



# REVENUE COLLECTIONS

## RELEASE NOTES – DECEMBER 2019

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

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### 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.

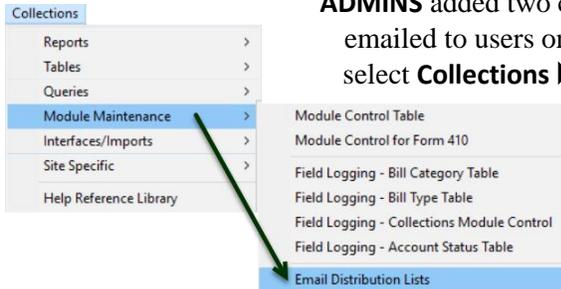
Select **Collections ▶ Payments ▶ Lockbox Batch History Inquiry** to access the screen.

Lockbox Batch History Inquiry										
Type	Batch Date	Batch	User Batch	User	Posted On	Upload Total	Deposit Date	Pay-Trx Date	Upload File	
TXUB	06-Dec-2018	TXU29	LRC1206650	CHINTERS	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	

[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**.

Email Distribution Lists			
Distribution Code	COLLECT	Daily Email of Unposted Collection Batch	<input checked="" type="checkbox"/> System Default Distribution List
User Name	Full Name	Email Address	Status
LUANN	LuAnn Moore	luann@admins.com	Active
MURDEV1	ADMINS, Inc. [Support]	support@admins.com	Active
PHIL	Paul Pedro	paul@admins.com	Active
WENDY	Wendy Tarantola	Wendy@admins.com	Active

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
080614TRAN		8/6/2014	8/6/2014	700.00	700.00	Receipt		2
751	ANTHEA	2/5/2019	4/1/2019	0.53	0.53	Adjustment		1
752	LUANN	2/7/2019	2/7/2019		6,992.41	Receipt		110
757	WENDY	2/14/2019	2/14/2019	5.00	5.00	Adjustment		1
758	THERESA	2/22/2019	2/22/2019	1,000.00	842.63	Receipt		1
760	THERESA	2/25/2019	2/25/2019	9,121.00	9,121.00	Receipt		16
763	ANTHEA	3/15/2019	3/15/2019	222.00	222.00	Receipt		1
806	WENDY	6/28/2019	6/28/2019	40.00		Adjustment		2
809	THERESA	7/5/2019	7/5/2019	25,220.00	25,220.00	Receipt		5
810	ANTHEA	7/10/2019	7/10/2019			Adjustment		4
811	ANTHEA	7/10/2019	7/10/2019		500.00	Receipt		3
813	WENDY	7/16/2019	7/16/2019	350.00	350.00	Receipt		2
815	THERESA	7/23/2019	7/23/2019	2,000.00	200.00	Receipt		1
816	ANTHEA	8/8/2019	8/9/2019	500.00	500.00	Receipt		4
817	ANTHEA	8/27/2019	8/27/2019		520.00	Receipt		2
820	THERESA	9/3/2019	9/3/2019	235.00	235.00	Receipt	11/11/2019	1
821	THERESA	10/1/2019	10/1/2019	-15.00	-15.00	Adjustment		2
822	THERESA	10/1/2019	10/1/2019	-15.00	-15.00	Adjustment		2
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]

Bill-Year	Total-Fees	Real Estate	Tax Deferral	Motor Excise	Personal Proper	Tax Title
2018	15.00	15.00	0.00	0.00	0.00	0.00
Demand	15.00	15.00	0.00	0.00	0.00	0.00
** Grand Total **	15.00	15.00	0.00	0.00	0.00	0.00

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](mailto:support@admins.com) staff provide quicker answers, many **AUC Excel®** reports will now include the **report number and name** 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 **username** at the bottom right of the reports.

4642-RCFEESUMREP

Town of Admins  
Fee Payment Summary

Bill Year	Total Fees	Real Estate	Tax Deferral	Motor Excise	Personal Proper	Tax Title
2019	15.00	15.00	0.00	0.00	0.00	0.00
Demand	15.00	15.00	0.00	0.00	0.00	0.00
** Grand Total **	15.00	15.00	0.00	0.00	0.00	0.00
Selection Criteria						
Select Pay Dates: 01-Jan-2019 to 31-Dec-2019						

Page 1 of 1 Printed 12/11/2019 at 3:06 PM

By: THERESA

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.

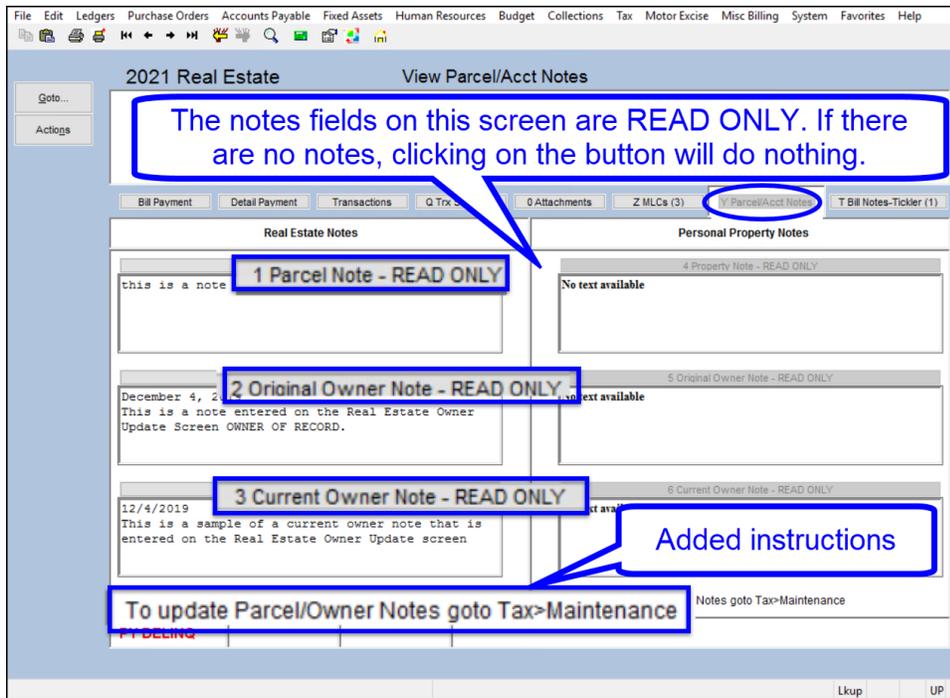
**ADMINS** will now display a message that a **“Bill with no amounts cannot be Printed or E-mailed”**.

[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.



[ADM-AUC-RC-8453]

## 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.

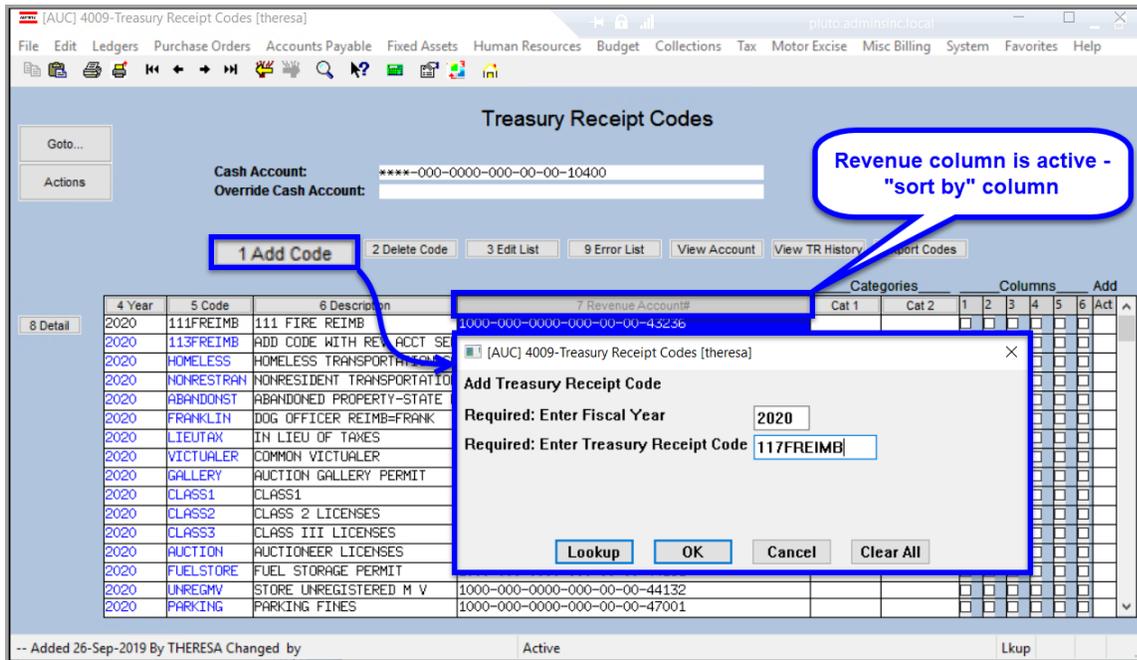
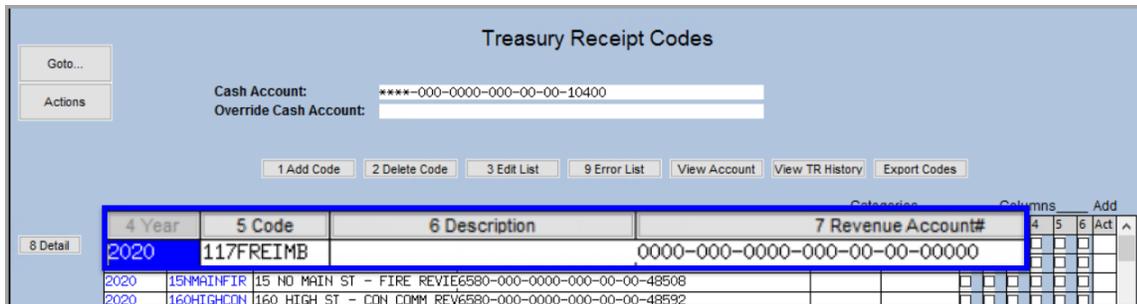


Figure 2 Adding a new Treasury Receipt Code

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]

Module Control Table			
Seq#	Description	Answer	Buttons
4031	Date Used for Posting to Ledger - Transaction Date or Deposit	T	

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**.

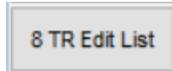


ADMINS fixed report issues with incorrectly displaying the date if the site posted by **Transaction** date. While the transactions posted correctly to the GL with the **Transaction** date, the **Collections Edit List** and the **Posting Report** were inaccurately showing the GL effective date as the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

Year	Trx Date	Code	Account Number	Note	Qty	Amount Received
2020	06-Dec-2019		0000-000-0000-000-00-00000		1	
2020	06-Dec-2019		6580-000-0000-000-00-48665		9	900.00
2020	06-Dec-2019		6580-000-0000-000-00-48454		1	65.00
2020	30-Nov-2019		6580-000-0000-000-00-48601	tr date default o150	1	6000.00
2020	06-Dec-2019		6580-000-0000-000-00-48592	tr date set on tr1	1	20.00
2020	06-Dec-2019		6580-000-0000-000-00-48508	trx date default 1	1	15.00

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".

Figure 3 Treasury receipt batch with multiple transaction dates



Use the [8TR Edit List] button on the Treasury Receipt Batch screen to produce the report shown in **Figure 4**.

Batch#	Trx#	Year	Date	Account#	Note
15NMAINFIR	15	NO MAIN ST			
861	1902961	2020	06-Dec-2019	6580-000-0000-000-00-48508	15 NORTH MAIN ST - default trx date
160HIGHCON	160	HIGH ST -			
861	1902962	2020	06-Dec-2019	6580-000-0000-000-00-48592	160 HIGH ST - CON C trx date 11/30 override
160HIGHDPW	160	HIGH ST -			
861	1902966	2020	30-Nov-2019	6580-000-0000-000-00-48622	160 HIGH ST - DPW default trx date

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

Selection Legend:

Sort By: User Batch#  
Total By: Fund & Dept

Post By: Pay Date

Message Legend

D-Batch Date & Trx Date Mismatch

Selection Legend:

Sort By: User Batch#  
Total By: Fund & Dept

Post By: Deposit Date

Message Legend

D-Batch Date & Trx Date Mismatch

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".



6 Post Batch

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

4012-RCREP:RCRECPST.REP Printed 06-Dec-2019 at 09:59:12 by THERESA

Town of Admins  
Post Receipts

Batch In Balance Will Post

Batch# : 860  
GL Posting# : 8869895  
Entered : \$ 7,000.00  
Expected : \$ 7,000.00

Deposit Date : 04-Dec-2019  
Pay Trx Date : 06-Dec-2019  
GL Effective Date : 06-Dec-2019  
Batch Notes :

Batch#	Trx#	Year	Date	Account#	Note
860	1902956	2020	06-Dec-2019	FIR 6580-000-0000-000-00-48508	15 NORTH MAIN ST - trx date default to ba
860	1902957	2020	06-Dec-2019	CON 6580-000-0000-000-00-48592	160 HIGH ST - CON C tr date set on trx 11/
860	1902958	2020	30-Nov-2019	6580-000-0000-000-00-48601	160 HIGH ST LOTS 1 tr date default on bat
860	1902959	2020	06-Dec-2019	6580-000-0000-000-00-48654	20 WILLIAM WAY - UP
860	1902960	2020	06-Dec-2019	6580-000-0000-000-00-48665	24 WILLIAM WAY LOT

\*\*\* Total: Fund 6580  
\*\*\* Report Grand Total  
\*\* Grand Totals \*\*

Selection Legend:  
Sort By: User Batch#  
Total By: Fund  
Post By: Pay Date  
Report in: Detail

D-Batch Date & Trx Date Mismatch

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

1119-GLTRNPST.REP Printed 06-Dec-2019 at 10:00:44 by THERESA

Town of Admins  
GL Transaction Posting Report (by Batch)

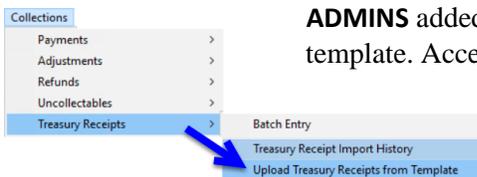
FY	Posting Ctrl #	UsrBatch#/ Post #	Date TR#	Refer #	Code Account / Notes	Description
2020	141508	860 8869895	06-Dec-2019	06	DP01 6580-000-0000-000-00-10400 trx date default to batch	CASH, TOWN ENGINEERI
2020	141508	860 8869895	06-Dec-2019	00	DP01 6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
2020	141508	860 8869895	06-Dec-2019	09	DP01 6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
2020	141508	860 8869895	06-Dec-2019	07	DP01 6580-000-0000-000-00-10400 tr date set on trx 11/30	CASH, TOWN ENGINEERI
2020	141508	860 8869895	30-Nov-2019	08	DP01 6580-000-0000-000-00-10400 tr date default on batch	CASH, TOWN ENGINEERI
2020	141508	860 8869895	06-Dec-2019	07	DP01 6580-000-0000-000-00-39100 tr date set on trx 11/30	REVENUE
2020	141508	860 8869895	06-Dec-2019	00	DP01 6580-000-0000-000-00-39100	REVENUE
2020	141508	860 8869895	30-Nov-2019	09	DP01 6580-000-0000-000-00-39100	REVENUE
2020	141508	860 8869895	30-Nov-2019	08	DP01 6580-000-0000-000-00-39100	REVENUE
2020	141508	860 8869895	06-Dec-2019	06	DP01 6580-000-0000-000-00-39100 tr date default on batch	REVENUE

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]

Figure 6 The GL Posting shows the correct dates

### 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]