



Revenue Collections

Release Notes

JUNE 2025

This document explains new product enhancements added to the **ADMINS** Unified Community for Windows (AUC) **REVENUE COLLECTIONS** system.

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1 Collection Receipt Posting Error Report Legend [Enhancement]

The Collection Receipt Posting Error Report has been enhanced to include addition information in the legend about how to correct errors listed in the report.

Error Description		
A	No User Access	User posting this batch doesnt have Account Security to post to this account. Update Users Account Security
C	Account# Fund Closed	Fund has been closed and cannot accept any postings. Contact Finance to check status of Fund
D	Invalid Period Date for FY and Fund	Check Ledgers -> Accounts Maintenance -> Fiscal Period Table for Transaction Date
F	No Matching COA	Check Account exists in the Ledgers -> Account Maintenance -> Chart of Accounts for the FY
I	Inactive Account	Account inactive in the Chart of Accounts. Go to Ledgers -> Accounts Maintenance -> Chart of Accounts
L	Control Account for Expenditure/Revenue Missing	Check all Control accounts for Fund/Account. Go to Ledgers -> Account Maintenance -> Control Account Table
N	Null Account #	Check Collections -> Tables -> Bill Category Table for missing account
P	Fiscal Period Closed	Fiscal Period is closed or missing. Go to the Ledgers -> Account Maintenance -> Fiscal period table
S	Summary Account	Cannot post to a summary account. Go to Collections -> Tables -> Bill Category Table
U	Unbalanced Batch	
*Note: If Unbalanced Batch check Treasury Receipt Codes One or more of the Balance Sheet Accounts Missing		

[ADM-AUC-RC-8693]

2 Print Edit List/Print TR Edit List Showing No Results [Fix]

Previously, when running the Print Edit List or Print TR Edit List from the Receipt Edit List screen, the report would occasionally return “No records selected”, even when records were present. This issue has been corrected.


Navigate to: Collections > Treasury Receipts > Receipt Edit list (or)
Collections > payments > Receipt Edit list

Receipt Edit List							
1 Select All		2 Deselect All		3 Print Edit List		4 Print TR Edit List	
Sel	5 User	6 Batch	7 Bnk	8 Pay Date	9 GL Date	Expected	Entered
<input type="checkbox"/>		1546	CRB	06-Nov-2024	06-Nov-2024		
<input checked="" type="checkbox"/>	ANTHEA	1387	CRB	17-Nov-2023	17-Nov-2023		
<input checked="" type="checkbox"/>	ANTHEA	1388	CRB	13-Dec-2023	13-Dec-2023		
<input checked="" type="checkbox"/>	ANTHEA	1443	CRB	02-Apr-2024	02-Apr-2024		
<input checked="" type="checkbox"/>	ANTHEA	1448	CRB	11-Apr-2024	11-Apr-2024		
<input type="checkbox"/>	ANTHEA	1488	CRB	12-Jun-2024	12-Jun-2024		
<input type="checkbox"/>	ANTHEA	1493	CRB	30-Jun-2024	30-Jun-2024		
<input type="checkbox"/>	ANTHEA	1525	CRB	26-Sep-2024	26-Sep-2024		
<input type="checkbox"/>	ANTHEA	1574	CRB	20-Dec-2024	20-Dec-2024		

[ADM-AUC-RC-8689]



3 Missing Transactions in Batch Entry [Fix]

There was an Issue on the Batch Entry screen on display of the  button when the number of transactions in the batch are 19+. The down button was not being activated when only 19 transactions were in the batch, this has now been fixed.

Navigate to: Collections > Payments > Batch Entry

Collection Batch Entry

Profile not restricted

Batch

1595

Bank

CRB

Pay-Trx Date

22-May-2025

Deposit Date

22-May-2025

Batch Type

☐ Receipt

☒ Adjustment

☐ A/O/S

Edit Note

No text available

Real Estate

Tax Deferral

Motor Excise

Personal Property

Tax Title

Treasury Receipts

19

	Expected	Entered	Balance
To or Payment	-83,26	-83,26	
From or Charge	986,62	986,62	
Refund			
Totals	903,36	903,36	

Trx#	Type	Year	Bill#/TR Code	Description	Payment	Charge	Refund	
2636609	Motor Excise	2023	000075-00			2,00		Edit
2636607	Motor Excise	2023	000058-00			25,00		Edit
2636606	Motor Excise	2023	000057-00			20,00		Edit
2636604	Motor Excise	2019	000044-00			83,00		Edit
2636603	Motor Excise	2022	000043-00			92,00		Edit
2636602	Motor Excise	2021	000042-00			50,00		Edit
2636601	Motor Excise	2017	000040-00			30,00		Edit
2636600	Motor Excise	2007	000036-00		5,00	15,00		Edit
2636599	Motor Excise	2011	000039-00			400,00		Edit
2636598	Motor Excise	2023	000027-00		-20,88			Edit
2636596	Motor Excise	2017	000022-00		-50,00			Edit
2636595	Motor Excise	2025	000018-00			12,00		Edit
2636594	Motor Excise	2023	000021-00			30,00		Edit
2636593	Motor Excise	2018	000020-00			110,00		Edit
2636592	Motor Excise	2023	000015-00		-,01	19,99		Edit
2636591	Motor Excise	2025	000011-00			25,00		Edit
2636590	Motor Excise	2025	000006-00			50,00		Edit
2636589	Motor Excise	2022	000009-00			40,00		Edit

When an adjustment results in multiple records (e.g., three records) for the same TrxNumber will now be treated as a single adjustment in the batch entry screen.

Only one entry will be displayed on the batch screen, even if multiple records share the same TRANSACTION#.

While the file may contain 23 records, there may be only 19 unique transaction numbers, which will be accurately reflected in the batch display.

Adjustment Entry

Accepted

Batch

1595

TrxNumber

2636588

Note

Type

20 Motor Excise

Year

2023

Code

ADJ

Date

22-May-2025

5 Add by Bill#

000001-00

6 Add by Owner

20TEN LARRYS LIQUORS INC

7 Add by Location

264 N MAIN ST

8 Add by Account

-

9 Add by Parcel

-

Owner of Record

20TEN LARRYS LIQUORS INC

264 N MAIN ST

BELLINGHAM, MA 02019-1301

Vehicle Details

Year: 2019

Make: BMW

Reg#: 2VRF51

Tax: MMDD: 0101

Value: 7,390,00

	Cur Int Date	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Ad
Commit# 01 Tax		184,75	184,75				
Commit# 01 Demand		5,00	5,00		-5,00	-5,00	
Commit# 01 Warrant1		10,00	10,00		-10,00	-10,00	
Commit# 01 Interest	14-Mar-2023	2,37	2,37		-2,37	-2,37	

[ADM-AUC-RC-8694]



4 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

4.1 New & Updated Documentation in the Help Reference Library.

4.2 New Content on ADMINS.com

Below are two videos that you will find helpful that are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)

Video: [Index of Help Documents](#) [0:51]

Video: [Quick Task Selection](#) [2:10]