REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2018

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

CONTENTS

1. REFUND PROCESS [Enhanced]

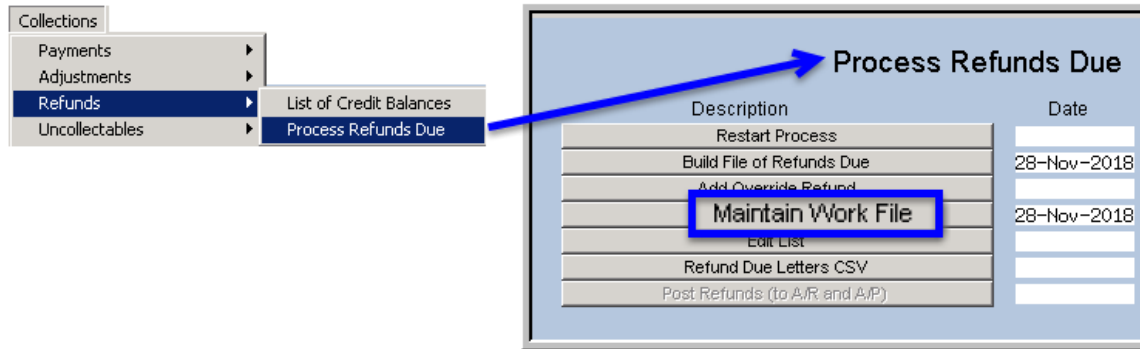To access the steps menu, select **Collections ▶ Refunds ▶ Process Refunds Due**.

Figure 1 Accessing the Refund Process Steps Menu

Refund interest is calculated only on the ***abatement*** portion of an amount to be refunded during the **[Build File of Refunds Due]** step, if your site is set up[i] to calculate refund interest. Refund interest is ***not*** automatically calculated when **[Adding an Override Refund]** via the steps menu or using the **[Add Refund]** button on the **Maintain Work File** screen.

To allow the collector to selectively remove refund amounts, **ADMINS** updated the **[Maintain Work File]** screen to allow any selected refund amount (including interest) to be changed to zero.

Figure 2 Before–an interest amount of $101.70 is shown for Q4 Refund Interest

To remove an amount, position the cursor in the field with the amount to be removed, and either type a zero in the field or use {spacebar} | {enter} to remove the amount.

Figure 3 After – the Q4 Refund Interest amount has been removed from the work file

Please refer to **RC–910 Refunds** for a thorough discussion of the refunds process.

2. REPLACING A BANK/Inactivating A Bank Code [Instructions]

To inactivate a bank code, for example when changing to a new bank, go to **Ledgers ▶ Account Maintenance ▶ Bank Codes**, select the code for the bank to inactivate, and select **Actions ▶ Inactivate Bank**.

2.1. Ledgers ▶ Account Maintenance ▶ Bank Codes

Figure 4 Inactivate a bank on the Bank Code table

2.2. User Profile Screen (Multiple Tabs per User)

Go to the **System ▶ User Menu ▶ User Profile ▶** to set the Default Bank for users to something other than the old bank: *(If there is no bank on the user, leave it blank so that it will "fall through" and use the system default).*

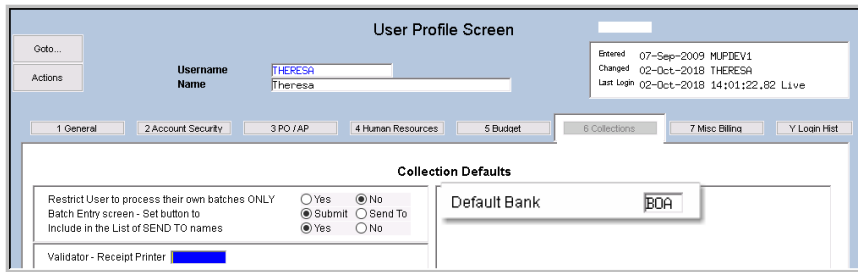### 2.2.1.   User Profile Screen ▶ [6 Collections] Tab

Figure 5 Collection Tab of the User Profile Screen

2.2.2.   User Profile Screen ▶ [7 Misc Billing] Tab

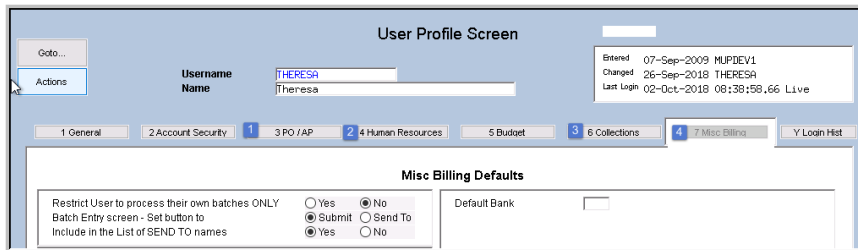**Figure 6 Miscellaneous Billing default bank for each user on the User Profile screen**

2.3.   System ▶ Department Group Profile Tab

System ▶ Department Group Profile ▶ Collections *(for any departments that do Treasury Receipts Imports)*
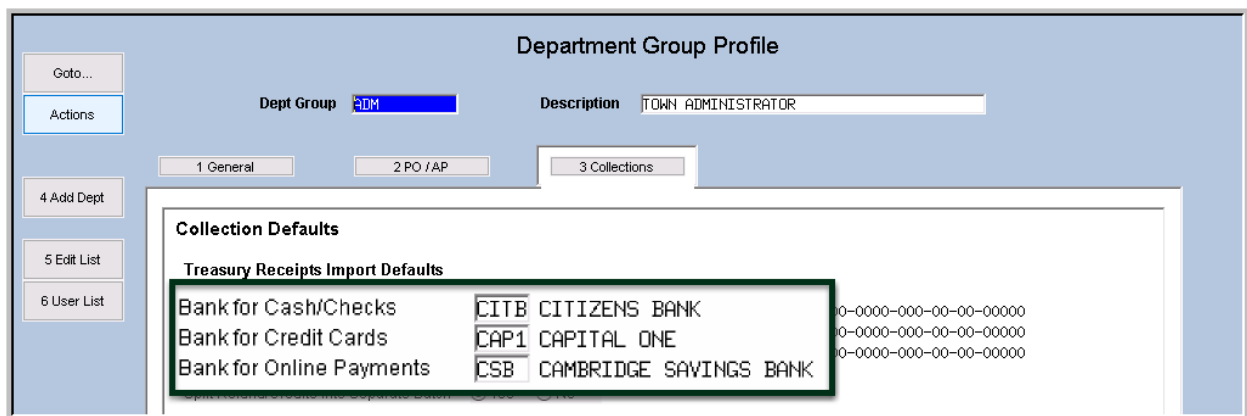**Treasury Receipts Import Defaults** section:

Figure 7 Three banks – for Cash/Checks, Credit Cards, and Online payments may be specified per department

2.4. Module Control #4003 for Treasury Collections Batches

Figure 8 Collections ▶ Module Maintenance ▶ Module Control

2.5. Module Control #11002–Default Bank for Miscellaneous Billing

Figure 9 Miscellaneous Billing ▶ Module Maintenance ▶ Module Control

[ADM-AUC-AP-908]

3. REPORTS

Write off of under and over payments does not impact cash. These transactions will no longer appear on the **4101 Cash Activity** report.

[TOC-SUP-SAPLAUC-2942]

4. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the **ADMINS** team is enthusiastically working on a **"User Favorites"** feature to be implemented in the coming months.

4.1.   Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with **AUC**, a **"Favorites"** screen is in development. This screen may be set as the user's home screen that is displayed when accessing **AUC**.
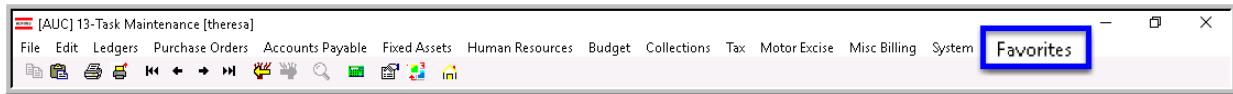
Figure 10 Select Favorites ▶ User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen.The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.
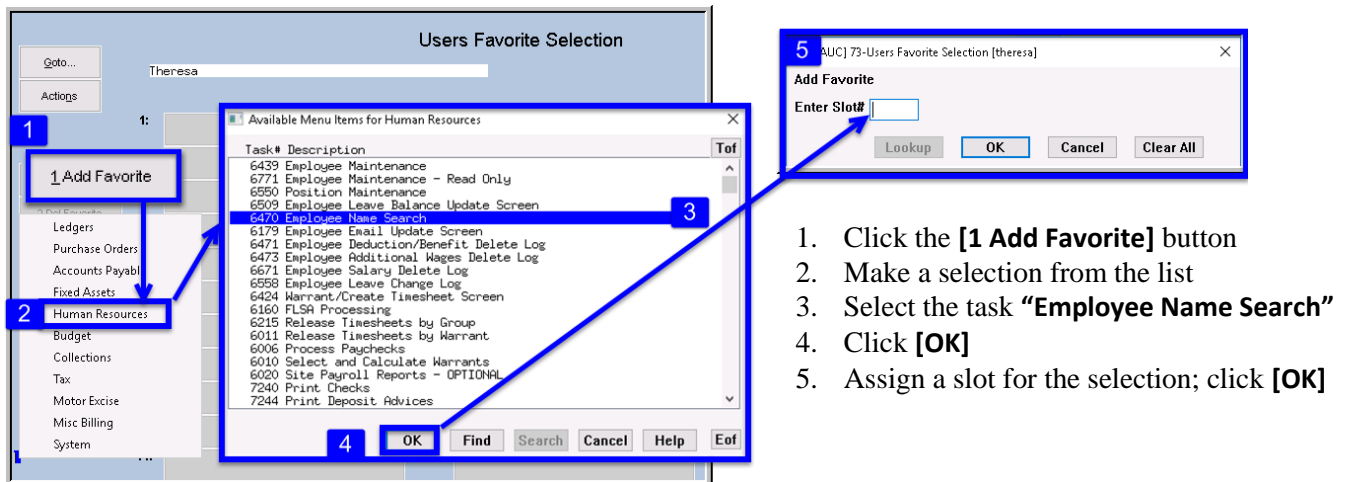
1. Click the **[1 Add Favorite]** button
2. Make a selection from the list
3. Select the task **"Employee Name Search"**
4. Click **[OK]**
5. Assign a slot for the selection; click **[OK]**

Figure 11 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

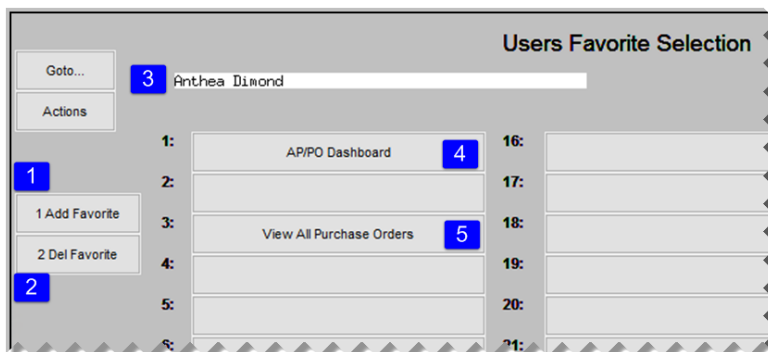1. The **[1 Add Favorite]** button displays a menu of available tasks
2. The **[2 Del Favorite]** button allows the removal of a favorite from a slot
3. The user's name as entered in the user profile screen
4. A favorite task in slot #1
5. A second favorite task in slot #3

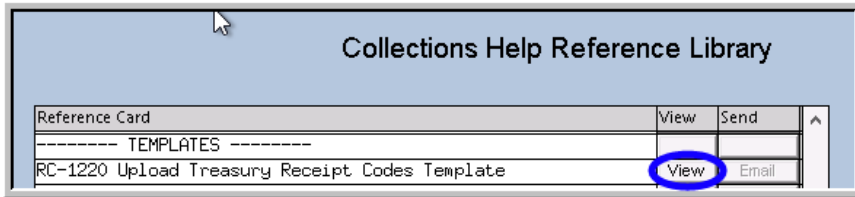**Figure 12 A user's selections**

[ADM-AUC-SY-8067]
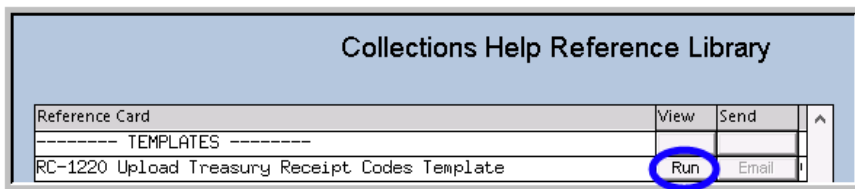
5. HELP REFERENCE LIBRARY

Figure 13 Before

The button label on the **RC–1220 Upload Treasury Receipt Codes Template** was changed from **[View]** to **[Run]** to make all template buttons within the Help Reference Libraries consistent.

Figure 14 After

[ADM-AUC-DOC-156]

5.1.　New or Updated Documents

- REFUNDS　　　RC–910 Refunds　　　　　　　　　　　　　　　　　　　　[Updated]
- TABLES　　　　RC–1510 Implementing a New Bank Account　[Updated & New to this Library]
- SYSTEM　　　　RC–1910 System Administration Kit　　　　　　　　　　[Updated]

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[i] See RC–910 Refunds for more information.