REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2019

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

CONTENTS

1. PAYMENTS

On the **Lockbox Batch History** screen when sorting by the first column, **TYPE**, prior to the software update, when entering the type code, the system would display the *last* record of that lockbox type. This has been fixed and now the system will display the *first* record of the lockbox type.

Select **Collections ▶Payments ▶ Lockbox Batch History Inquiry** to access the screen.

	Type	Batch Date	Batch	User Batch	User	Posted On	Upload Total	Deposit Date	Pay-Trx Date	Upload File
	TXUB	06-Dec-2018	TXU29	LRC1206650	CWINTERS	07-Dec-2018	1412.98	06-Dec-2018	06-Dec-2018	UNIPAY
	TXUB	03-Dec-2018	TXU29	LRC1203643	LGENTILE	04-Dec-2018	1053.56	03-Dec-2018	03-Dec-2018	UNIPAY
	TXUB	02-Dec-2018	TXU29	LRC1202636	LGENTILE	03-Dec-2018	250.00	02-Dec-2018	02-Dec-2018	UNIPAY
	TXUB	28-Nov-2018	TXU29	LRC1128627	LGENTILE	29-Nov-2018	871.98	28-Nov-2018	28-Nov-2018	UNIPAY
	TXUB	26-Nov-2018	TXU29	LRC1126621	LGENTILE	27-Nov-2018	1100.00	26-Nov-2018	26-Nov-2018	UNIPAY
	TXUB	25-Nov-2018	TXU29	LRC1125618	LGENTILE	26-Nov-2018	916.74	25-Nov-2018	25-Nov-2018	UNIPAY
	TXUB	20-Nov-2018	TXU29	LRC1120615	LGENTILE	21-Nov-2018	250.00	20-Nov-2018	20-Nov-2018	UNIPAY
	TXUB	18-Nov-2018	TXU29	LRC1118608	LGENTILE	19-Nov-2018	2000.00	18-Nov-2018	18-Nov-2018	UNIPAY
	TXUB	15-Nov-2018	TXU29	LRC1115605	LGENTILE	16-Nov-2018	3070.64	15-Nov-2018	15-Nov-2018	UNIPAY
	TXUB	14-Nov-2018	TXU29	LRC1114602	LGENTILE	15-Nov-2018	6137.23	14-Nov-2018	14-Nov-2018	UNIPAY

Goto...

Actions

Lockbox Batch History Inquiry

[ADM-AUC-RC-8447]

2. REPORTS
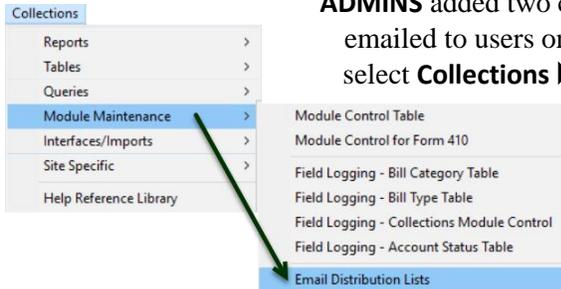
ADMINS added two columns to the **Unposted Collection Batches** report, which is emailed to users on the **COLLECT** email distribution email list. To view the list, select **Collections ▶ Module Maintenance ▶ Email Distribution Lists**.

This report is generated during the daily overnight job. The report now includes a **Submit Date** column and a **Number of Transactions** column. This will assist in understanding which batches require action. Adjustment batches can net to zero, yet still have transactions. The **No.Trx** column displays the actual number of transaction within the batch, allowing more informed decision-making on if a batch needs to be removed despite the expected and entered amounts being zero. An example is shown in **Figure 1**.

	Batch #	Entered_By	Entered_On	RevenueDate	Expected Amt	Entered_Amt	Batch Type	Submit Date	No.Trx
2	080614TRAN		8/6/2014	8/6/2014	700.00	700.00	Receipt		2
8	751	ANTHEA	2/5/2019	4/1/2019	0.53	0.53	Adjustment		1
9	752	LUANN	2/7/2019	2/7/2019		6,992.41	Receipt		110
10	757	WENDY	2/14/2019	2/14/2019	5.00	5.00	Adjustment		1
11	758	THERESA	2/22/2019	2/22/2019	1,000.00	842.63	Receipt		1
12	760	THERESA	2/25/2019	2/25/2019	9,121.00	9,121.00	Receipt		16
13	763	ANTHEA	3/15/2019	3/15/2019	222.00	222.00	Receipt		1
31	806	WENDY	6/28/2019	6/28/2019	40.00		Adjustment		2
32	809	THERESA	7/5/2019	7/5/2019	25,220.00	25,220.00	Receipt		5
33	810	ANTHEA	7/10/2019	7/10/2019			Adjustment		4
34	811	ANTHEA	7/10/2019	7/10/2019		500.00	Receipt		3
35	813	WENDY	7/16/2019	7/16/2019	350.00	350.00	Receipt		2
36	815	THERESA	7/23/2019	7/23/2019	2,000.00	200.00	Receipt		1
37	816	ANTHEA	8/8/2019	8/9/2019	500.00	500.00	Receipt		4
38	817	ANTHEA	8/27/2019	8/27/2019		520.00	Receipt		2
39	820	THERESA	9/3/2019	9/3/2019	235.00	235.00	Receipt	11/11/2019	1
40	821	THERESA	10/1/2019	10/1/2019	-15.00	-15.00	Adjustment		2
41	822	THERESA	10/1/2019	10/1/2019	-15.00	-15.00	Adjustment		2
42	823	THERESA	10/1/2019	10/1/2019	-30.00	-30.00	Adjustment		4

Figure 1 Unposted Batch Overnight Report

[TOC-SUP-SAPLAUC-3049]

2.1. Excel® Reports [Enhancement]

Users frequently ask for assistance to re-run an **Excel®** report – and provide an image or photocopy sample that was produced around the same time last year.

To help

support@admins.com staff provide quicker answers, many **AUC Excel®** reports will now include the <mark>report number and name</mark> in the upper left corner of the report, similar to what is shown on reports run as **Print/Preview/PDF®. ADMINS** also now includes the <mark>*username*</mark> at the bottom right of the reports.

To see this information while working on the **Excel®** spreadsheet, select **View ▶ Page Layout** view.

This information is also available on the **preview or printed Excel®** output.

[ADM-AUC-SY-8133]

3. QUERIES

The reprint bill will display a pop up notice when attempting to reprint an exempt bill and the **[Y Parcel/Acct Notes]** screen was improved to provide more descriptive information.

3.1. Reprint Bill [Enhancement]

Bill reprints are available from the **Collections ▶ Queries ▶ Bill Query** screen.

Sometimes a user tries to reprint an exempt bill or a property for which no amounts were billed.

ADMINS will now display a message that a "**Bill with no amounts cannot be Printed or E-mailed**".

[ADM-AUC-RC-8450]

3.2.   Notes Fields ▶[Y Parcel/Acct Notes] [Enhancement]

ADMINS added descriptive text on the screen to signify that the notes fields are **"Read Only"** and directing the user to where notes may be added or edited. If there are no notes for a given field, clicking on the button will do nothing. Go to the **Tax ▶ Maintenance ▶ * Update** screens to add notes. Select **Collections ▶ Queries ▶ Bill Payment ▶ [Y Parcel/Acct Notes]** to see this enhancement.
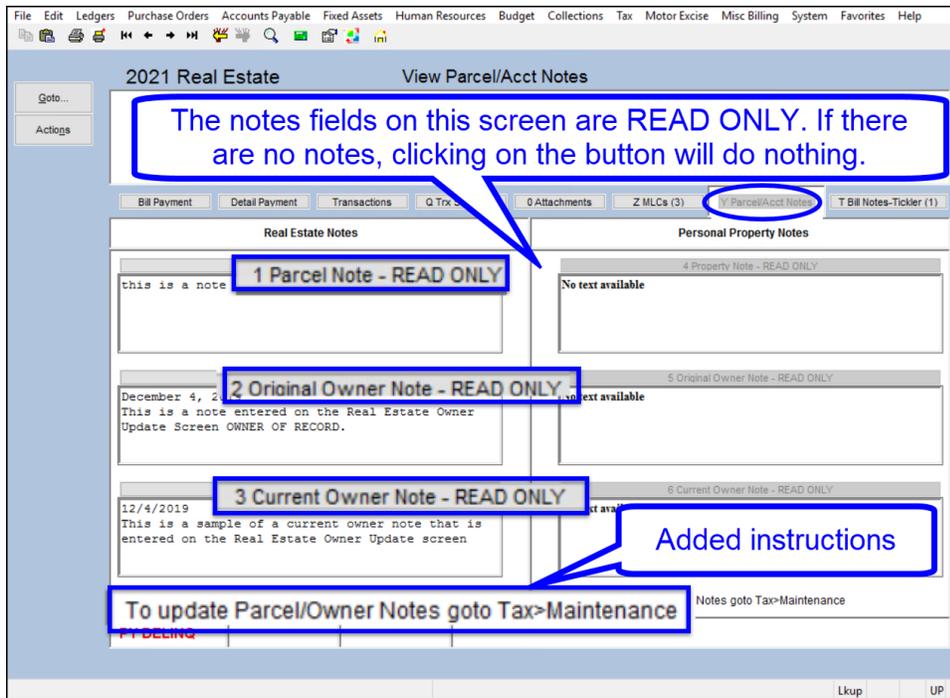
<div align="right">[ADM-AUC-RC-8453]</div>

4. TREASURY RECEIPTS

ADMINS added a new process for uploading receipts from a spreadsheet, corrected the date on the existing **Treasury Receipt Edit List** and **Posting Report,** and fixed an error when adding Treasury Receipt Codes.

4.1.   Adding New Codes [Fix]

Sorting by a column other than **"Year"** can make it easier when adding new Treasury Receipt codes. Prior to the software update, if a column other than the **"Year"** column was selected, and a new code was added, the display would not move to the new record.
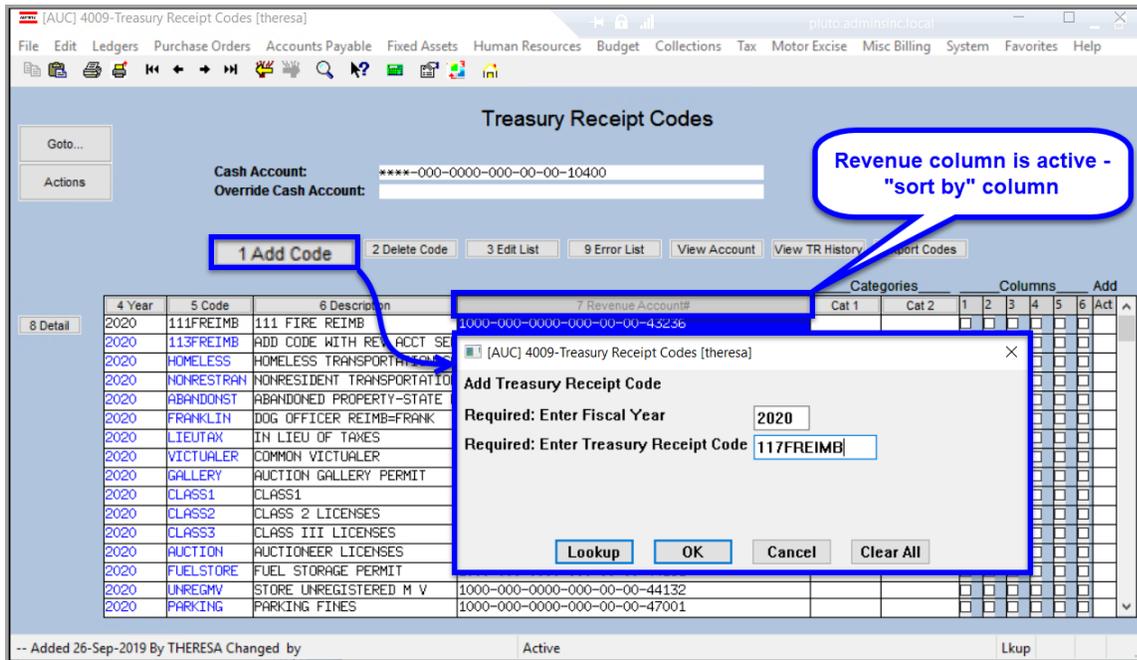
Figure 2 Adding a new Treasury Receipt Code

Now, when adding a new code, regardless of what column is selected for sorting, the code will be shown at the top of the display screen.
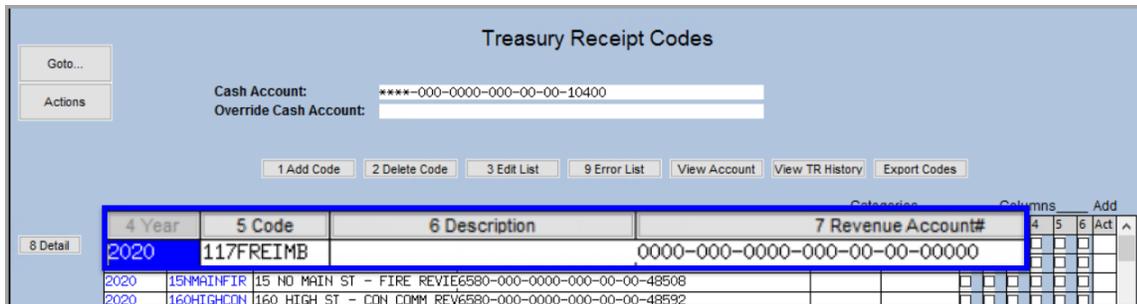
4.2. Treasury Receipt Edit List GL Effective Date [Fix]

ADMINS allows posting treasury receipts to the general ledger using either **[T]ransaction Date** or **[D]eposit Date**. This change only affects sites that post by *Transaction* date. **Module Control # 4031 Date Used for Posting to Ledger – Transaction Date or Deposit Date** controls the option. View or edit the value by selecting **Collections ▶ Module Maintenance ▶ Module Control ▶ #4031.**

ADMINS fixed report issues with incorrectly displaying the date if the site posted by *Transaction* date. While the transactions posted correctly to the GL with the *Transaction* date, the **Collections Edit List** and the **Posting Report** were inaccurately showing the GL effective date as the deposit date instead of the transaction date.

Figure 3 Treasury receipt batch with multiple transaction dates

To illustrate, **Figure 3** shows five transactions. The batch **Pay-Trx Date** ① is the *default* transaction date; however, the date for each transaction ② may be entered, overriding the default. **Module Control # 4031** is "T".
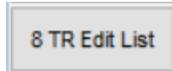
Use the **[8TR Edit List]** button on the Treasury Receipt Batch screen to produce the report shown in **Figure 4**.

Figure 4 Treasury Receipt Edit List shows the transaction dates that will be used in the GL posting

The Submit, Restore and Posting reports include a legend showing how the batch will post. **Pay Date** is shown if the module control value is set to "T"; **Deposit Date** is shown if the value is set to "D".

Figure 5 The Post Receipts report reflects the transaction dates for the GL posting

Use the **[6 Post Batch]** button on the Treasury Receipt Batch screen to produce the report shown in **Figure 5**.

Figure 6 The GL Posting shows the correct dates

The corrected reports were installed on sites in late October. The correction is described here to document the changes to the reports.

[PEP-SUP-SAPLAUC-357]

4.3. Upload Treasury Receipts from Template [Enhancement]
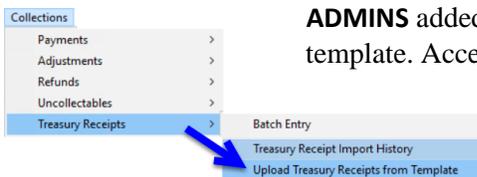
ADMINS added a process to allow treasury receipts to be uploaded via a standard template. Access the import process by selecting **Collections ▶ Treasury Receipts ▶ Upload Treasury Receipts from Template**. To accompany the feature, **ADMINS** added a new screen to view the history of uploaded treasury receipt batches.

Access the history screen by selecting **Collections ▶ Treasury Receipts ▶ Treasury Receipt Import History.** Detailed information on the new process is in the **Collections ▶ Help Reference Library ▶ Treasury Receipts ▶ #1375 Upload Treasury Receipts Via a Template** document.

[ADM-AUC-TR-92]

5. HELP REFERENCE LIBRARY

5.1.   New or Updated Documents

- TREASURY RECEIPTS   RC–1375 Upload Treasury Receipts Via a Template   [New]
- SYSTEM   RC–1910 System Administration Kit   [Updated]