



REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2021

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

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1. BATCH ENTRY [Enhancement]

ADMINS changed the rules for duplicate batch numbers, enhanced error checking when posting batches, and improved the Detail Batch Notes screen.

1.1. Duplicate Batch Numbers Not Allowed [Enhancement]

Collections ▶ Payments ▶ Batch Query

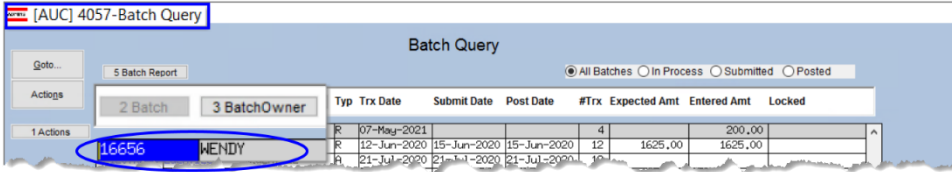


Figure 1 Batch #16656 exists and is owned by the user “Wendy”

When creating a payment batch, the system will prompt for a batch number as shown in Figure 2 (which if left blank will generate a unique number).

Collections ▶ Payments ▶ Batch Entry ▶

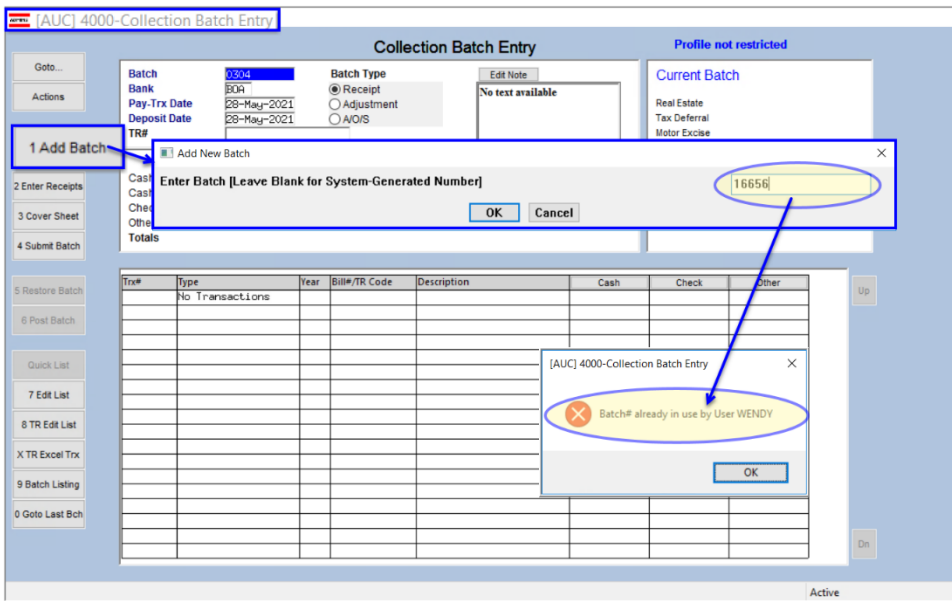


Figure 2 Attempting to use a duplicate batch number

Prior to the software update, a duplicate batch # could be created if the pre-existing batch were owned by another user.

ADMINS changed this so that the system will not allow any duplicate batch #'s regardless of the owner of the batch.

Another user attempting to create a batch with the same number will see the message:

“Batch# already in use by User WENDY”.

[ADM-AUC-RC-8511]

1.2. Posting Batches [Enhancement]

During posting receipt batches, if there are errors in the batch, the posting process will be stopped, and the error report will be displayed. Once the errors are fixed, the posting can be rerun.



TedRE - Receipt_GLPosting_Errors

4103-RC_GLTRNSFERR.REP Printed 20-May-2021 at 08:02:11 by WENDY City of ADMINS Page 1

Treasury Receipt GL Posting Error Report

The following Batches were not posted. A single error in a batch causes the whole batch not to post.

FY	UserBatch#	Date	Refer #	Code Account / Notes	Description	Budget/BegBal	Debit	Credit	Encumbrance	Budget Adj	Err
2021	8882735	20-May-2021	2134795	DP01 7590-000-0000-000-00-10400	CASH, CONSV/PLAN BD		250.00	250.00			
2021	8882735	20-May-2021	2134795	DP01 7590-000-0000-000-00-39100	REVENUE, CONSV/PLAN						
					BALANCE SHEET		250.00	250.00			
2021	8882735	20-May-2021	2134795	DP01 7590-000-0000-000-00-48609	HILLSIDE ESTATES STO			250.00			I
					SUBSIDIARY LEDGER						
*** Total *** User Batch: 1001							250.00	500.00			
*** Grand Total *** #Transactions: 3 #Errors: 1							250.00	500.00			

Error Description

- N Null Account #
- F No Matching COA
- I **Inactive Account**
- A No User Access
- C Account# Fund Closed
- P Fiscal Period Closed
- D Invalid Period Date for FY and Fund
- S Summary Account
- U Unbalanced Batch

*Note: If Unbalanced Batch check Treasury Receipt Codes
One or more of the Balance Sheet Accounts Missing

GL Posting Error Report

Please Review Report
Batch Did Not Post

OK

[ADM-AUC-RC-8512]

1.3. Detail Notes Screen

Collections ▶ Batch Entry ▶ [Enter Receipts] ▶ [Bill Payment] ▶ [T Bill Notes/Tickler]

[AUC] 4149-View Notes/Tickler

2014 Real Estate View Notes/Tickler

Bill# 001003-00 Year 2014

Owner BRIDGES, LAURE

Location FARM ST

Account 0002 -0003 -0000

Parcel 0002 -0003 -0000

9 Add A Note

8 Edit Note

9 Delete Note

Unused column

To delete an existing note required editing the note, removing all the text, and then deleting the note.

Date	Time	Entered By	Note	Remind?	Remind On?	Remind Who?	Remind Sent	Buttons
28-May-2021	11:55:56.	THERESA		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		8 Edit Note 9 Delete Note
	00:00:00.	CONVERT		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Figure 3 Before – the View Notes/Tickler screen

The screen was reformatted to make it easier to use. An unused column was removed between the “Note” and “Remind” columns.



When the [9 Add A Note] button is clicked, the editor opens automatically so the note can be easily entered. See Figure 4.

1.3.1. Adding a Note

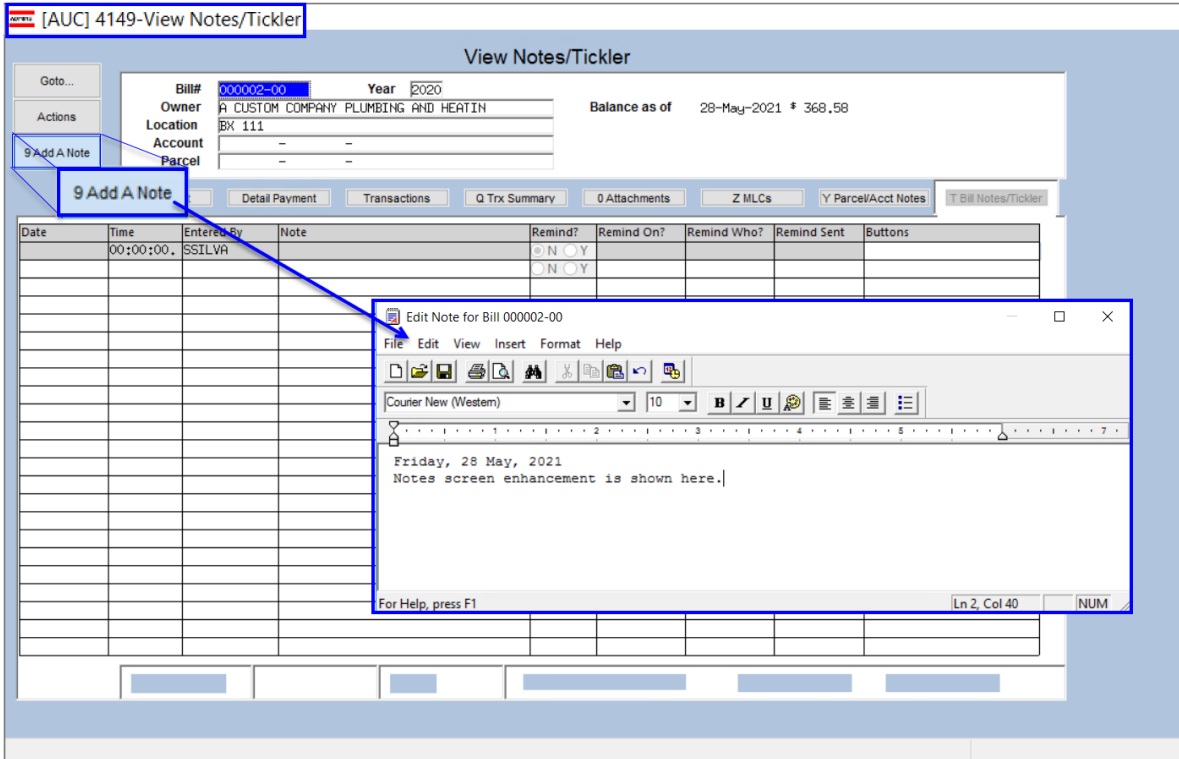


Figure 4 Adding a Note is easier – click on save after entering the text

1.3.2. Deleting a Note

The [9 Delete], and [0 Email] buttons on each line were also improved. No need to edit the text within an existing note and delete it for the [9 Delete] button to be available. Notes may also be emailed on demand with the [0 Email] button.

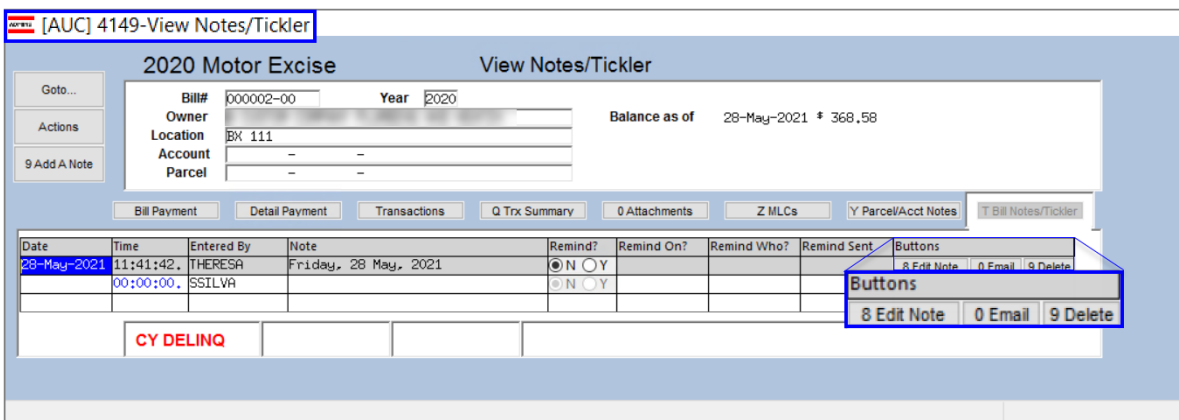


Figure 5 Editing, Emailing, and Deleting an existing note are easier as well

[ADM-AUC-RC-8513]



2. ADJUSTMENTS [Enhancement]

ADMINS added an error check to the adjustment screen that prevents reducing charges on a line to a net negative amount.

Adjustment Entry

Batch 1005 TrxNumber 2134803 Note
 Type 20 Motor Excise Year 2020 Code XX Date 28-May-2021
 Owner of Record Vehicle Details

Cur Int Date	Net Billed	Paid	Cur Balance	Adjust Chg	Adjust Pay	Adjusted Balance
Commit# 01 Tax	265,00	265,00		-260,00		545,00
Commit# 01 Demand	5,00	5,00				5,00
Commit# 01 Warrant.1	10,00	10,00				10,00
Commit# 01 Interest 24-Mar-2020						
	280,00	280,00				
					Demand Warrnt	560,00

The net billed was \$265; no previously posted adjustments or posted deductions were made, resulting in a net Current Balance of \$265.

To adjust a charge, enter a negative amount in the Adjust Chg column. If the entered amount results in a negative for that line, the system will display the error message:

"Cannot Exceed Current Charges"

Check Error
 E4086-Cannot Exceed Current Charges!
 OK

-- Added 28-May-2021 By THERESA Changed 28-May-2021 by THERESA Active

To guard against duplicate adjustments, attempting to adjust the same bill while there is an in-progress adjustment will pop up a message that includes the transaction number of the pre-existing pending adjustment:

[AUC] 4028-Adjustment Entry

! Prior Adjustment for this bill exists. Do you wish to cancel this Add?
 See TrxNumber 2134803

Yes No

Adjustments can be made to charges, payments, or both. Some categories may not allow any adjustments. This is controlled on the Bill Category Table.



[ADM-AUC-RC-8509]

3. TREASURY RECEIPTS [Enhancement]

ADMINS enhanced the Treasury Receipts (TR) module with a new feature that creates a supplemental appropriation (SA) journal entry (JE), added more error checking for a valid cash account on TR Code Setup table, and removed an extraneous posting report by category.



3.1. Automated Supplemental Appropriations for Treasury Receipts

This allows creating an appropriation to an “expense” account of the amount received in the TR module, which reduces the chance of over-expending the expenditure account. This enhancement allows easily tracking the amount that has been spent for each project and helps to ensure that the correct supplemental appropriations are accounted for in the General Ledger.

Municipalities receive monies for contingencies which is entered as a Treasury Receipt (TR) –for example, a construction company provides a performance bond of \$5,000 (the money is usually booked to a “revenue” account).

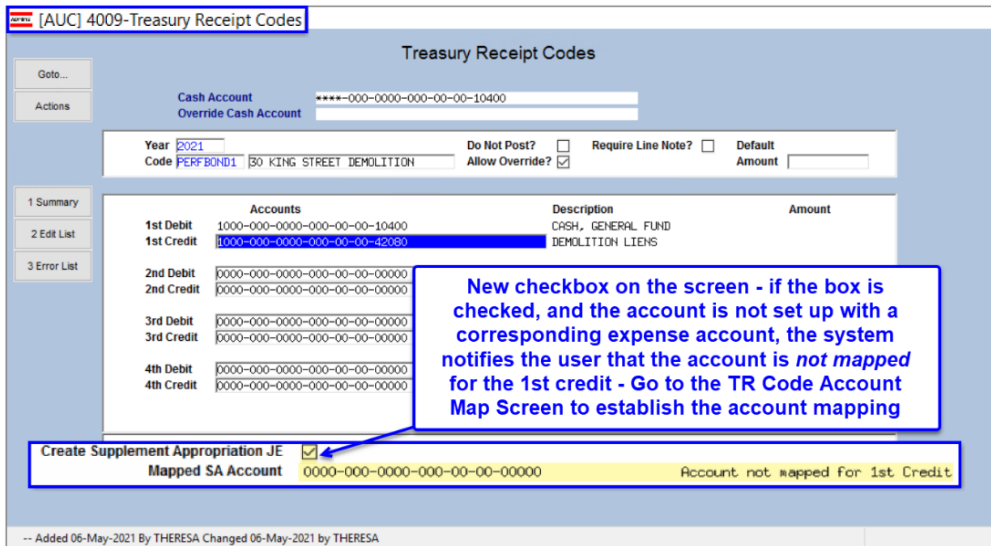
Sites can create a Supplemental Appropriation (SA) journal to an “expense” account for the amount received. The “expense” account is then drawn down as it is used to pay any bills– for example, charges for Permits, Inspections, and such related to project. Prior to the software update, Supplemental Appropriation JEs were created *manually* for the money received.

This new method requires that the TR Code be marked, and an account be entered in the TR Code Account Map screen for the general ledger “expense” account.

3.2. Update the Treasury Receipt Detail Screen with a Checkbox

ADMINS added a checkbox on the **TR Code detail** screen that designates the receipt code when used as one that requires a supplemental appropriation journal. In the example, a code, **PERFBOND1**, is created for a demolition lien. The “revenue”¹ account is entered for the first credit, and the **Create Supplemental Appropriation JE** box is checked. Existing and new codes may be marked.

Once the box is checked, the system will refer to the **Treasury Receipt Account Map**; if the account is mapped, the “Expense” Account will be stamped on the “Mapped SA Account” field; if the 1ST credit account (typically a “revenue” account) is not yet mapped, the system will leave the SA account field blank and display an information message to alert the user to map an



account.²

Figure 6 New Create Supplement Appropriation JE Checkbox and Mapped SA Account field for the PERFBOND1 code

¹ “Revenue” and “expenditure” are in quotes – although 99% of the TR codes use revenue accounts –an Asset or Expenditure account could be used on a TR code or on the Account Map table. The “To” account would most likely be an “expenditure” account but could be a different type–any posting account is allowed.

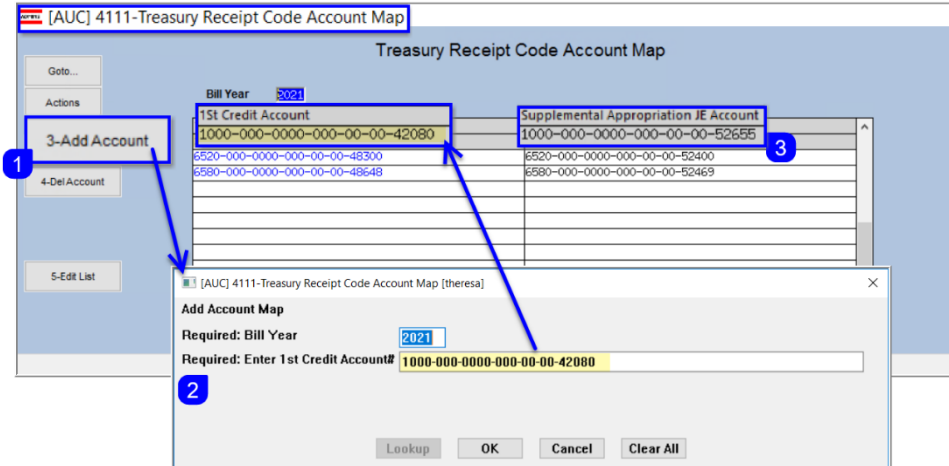
² Sites may choose to use a "blanket" code that does not have a 1st Credit account setup on the TR code screen (which means it will always say not mapped). It could be that the user is required to enter the “Revenue” account on the TR entry screen so that the same code can be used for multiple revenue accounts



3.3. Treasury Receipts Account Map

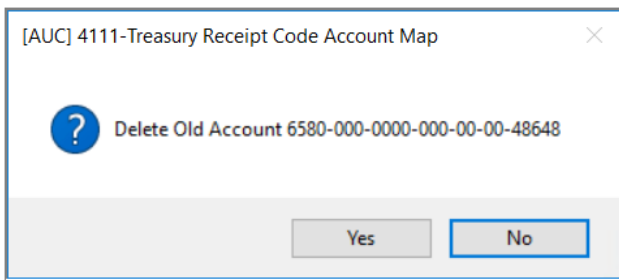
Access the Treasury Receipts Account Map table to map account codes for use when generating automatic Supplemental Appropriation (SA) journal entries based on Treasury Receipts.

Collections ▶ Tables ▶ Treasury Receipt Code Map



Click on **[3 Add Account]**, enter the Bill Year and the 1st Credit Account Number. Once the account is shown on the left side of the table, enter the account to be used for the supplemental appropriation.

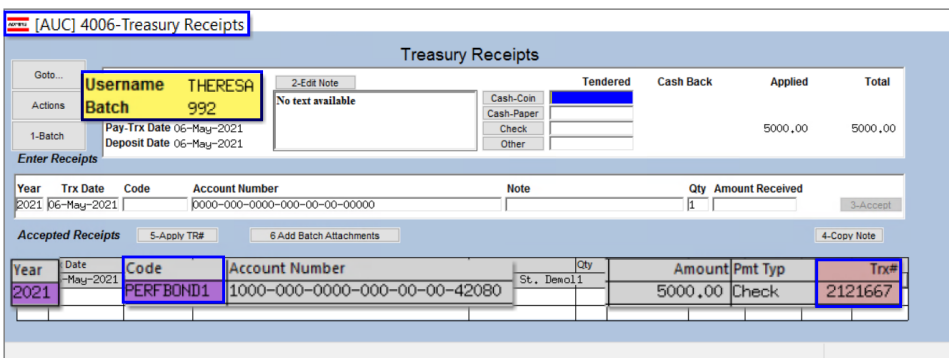
Figure 7 Specifying the account to be used on the Supplemental Appropriation Journal Entry



To delete an existing Credit account, click on the credit account to select it, then click on **[1 Del Account]**. The system will prompt for confirmation. This will not delete the account from the TR Code.

Figure 8 The system prompts for confirmation to delete a mapped account

3.4. Sample Treasury Receipt



This batch contains a single receipt, coded as **PERFBOND1**, the TR code set up in section 3.2 above. The TR code is checked, and an “expense” account is mapped to the “revenue” account, so a supplemental appropriation (SA) journal will be created when the batch is posted.



3.5. Supplemental Appropriation Journal Entry

When the TR posting generates the SA Journal Entry, the journal is assigned to an owner designated in Module Control #4037, who may or may not be the same user creating and posting the batch. As shown, the user “Theresa” created and submitted the batch for \$5000.00, and the journal entry is owned by the user “Anthea”.

3.5.1. Module Control #4037 Determines Who “Owns” the Journal

Seq#	Description	Answer	tons
4037	[CTR] Supplemental Appropriation JE User to receive Batch	ANTHEA	
4040	Transfer batch to supervisor during submit batch process		

If this is blank – it will create the Journal under the username of the person who is running the RC posting and the finance staff will need to transfer it to process the journal.

3.5.2. View / Transfer In – Progress Journals

The resulting supplemental appropriation journal entry as shown in the View / Transfer In – Progress Journals screen:

Ledgers ▶ Journal Entry Processing ▶ View / Transfer In-Progress Journals

4 JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status
24040	28-Apr-2021	SA		ANTHEA			5200.00	Entry Began
24041	28-Apr-2021	SA		ANTHEA			5200.00	Entry Began
24042	04-May-2021	SA		ANTHEA			28000.00	Entry Began
24043	06-May-2021	SA		ANTHEA			5000.00	Entry Began
24044	06-May-2021	SA		ANTHEA			11000.00	Entry Began
24024	11-Feb-2021	BT		HENDY	1000.00	1000.00		Entry Began
24031	03-May-2024	DC		HENDY				Entry Began
24032	03-May-2024	DC		HENDY				Entry Began
24033	03-May-2023	DC		HENDY				Entry Began
24034	03-May-2024	DC		HENDY				Entry Began

4 JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status
24035	27-Apr-2021	SA		ANTHEA				Entry Began
24036	28-Apr-2021	SA		ANTHEA				Entry Began
24037	28-Apr-2021	SA		ANTHEA				Entry Began
24038	28-Apr-2021	SA		ANTHEA				Entry Began
24039	28-Apr-2021	SA		ANTHEA				Entry Began
24040	28-Apr-2021	SA		ANTHEA				Entry Began
24041	28-Apr-2021	SA		ANTHEA				Entry Began
24042	04-May-2021	SA		ANTHEA				Entry Began
24043	06-May-2021	SA		ANTHEA			5000.00	Entry Began
24044	06-May-2021	SA		ANTHEA			11000.00	Entry Began

The journal entry is transferred to user “theresa” to continue illustrating the process. Normally the user to whom the journal is assigned in [module control #4037](#) would process the SA journal.

Figure 9 Transferring an In-Progress Journal

3.5.3. Processing the SA Journal Generated from the Treasury Receipt

A single journal will be created from a receipt posting, which could incorporate multiple receipt batches that are posted at the same time. Select the journal to be processed in the usual manner:



Ledgers ▶ Journal Entry Processing ▶ Enter One Time Journals

Journal #	JE Type	Date	Type	Debits	Credits	# Lines	Status	User	Tot
24043	Supplemental	06-May-2021	Regular	5000.00		1	Entry Began	THERESA	
24030	Regular	01-Sep-2021	Regular			4	Entry Began	THERESA	
24029	Regular	29-Apr-2022	Regular	25.00	25.00	4	Entry Began	THERESA	
24028	Regular	29-Apr-2021	Regular			4	Entry Began	THERESA	
24027	Regular	29-Apr-2021	Regular	500.00	500.00	2	Entry Began	THERESA	
24022	Regular	25-Nov-2020	Regular	131761.95	131761.95	1%	Entry Began	THERESA	

Select the SA journal for processing from the Journals in Progress. Check and post the Journal; the process will stamp line and journal notes which may be added to or edited prior to checking and posting the journal. A posting

report will be produced with information pertaining to the originating Treasury Receipt.

The screenshot shows a 'Journal Posting Report' for journal 24043. A callout box points to the journal line with the text: 'The line notes correlate with the entries highlighted in the TR Batch excerpt shown below'. Another callout box points to the journal note: 'A journal note is included describing the source of the SA Journal'. Below the report is a 'Treasury Receipts' window showing a batch of 992 receipts. A callout box points to the 'Accepted Receipts' table, which includes a receipt with account number 1000-000-0000-000-00-42080, amount 5000.00, and transaction number 2121667.

Figure 10 The Supplemental Appropriations Journal Posting Report as it corresponds to the Treasury Receipt

3.5.4. Transaction History After Posting to the General Ledger

The screenshot shows the 'Transaction History' window for account 1000-000-0000-000-00-52655. A callout box points to the 'Display - Notes' field, stating: 'The transaction history includes the notes from the Journal Entry Line Notes, referencing the TR user, batch, code and as much of the transaction number as will fit'. The notes displayed are: [THERESA-992] [TR:2021-PERFBOND1] [Tx:2121667].

Figure 11 On the SA Journal, the [Display Notes] button provides detail from the originating treasury receipt

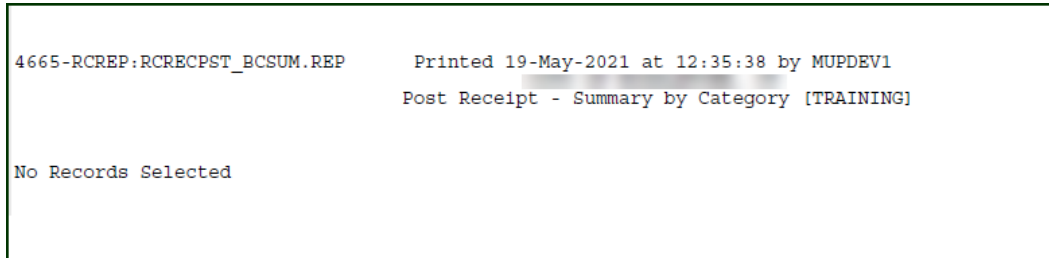
More information is available in Collections ▶ Help Reference Library ▶ Treasury Receipts ▶ RC-1355 Supplemental Appropriation JE from TR.

[BLG-SUP-SAPLAUC-1356]



3.6. Suppressed Report #4665 [Enhancement]

ADMINS suppressed the #4665 Post Receipt – Summary by Category report from the Treasury Receipt batch postings, as it is not relevant to the process and always shows as “No Records Selected”.



[ADM-AUC-RC-8514]

3.7. Error Checking – Report #4044 Treasury Codes Error list

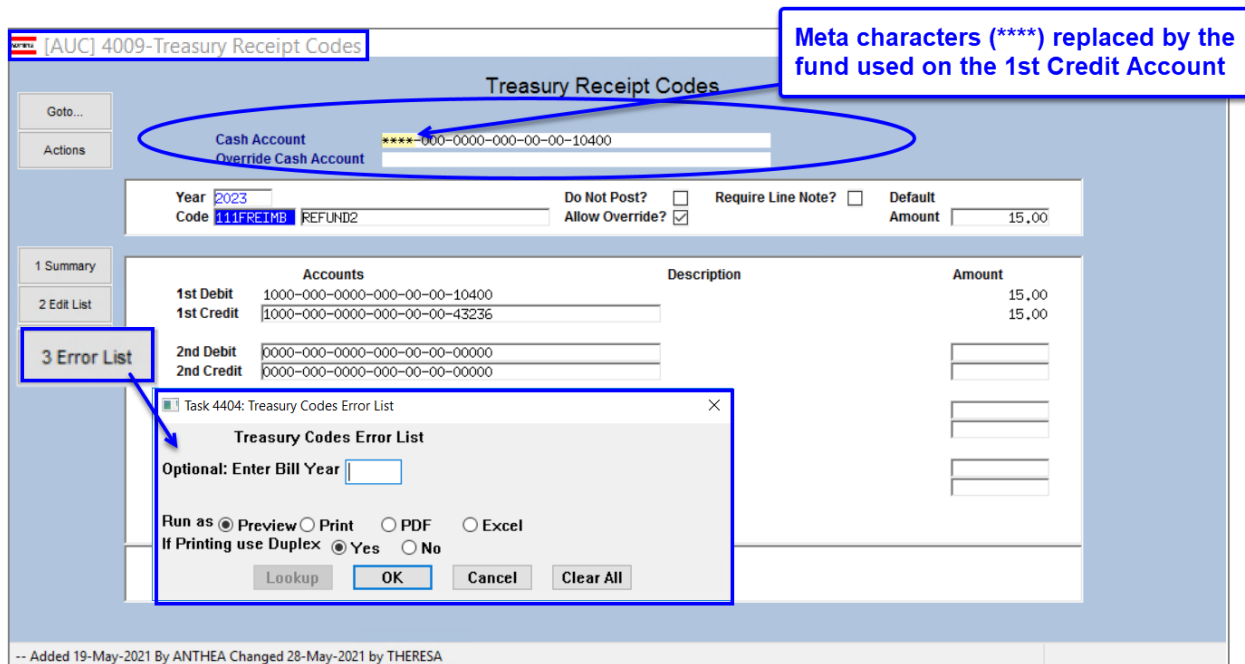


Figure 12 Setting up a Treasury Receipt Code

When the TR Codes are created, the system checks for a valid cash account for the 1st Credit account entered on the TR Code table. In the example shown in Figure 12 the cash account will be constructed using the fund from the 1st credit account as the fund for the cash account (replacing the wildcard characters ****).

Errors will be listed on the #4044 Treasury Receipt Codes Error list.



Year	Code	Description	Account Number	Description	Error Code
2020	118RLTE	Copy of 118RLTE	2717-000-0000-000-00-00-43300		
		Cash Account	2717-000-0000-000-00-00-10400		4
2020	1R	26 PEARL ST RENTAL-METR	0000-000-0000-000-00-00-00000		6
2020	CIADV	COMMIT INT PAID IN ADV	0000-000-0000-000-00-00-00000		
2020	EXPVENADJ	EXPENSE (VENDOR ADJUST/REF/REIM	0000-000-0000-000-00-00-00000		
2020	PEARLEPA	PEARL ST MILL BROWNFIELD EPA GRT	0000-000-0000-000-00-00-00000		
2020	PLANAPPFEE	PLANNING BOARD APPLICATION FEE	0000-000-0000-000-00-00-00000		
2020	REEDRENT	M.J. REED RENTAL	0000-000-0000-000-00-00-00000		
2020	REFUND1	APPROPRIATION REFUNDS	0000-000-0000-000-00-00-00000		
2020	REFUND2	APPROPRIATION REFUNDS	0000-000-0000-000-00-00-00000		
2020	RELEAF	MASS RE-LEAF TREE GRANT	0000-000-0000-000-00-00-00000		
2020	SBADV	SEWER BETT PAID IN ADV	1000-000-0000-000-00-00-42090		
2020	SETB-GRANT	SETB (POL EMERG TRN GR)	0000-000-0000-000-00-00-00000		

6 Cash Account Invalid/Inactive GL Account# Update Chart of Accounts ~ OR ~ Review Bill Category/Control By Account setup

Error Code Legend:

Action:

- Warning: Account# is blank on TR code Update account# on TR code, as needed
- Warning: Status is not Active on TR code Click Actions > Activate record on TR Code
- Error: Bill Category is invalid. Contact ADMINS Support for assistance.
- Account number not a valid GL account# Update Chart of Accounts ~ OR ~ change acct# on TR Code
- TR Code marked for Create SA JE no account Update TR Code Account Map Table ~ OR ~ Uncheck Create SA JE
- Cash Account Invalid/Inactive GL Account# Update Chart of Accounts ~ OR ~ Review Bill Category/Control By Account setup

Figure 13 Treasury Code Errors Report #4044

The Department Group used on any TR imports also can affect this. There may be bank defaults on the Department Group Profile table that use other GL accounts.

Department Group Profile

Dept Group: ADM Description: TOWN ADMINISTRATOR

1 General 2 PO / AP 3 Collections

Collection Defaults

Treasury Receipts Import Defaults

Bank for Cash/Checks	CITB CITIZENS BANK	Bank GL Account	0000-000-0000-000-00-00-00000
Bank for Credit Cards	EAPI CAPITAL ONE	Bank GL Account	0000-000-0000-000-00-00-00000
Bank for Online Payments	CSB CAMBRIDGE SAVINGS BANK	Bank GL Account	0000-000-0000-000-00-00-00000

Split Refund/Credits into Separate Batch Yes No

Status: Active

Figure 14 The Department Group Profile Table [3 Collections] tab can specify default banks for imported TRs

To ensure a successful GL posting, **ADMINS** checks for a valid cash account when **posting** TR transactions. The Bank is set at posting (in case of a bank override on the cash account) and if an override “revenue” account is used, the posting process will check if there is still a valid cash account.



[ADM-AUC-TR-87]



4. TABLES [Enhancements]

AUC offers many tables in the Collections module that allow sites to customize aspects of the module. ADMINS reorganized the list to make the tables easier to find.

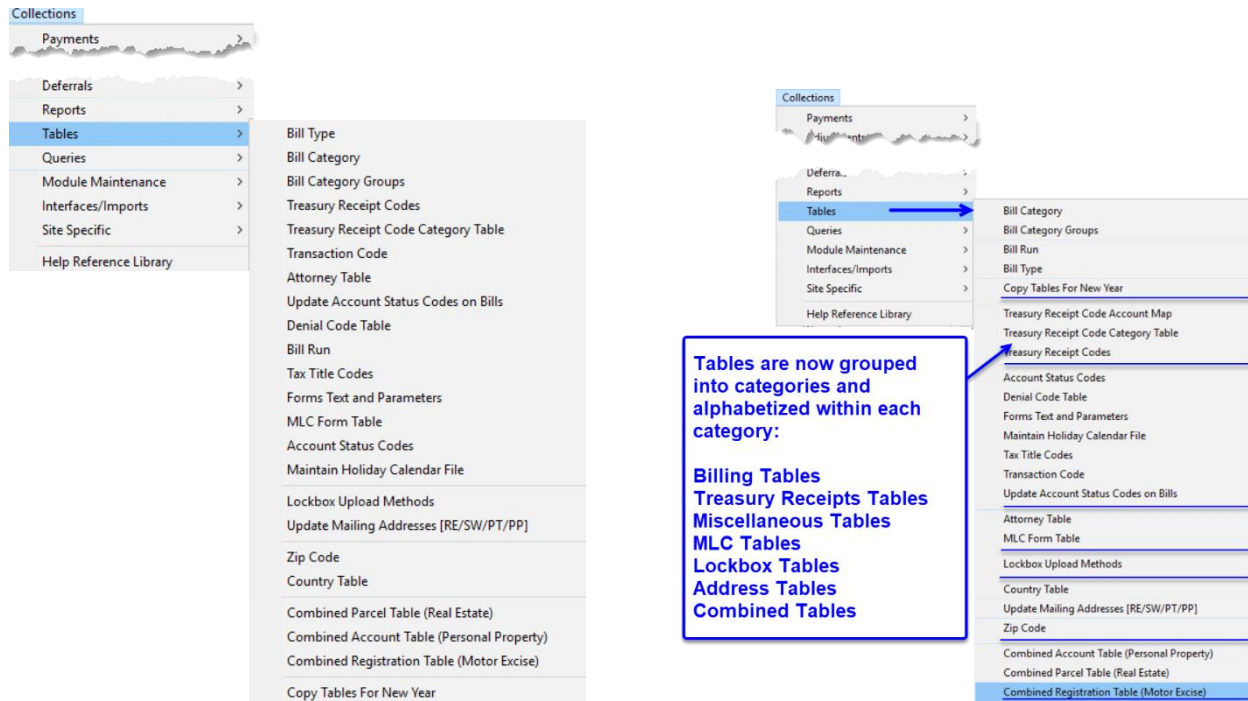
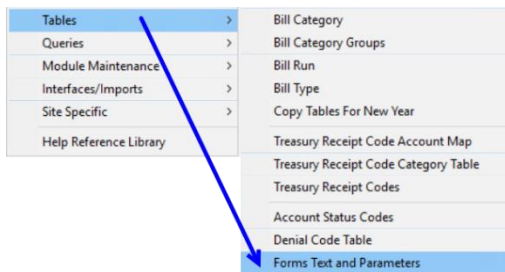


Figure 15 Before & After – Tables are now grouped into categories and alphabetized within each category

[ADM-AUC-RC-8510]

4.1. Forms Text and Parameters Table [Enhancement]



ADMINS changed the way that the **Forms Text and Parameters Table** works.

Previously, when making a change, the change had to be made multiple times because the table has a record for each bill year in the table. Now, if a change is made to the **current year** entry, for example, if there is a new phone number or a new Treasurer, all years will be updated with the new information.

In the image in Figure 16, changes were made to the 2021 **General** Tab of the table. The system propagated the changes throughout all years, both past and future. (Future years may exist in the table if the Copy Tables and Parameters command was run to prepare for the coming fiscal year.) This ensures that the same information prints on bills no matter what year the bill was issued.

If changing any year other than the current fiscal year as defined in module control #4009, the remaining years will not be updated. Only make changes to the current fiscal year record. If a “one-off” change is required for a particular year, make the change on the record for that year.



Note: The changes made apply to **each tab's** data – so if changing the [1 General] tab, all years for the [1 General] tab will have the same data as the current year. If changes are made to the [2 Real Estate] tab, the changes are applied only to the remaining years in the [2 Real Estate] tab – each tab stands alone.

The table has five tabs – [1 General], [2 Real Estate], [3 Personal Property], [4 Motor Excise], and [5 Revenue Collections].

Figure 16 The [1 General] tab of the Forms Text & Parameters Table

[ADM-AUC-RC-8498]

5. ATTACHMENTS HOVERTEXT [ENHANCEMENT]

ADMINS added more information to the hover text on attachments indicating when the attachment was made and by whom. If the "Special Note" begins with "BURST", it identifies a System-Created attachment, which cannot be removed by the user.

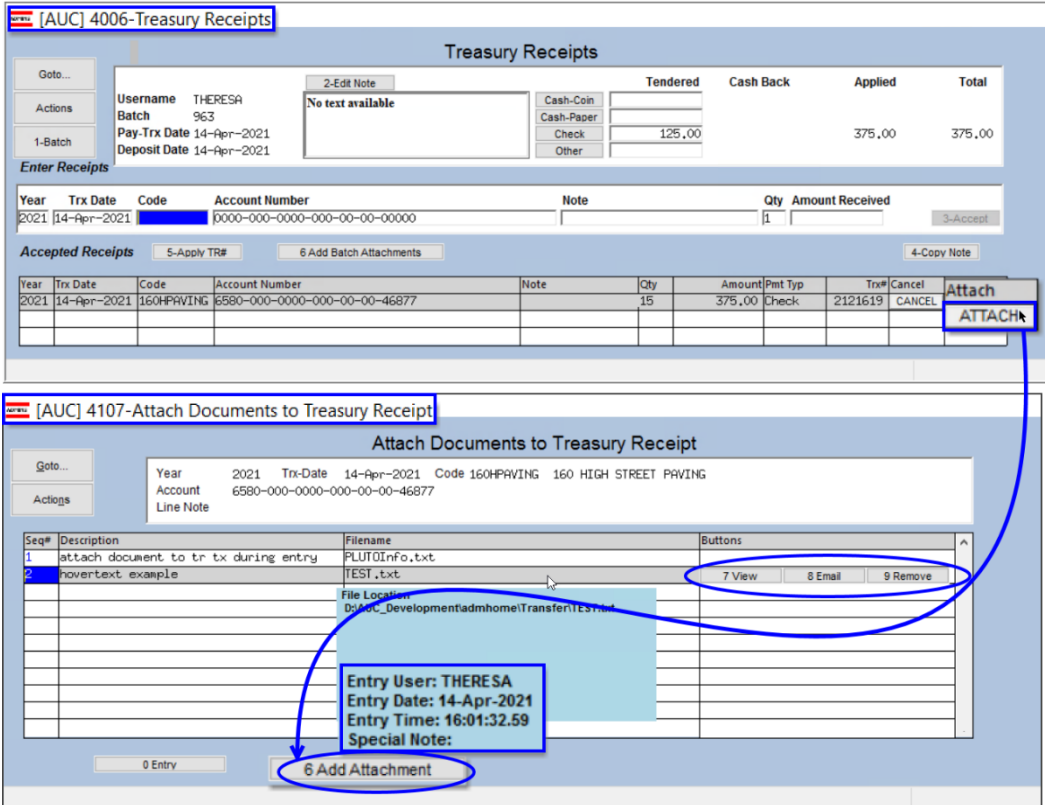
Attachments without a "Special Note" are user-supplied and may be detached using the [Remove] button. To see this feature, available on several screens in the Revenue Collections Module, go to the following screens.

Additional hover text shows the Entry User, Entry Date, Entry Time, and any special notes. If the Special Note is "BURST", this is a system generated attachment and cannot be removed.



5.1. #4107 – Treasury Receipt Entry Attachments

Treasury Receipts ▶ Add Receipt ▶ [3 Accept] ▶ [ATTACH]



Attach files or documents to each receipt during receipt entry. The [ATTACH] button will appear next to the receipt once it is accepted.

Click on the [ATTACH] button to display the Attach Documents to Treasury Receipt screen.

Click on [6 Add Attachment] to add files one at a time.

Figure 17 Attach files/documents for each receipt once the receipt is entered in the batch



5.2. #4108 –Treasury Receipt Attachments Inquiry

Collections ▶ Treasury Receipts ▶ Treasury Receipt History ▶ [Batch] ▶ [ATTACH]

[AUC] 4085-Treasury Receipt History by Batch

Treasury Receipt History by Batch

Goto... Actions 9-Edit List 0-Excel

Batch 962 Page

1-Year 2-Batch 3-Receipt 4-Pay Date 5-Code 6-Trx Number 7-TR#

Year	Code	Pay Date	Trx#	Account Number	Payment Amt	Transactions Note	Attach
2021	118RLTE	14-Apr-2021	2121614	2717-000-0000-000-00-00-43300	60,00		ATTACH
2021	118RLTE	14-Apr-2021	2121614	2717-000-0000-000-00-00-43300	5,00		ATTACH
2021	121DEPOT	14-Apr-2021	2121614	6580-000-0000-000-00-00-48676	310,00		ATTACH
2021	160HPAVING	14-Apr-2021	2121615	6580-000-0000-000-00-00-46877	625,00		ATTACH

Total Record(s) 4 Total for this Batch 1000,00

8-Batch Info Cash Check 60,00 Other Code CK TR# TEST SY-8171 #Attachments 7
Check# Card# ExpDate 0000 Receipt 83717 Note:

Files can be attached via the entry screen, when the receipt is entered, or can be attached to the entire batch after the fact (see section 4.5 in the [September 2019 Revenue Collections Release Notes](#) and section 0 in this document).

[AUC] 4108-Treasury Receipt Attachments

Treasury Receipt Attachments

Goto... Actions

Year 2021 Trx-Date 14-Apr-2021 Code 118RLTE 118 REMOTE LEARNING TEC Trx# 2121614 Batch 962
Account 2717-000-0000-000-00-00-43300
Line Note

Seq#	Description	Filename	Buttons
1	TR Edit List for Batch #962	TR_EditList_4026_THERESA[1].lis	
2	RC Batch Cover Sheet Batch #962	RC_Batch_CoverSheet_THERESA[1].lis	
3	Submitted Batches	SubmittedBatches_THERESA[1].lis	
4	Receipt Posting report #962	RectPst_4012_THERESA[1].lis	
5	GL Posting batch #962	RectPstGL_4099_THERESA[2].lis	7 View 8 Email 9 Remove
6		File Location D:\AUC_Development\admhome\auc\RCMOD\Mis\Lis\RectPstGL_4099_THERESA[2].lis	

Entry User: [redacted]
Entry Date: 14-Apr-2021
Entry Time: 15:50:32.26
Special Note:

0 History 6 Add Attachment

Attachments created with either method will be listed in this screen with the enhanced hovertext.

Figure 18 Select the transaction and click on the [ATTACH] button to view all the attachments for a transaction

5.3. #4138 – Bills

Copies of Real Estate and Personal Property original bills and reprints can be attached by the system depending on the value of module control #5103 for original bill printing, and module control #5105 for bill reprints. If module control is set to “Y”, the system will attach copies of original bills (5103) and copies of bill reprints (5105).

Copies of Motor Vehicle original bills and reprints can be attached by the system depending on the value of module control #8033 for original bill printing, and module control #8035 for bill reprints. If the module control is set to “Y”, attach copies of original bills (8033) and copies of bill reprints (8035).



5.3.1. Real Estate & Personal Property

Collections ▶ Queries ▶ Bill Payment ▶ [0 Attachments]

2019 Real Estate Attachments

Bill# 001003-00 Year 2019 X Search... Balance as of 14-Apr-2021 *

Owner BRIDGES, LAURE
Location FARM ST
Account 0002 -0003 -0000
Parcel 0002 -0003 -0000

Bill Payment Detail Payment Transactions Q Trx Summary **0 Attachments** Z MLCs (1) Y Parcel/Acct Notes T Bill Notes-Tickler

Seq#	Description	Filename	Buttons
	DenEdtNoSel_5712_THERESA11.1is		
	Reprint of Bill on 14-Apr-2021	b_10_00100300_202104141727.pdf	7 View 0 Email

File Location
d:\auc_development\admhome\auc_doc_mgmt\rcmod\b_10_00100300_202104141727.pdf

9 Add Attachments

User-supplied attachments will not have a "Special Note:" - System created attachments (such as copies of Bill reprints) will have the "BURST". Users may View, Email, and Remove user-supplied attachments; system created attachments cannot be removed.

Entry User: THERESA
Entry Date: 14-Apr-2021
Entry Time: 17:27:35.29
Special Note: BURST

Figure 19 If module control 5103 / 5105 is set to "Y", system-supplied attachments will show on this screen

Use the [9 Add Attachments] buttons to add a user-supplied attachment in this screen.

5.3.2. Motor Vehicle Excise Bills

Collections ▶ Queries ▶ Bill Payment ▶ [0 Attachments]

2020 Motor Excise Attachments

Bill# 000002-00 Year 2020 X Search... Balance as of 15-Apr-2021 * 324,70

Owner
Location BX 111
Account
Parcel

Bill Payment Detail Payment Transactions Q Trx Summary **0 Attachments** Z MLCs Y Parcel/Acct Notes T Bill Notes-Tickler

Seq#	Description	Filename	Buttons
1	ME Original Certificate Print	MEABT_202000000200_8550.PDF	
2	user supplied attachment	PLUTOInfo.txt	
3	Reprint of Bill on 15-Apr-2021	b_20_00000200_202104151021.pdf	7 View 0 Email

File Location
d:\auc_development\admhome\auc_doc_mgmt\rcmod\b_20_00000200_202104151021.pdf

9 Add Attachments

Entry User: [redacted]
Entry Date: 15-Apr-2021
Entry Time: 10:21:31.76
Special Note: BURST

CY DELINQ

Figure 20 Motor Vehicle Excise Bill Attachments with enhanced hover text

Use the [9 Add Attachments] buttons to add a user-supplied attachment in this screen.



5.4. #4217 – Add Attachments to Posted Batch

Collections ▶ Treasury Receipts ▶ Add Attachments to Posted Batch

The screenshot shows the 'Add Attachments to Posted Batch' interface. At the top, it displays 'Batch 962', 'Username THERESA', 'Pay-Trx Date 14-Apr-2021', and 'Deposit Date 14-Apr-2021'. A table lists attachments with columns for Seq#, Description, Filename, and Buttons. Row 4 is highlighted, showing 'Receipt Posting report #962' with filename 'RecPat_4012_THERESA11.lis' and buttons for View, Email, and Remove. A callout box points to the 'Special Note' field, stating: 'Entry User: THERESA, Entry Date: 14-Apr-2021, Entry Time: 15:50:17.71, Special Note:'. Another callout box explains: 'There are no System-Supplied attachments; all attachments may be viewed, emailed, or removed by the user. [Add Attachments] one at a time, and then [Post Attachments to Batch] to create a link on every transaction in the batch to every attachment.' At the bottom, buttons for '6 Add Attachment' and '0 Post Attachments to Batch' are circled.

Figure 21 Adding Attachments to a Posted batch includes the hover text

5.5. #4286 – Treasury Receipt Batch Attachments

Collections ▶ Treasury Receipts ▶ [6 Add Batch Attachments]

The first screenshot shows the 'Treasury Receipts' screen. Under the 'Accepted Receipts' section, the '6 Add Batch Attachments' button is circled in blue. A blue arrow points from this button to the second screenshot. The second screenshot is the 'Treasury Receipt Batch Attachments' screen. It shows 'Username THERESA', 'Batch 964', and 'Pay-Trx Date 15-Apr-2021'. A table lists attachments with columns for Seq#, Description, Filename, and Buttons. Row 1 is highlighted, showing 'Nov. text on add batch attach on entry' with filename 'PLUTOInfo.txt' and buttons for View, Email, and Remove. A callout box points to the 'Special Note' field, stating: 'Entry User: THERESA, Entry Date: 15-Apr-2021, Entry Time: 09:43:54.95, Special Note:'. Another callout box explains: 'There are no system-supplied attachments on Treasury Receipts - Attachments may be added, viewed, emailed, or removed on this screen.' At the bottom, the '6 Add Attachment' button is circled in blue.

Figure 22 The TR Batch Attachments screen is accessed via the [6 Add Batch Attachments] button during TR entry



5.6. #4306 – MLC History

Collections ▶ Municipal Liens Certificates ▶ MLC History ▶ [6 Attachments]

[AUC] 4306-MLC History - Attachments

MLC History - Attachments

Goto... Certificate# 1 Parcel 0029 -0146 -0000

Current Owner Attorney 0000000 Order Date

6 Add Attach

Calculate Interest thru 16-May-2007 Certificate Date 16-May-2007

1 Bills 2 Other Accts 3 Tax Title 4 Deferrals 5 Betterments 6 Attachments

Seq#	Description	Filename	Buttons
1	hovertext on attachment mlc history	REDEMPRT.TXT	V View Z Email D Remove
		File Location D:\AUC_Development\admhome\auc\REMOD\Mis\Lis\REDEMPRT.TXT	

Entry User: THERESA
Entry Date: 14-Apr-2021
Entry Time: 17:03:51.57
Special Note:

User-supplied attachments will not have a "Special Note:" - System created attachments will have the "BURST". Users may View, Email, and Remove user-supplied attachments; system

-- Added 14-Apr-2021 By THERESA Changed by

Figure 23 After MLCs are posted, files may be attached here

5.7. #4315 – Attorney Table

Collections ▶ Tables ▶ Attorney Table ▶ [2 Attachments]

[AUC] 4315-Attorney Attachments

Attorney Attachments

Goto... Attorney Code 0000486

4 Add Attach

1 Entry 2 Attachments 3 History (2)

Seq#	Description	Filename	Buttons
1	MLC Parcel 0089-0035-0002 Date 27-Oct-20	MLC_18265.PDF	
2	MLC Parcel 0029-0007-0000 Date 30-Apr-20	MLC_22526.PDF	
3	user supplied attachment w/ hovertext	MLC_Post_111.iis	V View Z Email D Remove
		File Location D:\AUC_Development\admhome\auc\RCMOD\Mis\Lis\MLC_Post_THERESA[1].iis	

Entry User:
Entry Date: 14-Apr-2021
Entry Time: 17:14:06.63
Special Note:

User-supplied attachments will not have a "Special Note:" - System created attachments (such as copies of MLCs) will have the "BURST". Users may View, Email, and Remove user-supplied attachments; system created attachments cannot be removed.

-- Added 14-Apr-2021 By Changed by Status: Attorney Active

Figure 24 The Attorney Attachments table



5.8. #4821 – Deferral Attachments

Collections ▶ Deferrals ▶ Deferrals Process Menu ▶ Enter Bills for Deferral ▶ [Attachments]

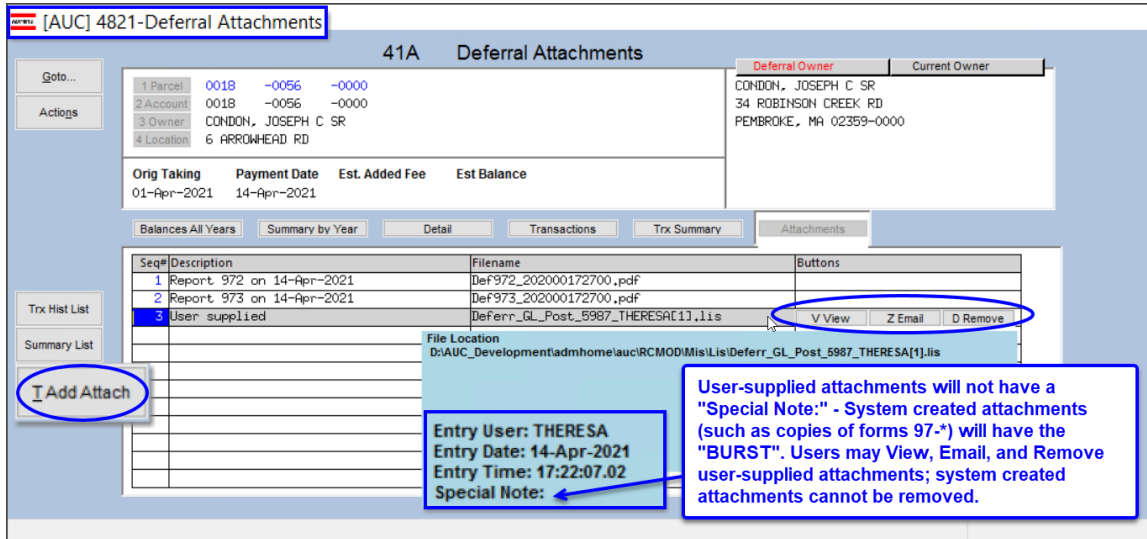


Figure 25 The attachments tab for deferrals includes the enhanced hovers text

[ADM-AUC-SY-8171]

6. ADMINS.COM TRAINING VIDEOS

The **ADMINS** training videos were converted to provide YouTube features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

7. HELP REFERENCE LIBRARY

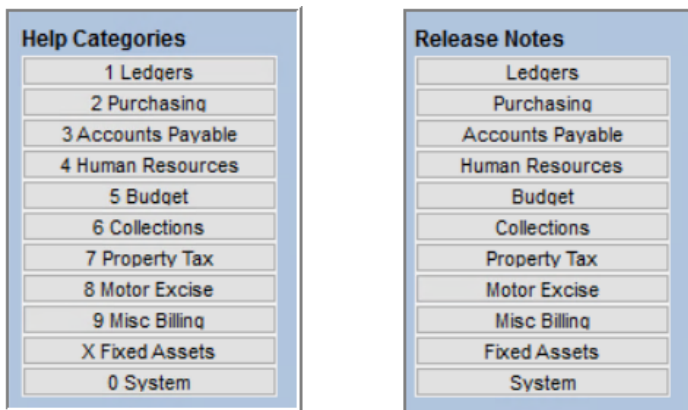


Figure 26 Help Categories and Release Notes structure are now the same

ADMINS made changes to the **Collections** and **Tax** release notes library structure. The Collections release notes used to be listed for all quarters, then listed Treasury Receipt release notes for each quarter, as shown in Figure 27.

Now, each quarter’s release notes are listed in chronological order, as shown in Figure 28, with the most recent at the top, making it easier to find the most recent documents.



7.1. Tax and Collections Release Notes Libraries [Enhancement]

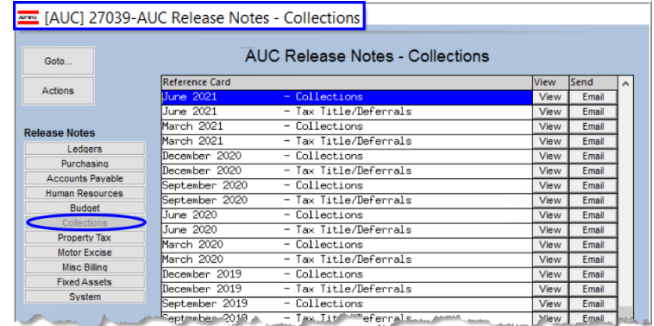
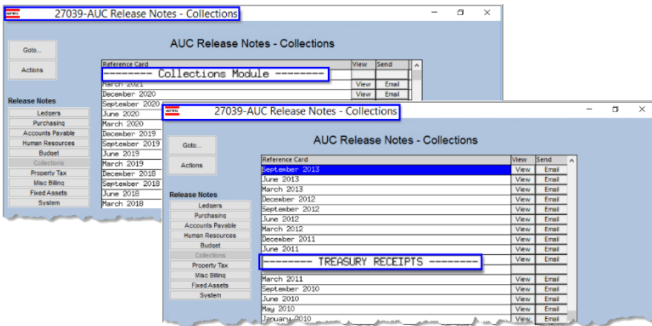
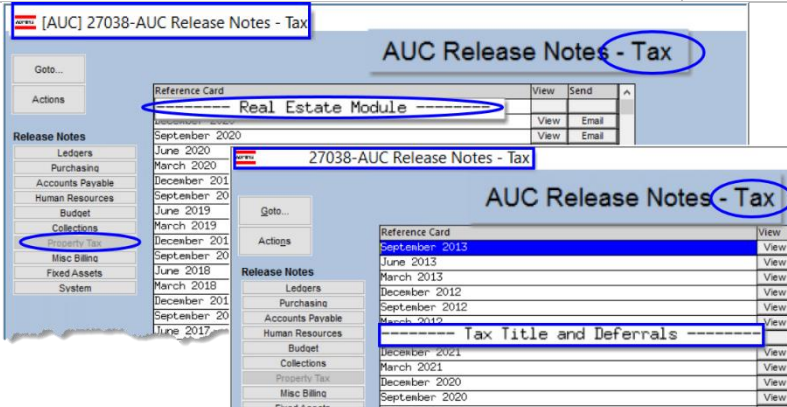


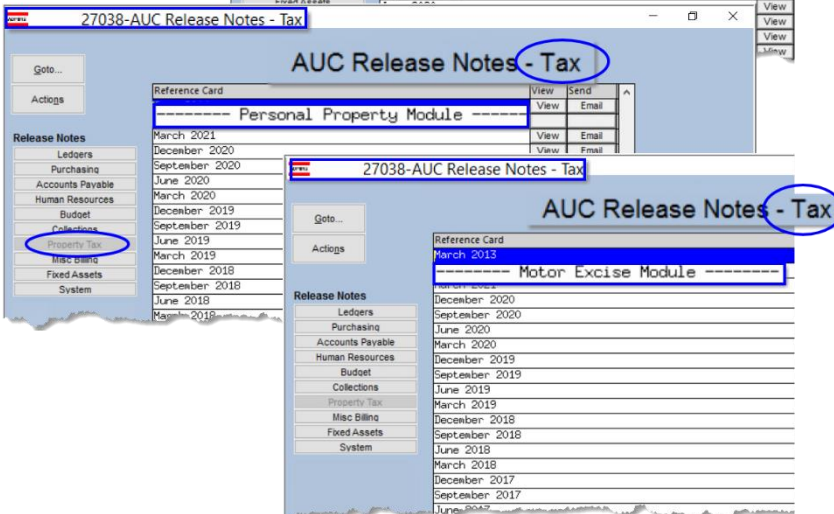
Figure 27 Before – All Collections were listed, then Treasury Receipts

Figure 28 After – The release notes for Collections and Tax Title/Deferrals are listed chronologically, with the most recent at the top



The **Collections** release notes include **Revenue Collections**, **Tax Title/Deferrals**, and **Treasury Receipts** “stand alone” prior year notes.

In the **Collections Release Notes** library, page down to find older **Treasury Receipts** release notes, as March 2011 was the last time Treasury Receipts were self-contained. Now, **Treasury Receipts** release notes are included as part of the **Revenue Collections** release notes.



Tax Title/Deferrals used to be included in the **Tax** release notes; they were moved to the **Collections** release note library.

Motor Excise release notes are now in their own library, separate from **Tax**. This new structure mimics that of the Help Reference Library as shown in Figure 26.

Figure 29 Before – Real Estate, Tax Title, Personal Property and Motor Excise were all in the Tax Release Notes

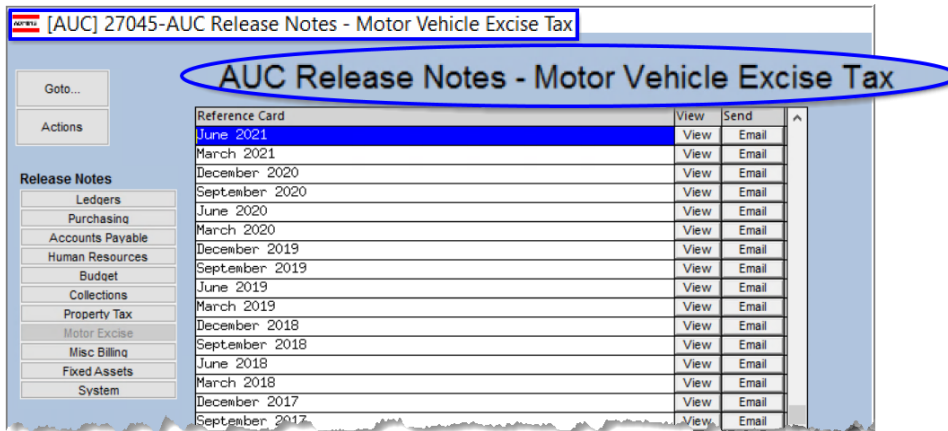


Figure 30 Motor Vehicle Excise Tax Release Notes are now “stand alone” in their own screen

[ADM-AUC-SY-8189]

7.2. New or Updated Documents

ADMINS added the following new or updated documents to the Help Reference Library.

- TREASURY RECEIPTS RC–1320 Treasury Receipts [Updated]
- RC–1355 Supplemental Appropriations JE from Treasury Receipts [New]
- SITE SPECIFIC RC–1730 Cranston, RI Income Tax Offset Export [Updated]
- RC–1750 Cranston, RI Account Status Codes [Updated]
- SYSTEM SY–170 System Administration Kit [Updated]