

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

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# 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

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check			
Other			
Totals			



Em [AUC] 4000	-Collection B	atch Entry			
			Collectio	n Batch Entry	
Goto	Batch	1089	Batch Type	Edit Note	7
Actions	Bank Pay-Trx Date	BOA 10-Jul-2022	<ul> <li>Receipt</li> <li>Adjustment</li> </ul>	No text available	V
1 Add Batch	Deposit Date TR#	10-Jul-2022	() A/O/S		
			Expected	Balance	1
2 Enter Receipts					15
	Cash				
3 Cover Sheet	Check				17
4 Submit Batch	Other	i i i i i i i i i i i i i i i i i i i			IJ
	Totals	-			-

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

#### Collections > Payments > Bill Payment

2022	Real Estate			Detail Pa	yme	ent				
2 Bil#	001002-00	Year	2022	X Search			Tendered	Cash Back	Applied	Total
3 Owner	DMYTRYCK, SARA					Cash-Coin				
4 Location	8 GRANITE ST					Cash-Paper			500,00	
5 Account	0002 -0002	-0000				Check				
6 Parcel	0002 -0002	-0000				Other		]		

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

🚥 [AUC] 4132-Bill Payment							
	2022 Real Estate		Bill Payment				
Goto	2 Bil# 001002-00	Year 2022	X Search		Tendered	Applied	Total
Actions	3 Owner DMYTRYCK, SARA						
Actions	4 Location 8 GRANITE ST						
	5 Account 0002 -0002	-0000		Cash			
	6 Parcel 0002 -0002	-0000		Check			
	Bill Payment Detail Pay	ment Transactions	Q Trx Summary (	Other		cct Notes T Bill No	otes-Tickler (1)

### 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

📼 [AUC] 4134-Detail Payment							
	2022 Real Estate Detail I	<sup>o</sup> aym <u>ent</u>					
Goto	2 Bill# 001002-00 Year 2022 X Search	Tendered	Applied Total				
Actions	3 Owner DMYTRYCK, SARA						
	4 Location B GRANITE ST		_				
	5 Account 0002 -0002 -0000	Cash					
Stmt of Acct	6 Parcel 0002 -0002 -0000	Check					
	Bill Payment Detail Payment Transactions Q Trx Sur	nmary Other	cct Notes T Bill Notes-Tickler (1)				

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)"

🚥 [AUC] 4006-Treasury Receipts								
	Treasury Receipts							
Goto		2-Edit Note		Tendered	Applied	Total		
Actions	Username THERESA Batch 1089	No text available						
1-Batch	Pay-Trx Date 10-Jul-2022 Deposit Date 10-Jul-2022		Cash					
Enter Receipt	ts		Other					
Year Trx Da 2022 10-Jul-	ate Code Account Number 2022 0000-000-0000	<b>9r</b> D-000-00-00-00000	Note	יייענע א 1  1	mount Received	3-Accept		

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

Bank Account Management								
Goto	Bank: FAST							
Actions 3 Listing 4 Clear Checks 5 To Bank	BANK Last Ck# 0329346 TESTING FOR TOC TD05	View All Checks Outstanding Checks Cleared Checks Voided Checks	Restrict View to Cr From To	ieck Date				
1 Check         2 CheckDate         Type         Warrant/Payable To         Amount         Statul         Voided         Cleared/Detail           4000210         15-Nov-2018         No Chec         005831         AFL-CTO         AFSCME         LOCAL         747         20.00         Issued         22-Oct-2018         6 view           4000211         15-Nov-2018         No Chec         005831         AFL-CTO         AFSCME         CALL         747         20.00         Issued         22-Oct-2018         6 view           40002121         15-Nov-2018         No Chec         005831         AFL-CTO         ISSUEd         22-Oct-2018         20-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         22-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018         20-Oct-2018								
date, posi	n has automatically supplied a cleared date. tion the cursor in the field and press <b>(Spaceb</b> :	ar} {Enter}		22-0ct-2018 22-0ct-2018 12-0ct-2018 22-0ct-2018 22-0ct-2018				
2001/30 k8-56P-2018  ktre in publisu (rukn ur Bett-akour Ins ut i r								
4000210 15-Nov- 4000211 15-Nov-	2018 No Chec (005831  AFL-CIO AFSCHE LOCAL 747 2018 No Chec (005831  AFLAC- DIS/DENTAL GA 2019 No Chec (005831  AFLAC- DIS/DENTAL GA	20,00	Issued Issued	22-Oct-2018				
4000212 15-Nov- 9001797 15-Nov-	2010 No Chec 005831 GREAT-WEST RETIREM SVC - WELLS 2018 No Chec 005831 GREAT-WEST RETIREM SVC-WELLS 2018 Wire Tr 005831 MUTUAL OF OMAHA CO	123.00 13.50	Issued Issued Issued	22-Oct-2018 6 View Detail 22-Oct-2018				

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	<u>RC–470 Tax Title – Disclaim an Original Taking</u>	[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]