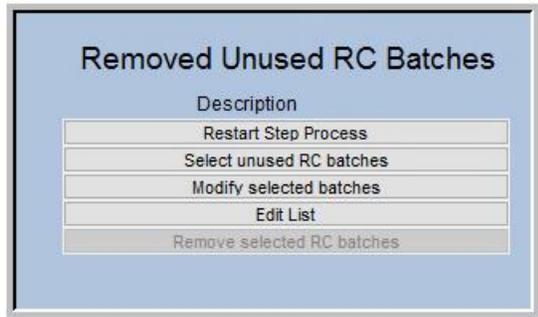




# REVENUE COLLECTIONS

## BULK REMOVE UNUSED BATCHES

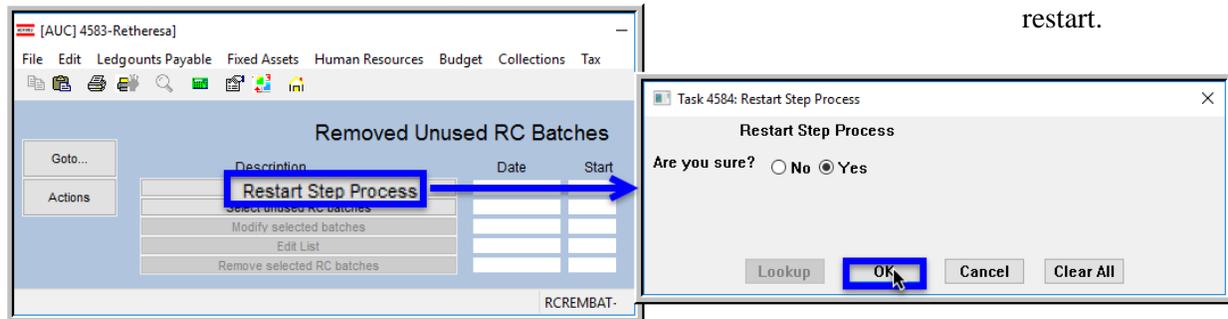
### 1. BULK REMOVE UNUSED BATCHES



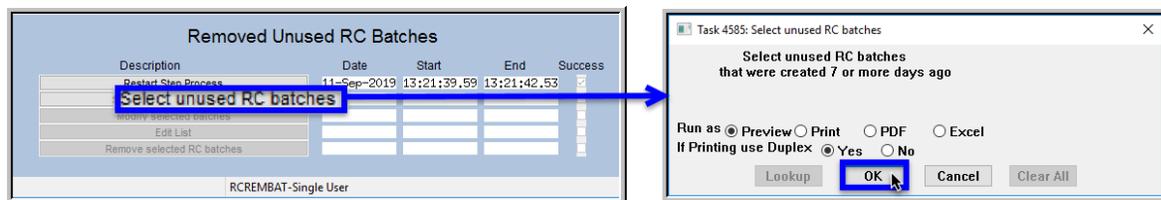
**ADMINS** offers a feature to remove unused collections batches en-masse. Batches created seven or more days ago will be available to delete with this process. To access the steps menu for removing unused collections batches, click on: **Collections** ▶ **Payments** ▶ **Remove Unused RC Batches**. The command is also available under the **Collections** ▶ **Treasury Receipts** menu.

#### 1.1. Restart Step Process

The first step on the menu restarts the process; click on the  **Yes** radio button and then click on **[OK]** to restart.



#### 1.2. Select Unused RC Batches



Running the **[Select Unused RC Batches]** will produce a report similar to the one shown in **Figure 1**.



Batch	Type	Trx Date	Batch Owner	Entry Owner	Entry Date	Entered Amt	Batch Status
Batch Selected to be Removed							
814	R	23-Jul-2019	DIMOND	DIMOND	23-Jul-2019		Unused
755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused

Total #Batches 7

Selection Legend:  
Include: Only batches selected to be removed

**Figure 1 Report of unused batches created more than seven days ago available for removal**

Review the report; if any batches need to be excluded, click on the **[Modify Selected Batches]** button:

### 1.3. Modify Selected Batches

**Removed Unused RC Batches**

Description	Date	Start	End	Success
Restart Step Process	23-Sep-2019	11:12:13.49	11:12:16.43	
Select unused RC batches	23-Sep-2019	11:48:14.01	11:48:19.09	
<b>Modify selected batches</b>	23-Sep-2019	11:48:27.66	11:48:28.05	
Remove selected RC batches				

RCREMBAT-Single User UP

**Modify selected batches**

Sel	4 Batch	Type	6 Pay Date	7 Batch Owner	8 Entry Owner	Entry Date	Entered Amt	Batch Status
<input checked="" type="checkbox"/>	737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
<input checked="" type="checkbox"/>	755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
<input checked="" type="checkbox"/>	759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
<input checked="" type="checkbox"/>	804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused
<input checked="" type="checkbox"/>	807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
<input checked="" type="checkbox"/>	808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
<input checked="" type="checkbox"/>	814	R	23-Jul-2019	DIMOND	DIMOND	23-Jul-2019		Unused

Ready

**Figure 2 The Modify Selected Batches Screen**

There are three buttons available on the screen.

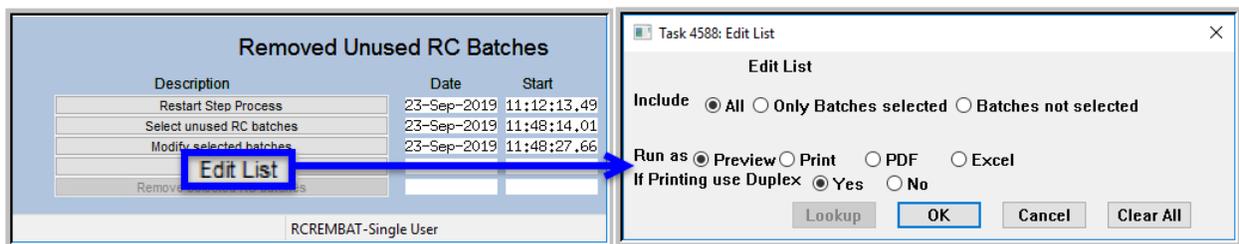
Button	Description/How Used
<b>[1 Steps]</b>	This button returns the display to the steps menu
<b>[2 Select All]</b>	Select all batches with this button; then clear any checkboxes for batches that should not be removed
<b>[3 DeSelect All]</b>	Remove all the checkmarks <input checked="" type="checkbox"/> from the Sel column using this button



There are nine columns on the screen, described in the table below:

Column Label	How Used
Sel	<input checked="" type="checkbox"/> Click in the box to select the batch for removal; <input type="checkbox"/> clear the box if the batch should not be removed.
[4 Batch]	By default, the data is sorted by batch number.
Type	The batch type – R for Receipt, A for Adjustment
[6 Pay Date]	The batch was assigned a pay date when it was created; the data may be sorted by pay date by clicking on this button
[7 BatchOwner]	The current owner of the batch is shown in this column – the data may be sorted by owner by clicking on this button
[8 Entry Owner]	The originator of the batch – the data may be sorted by entry owner by clicking on this button
Entry Date	The date the batch was created
Entered Amount	The dollar amount entered on the batch screen
Batch Status	By definition, only batches with a status of Unused should appear on this screen

## 1.4. Edit List



Click on **[Edit List]** to view or print a list of the batches with information about which were selected. The default selection for the edit list is to show  **All** batches; both selected and not selected for removal. Two more options are available:  **Only Batches selected** will produce an edit list of only those batches selected for removal;  **Batches not selected** will list only the batches not selected for removal.



4588-RCREP:RCREMBATEDET.REP Printed 11-Sep-2019 at 17:17:49 by THERESA  
Town of Admins  
Edit List

Batch	Type	Trx Date	Batch Owner	Entry Owner	Entry Date	Entered Amt	Batch Status
Batch Selected to be Removed							
755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused
Total #Batches 6							
Batch not selected							
814	R	23-Jul-2019	DIMOND	DIMOND	23-Jul-2019		Unused
Total #Batches 1							

Batch	Type	Trx-Date	Batch-Owner	Entry-Owner	Entry-Date	Entered-Amt	Batch-Status
Batch Selected to be Removed							
755	R	2/11/2019	THERESA	THERESA	2/11/2019		Unused
807	A	6/28/2019	THERESA	THERESA	6/28/2019		Unused
808	A	6/28/2019	THERESA	THERESA	6/28/2019		Unused
737	R	12/18/2018	WENDY	WENDY	12/18/2018		Unused
759	R	2/25/2019	WENDY	WENDY	2/25/2019		Unused
804	A	6/27/2019	WENDY	WENDY	6/27/2019		Unused
Total #Batches							6
Batch not selected							
814	R	7/23/2019	DIMOND	DIMOND	7/23/2019		Unused
Total #Batches							1

Figure 3 The Edit List shows the batches to be selected for removal, and those not selected

## 1.5. Remove Selected RC Batches

Description	Date	Start	End	Success
Restart Step Process	23-Sep-2019	11:12:13,49	11:12:16,43	<input checked="" type="checkbox"/>
Select unused RC batches	23-Sep-2019	11:48:14,01	11:48:19,09	<input checked="" type="checkbox"/>
Modify selected batches	23-Sep-2019	11:48:27,66	11:48:28,05	<input checked="" type="checkbox"/>
Remove selected RC batches	23-Sep-2019	11:56:33,02	11:56:35,08	<input checked="" type="checkbox"/>

Task 4589: Remove selected RC batches

Remove selected RC batches

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

The last button in the steps menu will remove the selected batches. A list of the removed batches will be created; it is available to **Run as Preview/Print/PDF®** or **Excel®** format. **Preview/Print/PDF®** format is shown in **Figure 4**.

4589-RCREP:RCREMBATPST.REP Printed 11-Sep-2019 at 17:28:07 by THERESA  
Town of Admins  
Remove selected RC batches

Batch	Type	Trx Date	Batch Owner	Entry Owner	Entry Date	Entered Amt	Batch Status
Batches Removed							
755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused
Total #Batches 6							

Figure 4 Remove Selected RC Batches Report

### 1.5.1. Can Removed Batches Be Restored?

No, create a new batch.