

June 2024

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) REVENUE COLLECTIONS** system such as the Collections Posting Reports screen, the Batch Query and Batch Query History screens, and the Statement of Account.

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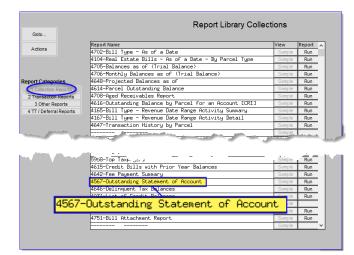


1 Statement of Account

This section describes how to print statements of accounts for multiple parcels or a single parcel, using the Report Library or the Bill Query screen. The statements show the balance and interest due for each bill type and year. **ADMINS** corrected the interest calculation for the statement of accounts. The difference between the Statement of Account from the report library to the screen version is that printing from the screen will print a statement of account even if there are no outstanding balances. The report from the report library will only select accounts that have at least the minimum balance due entered on the prompt.

To print statements of accounts for multiple parcels, from the menu, select:

Collections Reports Report Library [1 Collections Reports]



Task 4567: Outstanding Statement of Account	×
Statement Of Account	
Required: Enter Bill Year Range	From Year: 2023 To Year: 2023
Required: Enter Bill Type	10 Real Estate
Required: Enter As of date	23-FEB-2024
Enter Minimum Balance Due to select \$× (1.00)	10000
Run as PDF	
Lookup	OK Cancel Clear All

Specify a Bill Year Range, Bill Type, and an "As of Date", as well as a minimum balance amount due.

Statements will be produced that meet the specified criteria suitable for mailing in a standard #10 window envelope.

Before the software update, when interest was already paid on an account, new interest was being overstated.

The calculation was using the due date instead of the last interest paid date.



The "interest date" changes when interest is paid on a bill.

	STA	TEMENT OF	F ACCOUNT	Da	qe 1
	Prin	ted: 29-M	ar-2024	EG	76 I
	Your Payment Postm		al - 2024		
	four rayment rostn	RITK.			
	ment, there are int				
This balance mu	ist be paid upon rec	eipt to avoid f	urther interest a	and/or penalties.	
Owner : Parcel ID:					
Location :			28-Mar-2024		
Туре	Year Bill#	Net Charged		Balance Bill Du	e Now Due
Real Estate	2024 001686-00	\$6,579.81	\$112.70	\$5,501.26 01-Nov-	
Real Estate	2023 001686-00	\$5,321.40	\$82.97	01-Aug-	2022
Real Estate Real Estate	2023 001686-00 2022 001686-00	\$5,321.40 \$5,049.12	\$82.97 \$140.96	01-Aug- \$101.64 02-May-	\$101.64
Real Estate	2023 001686-00	\$5,321.40	\$82.97	01-Aug-	2022 2022 2020 \$101.64

ADMINS Unified Community

Revenue Collections

This was only an issue on *overdue accounts that already had some interest paid*.

This was corrected and installed on the affected sites in March of 2024 and is mentioned here to document the correction.

The screen balance and Statement of Account balance now match.

Goto	Б	2 Bill# 0016	86-00	Year	2022	X Search		Ter	ndered (Cash Back	Applied	Total
Actions		3 Owner										
ACCIONS		Location						Cash				
		Account						Check				
tmt of Acct	11	6 Parcel					(Other				
		Bill Payment	Detail Payn	nent Tr	ansactions	Q Trx Summa	ry 0 Atta	chment (1)	Z MLCs (8) Y Parcel	Acct Notes	T Bill Notes-Tickler
			<u> </u>									
												8 Aply 9 AplAlt
	R	Description	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	I Adjust	Balance	Pending
Bill Type	1	Tax	1125,41				1125,41	1125.41				
on type	1	Tax Interes	9.07				9.07	9.07				
Reprint Bill	2	Tax	1125.41				1125.41	1125.41				
	23	Tax Interes	69,50				69,50	69,50				
Email Bill	3	Tax	1113,31				1113.31	1113.31				
	4	Stornwater	24.00				24.00	24.00				
ncel Payment	4	Stornwater	3,36				3,36	3.36				
	4	Demand	5,00				5,00				5,00	
							5190.08	5088,44			101.64	Pmt
						— Totals						101.64 Bal
Pending Pmts	9	Y DELINQ										
,	in.					- PerDie				Q1 Bill Date	30-Jun-202	
iding Adjusts							e <mark>nt Date</mark> Overpaymen	28-Mar-20	024 M	Due Date Interest Date	02-Aug-202	

Another option is to use the

stmt of Acct button on the bill query screen to produce a statement for a single parcel.

When the statement is run from the bill query screen, **all available years for the parcel** are included.

	2024	Real E	Estate			Detail F	ayment		Inc	quiry		
Goto	2 Bil#	001002-	-00	Ye	ar 2024	X Search	1		Tendered	Cash Back	Applied	Total
Actions	3 Owner	DMYTRYC	K, SARA				_					
Actions	4 Location	8 GRANI	TE ST					Cash				
	5 Account	0002	-0002	-0000				Check				
Stmt of Acct	6 Parcel	0002	-0002	-0000				Other				
	Bill Payn	nent	Detail Pay	ment	Transactions	Q Trx Sum	mary 0 A	ttachment (3) Z MLCs	(4) Y Parcel/	Acct Notes	T Bill Notes-Tickler
												8 Aply 9 AplAlt
Stm	tofAcct											

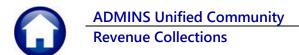
This prompt allows an email address and up to four lines to comprise the body of the email. It can be immediately emailed or printed.

To just print the statement in house without emailing it, leave all the fields blank, select

O PDF, and click on Οκ

Task 4566: Statement of Account		×
Statement of Accoun	t	
Optional: Enter Email Address]
Optional: Enter Email Note 1]
Optional: Enter Email Note 2		1
Optional: Enter Email Note 3		1
Optional: Enter Email Note 4		1
Run as O Preview O Print If Printing use Duplex ® Yes	PDF No Lookup OK Cancel Clear All	

[ADM-AUC-RC-8645]



1.1 New Format for Statement of Account [Enhancement]

Before: The statement of account report format used to be a plain PDF format before the software update.

Printod: 28-Mar-2024 Your Payment Postmark: to late payment, there are interest charges that your account(s) incurred. s balance must be paid upon receipt to avoid further interest and/or penalties. Owner : Parcel ID: Location : e Year Billé Net Charged Interest/Fees Balance Bill Due	
to late payment, there are interest charges that your account(s) incurred. balance must be paid upon receipt to avoid further interest and/or penalties. Owner : Parcol 1D: Location : 28-Mar-2024	
<pre>balance must be paid upon receipt to avoid further interest and/or penalties. Owner : Parcel lb: Location : 28-Mar-2024</pre>	
Owner : Parcol ID: Location : 28-Mar-2024	
Parcel ID: Location : 28-Mar-2024	
Tear Bille Net Charged Interest/Fees Balance Bill Due	Now Due
	\$3,402.60
L Estate 2023 001686-00 \$5,321.40 \$82.97 01-Aug-2022 L Estate 2022 001686-00 \$5,049.12 \$140.96 \$101.64 02-May-2022	¢101 €
L Estate 2022 001686-00 \$5,049.12 \$140.96 \$101.64 02-May-2022	9101.04
1 Estate 2020 001686-00 \$4,536.75 \$365.92 01-Aug-2019	
ADMINS STATEMENT OF ACCOUNT Printed: 5/2/2024	
ADMINS STATEMENT OF ACCOUNT Printed: 5/2/2024	
ADMINS	
Printed: 5/2/2024	
Printed: 5/2/2024 Your Payment Postmark:	ies .
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt	ies .
Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner:	ies .
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID:	ies .
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST	ies .
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST 02-May-2024	
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST	ies . Now Due
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST 02-May-2024	
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST 02-May-2024 Type Year Bill # Net Charged Interest/Fees Balance Bill Due	Now Due
Printed: 5/2/2024 Your Payment Postmark: Due to late payment, there are interest charges that your account (s) incurred. This balance must be paid upon receipt to avoid further interest and penalt Owner: Parcel ID: Location: 225 FARM ST 02-May-2024 Type Year Bill # Net Charged Interest/Fees Balance Bill Due Real Estate 2024 001005-00 10.682.69 280.53 8.356.22 01-Nov-2023	Now Due 8,356.22

After: the report is generated as a Crystal Report with a format suitable for postal mailing in a standard #10 envelope. The municipal seal and name are at the top of the report.

All of the data presented on the report is the same, as well as the order of the columns.

This is how it will appear; the report can go over several pages if it has more than 22 years of data for the account/parcel or if it shows more than 22 lines of different tax types.

[ADM-AUC-RC-8609]

477.98

							Aug-2019
		c	Town o				
ADMINS		3		5/2/2024	COONT		
			yment Postmark:				-
			there are intere id upon receip				
THIS	Dalance	nust be pa	ia abou teceit		na iurin	er interes	st and pe
	Owner:						
	Parcel ID:		-				
	Location:	225 FARM S	1	07-M	ay-2024		
Туре	Year	Bill #	Net Charged		est/Fees	Balance	Bill Due
Real Estate	2024	001005-00	10,682,69		280.53	8,356.22	01-Nov-202
Real Estate	2023	001005-00	10,124.28		386.85	3,121.76	01-Feb-202
Real Estate	2022	001005-00	9,250.89		-		02-Aug-20
Real Estate	2021	001005-00	8,337.23			_	03-Aug-20
Real Estate					2.01		
Real Estate	1994	145907-00	2,699.87		17.08		31-Jul-199
Real Estate	1993	057204-00	2,582.86		20,34	-	10-May-19
Real Estate	1992	057403-00	2,524.60		•		02-Dec-19
			Ba	Total lance:	\$11	,477.98 No	Total : w Due:
						contact this (ns regarding	office if yo
					Phone	617.494.	5100
	IACK	HAEL P KLYN N		Ma	ail Payme		surer/Colle Lewis Wha on MA 020
BELLI	INGHAM MA	02019-0000					

1.2 Produce the Statement of Account as a PDF from the Screen Only

То continue to use the PDF style statement of account set the value of module control # 4033 to "P".



The statements produced from the report library will always be in Crystal Report format.

Collections Module Maintenance Module Control Table

File Edit Ledge	25-Module Control Table s Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Fa ₩ ← → ਅ 巻 등 Q 扁 留 🐉 👸	avorites Help
	Module Control Table	
<u>G</u> oto	Seq#Description Answer	2.11
Actions	4033 Statement of Account. Produce PDF or Crystal Form [P/C] C	Buttons
	4037 [TR] Supplemental Appropriation JE User to receive Batch	
	4038 [TR IMPORT] Location of CSV files for TR Import D:\AUC_Development\admhome\FilesToTestUploa	
	4040 Transfor Pitch to Supervisor during for Patch process N	hand the second

When the software update is installed, the value will be set to "C" for statements initiated from the detail guery screen. The "superuser" on the site can set this value. It will be in effect for all users that run the statements from the detail payment screen.

[ADM-AUC-RC-8661]

2 Adding a New Treasury Receipt Code [Enhancement]

ADMINS made it easier for users to add a New Treasury Receipt (TR) Code

To create a new receipt code, click on the 1Add Code button. Then, in the prompt that appears, type in the fiscal year and a code name for the code.

For instance, in the example, the year is 2024 and the new TR code is CANNABIS.

[AUC] 4009-Treasury Receipt Codes	×
Add Treasury Receipt Code	
Required: Enter Fiscal Year 2024	
Required: Enter Treasury Receipt Code CANNABIS	
Lookup <u>OK</u> Cancel Clear <u>A</u> ll	

Before the software update, the screen would display the new code at the top of the summary screen.

The Description, Revenue Account number, categories, and column selections can be maintained on the Treasury Receipt Code Summary screen.

After the software update, the display will take the user directly to the detail screen for the new code where they can fill in all the data at once.

== [AUC] 400										
File Edit	Ledgers P	urchase Orders	Accounts Payable Fixed Asset	ts Human Resources Budget Collections Tax	Motor Excise Mi	sc Billing	System	Favorites	s Help	
Bo (B) 6	i 😹 🖬	+ + >>	🚝 👋 🔍 🙌 🖬 📾 🖓	1 0						
Goto			Account: ++++-000-	sury Receipt Coo	des Su	ımn	nar	y	>	
Actoris		Overr	ride Cash Account:							
Activity		Overr	ide Cash Account:	3 Copy Code 4 Edit List 9 Error List	View Account					
ALUUIS	4 Year	Overr 5 Cede		3 Copy Code 4 Edit List 9 Error List		/iew TR Hist: gories Cat 2		ort Codes Columns	Add	
	4 Year 2024		1 Add Code 2 Delete Code		Cate	gories			Add	^
Detail		5 Code	1 Add Code 2 Delete Code	7 Revenue Account#	Cate	gories			Add	^
	2024	5 Code	1 Add Code 2 Delete Code 6 Description	7 Revenue Account# 0000-000-000-000-00-00-00000	Cate	gories			Add	^
	2024	5 Code CHNNABIS CAPINV	1 Add Code 2 Delete Code 6 Description CAPITAL INVESTMENT FUND	7 Revenue Account# 0000-000-000-00-00-00-00000 5710-000-0000-00-00-00-45001	Cate	gories			Add	^
	2024 2024 2023	5 Code CRNNRBIS CRPINV CRPINV	1 Add Code 2 Delete Code 6 Descrution CAPITAL INVESTMENT FUND CAPITAL INVESTMENT FUND CAPITAL INVESTMENT FUND CAPITAL INVESTMENT FUND	7 Revenue Account# 0000-0000-000-00-00-00000 5710-000-0000-000-00-00-005001 5710-000-0000-000-00-00-45001	Cate	gories			Add	Â



The new code will appear on the Treasury Receipt Codes *(detail)* screen where the details can be entered.

Enter a clear description in the description box.

Choose if transactions with this code will post to accounts receivable, allow changing the default accountwhen entered, or
 require a line note.

If this code usually has a certain dollar value, enter that as the default amount.

=== [AUC] 4168-Trea	asury Receipt Codes -	Detail [theresa]						
File Edit Ledge	ers Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget Collecti	ons Tax Motor Excise	Misc Billing System Favorites	Help
Pa 🛍 🎒 🧉	H4 + + H	🌾 🐃 🔍 №						
Goto		Tr	easur	y Rec	eipt Co	odes - D	Detail	
0010	0	Account						
Actions		ide Cash Account	****-000-00	00-000-00-00-104	400			_
	Year 2024 Code Canna				lot Post? □ w Override? ☑	Require Line Note?	Default Amount	
1 Summary	N 1	Accounts			Descri	ption	Amount	-
2 Edit List	1st bisbit 1st Credit	0000-000-0000-						
3 Error List	2nd Debit	0000-000-0000-	000-00-00-00	200				
	2nd Credit	0000-000-0000-						
	3rd Debit	0000-000-0000-	000-00-00-00	000				
	3rd Credit	0000-000-0000-	000-00-00-00	000				
	4th Debit	0000-000-0000-	000-00-00-00	000				
	4th Credit	0000-000-0000-	000-00-00-00	000				
	Create Suppler	ment Appropriation Mapped SA Accor		0-000-000-00	0-00000			

Note: Categories and Column number selection checkboxes are not available on this screen. To set categories and select column numbers return to the Summary screen (see hovertext).

Please see <u>RC–1320 Treasury Receipts</u>, <u>RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change]</u>, <u>RC-1350</u> <u>Treasury Receipts Accounting Entries</u>, and <u>RC–1355 Supplemental Appropriations JE from Treasury Receipts</u> in the Help Reference Library for more information.

[ADM-AUC-RC-8652]

3 Posting Multiple Receipt Batches

Instead of posting batches individually, consider posting them all at once at the end of the day. The same reports will be generated, and each batch in a posting report will start on a new page. To post batches together, from the menu, choose:

Collections > Payments (or Adjustments) > Post Batches

The screen will look like this:	File Edit Ledger	rs Purcha	ase Order	s Accounts Paya			man Resources	Budget Coll	lections Tax M	lotor Excise Misc Bill	ing System Fav
Make selections using the checkboxes or the Select All / De-Select All buttons at the	Goto Actions	Sel		4 User	Select All	6 Bnk	Post Rece Deselect. 7 Pay Date 29-Jun-2022	All 6 Trx Date	Post Bat		Total Selected 2341.97
top of the screen.			THERES		1419	BOA	22-Feb-2024 29-Mar-2024	22-Feb-2024	250.00	250,00 2091,97	2341.57

ADMINS Unified Community

Revenue Collections

4079-RCRECPSTSUM.REP		ted 02-May-2024 at 17 Town of Admin Receipt Posting Summa	s		Page 1
GL Posting#: 8902192					
User Batch#	Batch Total	Original Owner	Department	Bank	Deposit Date
1476	6,281.86	THERESA	HIGHSCHOOL-HIGH SCHOOL		02-May-2024
1477	32,784.53	THERESA	HIGHSCHOOL-HIGH SCHOOL		01-May-2024
1478	10,500.00	THERESA	HIGHSCHOOL-HIGH SCHOOL	BOA	02-May-2024
** Grand Total **	49,566.39				

Goto.

Actions

port Categories 1 Collection Reports

3 Other Reports 4 TT / Deferral Reports

16

E [AUC] 4961-Report Library Transaction History

File Eart Leagers Purchase Orders Accounts Payable Fixed Assets 🗈 🗈 🚭 🥌 🙌 🕂 + + 🛏 🊝 🐳 🔍 🖬 🔛 🛃

Report Name

[ADM-AUC-RC-8656]

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Human Res

Posting

ch Selec

Report Library Transaction History

enue Sunnary – by Category, Type, Date enue Sunnary – by Type, Date, Category enue Sunnary – by Category, Year, Type

08-Posted Receipts - by Date, GL#

Posted Receipts by GL Postin 70-Posted Transactions - Summary 690-Posted Transactions - Refund History 725-Posted Transactions - Payments by Bat

50-Lockbox Batch Summary Rep

5-Posted Transactions 5-Poited Transactions

ue Detail - by Category, Year, Type ue Sunnary Category - By Type and Yea

Report # 4617 – Replica of # 4012 Receipt Posting 4

Sometimes, a site asks us to retrieve a #4012 receipt posting report that is months old, but that report may not be in the archive.

ADMINS created Report #4617, Posted Receipts by GL Posting Number report, which is a replica of report #4012.

To run the report, from the menu, select:

Collections Reports Report Library [2 Transaction Reports]

Click on Run to see the following prompt:

Task 4517: Posted Receipts by GL Posting # (same as 4012) Posted Receipts by GL Posting # (same as 4012) Required: Enter GL Posting # [sag2192] Total By © Fund O Fund and Dept O Trx#	Lookup GL Batch Numbers				×
Run as O Preview O Print © PDF II Printing use Duplex @ Yes No Lookup OK Cancel Clear All	G. Posting UserBatch 50xC194 VRV1479 50xC192 4476 50xC192 4476 50xC192 4476 50xC195 4477 50xC195 5477 50xC195 5479 50xC195 5479 50xC195 334 50xC195 334 50xC195 570145 50xC195 671 4450 50xC195 4450 5	Overen HERESA HERESA HERESA HERESA ANTHER ANTHER MENOY MENOY MENOY MENOY MENOY MENOY MENOY HERESA HERESA HERESA HERESA HERESA HERESA HERESA HERESA	02-May-2024 02-May-2024 02-May-2024 10-May-2024 11-Apr-2024 11-Apr-2024 11-Apr-2024 11-Sep-2023 29-Sep-2023 29-Sep-2023 29-Sep-2023 01-Apr-2024 31-Jan-2024 31-Jan-2024 11-Apr-2024 11-Apr-2024	PostDate 02-May=2024 02-May=2024 02-May=2024 02-May=2024 02-May=2024 11-Apr-2024	

The prompt requires entering the GL Batch number.

Choose to total the report by **O Fund**, **O Fund** and Dept, or O Transaction #.

Batch Total	Original Owner	Department
32,784.53	THERESA	HIGHSCHOOL-HIGH SCHOOL HIGHSCHOOL-HIGH SCHOOL HIGHSCHOOL-HIGH SCHOOL
49,566.39		
	6,281.86 32,784.53 10,500.00 49,566.39	



17-RCRECPSTRPT.	REP	Printed 03	-May-2024	at 11:24:04 by THERE			Town of Admins by GL Posting ‡ (same as 40	(12)					Pa	ige 2
tch In Balance	Will	Post												
			ective Dat t Date	: 02-May-2024 e: 01-May-2024 : 01-May-2024 :					Bank : Entered By : Batch Owner:	BANK	OF AMERICA 1			
	`	Bill#								 				
Batch\$ Trx\$	Year Date	81115		wner Name		Type	Bill Category		un Cas	Back	Check	Other	Total	
77				TIRE + SRV CTR INC					2		152.09		152.09	
77 Batc	h‡ :	1477		TIRE + SRV CTR INC	Personal	Property	40 Tax Interest		2		10.68		10.68	
GL P	osting‡ :	8902	192			··· Total	: Bill# 100150-00	•••			162.77		162.77	,
257841	9 2024 02-May-202					Property	A1		,		29983.43		29983.43	
	9 2024 02-May-202						40 Tax Interest		2		2104.59		2104.59	
						*** Total	: Bill# 100660-00	••••		 	\$2088.02		22088.02	
	0 2024 02-May-202 0 2024 02-May-202					Property	01 Tax 40 Tax Interest		2		498.73		498.73	
20/042	0 2024 02-MAY-202	4 101060-00	WASLE EK	IN DR	Personal	. Property	to Tax Interest		2	 			35.01	
						···· Total	: Bill# 101060-00			 	533.74		533.74	
						··· Total	: Fund			 	92784.59		32784.53	

The report will look like this.

If the GL Batch included multiple RC batches, the report will include all the RC batches from the posting.

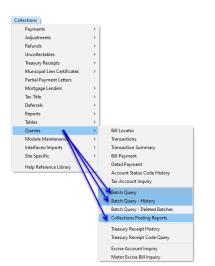
[ADM-AUC-RC-8657]

5 Posting Reports Query Screen # 4022 [Enhancement]

This screen allows users to find and view posting reports for batches that were processed in the past, by selecting the GL Batch number or the User Batch number. The reports generated during a posting are frequently needed for auditing and reconciliation and are available for different types of posting processes, such as receipt posting, adjustment posting, lockbox posting, refund posting, tax taking posting, and reverse payment posting.



This screen does not show that the batch was <u>reversed</u> on the original batch. To check if a batch was reversed, look for a <u>reversal</u> batch called "REV" plus the original RC batch number.



	\sim	Collections Posting Repor	ts			
Goto	GL Batch# 21474B3647 Associated Collection Ba	Posted By On 1: Find by User Batch From 01-Jaa 2: Find by User Batch Before 01-Ja 3: Find by GL Batch#	n-2023 to Today			
q# Description		Filename	E	View	8 Email	
				/ VIEW	o criidil	
	Attachment	1				

The Collections Posting Reports screen will look like this. To find the batch reports, click on the GL Batch # field and click to select one of the three options:

UserBatch	GL-Batch# CurrentOwner	OriginalOwner	TrxDate	Submitted	Posted	Tot
RE0201163 1428 1425 1424 1423 1421 1422 RE0131160 RE0131161 RE0131162 1390	8922107 THERESA 8922103 THERESA 8922103 THERESA 8922103 THERESA 8922101 THERESA 8922007 THERESA 8920097 THERESA 8920091 RHTHEA 8920201 RHTHEA 8920201 RHTHEA 8920201 RHTHEA	THERESA THERESA THERESA THERESA THERESA THERESA THERESA ANTHEA ANTHEA ANTHEA	29-Mar-2024 29-Mar-2024 28-Mar-2024 28-Mar-2024 28-Mar-2024 28-Mar-2024 31-Jan-2024 31-Jan-2024 31-Jan-2024	29-Mar-2024 29-Mar-2024 29-Mar-2024 28-Mar-2024 28-Mar-2024 28-Mar-2024 25-Mar-2024 25-Mar-2024 25-Mar-2024	23-Man-2024 29-Man-2024 29-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 25-Man-2024 25-Man-2024 25-Man-2024 21-Man-2024	~
		ОК	Find Sea	Irch Cance	l Help	Eot

Time by User Batch Before 01-Jan-2023

UserBatch QuerentOwner DriginalOwner TrxDate Subwitted Posted Tof

Find by User Batch Before 01-Jan-2023

OK Find Search Cancel Help Eof

Find by GL Batch# Х L-Batch* Description 8902099 Post Receipt - Summary by Category 8902097 Rocs Receipts 8902097 Receipt Posting Summary Report 8902097 Posting Report - Detail by GL* 8902095 Rocs Receipts 8902095 Rocsing Report - Detail by GL* 8902095 Rocs Receipts 8902095 Posting Report - Summary by GL* 8902095 Posting Report - Summary by GL* 8902091 Post Receipt - Summary by GL* 8902091 Posting Report - Summary by GL* 8902091 Post Receipt - Summary by GL* 8902091 Post Receipt - Summary by GL* 8902091 Post Receipt - Summary by GL* 8902087 Posting Report - Summary Bottegory GL-Batch# Description Tof Posted by Posted On Posted Un 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 28-Man-2024 25-Man-2024 25-Man-2024 THERESA ANTHEA ANTHEA ANTHEA -2024 -2024 ANTHEA ANTHEA ANTHEA ANTHEA ANTHEA ANTHEA ANTHEA 2024 ____Mar 21-Mar 21-Mar-21-Mar-21-Mar--2024 21-Mar-2024 21-Mar-2024 21-Mar-2024 21-Mar-2024 OK Find Search Cancel Help Eof

Option 1: to find the user batches since January 1 of the current year.

Option 2: to choose from the list of User Batch numbers posted before January 1 of the prior year (this will not have any records until batches are more than a year old).

Option 3: to find the batch by GL Batch number. Use the lookup by GL Batch number if, for example, the finance office has referenced a GL batch and asks for details.

Or, select the user batch in the <u>Batch Query</u> screen (as shown in section 1.1) or <u>Batch Query History</u> screen and navigate to the **Collections Posting Reports Screen** using the **[Actions] > Posting Reports** feature.



After the software update, the following processes will have the posting reports available via this method.

- 1. Receipt Posting (Payments & Treasury Receipts)
- 2. Adjustment Postings
- 3. Lockbox Posting
- 4. Post Refunds
- 5. Scheduled Task Overnight RC Postings
- 6. Reverse Payment Batches
- 7. Original Tax Title Taking
- 8. Subsequent Tax Title Taking

[AUC] 4022-Collections Posting Reports [theresa]								-	٥	×
File Edit Ledgers Purchase Orders Accounts Payable		iman Resources	Budget Coll	ections Tax	Motor Excise	Misc Billing	System	Favorites	Help	
🖻 🔀 🖨 📫 н 🔶 🛨 н 🎇 🚆 🔍 🖬	🖆 🚼 🔒									
<u> </u>										
	Co	llections P	osting Re	ports						
Goto CL Bataba 8902091	00		obtaing rec	ponto					-	
Gl Batch# PSO2051		By ANTHEA		On 25-Ma	r-2024				- 8	
		1203-Post Lock	box						- 8	
Associated Collection Batch	n#								- 8	
LRC0131160 LRC0131161	LRC01311	.62								
		.62								
Seq# Description	Filename				Buttons					
Seq# Description 1 Post Receipts	Filename RectPst_4012	_ANTHEA.pdf			4 Buttons 7 Vie	w 8 E	mail			
Seq# Description 1 Post Receipts 2 sting Report - Summary by GL#	Filename RectPst_4012 RectPstGLSum	_ANTHEA.pdf _4084_8902091				w 8E	mail			
Seq# Description Post Receipts Seting Report - Sunnary by GL# Sosting Report - Detail by GL#	Filename RectPst_4012 RectPstGLSum RectPstGL_409	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8E	mail _			
Seq# Description 1 Post Receipts 2 2 psting Report - Summary by GL#	Filename RectPst_4012 RectPstGLSum	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8Er	mail			
Seq# Description Post Receipts Seting Report - Sunnary by GL# Sosting Report - Detail by GL#	Filename RectPst_4012 RectPstGLSum RectPstGL_409	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8Er	mail			
Seq# Description 1 Post Receipts 3 Disting Report - Summary by GL# 4 Post Receipt - Detail by GL# 4 Post Receipt - Summary by Category	Filename RectPst_4012 RectPstGLSum RectPstGL_409	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8E	mail			
Seq# Description Post Receipts Seting Report - Sunnary by GL# Sosting Report - Detail by GL#	Filename RectPst_4012 RectPstGLSum RectPstGL_409	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8 Er	mail			
Seq# Description 1 Post Receipts 3 Disting Report - Summary by GL# 4 Post Receipt - Detail by GL# 4 Post Receipt - Summary by Category	Filename RectPst_4012 RectPstGLSum RectPstGL_409	_ANTHEA.pdf _4084_8902091 99_8902091_AN	THEA.pdf			w 8Er	mail			

Reports will not be available to the screen until the final posting step is complete. The last step in each posting process will save reports to the **Collections Posting Reports Screen**.



Note: The reports will only be available to save in the history screen if they are selected to be run during the posting step by clicking "**O** Yes" when presented with this prompt.

(Posting procedures that do not use the prompt will automatically save all the reports in the history screen).

Whenever possible the report numbers will be included on the prompt as shown to help users consistently run the expected reports.

Task 4012: Post Receipts	×
Post Receipts	
Total By	\odot Fund \bigcirc Fund and Dept \bigcirc Trx#
Print Detail GL Report #4099:	• Yes O No
Print Summary GL Report #4084:	• Yes O No
Print Batch Summary Report #4079:	• Yes O No
Run as O Preview O Print PDF If Printing use Duplex Yes ON Lookup Of	0

5.1 Reports Available by the Type of Posting

The sections below are examples of the reports that will be available on the screen, depending on the type of posting.

5.1.1 Tax Receipts Batches on the Collections Posting Reports Screen

[AUC] 4022-Collections Posting Reports [theresa]

The Tax Receipts Batches (RE, MV, PP) will have these reports saved:

- #4012 Post Receipts
- #4079 Receipt Posting Summary
- #4084 Summary by GL #
- #4099 Detail by GL #
- #4665 Summary by Category

				Collections Posting	Repo	orts			
Goto Actio			atch#	Posted By THERESA From 4012-Post Receipts		On 02-Mau-2024 Multiple Receipt Batches Posted			
	1476	1477	1478			from the Post Batches scree	en		
Seq#	eq# Description Filename			:		Buttons			
	Post Receipts			t_4012_46.pdf					
		(Summary Report		RectPstSum_4079_46.pdf					
		- Summary by GL#		tGLSum_4084_8902192_46.pdf		7 View 8 Email			
		- Detail by GL#		tGL_4099_8902192_46.pdf					
5	Post Receipt -	Summary by Category	RectPs	tCatSum_4665_46.pdf					
				Filename					
	6 Add At	achment		RectPst_4012_0	RectPst_4012_46.pdf				
				RectPstSum_40	79_46	6.pdf			
ıdy				RectPstGLSum_	m_4084_8902192_46.pdf				
				RectPstGL_409	RectPstGL_4099_8902192_46.pdf				
				RectPstCatSum,	4665	5_46.pdf			

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help



Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

On 09-Apr-2024

Tax Adjustment Batch (RE, PP, & MV)

7 Vie

Butto

Collections Posting Reports

Posted By THERESA From 4020-Post Adjustments

ectPstGLSum_4084_8902138_25.pdf

ectPstGL_4099_8902138_25.pdf

5.1.2 Tax Adjustment Batches on the Collections Posting Reports Screen

E [AUC] 4022-Collections Posting Reports

°a 🛍 🚑 ≦ ₩ + + ₩ 🕊 💥 Q 📟 🖬 🛃 🎧

3902138

Filename

AdjPst_4020_25.pdf

Associated Collection Batch#

igers Purchase Order

GL Batch#

Posting Report - Summary by GL# Posting Report - Detail by GL#

6 Add Attachment

1445

Post Adjustments

Goto.

Actions

The Tax Adjustment Batches will have these reports saved (by default – there is no prompt for selecting reports for Adjustment Batches):

- #4020 Post Adjustments
- #4084 Summary by GL
 Number
- #4099 Detail by GL Number

5.1.3 Lockbox Batches

The Lockbox files can have multiple batches within them for the bill type (RE, MV, PP) and will have these reports saved:

- #4012 Post Receipts
- #4084 Summary by GL #
- #4099 Detail by GL #
- #4665 Summary by Category

File Edit Ledge	022-Collections Posting Repo ers Purchase Orders Accounts Payable ा स्प ← → २२ व्या २० ्र 📰	Fixed Assets Human Resources Budget	Collections Tax Motor Excise Misc Billing System Favorites Help
		Collections Posting	Reports
Goto	GL Batch#	Posted By ANTH	
	Associated Collection Bate LRC0131160 LRC0131161	x batches always start with "LRC"; and may include multiple batches within a file	
Seq# Description	on	Filename	Buttons
1 Post Re	eceipts	RectPst_4012_26,pdf	Buttons
1 Post Re 2 Posting	eceipts g Report - Summary by GL#	RectPst_4012_26.pdf RectPstGLSum_4084_8902140_26.pdf	
1 Post Re 2 Posting 3 Posting	eceipts	RectPst_4012_26,pdf	Filename RectPst_4012_26.pdf
1 Post Re 2 Posting 3 Posting	eceipts g Report - Summary by GL# g Report - Detail by GL#	RectPst_4012_26.pdf RectPstGLSum_4084_8902140_26.pdf RectPstGL_4099_8902140_26.pdf	Filename RectPst_4012_26.pdf
1 Post Re 2 Posting 3 Posting	eceipts g Report - Summary by GL# g Report - Detail by GL#	RectPst_4012_26.pdf RectPstGLSum_4084_8902140_26.pdf RectPstGL_4099_8902140_26.pdf	Filename RectPst_4012_26.pdf RectPstGLSum_4084_8902140_26.pdf
1 Post Re 2 Posting 3 Posting	eccipts g Report - Summary by GL# g Report - Detail by GL# accipt - Summary by Category	RectPst_4012_26.pdf RectPstGLSum_4084_8902140_26.pdf RectPstGL_4099_8902140_26.pdf	Filename RectPst_4012_26.pdf

5.1.4 Refunds Postings

The posting reports are created in this step:

Task 4125: Post Refunds (to A/R and A/P)		×
Post Refunds (to A/R and A/P)		
Required: Enter Refund Date (mmddyyyy)	04112024	
Required: Assign Voucher Batch to	THERESA	Theresa
Run as O Preview O Print PDF If Printing use Duplex Yes No Lookup	OK Cancel Clea	r All



The Refunds Posting will have these reports saved:

- #4125 Refunds Due Posting
- #4128 Refund Posting to GL
- #4129 Refund Vouchers (AP)

Goto Actions	GL Batch# <u>B90218</u>	5	Posted By THERESA From 4125-Post Refunds (to A/I					
	Associated Collection REF1472	n Batch#				nd batches always		
Seq# Descrip	tion Refunds (to A/R and A/P)	Filena	me nds_Due_Post_4125_43.pdf		start with "REF"			
2 Refun	d Posting ers created during Refund Pos	Refur	nd_Posting_GL_9902185_43.pdf nd_Vouchers_4129_43.pdf					
dv.	6 Add Attachment		Filename Refunds_Due_Post_4125_43,pdf Refund_Posting_GL_8902185_43,pdf					

5.1.5 Scheduled Task Overnight RC Postings

There are no sites currently opting to implement this feature. If any sites choose to implement this feature, the reports generated by the scheduled task posting will be saved in the query screen.

5.1.6 Reverse Payment Batches

The prompt displays the reports that are generated when a payment is reversed, and it also lists the report numbers on the prompt to help match them and make sure that the right reports are chosen for be produced:

Only the reports that are marked with the **O** Yes radio button will be created, and they will be the only ones that appear on the **Collections Posting Reports** screen.

If the original batch was a lockbox batch that contained multiple files, and therefore multiple lockbox batch numbers, each must be reversed.

Task 4325: Post Reversal Payment Batch	×
Post Reversal Payment Batch	
Required: Enter GL Effective Date (mmddyyyy) 1	11-APR-2024
Print Detail GL Report #4326:	● Yes ○ No
Print Summary GL Report #4328:	🖲 Yes 🔿 No
Print Batch Summary Report #4079:	🖲 Yes 🔿 No
Run as @ PDF	
Lookup OK Cancel	Clear All

For example, in section 5.1.3 above, three lockbox batch numbers are shown: LRC0131160, LRC0131161, & LRC0131162. Each must be reversed separately.

When the Yes radio buttons are all selected, these reports are saved:

- #4079 Receipt Posting Summary
- #4325 Reverse Batch Posting
- #4326 Detail by GL #
- #4328 Summary by GL #

[AUC] 4022-Collections Posting Reports d Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help 🖻 📾 🚑 🧉 + + + + 🕊 💥 Q 🗖 🖬 🔂 🔒 **Collections Posting Reports** GL Batch# 8902142 Goto Posted By THERESA On C From 4325-Post Reversal Payment Batch On 09-Apr-2024 Actions Associated Collection Batch# RVB1446 Filename ceipt Posting Summary Report 8 Email ectPstSum_4079_27.pdf ost Reversal Payment Batch overse Payment Batch Posting everseBatchPost_4325_27.pdf erse Payment Batch GL Summary Posting everseBatch_PostGL_4326_8902142_27.pdf everseBatch_PostGLSum_4328_8902142_27.pdf 6 Add Attachment

[ADM-AUC-RC-8646]



5.1.7 5939-Original Tax Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Original Tax Taking. These are the reports that will be

saved from the Original Tax Taking Posting:

- Tax Taking Posting CSV File
- #5932 Form 346 Recorded Tax Takings
- #5940 Candidates Selected / Deselected for Taking
- #5942 Original Tax Taking GL
 Posting

	an RC batch, only with a GL Batc a lookup for the tax title reports	h; select						
E [AUC] 4022-Collections Posting Reports [theresa] File Edit Ledgers Purchase Orders Accounts Payable F		ax Motor Excise Misc Billing System Favorites Help 1: Find by User Batch From 01-Jan-2023 to Today 2: Find by User Batch Before 01-Jan-2023						
Goto GL Batch# B002169 Posted By THERESA On 02-Mag-2024 Actions Associated Collection Batch# From 5939-Issue Form 346 / Post Taking From 5939-Issue Form 346 / Post Taking								
Seg# Description	Filename	Buttons						
1 Tax Taking Posting CSV File	IT_PostTak_File_44.csv	7 View 8 Email						
 Form 346 - Recorded Tax Takings Candidates Selected/Deselected for Takin 	TT_TaxTak_Form346_5932_44.pdf							
3 Landidates Selected/Deselected for Takin 4 Original Tax Taking GL Posting	tt_Sel_NotSel_5940_44.pdf							
	OriTax_GL_Post_5942_44.pdf							
6 Add Attachment								
Ready								

5.1.8 5439-Subsequent Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Subsequent Tax Taking. These are the reports that will be saved from the Original Tax Taking Posting:

The Subsequent Tax Taking Posting will have these reports saved:

- #5440 Subsequent GL
 Posting
- #5441 Candidates Selected
 / Deselected for Taking
- #5444 Subsequent Tax Taking GL Posting

		tle Taking is not associated with an option 3 when doing a lookup for		
File Edit Ledgers		Fixed Assets Human Resources Budget Collection Tax	Motor Excise Misc Billing System Favorites Help	
Pa 🛍 🖨 🧉	κ ← → » (¥ ¥ Q ■	e : .	1: Find by User Batch From 01-Jan-2023 to To 2: Find by User Batch Before 01-Jan-2023	oday
Goto Actions	GL Batch# 3902190 Associated Collection Batch#	Collections Posting Reports Posted By THERESH On 02-Ma From 5439-Post Subsequent Taking	ug-2024	
Seg# Description		Filename	Buttons	
	t GL Posting	SubTax_GL_Post_5440_45.pdf	7 View 8 Email	
	t Candidates Removed from Tax t Taking Category Summary	SubTak_Deselected_5441_45.pdf		
		SubTak_PostSum_5444_45.pdf		
6	Add Attachment			

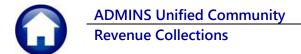
[ADM-AUC-RC-8646]

6 Batch Query & Batch Query History Screens [Enhancement]

The Batch Query and Batch Query History screen have the same appearance. How are they different?

Users can find batches by different criteria, like batch number, owner, transaction date, submit date, or posting date. The **Batch Query** screen shows the **current year's batches**, while the **Batch Query History** screen shows batches with dates prior to January 1. Users can also go to the Posting Reports screen from here.

[ADM-AUC-RC-8648]



6.1 Batch Query Screen [Enhancement]

To access the Batch Query Screen (and view the posting reports for a given batch), from the menu, select:

Collections ▶ Queries ▶ Batch Query

6.1.1 Search for a Batch by Any of the Date Columns [Enhancement]



Before the software update, the screen could only be sorted / searched by Batch, Batch Owner, and Original Batch Owner columns.

ADMINS added the ability to search by:

- 1. Trx/Deposit Date
- 2. Submit date
- 3. Posting date

						Batch Que	ery		
Goto	0 Batch Re	port	5	Trx	Date	6 Submit D	ate	7 Post	Date
Actions	2 Batch	3 BatchOwner	4 Original	Typ	5 Trx Date	6 Submit Da	ite 7	Post Date	
1 Actions	p	SSILVA	SSILVA	R	22-Mar-20	23			
	004015	SSILVA	SSILVA	R	30-Ju1-20	20			
	01032023BR	MSTOWE	BRIVARD	R	04-Jan-20	23 05-Jan-20)23 05-	-Jan-2023	
	01032023MM	MSTOWE	MMAHAR	R	04-Jan-20	23 05-Jan-20)23 05-	-Jan-2023	
	01032023TG	MSTOWE	TGRIFFIN	R	31-Dec-20	22 05-Jan-20	23 05-	-Jan-2023	
	010323MB01	MSTOWE	MBRUNELLE	R	31-Dec-20	22 05-Jan-20	23 05-	-Jan-2023	
	010323MB02	MSTOWE	MBRUNELLE	R	03-Jan-20	23 05-Jan-20	23 05-	-Jan-2023	
	010323MB03	MSTOWE	MBRUNELLE	R	03- Ian-20	23 05-Jan-20	123 05-	Jan-2023	

To search by any of the dates, first click on the button to activate the column. Then type a date in the active column. The display will bring the closest date to the top of the screen.

The first date column label (either **[Trx Date]** or **[Deposit Date]**) is determined by **Module Control Sequence #4031**. The button label will change depending on the value set on site. If the value is T, the label will read "Trx Date". If the value is "D", the label will be "Dep Date". The <u>Billing History Query screen</u> column headers are controlled the same way.

Sites usually do not change this value once it is set up.

Only Super Users (Security Level 20 or above) have access to edit this module control value.



To see the value, from the menu, select:

Collections Module Maintenance Module Control Table

Seq# Description			
<mark>4031</mark> Date Used for Posting to Le	dger – Trans	action Dat	te or Deposit
Seq#Description 4031 Date Used for Posting to Ledger - Transaction Date or 1	Answer		Edit Button
4031 Date Used for Posting to Ledger - Transaction Date or D 4032 Set Flag for Users Batches on Posting Selecton Screen.			1 Edit
4032 Det Flag for users batches of rosting beletion screen. 4037 [TR] Supplemental Appropriation JE User to receive Batc		dit Button	
4070 57			
4038 L1 E [AUC] 51-System Module Control [theresa]		1 Edit	
4041 Ba Date Used for Posting to Ledger - Transaction Date or D	eposit Date [T/D]		
4044 # 4045 FM Enter Code		\sim	
1010			
4046 EC			2_2
4050 LT 4054 LE			
4054 12			
4050 51	0		
4058 LU 4057 CE	Cancel Clear All		
4058 [BillTrust] Open Balance File Name Prefix - SITE Name	AdminsMA		_



Once the batch has a GL Posting

number assigned, hover over the Post Date to reveal the GL Posting number.

6.1.2 General Ledger Posting Number on the Batch Query Screen [Enhancement]

[AUC] 4057-Batch Query

 Tele
 Tele

[ADM-AUC-RC-8659]

6.1.3 Access the Posting Reports Screen from the Batch Query Screen

Goto	0 Batch Re	port		All Batches From 01-Jan-2023							
Actions	2 Batch	3 BatchOwner	4 Original	Тур	5 Trx Date	6 Submit Date	7 Post Da				
1 Actions	RC0131162	ANTHEA	ANTHEA	R	31-Jan-2024	25-Mar-2024	25-Mar-2				
Goto Batc	h	HEA	ANTHEA	R	31-Jan-2024	25-Mar-2024	25-Mar-2				
OULUBALC		HEA	ANTHEA	R	31-Jan-2024	25-Mar-2024	25-Mar-2				
Re		HEA	ANTHEA	R	20-Mar-2024	20-Mar-2024	20-Mar-2				
1 A (ctions	HEA	ANTHEA	R	14-Feb-2024	14-Feb-2024	14-Feb-2				
		HEA	ANTHEA	Ĥ	11-Jan-2024						
Print Edit I	list	HEA	ANTHEA	Ĥ	03-Jan-2024						
Print Cove	r Sheet	HEA	ANTHEA	Ĥ	03-Jan-2024	03-Jan-2024	03-Jan-2				
		HEA	ANTHEA	R	21-Dec-2023	21-Dec-2023	21-Dec-2				
Submit thi	is Batch	HEA	ANTHEA	R	14-Dec-2023	14-Dec-2023	21-Mar-2				
Post this B	atch	HEA	ANTHEA	R	14-Dec-2023	14-Dec-2023	14-Dec-2				
		HEA	ANTHEA	R	13-Dec-2023						
Posting Re	eports	HEA	ANTHEA	R	17-Nov-2023						
	378	ANTHEA	ANTHEA	A	08-Nov-2023						

Added the option to go to the Posting Reports screen # 4022 from the **[1 Actions]** button (see section 1 above.

This Posting Reports screen will only be available *if*:

- The batch *has been posted* (after the June 2024 software update)
- The batch may be accessed by the user doing the query by virtue of permissions on the User Profile.

Contact <u>support@admins.com</u> for details on how to make older reports (for batches posted before the software update) available.

6.1.4 A Quick Way to "Goto..." the Batch History Query Screen

[AUC] 4057-Batch Query [theresa]	
File Edit Ledgers Purchase Orders Accounts Pa	yable Fixed Assets Human Resources Budget Collectior
в∎ ⊜ ≦ к + → м 從 ¥ Q	📟 😰 🛃 🥼
Cata	Batch Query
0 Batch Report	All Batches From 01-Jan-2023
Actions 2 Batch 3	4 Original Typ 5 Trx Date 6 Submit Date 7 Post Dat
	ILVA R 22-Mar-2023
	ILVA R 30-Ju1-2020
Datab Cata	IVARD R 04-Jan-2023 05-Jan-2023 05-Jan-20
Batch Entry	AHAR R 04-Jan-2023 05-Jan-2023 05-Jan-20
Patch Quany History	RIFFIN R 31-Dec-2022 05-Jan-2023 05-Jan-20
Batch Query History	RUNELLE R 31-Dec-2022 05-Jan-2023 05-Jan-20

For your convenience, **ADMINS** added a way to go to the Batch Query History Screen from the Batch Query screen using the **[Goto...]** button.

Click on the **[Goto...]** button and choose "Batch Query History " from the list to access the Batch Query screen directly.

There is a reciprocal branch on the Batch Query History screen to return to the Batch Query screen.

[ADM-AUC-RC-8647]

6.2 Batch Query History Screen [Enhancement]

To access the Batch History Screen, from the menu, select:

Collections > Queries > Batch Query – History

6.2.1 Access the Posting Reports Screen from the Batch Query Screen

As batches of a certain age are moved to the Batch Query – History screen, the OPost Reports button will be available for batches with reports on the new **# 4022** Posting Reports screen.

Goto		Batch Query - History Posted Batches prior to 01-Jan-2023										
Actions	2 Batch	3 BatchOwner	4 Original	Ту	5 Trx Date	6 Submit Date	7 Post Date	#Trx	Expected Amt	Entered Amt		
1 Edit List	1236	MUPDEV2	MUPDEV2	Ĥ	02-Bec-2022	05-Dec-2022	05-Dec-2022	5				
	1237	MUPDEV2	MUPIEV2	Ĥ	05-Dec-2022	05-Dec-2022	05-Dec-2022	3				
	12516KHOUR	CWINTERS	CWINTERS	R	05-Dec-2016	06-Dec-2016	06-Dec-2016	9	5142.02	5142.02		
	12518ADJ3	SSILVA	SSILVA		05-Bec-2018			4	11.47	11.47		
	12518ADJS	SSILVA	SSILVA	Ĥ	05-Dec-2018	05-Dec-2018	05-Dec-2018	2	-10.02	-10.02		
	12518READJ	CWINTERS	CWINTERS	Ĥ	25-Jan-2018	25-Jan-2018	25-Jan-2018	2	-4.39	-4.39		

6.2.2 Search for a Batch by Any of the Date Columns [Enhancement]

Before the software update, the screen could only be sorted by Batch, Batch Owner, and Original Batch Owner columns.

The Batch Query History screen can now be sorted and filtered on any of the three date columns:

- 1. Trx/Deposit Date
- 2. Submit date
- 3. Posting date

File Edit Ledi		Urders Accour	its Payable Fi			urces Budget	Collections	
					Batch	Query - His	story	
Goto				Po	sted Batche	s prior to 01-	Jan-2023	
Actions	2 Batch	3 BatchOwner	4 Origina	і Тур	5 Trx Date	6 Submit Date	7 Post Date	
1 Edit List	001	BETHS	BETHS		74 I 9004	74 I 0004	74 I 9004	
	002	BETHS	BETHS		5 Trx Date	6 Subr	nit Date	7 Post Date
	002413TT	ESZAMRETA	ESZAMRETA	R	23-Sep-2013	23-Sep-2013	23-Sep-2013	
	003	BETHS	BETHS			31-Jan-2004		
	0091709CF3		CFEDORAK			17-Sep-2009		
	01006051	CEEDODOM	ICEEDODOV	D	06- I	06- I-n-2006	06-1	l i i i i i i i i i i i i i i i i i i i

To search by date, first click on the button to activate the column. Then type a date in the active column. The display will bring the closest date to the top of the screen. The display will be sorted by the selected date column, with the most recent dates at the top of the screen.

[ADM-AUC-RC-8644]

6.2.3 Hovertext on the Original Owner Column [Enhancement]

Goto	Batch Query - History Goto Posted Batches prior to 01-Jan-2023												
	Posted Batches prior to 01-Jan-2023												
Actio <u>n</u> s	2 Batch	3 BatchOwner	4 Original	Ту	5 Trx Date	6 St	ubmit Date 7 Post Date #Trx Expected Amt Entered Amt						
1 Edit List	01242022BR	MSTOWE	BRIVARD			27-,	Jan-2022 27- Jan-2022 4 96.67 96.67 A Dect Decots						
	01182022HC	MSTOWE	Bernadette Rivard	5	an-2022								
	01182022BR	MSTONE	Created on 24-Jan	-202	2 an 2022	20-	Hover text shows the original owner name						
	01102022BR	MSTOWE	BRIVARD	R	11-Jan-2022	14-							
				-			and the date the batch was created. If no						
	05052020BJ	MNOWLAN	BSOOKLAL	R	05-May-2020	08-1	full sumariants to show the user means to						
	031020BJS	MNOWLAN	BSOOKLAL	R	10-Mar-2020	16-1	full owner name is show, the username is						
1 Edit List	08172022CB	MSTONE	CBOYAN	R	17-Jun-2022	25-6	not a current valid user of AUC						
	08042022CB	MSTOWE	longunu.	5	2022	09-F							
	MPAY111909	CFEDORAK	Created on 17-Aug										
	MPAY111809	CFEDORAK	CFEDORAK	R	18-Nov-2009	30-h	lov-2009 30-Nov-2009 2 317.50 317.50						

To see the hover text, move your cursor over the batch record you want in the **[4 Original]** column.

The hover text will show the date when the batch was created and the full name of the user who created it.

If there is no name shown the username does not exist in the AUC user profile database; the date the batch was created will still be shown.

[ADM-AUC-RC-8648]



6.2.4 General Ledger Posting Number on the Batch History Query Screen

📼 [AUC] 4392-Batch Query - History Budget r Excise Misc Billing System Favorit а 🛍 🚔 б ні + + ні 🎇 🚆 Q, 📟 🖬 🚼 🎧 Hover over the posting date to see the GL Batch Query - History Posting # Posted Batches prior to 01-Jan-2023 2 Batch 3 BatchOwner 4 Original Typ 5 Trx Date 6 Submit Date 7 Post Date #Trx E ed Amt cted Amt Ent 1 Edit Li 697.06 7 Post Date #Trx E 16 GL Posting # 8819213 [ADM-AUC-RC-8659]

6.2.5 A Quick Way to "Goto ... " the Batch Query Screen [Enhancement]

For your convenience, **ADMINS** added a way to go to the Batch Query Screen from the Batch Query History screen using the [<u>Goto...]</u> button.

Once the batch has a GL Posting

number assigned, hover over the Post

Date to reveal the GL Posting number.

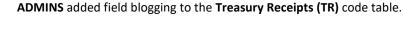
Click on the **[Goto...]** button and choose "Batch Query" from the list that appears to access the Batch Query screen directly.

EAUC] 4392-Batch Query - History [theresa]											
File Edit Ledgers P	urchase Orders	Accounts	s Payable	Fixed Ass	sets	Human Reso	urces Budget	Collections			
🖻 🛍 🎒 👗 м	+ → ₩	🕊 🎬 🛛	୍ 🖬	🗳 📑	<u> </u>						
G	to					Batch	Query - Hi	story			
Goto					200	tad Databa	- o prior to 01	- 100 2022			
				F	205	led Balche	s prior to 01	-Jan-2023			
Actions 2	atch 3 Bat	chOwner	4 Oriq	inal T	ур	5 Trx Date	6 Submit Date	7 Post Date			
		_									
Batch Que			BETHS	F	2 3	1-Jan-2004	31-Jan-2004	31-Jan-2004			
batch Que	ery 🗋		BETHS	F	2 3	1-Jan-2004	31-Jan-2004	31-Jan-2004			
	И	5— <mark>A</mark>	ESZAMRE"	TA R	2	3-Sep-2013	23-Sep-2013	23-Sep-2013			
003	BETHS		BETHS	F	23	1-Jan-2004	31-Jan-2004	31-Jan-2004			

There is a reciprocal branch on the Batch Query screen to get to the Batch Query History screen.

[ADM-AUC-RC-8647]

7 Treasury Receipts – Added Field Logging [Enhancement]



View changes made to the Treasury Receipts code table by selecting:

Collections Module Maintenance Field Logging – Treasury Receipt Codes



ADMINS Unified Community

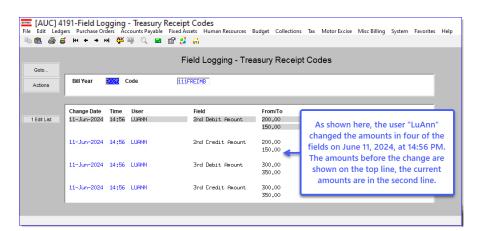
Revenue Collections

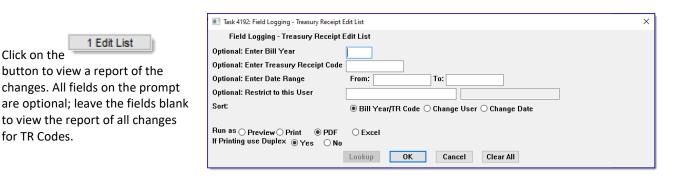
1 Edit List

Click on the

for TR Codes.

when run as Excel:





4 1 G		○	RESA[1].xml - Exc			₽ Search					8			
File	Home In	isert Page Layout Formu	ilas Data R	eview	View H	elp							년 Sh	are ~
A2	~ 1	× fx 2024												,
A	в	c	D	E	F	G	н	1	1 J	к	L	M		N
	TR-Code	Description	Change Date		User	Field	Old Value	New Value						
2024	A MISC	TEST [ADM-AUC-TR-98]	5/20/2024	17:37		Description	TEST [ADM-AUC-TR-98] 1	TEST [ADM-AUC-TR-98]						
2024	111FREMB	RENT TO BE PAID	5/20/2024	17:40	ANTHEA	Description	RENT	RENT TO BE PAID						
2025	100MISC	TEST [ADM-AUC-TR-98]	6/11/2024	14:56	LUANN	Default Amount	20.00	30.00						
2025	111FREMB	RENT TO BE PAID	6/11/2024	14:56	LUANN	3rd Credit Amount	300.00	350.00						
2025	111FREMB	RENT TO BE PAID	6/11/2024	14:56	LUANN	3rd Debit Amount	500.00	350.00						
2025	111FREMB	RENT TO BE PAID	6/11/2024	14:58	LUANN	2nd Credit Amount	200.00	150.00						
3 2025	111FREMB	RENT TO BE PAID	6/11/2024	14:56	LUANN	2nd Debit Amount	200.00	150.00						
9														

[ADM-AUC-TR-101]

7.1 DP01 "In Progress" Transactions in the GL Query Screens

Before the software update **Treasury Receipt (DP01)** transactions were not included in the GL work-in-progress query screens. Now DP01 Treasury Receipt transactions will be shown as work-inprogress in the queries.

Here is an example of the edit list

This sample shows a DP01 transaction for account number 0100-000-0000-000-00-48400.

ile Edit Ledger		rs Accounts Pa	yable Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help
h 🛍 🖨 🧉	K4 + + M	🥰 👾 🔍	🖬 🖆 🧾 🔒									
				Treasury	Recei	pts						
Goto			2-Edit Note				Tende	red Cash	Back	Applie	ed	Total
Actions	Username THE Batch 148 Pay-Trx Date 12-		No text available		Ca					1000.0	10	1000.00
1-Batch Enter Receipts	Deposit Date	5011 2024			Oth					1000.0	~	1000,00
Year Trx Date		Account Numb	ar		N	ote			Qty Amour	t Receive	1	
2024 12-Jun-20			00000-00-00-00000						1			3-Accept
Accepted Receipts 5-Apply TR# 6 Add Batch Attachments 4-Copy Note												
Year Trx Date	Code	Account Number	r		Note		Qty	Amoun	t Pmt Typ	Trx#	Cancel	Attach
2024 12-Jun-20	024 100MISC	0100-000-000	0-000-00-00-48400			Ę	5	100,00	Check	2578489	CANCEL	ATTACH
2024 12-Jun-20	024 111FREIMB	2717-000-000	0-000-00-00-43300		adnaucg	18394 :	1	900.00	Check	2578488	CANCEL	ATTACH

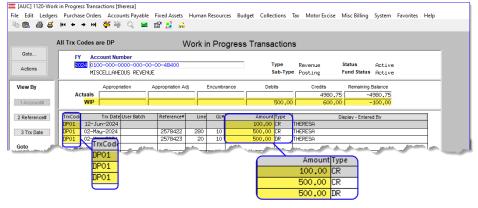
ADMINS Unified Community Revenue Collections Release Notes – Version 24.2 June 2024



To view Work in Progress Transactions, from the menu select:

Ledgers > Queries > Review Work in Progress Transactions

Account Maintenance	>	
Journal Entry Processing	>	
Posting Control	>	
Audit Overrides	>	
Queries	>	Account Balance Inquiry
Reports	>	Account Balance Listing
DpenGov Dashboard	>	Chart of Accounts Inquiry
ear-End Processing	>	Account Elements
Jnpost Processing		Transaction History
Module Maintenance	>	Journal History
nterfaces/Imports	>	Transaction Detail History
iite Specific	>	
Help Reference Library		Review Work In Progress Transactions
	-	Unposted Transactions
		GL Transaction Codes
		Users Account Security Inquiry
		Log of Deleted Journals



Enter the Fiscal Year and the account number. The Treasury Receipts will show up as Transaction code DP01.

The Treasury Receipts will show up in aggregate on the Account Balace Inquiry Screen as well. To access the screen, from the menu, select:

Ledgers Dueries Account Balance Inquiry

Ledgers			
Account Maintenance	>		
Journal Entry Processing	>		
Posting Control	>		
Audit Overrides	>		
Queries	>	Account Balance Inquiry	
Reports	>	Account Balance Listing	
OpenGov Dashboard	>	Chart of Accounts Inquiry	
Year-End Processing	>	Account Elements	

File Edit Ledg	account Balance Inquiry - Per gers Purchase Orders Acc ≝ н∙ ← → い ﷺ	counts Payable Fixed A	ssets Human Resource	s Budget Collections	a Tax Motor Excise	Misc Bil	ling System Favo	rites Help
Goto		Ac	count Balance I	nquiry - Period I	Breakdown		Type Revi Sub Type Post Status Act.	0
Actions	FY Account Number	00-00-00-48400	Description MISCELLANEOUS REVENUE				Fund Status Act. Last Trx in FY 11-	
	Appropriation	Appropriation Adj	Encumbrance	Debits	4980.75	ing Balance -4980,75	1 Txn History	-
Work In Pro	In Progress		~~** <u>****</u>	500,00	600.00	-100,00 -5080,75		

Enter the Fiscal Year and the account number to view the transactions.

[ADM-AUC-GL-8394]

8 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. (*The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.*) See <u>SY-175 Copy Live to Training</u> in the Help Reference Library for details.



ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



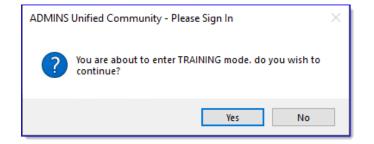
To access the Training area, select the **O** Yes option before typing in the password. After entering the password, you cannot switch the radio button for this session.

(The default is **O** No; typing the password and {Enter} will go to Live).

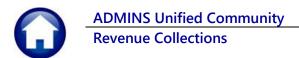


To proceed to Training mode, click on <u>Yes</u>. The prompt will default to <u>Yes</u> if the Training mode radio button is **O** Yes, and will go straight to training by pressing **{Enter}** (without clicking on any button).

Press No to log in to live.



[ADM-AUC-SY-8323]



9 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

For example,
"xxx@cccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click or the

prompt and enter a valid email address on the Required field.

The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.

Reference Card	View Send Last Run Date Run Time
GL-100 Finance User Help Documents Index	View Email 14-Sep-2023 09:47:50.87
ACCOUNT MAINTENANCE	
GL-120 Account Elements	View Email 24,46
[AUC] 27000-Ledgers Help Reference Library [theresa]	
Sending Reference via Email	
Optional: Enter Contact Name	
Optional: Enter Note	
Optional: Enter Note	
Required: Enter Email Address Laura	
Dequired: Enter Empil Add	
Required: Enter Email Add	ITESS Laura Cancel Clear All
	Cancel Clear All
SL-260 Bank Table	View Email 15-Jul-2021 14:25:46.65
1-265 Implementing a New Bank Account	View Email 15-Jul courses and a course of the second
	View Email 15-Jul- [AUC] 27000-Ledgers Help Reference Library (theresa)
JOURNAL ENTRY	View Email 15-Juli [AUC] 27000-Ledgers Help Reference Library [theresa] X View Email 15-Feb X
JOURNAL ENTRY L-270 Enter One - Time Journal Entries	Vew Enal 15-Feb
JOURNAL ENTRY SL-270 Enter One - Time Journal Entries 3L-280 Budget Transfer Journals L-290 Enter Recurring Journal Entries	Vew Email 15-Feb Vew Email 15-Feb Vew Email 15-Feb Image: Instance of the state of
JOURNE_ENTRY JA-270 Enter One - Time Journal Entries R-280 Budget Transfer Journals R-280 Enter Recurring Journal Entries R-300 Journal Entry Notes	Vew Email 15F-bit Vew Email 15F-bit Vew Email 15F-bit Vew Email 15F-bit
JURNL ENTY 3L-270 Enter One - Tine Journal Entries J-280 Budget Transfer Journals J-290 Enter Recurring Journal Entries 3L-300 Journal Entry Notes J-310 Upload Journal Entry	Vew Email 15F-60
JUBNE ENTRY 14-270 Enter Meerring Journal Entries 14-280 Endget Transfer Journals 14-280 Enter Recurring Journal Entries 14-300 Journal Entry Notes 14-300 Journal Entry 14-302 Add Attachments to Oretine Journal Entries	Vew Email 15-Feb Vew Email 15-Feb Vew Email 15-Juli
1-265 Euplementing a New Bark Account — JURPH L DRY —	Vew Email 15F-60

Task 4566: Statement of Account		\times
Statement of Associat		
Optional: Enter Email A	ddress Laura	
Optional. Lines Lines		1
Optional: Enter Email Note 2		1
Optional: Enter Email Note 3		Ī
Optional: Enter Email Note 4		1
Run as O Preview O Print Print Printing use Duplex Yes O		_

[ADM-AUC-SY-8331]

10 Site Specific – Cranston, RI [Enhancement]

At the customer request, **ADMINS** added a Parcel Address column to the following 3 Reports:

Law Office RI Housing Over 65



[CRI-SUP-SAPLAUC-1200]



11 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website, related to the topics of payments, reports, and posting reports. The documents were added to the Help Reference Library and content to **ADMINS**.com:

11.1 New & Updated Documentation in the Help Reference Library

Payments	RC–130 How to Find a Bill	[Updated]
	RC-145 Posted Reports Query Screen	[New]
Reports	RC-480 Statements of Accounts	[Updated]
Treasury Receipts	RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change]	[Updated]

11.2 New Content on ADMINS.com

How to Add a New Treasury Receipt Code

[New]