code xpDate 0000 Re					holds						
Ready													Lku	p	UP

13.4 TR Receipt History by [4 Pay Date]

Year, Code, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note are the columns on this screen

Goto		Treasury Receipt History by Date						
Actions 9-Edit List		Pay	Date 03-Dec-2018		Pag	e		
0-Excel 1-Year		2-Batch	3-Receipt 4-Pay 0	Date 5	i-Code	6-Trx Number	7-TR#	
fear Code	Trx#	Batch	Account Number		Payment Amt	Transaction Note	Attac	1
2019 ALTPRI	NT 1844624	1204185509	5020-000-0000-000-00-00-42001		658,98		ATT	ACH
2019 ATHREV	1844623	1204185509	5100-000-0000-000-00-00-42001		1200,00		ATT	ACH
2019 BUILDI	NG 1844381	120318MN03	1000-000-0000-000-00-00-44250		1040.00		ATT	ACH
019 BYLANFE	EE 1844630	1204185509	6360-000-0000-000-00-00-42001		1473,80		ATT	ACH
019 DENTAL	RET 1844383	120318MN02	1000-000-0000-000-00-00-21940		40,97		ATT	ACH
019 DISPOS	AL 1844631	1204185509	1000-000-0000-000-00-00-44286		100.00		ATT	ACH
019 DISPOS	AL 1844632	1204185509	1000-000-0000-000-00-00-44286		100.00		ATT	ACH
019 ELEC	1844371	120318MN03	1000-000-0000-000-00-00-44254		150,00		ATT	ACH
019 ELEC			1000-000-0000-000-00-00-44254		6360.00		ATT	ACH
019 LSDOTU			5170-000-0000-000-00-00-42412		480.00		ATL	ACH
019 LSDOTU			5170-000-0000-000-00-00-42412		480.00		ATT	ACH
2019 MISCELL			1000-000-0000-000-00-00-48400		2678.64		ATT	ACH
2019 PDETAIL		120318MN03	1000-000-0000-000-00-00-42150		155,20		ATT	ACH
019 PLUMB	1844379	120318MN03	1000-000-0000-000-00-00-44251		170,00		ATT	ACH
Total Record(s) 27 Total for this Date 442717.81								
8-Batch Info	Cash Check#	Check 1,000 Card#	.00 Other Code CK TR# #A ExpDate 0000 Receipt 46091 Note	ttachnments None e:				
	,							
							Lkup	

The data is sorted by TR code; as shown, there are multiple batches for this one date.



13.5 TR Receipt History by [5 Code]

2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	2-Batch Tn# Batch 18 1844625 1204185309 18 1844628 1204185309 18 1844628 1204185309 18 1842204 111418E5301 111418E5301 111418E5301 111418E5301 111418E5301	3-Receipt 4-Pay Date Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-42412	Page 5-Code 6-Trx Number Payment Anti Transaction Note 480.00	7-TR# Attach ATTACH
9-Edit List 0-Excel 1-Year Year Pay Date 2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	2-Batch Tn# Batch 18 1844625 1204185S09 18 1844625 1204185S09 18 1844625 1204185S09 18 1844625 111918MN01	3-Receipt 4-Pay Date Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-42412	S-Code 6-Trx Number Payment Amt]Transaction Note 480.00	Attach
Vear Pay Date 2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	Trx# Batch 018 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	Payment Amt Transaction Note 480,00	Attach
1-Year Year Pay Date 2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	Trx# Batch 018 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	Payment Amt Transaction Note 480,00	Attach
Year Pay Date 2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20 2019 14-Nov-20	Trx# Batch 018 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	Payment Amt Transaction Note 480,00	Attach
Year Pay Date 2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20 2019 14-Nov-20	Trx# Batch 018 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	Account Number 5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	Payment Amt Transaction Note 480,00	Attach
2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20 2019 14-Nov-20	18 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	480,00	
2019 03-Dec-20 2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20 2019 14-Nov-20	18 1844625 1204185509 018 1844628 1204185509 018 1844628 1204185509 018 1843215 111918MN01	5170-000-0000-000-00-00-42412 5170-000-0000-000-00-00-42412	480,00	
2019 03-Dec-20 2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	018 1844628 1204185509 018 1843215 111918MN01	5170-000-0000-000-00-00-42412		
2019 19-Nov-20 2019 14-Nov-20 2019 14-Nov-20	018 1843215 111918MN01		480.00	ATTACH
2019 14-Nov-20	018 1842204 111418ES01	5170-000-0000-000-00-00-42412	240.00	ATTACH
		5170-000-0000-000-00-00-42412	750,00	ATTACH
	018 1842208 111418ES01	5170-000-0000-000-00-00-42412	60,00	ATTACH
2019 07-Nov-20	018 1841698 110718ES21	5170-000-0000-000-00-42412	360.00	ATTACH
2019 07-Nov-20	018 1841699 110718ES21	5170-000-0000-000-00-00-42412	700.00	ATTACH
2019 31-Oct-20	018 1839901 103118MN07	5170-000-0000-000-00-00-42412	360.00	ATTACH
2019 31-Oct-20	018 1839903 103118MN07	5170-000-0000-000-00-00-42412	360.00	ATTACH
2019 25-Oct-20	018 1835600 102518MN03	5170-000-0000-000-00-00-42412	300.00	ATTACH
2019 24-Oct-20	018 1835576 102418MN03	5170-000-0000-000-00-00-42412	300.00	ATTACH
2019 23-Oct-20	018 1835486 102318MN03	5170-000-0000-000-00-00-42412	1500.00	ATTACH
2019 15-Oct-20	018 1833823 101518MN04	5170-000-0000-000-00-00-42412	300,00	ATTACH
2019 27-Sep-20	018 1832696 100418MN03	5170-000-0000-000-00-00-42412	120,00	ATTACH
2019 05-Sep-20	018 1828705 090518ES01	5170-000-0000-000-00-00-42412	18000.00	ATTACH
2018 15-May-20	018 1792371 051518MN01	5170-000-0000-000-00-00-42412	60,00	ATTACH
2018 01-May-20	018 1789926 050118MN02	5170-000-0000-000-00-00-42412	60,00	ATTACH
2018 01-May-20		5170-000-0000-000-00-00-42412	60,00	ATTACH
2018 30-Apr-20		5170-000-0000-000-00-00-42412	30,00 UNIPAY	ATTACH
2018 27-Mar-20	018 1774891 032718MN05	5170-000-0000-000-00-42412	135.00	ATTACH
	Total Record(s) 271	Total for this Code	391135.58	
8-Batch Info	Cash Check 480.00 Check# Card# E) Other Code CK TR# #Attachnment xpDate 0000 Receipt 46090 Note:	ts None	
				Lkup

Year, Pay Date, Transaction Number (Trx#), Batch #, Account Number, Payment Amount, and Transaction Note are the columns on this screen

Since the screen shows the transactions by Code, there is no need for a Code column.

13.6 TR Receipt History by [6 Trx Number]

Year, Account Number, Pay Date, Code, Batch #, Payment Amount, and Transaction Note are the columns on this screen.

Gota	Treasury Receipt History by Trx#					
Actions Transaction# 1944671	Page					
0-Excel 1-Year 2-Batch 3-Rece	pt 4-Pay Date 5-Code 6-Trx Number 7-TR#					
Year Account Number 2019 2020-000-0000-000-00-00-42920	Pay Date Code Batch Payment AmtTransaction Note Attach 13-Nov-2018 LLUNCH MEAL111318 10.00 MYSCHOOLBUCKS ATTACH					
Total Record(s) 1	Total for this Code 10,00					
8-Batch Info Cash 10.00 Check Other Code CS TR# #Attachnments None Check# Cand# ExpDate 0000 Receipt 46120 Note: MYSCHOOLBUCKS						
	Lkup UP					

Since the screen shows the transactions by Transaction Number, there is no need for a Transaction Number column.

13.7 Treasury Receipt History Attachments Screen

This screen pertains to the receipt chosen when the **[ATTACH]** button was clicked on the **Treasury Receipt History** screen. To switch to a different receipt, return to the **[0 History]** screen, select the new receipt, and click



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the [ATTACH] button. The buttons on this screen are detailed below; the letters in the first column correspond to those in Figure 23.

Treasury Receipt Attachments							
oto Year 2020 Trx-Date 30-Aug-2019 Code WSTRAFFIC W S (SHDP@BELL)TRAFFIC Account 6580-000-0000-000-000-00-048515 Line Note Sample line note that holds a maximum of eighty characters							
Seq# Description Corrected and omitted sample 1099 Tax delinquent list	Filename 1099MiscCorrectAndOmitted.pdf Tax_Delinquent.csv	C 7 View C 8 Email C 9 Remove					
a O History	6 Add Attachment						

Figure 23 The Treasury Receipt Attachments History screen

Key	Button Label	How Used
а	[0 History]	To return to the treasury receipt entry screen
b	[6 Add Attachment]	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.
с	[7 View]	To view existing attachments, in whatever format is associated with the file type (for example, .CSV will open in Excel® , PDF® will open in Adobe Acrobat®)
d	[8 Email]	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	[9 Remove]	To remove attachments that were added in error or are no longer needed

13.8 Treasury Receipts Batch Attachments

Some sites use decentralized data entry for Treasury Receipts. These sites allow departments to send multiple receipts on the same "cover sheet" or "turnover report".

Use the

6 Add Batch Attachments

button to attach document(s) to a batch. When the batch is posted, any documents attached to the batch will have a link to individual transactions.

This allows attaching a document once to be linked to all transactions. Attach documents to individual transactions that require detailed information and attach a document at the batch level to connect to all transactions in the batch. A maximum of 200 batch attachments is allowed per batch.



Goto			2-Edit Note			Tendered	Cash Back	Applied		Total
Actions	Username Batch Pay-Trx Date	THERESA 871 05-Mar-2020	No text available		Cash-Coin Cash-Paper Check					
	Deposit Date				Other		1			
ter Receipts										
ar Trx Date	e Code	Account Number			Note		Qty Am	ount Receive	d	
20 05-Mar-20	020	0000-000-0000-	000-00-00 0000				1			3-Accept
cepted Recei	ipts 5-Appl	y TR# 6/	Add Batch Attach	ments (4)					4-Co	py Note
r Trx Date	Code	Account Number		Not	e	Qty	Amount Pmt Typ	Trx#	Cancel	Attach
00		0000-000-0000-	0000-00-00-00000					14073748		
									of the Local Division in which	-
		-		1-		1	1			
			Treas		Ratch Attach					
Goto			Treas	ury Receipt E	Batch Attach	ments				
Qoto	Userna		Treas	ury Receipt E		ments	c			
	Batch	me THERESA B71 x Date 05-Mar-200		New S		ments	•			
Actions	Batch Pay-Tro	871		New S			¢			
Actio <u>n</u> s eq# Descriptio First b	Batch Pay-Tro n atch attachme	871 x Date 05-Mar-202	0 Deposit I Filename foo10.txt	New S	Screen	15	C .			
Actio <u>n</u> s eq# Descriptio First bi Second B	Batch Pay-Tri atch attaches batch attaches	871 x Date 05-Mar-202 ent	0 Deposit I Filename foo10.txt foo9.txt	New S	Screen		6 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attaches batch attaches atch attaches	871 x Date 05-Mar-202 ent ent	Filename Foo10.txt foo9.txt foo8.txt	New S	Screen	15	C 8 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tri atch attaches batch attaches	871 x Date 05-Mar-202 ent ent	0 Deposit I Filename foo10.txt foo9.txt	New S	Screen	15	C 8 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attaches batch attaches atch attaches	871 x Date 05-Mar-202 ent ent	Filename Foo10.txt foo9.txt foo8.txt	New S	Screen	15	C 8 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attaches batch attaches atch attaches	871 x Date 05-Mar-202 ent ent	Filename Foo10.txt foo9.txt foo8.txt	New S	Screen	15	C 8 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attaches batch attaches atch attaches	871 x Date 05-Mar-202 ent ent	0 Deposit I Filename foo10.txt foo3.txt foo3.txt foo7.txt	New S	Screen	15	© 8 Email	9 R	emove	
Actio <u>n</u> s eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attaches batch attaches atch attaches	871 x Date 05-Mar-202 ent ent	Filename Foo10.txt foo9.txt foo8.txt	New S	Screen	15	6 8 Email	9 R	emove	
Actions eq# Descriptio First bi Second I Third bi	Batch Pay-Tro atch attachme batch attachme batch attachme	871 x Date 05-Mar-202 ent ent	0 Deposit I Filename foo10.txt foo3.txt foo3.txt foo7.txt	New S	Screen	15	C 8 Email) 9 R	emove	

Figure 24 After – New Treasury Receipt Batch Attachments screen

Click on [4 Add Batch Attachments] (the number in (#) parenthesis is the number of attachments

Click the **[6 Add Attachment]** button and select the attachment in the Windows Explorer

Click to [7 View], [8 Email], or [9 Remove] attachments

Return to the [0 Entry] screen



13.8.1 Transaction History > View Attachments after Posting

Once the batch is posted, all attachments (both individual and batch) are shown on the Treasury Receipt History screen. The history screen presents information by **Treasury Receipt Code**. Click on:

Collections > Treasury Receipts > Treasury Receipt History > [2 Batch]

The example in Figure 25 shows the treasury receipt history for Batch **1008**, code **160HPAVING** – click on the **[ATTACH]** button to view the **Treasury Receipt Attachments** screen.

 [AUC] 4085	5-Treasu	ary Receipt His	story by Batch				
				eceipt History by Batch			
Goto							
Actions		Batch 1008		P	age		
9-Edit List 0-Excel							
1-Year		2-Batch	3-Receipt 4-Pay Date	e S-Code	6-Trx Number	7-TR#	
Year Code	Pay Date		ount Number		mt Transactions Note	Attach	
2021 160HPAVING	G 28-May-	2021 2134810 658	80-000-0000-000-00-00-46877	25.0	0	Attach	
						ATTACH	
	Total Rec	cord(s) 1	Total for this	Batch	25,00		
8-Batch Info	Cash	Check 25,00 Ot	her Code CK TR# #Attachr	nments 1			
	Check#	Card# ExpI	Date 0000 Receipt 83774 Note:				
			08-Treasury Receipt Attac	hments		•	
				Treasury R	eceipt Attachme	ents	
		Goto		Date 28-May-2021 Code 160	HPAVING 160 HIGH S	TREET PAVING Tra# 21348	B10 Batch 1008
		Actions	Account 6580-000-00 Line Note	000-000-00-00-46877			
		Seg# Description	on	Filename		Buttons	15
		1 test		01122021-test.txt		Buttons	O Email O Demana
							8 Email 9 Remove
			0 History 6 A	Add Attachment		1 1010	C LINUN C ROMOVO
			0 History	6 Add Attachment			

Figure 25 The Treasury Receipt History Attachments screen

Attachments may be **[7 Viewed]**, **[8 Emailed]**, **[9 Removed]** and **[6 Added]** from this screen. Click on the **[0 History]** button to return to the TR History screen.

This screen holds attachments created during the TR batch entry and those attached to the posted batch enmasse as described in section 13.9.



13.9 Add Attachments to Transactions in a Posted Batch

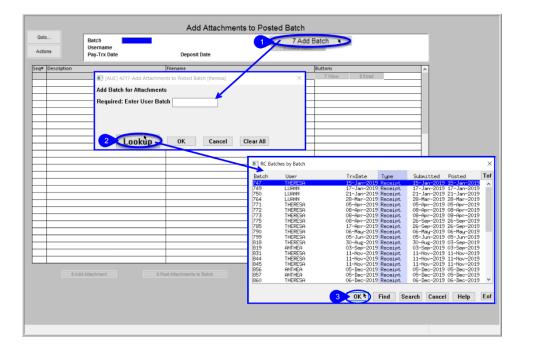
This feature allows attaching a document to all the transactions in a posted Treasury Receipt Batch. This might be used if all the paperwork for a batch was scanned to a single **PDF**[®] file to be attached to *each transaction* in that batch.



This does not create multiple instances of the attachment, just multiple *links* to the attachment.

This will allow "reaching back" to batches created prior to the availability of the new feature described in Section 13.8 above in this document.





Begin by adding the batch to the attachment screen.



either 2.) enter the batch number or 3.) select the batch from the lookup.

Only posted batches with at least one Treasury Receipt will be eligible to be added to the screen.

Figure 26 The Add Attachments to Posted Batch Screen



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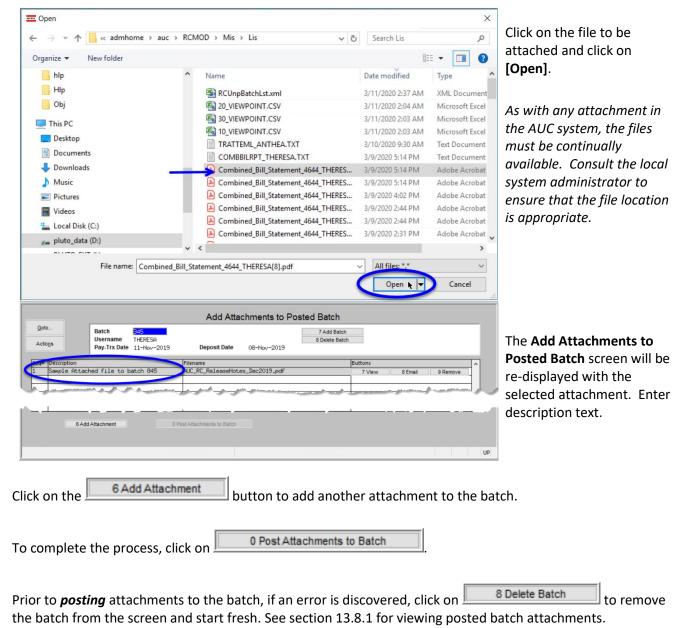
Note - check that the USERNAME is correct on the selected batch to ensure that the correct batch is chosen.

	A	dd Atta	chments to Po	sted Batch
Batch	872			7 Add Batch
Username 💙	THERESA			8 Delete Batch
Pay-Trx Date	05-Mar-2020	sit Date	02-Mar-2020	

Next, click on the

6 Add Attachment

button to select the attachment file to be added to the batch. The standard Windows File Explorer screen will be displayed allowing selection of the file to be attached.





14 Accounting Cycle

Treasury Receipts.

A typical treasury receipt will post as follows:

General Ledger		Subsidiary Revenue Ledger
DR	Cash	CR Revenue Account

CR Revenue Control

This section contains instructions on how and where to set up the account numbers used when processing

The account numbers used in the Treasury Receipts transactions need to be defined in 3 places:

To set up the	Go to this screen
Cash Account	Collections Treasury Receipts Bill Category. See Accounting Tab
Revenue Control Account	Ledgers Account Maintenance General Ledger Controls. See Line 2.
Up to 4 Debit/Credit Accts	Collections Treasury Receipts Treasury Receipt Codes

14.1 Defining the Cash Account

Set up which Cash Accounts are to be updated when receipts are processed on the **Bill Category** Accounting **Tab**. In this example:

File Edit Ledgers	tegory [theresa] Purchase Orders Accou I ← ← → ↦ 從 🎬		1		ns Tax Motor Excise	Misc Billing System	— □ Favorites He	× Ip
Goto Actions	Year Type Description 2020 98 Treasury Categories 1	y Receipts	Bill Cat	Groups 4	Sub-Category S	Flags G		
Cash	Account Number	on 9 Receipts -000-00-00-10409	⊖ None			_	Summariz No	e Posting O Yes
8 Delete Category Clear Order Clear Alt Order	3 Deferred Revenue 4 A/R	0000-000-0000-000 0000-000-0000-000		;	3 Deferred Reve 4 A/R	nue		
Copy Bill Year Copy Bill Type 9 Edit List 0 Bill Type Table	5 Abate/Exempt Overlay 6 Tax Title 7 Revenue Write-Off 8 F Bal reserved Overlay	0000-000-0000-000	-00-00-00000		6 Abatements 8 Tax Title 10 Revenue Write 7 F Bal reserve			

The "****" represent wildcards to be used during posting. This means that the **FUND** number for the Cash account will be replaced with the **FUND** number from the individual receipts to determine which cash account to update during the posting.



ADMINS Unified Community Revenue Collections–Treasury Receipts

14.2 Defining the Revenue Control Account

Ledgers		
Account Maintenance	×	Chart of Accounts
Journal Entry Processing	۲	Account Elements
Posting Control	۲	Fiscal Periods
Queries	+	General Ledger Controls
Reports	۲	DT/DF Accounts
Year-End Processing	۲	Summary Accounts
Unpost Processing	Þ	Allocation Codes
Module Maintenance	۲	Account Security
Interfaces	۲	Subclass Codes
Site Specific	۲	Entity Table
		Maintain Crosswalk
Ledgers Help		Budget Groups
		Revenue Types
		Element Category 1
		Element Category 2
		Element Category 3
		Element Category 4
		Bank Codes

Control Accounts are the Balance Sheet offset accounts that are used during posting procedures to keep the Balance Sheet *in balance*. Control accounts are defined by "Fund" to keep each Fund within the Balance Sheet in balance.

Goto			Maintain Genera	a Ledger Contro	ois			
Actions	FY Fund		escription eneral Fund	Fund Status OPEN				
<u>1</u> -Edit List		Line	Account Number		Description	Summarize Pos	tings?	
	Cash Revenue Expenditure Encurater	1	1000-000-0000-000-00-00-39100		1 Cash Revenues			
iue		000-0	00-0000-000-00-00-39100		Revenues		-	_
	Funs Equity Suspense Due To Due To De from Discounts Accrued Payroll Payroll Expenditure Control Expenditure Apor Fived Equity	9 10 11 12 13 14 15 16			UNDESIGNATED FUND B 10 Suspense Suspense ACCOUNTS PAYABLE 14 Accrued Payro 15 Payroll Expend 16 Expenditure A	11 diture Control		
	Other Financing Uses Other Financing Sources	17				ng Uses	L B	



For Treasury Receipts, the REVENUE CONTROL Account number must be supplied. If it is not present for each fund against which receipts are processed, then those receipts will not be posted. The system will not allow posting to a Fund unless their control accounts have been supplied here.

Use wildcards if needed. In the example below, the Department Number is a wildcard. This means that when the system tries to post receipts, it will look for a Cash account for each department it is processing.

Revenue 2 1000-***-0000-000-00-10400 Revenues	
---	--

14.3 Defining the Account Codes

The individual revenue accounts that are to be used on the Treasury Receipts are defined by setting up a Treasury Receipt Code. By using codes, the system allows normalizing the data and performing analytics on the type of revenue being collected. **RC–1340 Managing Treasury Receipt Codes** – Add, Delete & Edit provides detailed information and instructions for defining the accounts for Treasury Receipt codes. See also **section 3.2** in this document.

14.4 How It All Works During Posting

This section explains how everything gets posted to the Ledgers based on the different setup option.

14.4.1 All Receipts to One Fund

Accorted Persints

Suppose the following 4 receipts were being posted:

ALLEPIE	u neceipis						
2008	20-Aug-2007	PERMGAS	1000-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	1000-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-42540		3	30.00	Cash

And the Cash account was set up as follows:

	Account Number	G/L Account Description	Summarize Posting?		
Cash	****-000-0000-000-00-10400	1 Cash	C No C Yes		

And the Revenue Control Account was set up as follows:

	Revenue	2	1000-000-0000-000-00-39100	Revenues	
_					



Then these receipts would be posted as follows:

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-10400	30.00	
Revenue Control	1000-000-0000-000-00-39100		30.00
Cash	1000-000-0000-000-00-10400	625.00	
Revenue Control	1000-000-0000-000-00-39100		625.00
Cash	1000-000-0000-000-00-10400	375.00	
Revenue Control	1000-000-0000-000-00-39100		375.00
Cash	1000-000-0000-000-00-10400	425.00	
Revenue Control	1000-000-0000-000-00-39100		425.00
	Total: Balance Sheet	1,455.00	1,455.00

Revenue Subsidiary Ledger

Description	Account#	Credit
Marriage Certificates	1000-000-0000-000-00-42940	30.00
Building Permits	1000-000-0000-000-00-44250	625.00
Electrical Permits	1000-000-000-00-00-00-44254	375.00
Gas Permits	1000-000-000-00-00-00-44252	425.00
	Total: Revenue Ledger	1,455.00

14.4.2 Receipts to Multiple Funds

Suppose the following 4 receipts were being posted:

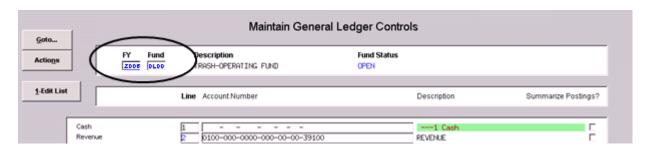
Accepted Receipts

2008	20-Aug-2007	PERMGAS	0100-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	0300-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash

And the **Cash account** was set up as follows:

	•		
	Account Number	G/L Account Description	Summarize Posting?
Cash	****-000-0000-000-00-00-10400	1 Cash	

And the Revenue Control Accounts were set up as follows:

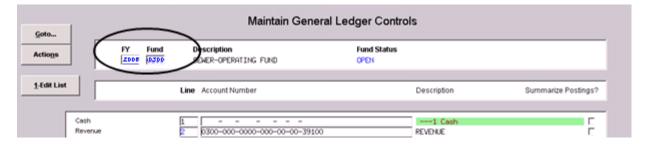




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Revenue Collections–Treasury Receipts

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Maintain General Ledger Controls					
Actions	FY Fund	Description General Fund	Fund Status CPEN		
1-Edit List		Line Account Number	Description	Summarize Postings?	
Cash Rever	nue	1	1 Cash -39100 Revenues	Ę	

Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	0100-000-0000-000-00-00-10400	75.00	
Revenue Control	0100-000-0000-000-00-00-39100		75.00
Cash	0300-000-0000-000-00-00-10400	250.00	
Revenue Control	0300-000-0000-000-00-39100		250.00
Cash	1000-000-0000-000-00-00-10400	625.00	
Revenue Control	1000-000-0000-000-00-39100		625.00
Cash	1000-000-0000-000-00-00-10400	30.00	
Revenue Control	1000-000-0000-000-00-39100		30.00
	Total: Balance Sheet	980.00	980.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Trash Penalty/Interest	0100-000-0000-000-00-00-42030		75.00
Sewer Applic Fees	0300-000-0000-000-00-00-42301		250.00
Building Permits	1000-000-0000-000-00-00-44250		625.00
Marriage Certificates	1000-000-0000-000-00-00-42940		30.00
	Total: Revenue Ledger		980.00



14.4.3 Receipts to Multiple Funds, Multiple Accounts

Suppose the following 2 receipts were being posted:

Accepted Receipts

2008	05-Mar-2008	AMUSE	1000-000-0000-000-00-00-44112	1	325.00	Check
2008	05-Mar-2008	LLUNCH	2020-000-0000-000-00-00-42920	1	100.00	Cash

And the **Cash account** was set up as follows:

	Account Number	G/L Account Description	Summarize Posting?
Cash	****-000-0000-000-00-10400	1 Cash	No C Yes

And the **Revenue and Expenditure Control Accounts** were set up as follows:

Goto		Maintain General	Ledger Controls	
Actio <u>n</u> s	FY Euro	Description General Fund	Fund Status OPEN	
<u>1</u> -Edit List		Line Account Number	Description	Summarize Postings?
	Revenue Expenditure	2 1000-000-0000-000-00-00-39100 3 1000-000-0000-000-00-00-39300	Revenues Expenditures	P L

-Edit List		
Line Account Number	Description	Summarize Postings?
	Description	

And the Additional Debit/Credit Accounts that are set up for the Treasury Receipt Code LLUNCH are:



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Year 2008 Code LLUN	CH SCHOOL LUNCH-CAF REC	Do Not Post? 🔲 Allow Override? 🔲 Default Amoun	•
.oue <u>FLON</u>	PCHOOL LONCH-CHF KEC		
	Accounts	Description	Amount
lst Debit	2020-000-0000-000-00-00-10400	CASH, SCHOOL LUNCH	
lst Credit	2020-000-0000-000-00-00-42920	SCHOOL LUNCH, CAFETERIA RECEIPTS	
2nd Debit	0100-000-0000-000-00-00-39100	REVENUE	
2nd Credit	2020-000-3400-000-09-00-52400	LUNCH PROGRAM SERVICES	
Ird Debit	0000-000-0000-000-00-00-00000		
ird Credit	0000-000-0000-000-00-00-00000		i
th Debit	0000-000-0000-000-00-00-00000		
th Credit	0000-000-0000-000-00-00-00000	-	

Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-10400	325.00	
Revenue Control	1000-000-0000-000-00-39100		325.00
Cash	2020-000-0000-000-00-10400	100.00	
Revenue Control	2020-000-0000-000-00-39100		100.00
Revenue Control	0100-000-0000-000-00-39100	100.00	
Expenditure Control	2020-000-0000-000-00-39300		100.00
	Total: Balance Sheet	525.00	525.00

Subsidiary Ledger

Description	Account#	Debit	Credit
Automatic Amusement License	1000-000-0000-000-00-00-44112		325.00
School Lunch Cafeteria Receipts	2020-000-0000-000-00-42920		100.00
Lunch Program Services	2020-000-0000-000-00-52400		100.00
	Total: Subsidiary Ledger		525.00

14.5 How to Summarize Postings to the Balance Sheet

In the previous illustrations, all the postings were shown in detail. This means that for every receipt posted to the subsidiary ledger, two transactions were created in the Balance sheet. Reduce the number of transactions posting to the Balance Sheet by using the Summarize Posting feature.



14.5.1 Summarizing to the Cash Account

On the Bill Category screen, **Collections ▶Treasury Receipts ▶ Bill Category**, set the Summarize Posting radio button to **⊙ Yes** to summarize postings of Treasury Receipts the Cash Accounts. In the example below, the **FUND** element is wild carded. This means that postings to Cash accounts in all Funds will be summarized.

nto	Year Type Description			
tions	2008 58 Treasury Receip	ts		
	Categories 1 Acco	ounting 2 Associations 2	Calculations 4 Groups 5	
	Category DescriptionAdjustment Allowed this Category 10 Treasury Receipts C None C Charge @ Payment C Both			
	Cash Account Nu	umber 0000-000-00-00-10400	GL Account Description	Summarize Posting?
	Revenue 0000-000-	0000-000-00-00-00000	2 Revenue	

14.5.2Summarizing to the Revenue Control Account

On the Maintain General Ledger Controls screen, Ledgers Account Maintenance General Ledger Controls, set the Summarization checkbox in order to summarize postings to this Control Account for this Fund.

oto					
lions	FY Fund	Description General Fund	Fund Status OPEN		
Edit List		Line Account Number		Description	Summarize Postings?
Cash Revenue		1	9100	1 Cash Revenues	C F

14.5.3No Summarizing to the Revenue Subsidiary Ledger Accounts

As this ledger must contain a complete and explicit audit trail of every transaction processed, this ledger cannot *summarize* to the Revenue Subsidiary Ledger Accounts.



14.5.4 Posting to One Fund

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	1000-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	1000-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash

Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-10400	1,455.00	
Revenue Control	1000-000-0000-000-00-39100		1,455.00
	Total: Balance Sheet	1,455.00	1,455.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Marriage Certificates	1000-000-0000-000-00-42940		30.00
Building Permits	1000-000-0000-000-00-44250		625.00
Electrical Permits	1000-000-0000-000-00-44254		375.00
Gas Permits	1000-000-0000-00-00-44252		425.00
	Total: Revenue Ledger		1,455.00

14.5.5Posting to Multiple Funds

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	0100-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	0300-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash



Then these receipts would be posted as follows:

General Ledger

Description		Account#	Debit	Credit
Cash		0100-000-0000-000-00-10400	75.00	
	Revenue Control	0100-000-0000-000-00-39100		75.00
Cash		0300-000-0000-000-00-10400	250.00	
	Revenue Control	0300-000-0000-000-00-39100		250.00
Cash		1000-000-0000-000-00-10400	655.00	
	Revenue Control	1000-000-0000-000-00-39100		655.00
		Total: Balance Sheet	980.00	980.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Trash Penalty/Interest	0100-000-0000-000-00-42030		75.00
Sewer Applic Fees	0300-000-0000-000-00-42301		250.00
Building Permits	1000-000-0000-000-00-44250		625.00
Marriage Certificates	1000-000-0000-000-00-42940		30.00
	Total: Revenue Ledger		980.00

15 Frequently Asked Questions

Here are some of the most asked questions:

15.1 What about Reversing a Posted Batch?

Yes, a posted batch can be reversed without needing **ADMINS** assistance. For detailed steps on how to reverse a posted batch, refer to **<u>RC-205 Reversing a Posted Batch</u>** in the Revenue Collections Help Reference Library. Be aware that reversing will affect the entire batch. For changes to specific bills, please carry out manual adjustments.

15.2 How do I process a Bad Check?

- A. BATCH CONTROL TOTAL -- Enter the amount of the bad check(s) in the OTHER field.
 - Tendered Expected Pre Deposit Cash-Paper Cash(Coins) Credit Card Cash-Coin Cash(Paper) 980.00 Wire Transfer Check Check Bad Check Other -150.00 Other -150.00 Adjustment Totals 830.00 Year Trx Date Code Account Number Note Qty_ Amount Received 2008 20-Aug-2007 MISC 1000-000-0000-000-00-00-48400 1 -150.003-Accept
- B. ENTER RECEIPTS Enter the tendered amount in the other field and specify it as a Bad Check.