REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2022

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

CONTENTS

1   Coin & Paper Cash Combined in One Field [Enhancement]

Prior to the software update, there were two fields available to break out "Cash-Paper" and "Cash-Coins". **ADMINS** simplified data entry for payments by combining the two fields into a single "Cash" field. This change affected the #4000 Batch screen and the #4132 Payment and #4134 Detail Entry screens, as well as the #4006 Treasury Receipts entry screen.

Collections ▶ Payments ▶ Batch Entry

Figure 1 #4000 Batch Screen – before with fields for both "Cash (Coins)" and "Cash (Paper)"

Figure 2 After – #4000 Batch Entry Screen showing "Cash" instead of "Cash (Coins)" and "Cash (Paper)"

Collections ▶ Payments ▶ Bill Payment

Figure 3 #4132 Bill Payment Screen – before with fields for both "Cash (Coins)" and "Cash (Paper)"

Figure 4 After – #4132 Bill Payment Screen showing "Cash" instead of "Cash (Coins)" and "Cash (Paper)"

The same is shown on the Detail payment tab of the Bill Payment screen.
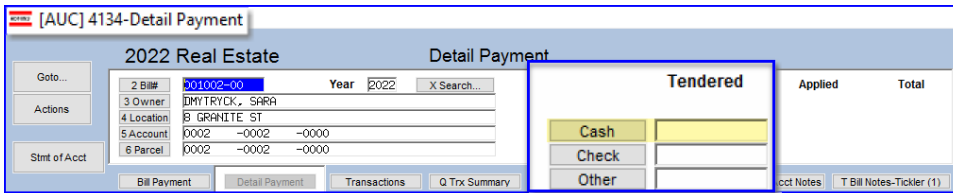
Collections ▶ Payments ▶ Detail Payment

Figure 5 After – #4134 Bill Payment Screen showing "Cash" instead of "Cash (Coins)" and "Cash (Paper)"

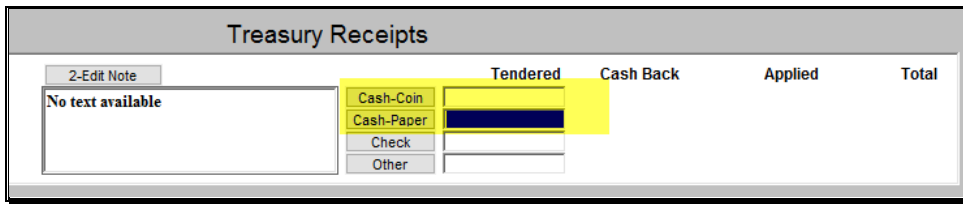**Collections ▶ Payments ▶ Treasury Receipts**

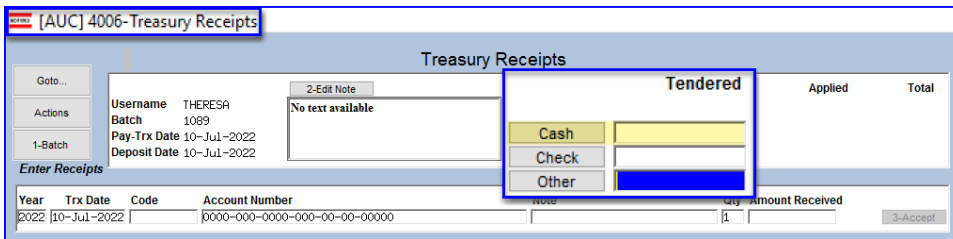**Figure 6 #4006 Treasury Receipts Payment Screen – before with fields for both "Cash (Coins)" and "Cash (Paper)"**

Figure 7 After – #4006 Treasury Receipts Payment Screen showing "Cash" instead of "Cash (Coins)" and "Cash (Paper)"

[ADM-AUC-RC-8536]

2   Clearing Data from a Field [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

2.1   Example – Voiding a "No Check" or "Wire" in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a **"No Check"** or **"Wire"** in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a **"No Check"**, or **"Wire"**, the "Cleared Date" for the transaction must be blank.

In the example, the "No Check" #4000693 is to be voided. Go to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

3   HELP REFERENCE LIBRARY

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

3.1   New or Updated Documents

Tax Title	RC–470 Tax Title – Disclaim an Original Taking	[Updated]
	RC–480 Tax Title Account Statements	[Updated]
System	SY-105 Record Locking	[Updated]
	SY-137 Site Specific Error Checks	[New]

3.2   New or Updated Content on ADMINS.com

Clear Data from a Field [1:17]	[New]
Favorites Screen [2:23]	[New]
How to Exit from AUC [1:54]	[New]
Index of Help Documents [0:51]	[New]
Log in to the Training Area [2:04]	[New]
Quick Task Selector [2:12]	[New]
Reset an AUC Password [2:00]	[New]
Resolving Record Locks [2:14]	[New]