



REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2022

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			

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

2022 Real Estate		Detail Payment		Tendered		Cash Back	Applied	Total
2 Bill#	001002-00	Year	2022	Cash-Coin				
3 Owner	DMYTRYCK, SARA			Cash-Paper			500.00	
4 Location	8 GRANITE ST			Check				
5 Account	0002 -0002 -0000			Other				
6 Parcel	0002 -0002 -0000							

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

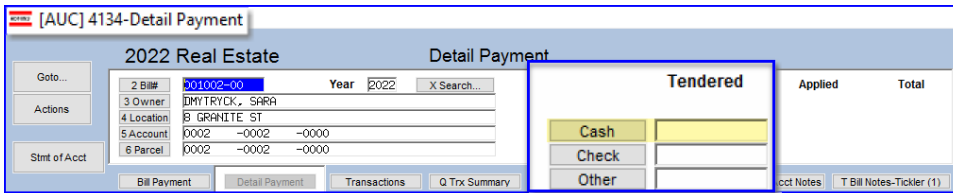


Figure 5 After – #4134 Bill Payment Screen showing “Cash” instead of “Cash (Coins)” and “Cash (Paper)”

Collections ▶ Payments ▶ Treasury Receipts

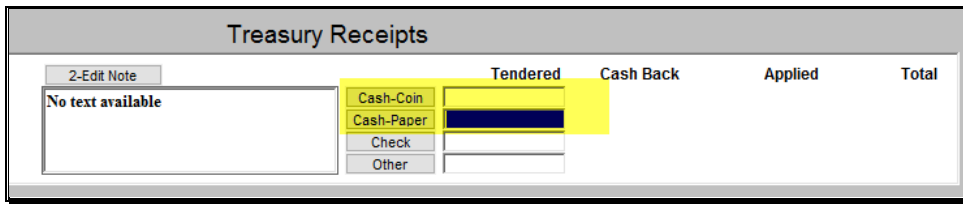


Figure 6 #4006 Treasury Receipts Payment Screen – before with fields for both “Cash (Coins)” and “Cash (Paper)”

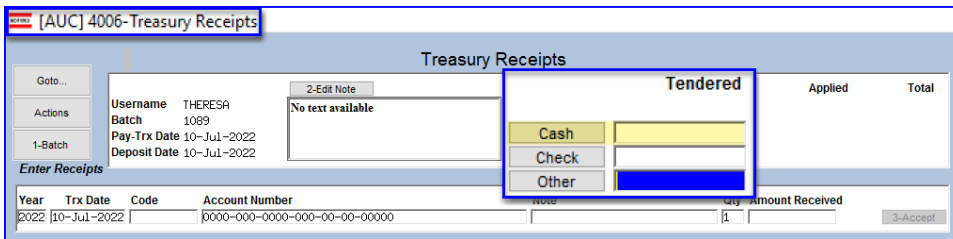


Figure 7 After – #4006 Treasury Receipts Payment Screen showing “Cash” instead of “Cash (Coins)” and “Cash (Paper)”

[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

Bank Account Management

Bank: **First**

BANK: TESTING FOR TOC TD05 Last Ck# 0329346

00000-0000

View: All Checks, Outstanding Checks, Cleared Checks, Voided Checks

Restrict View to Check Date: From: _____ To: _____

1 Check	2 Check Date	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DTS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123.00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13.50	Issued		22-Oct-2018	
9001795	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208.74	Issued		22-Oct-2018	

The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar} {Enter}

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]