REVENUE COLLECTIONS

RELEASE NOTES – MARCH 2020

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

CONTENTS

1. TREASURY RECEIPTS Batch Attachments [Enhancement]

Some sites use decentralized data entry for Treasury Receipts. These sites allow departments to send multiple receipts on the same "cover sheet" or "turnover report". Until now, to associate the turnover report with each transaction required manually attaching the turnover report, iteratively, to each transaction.

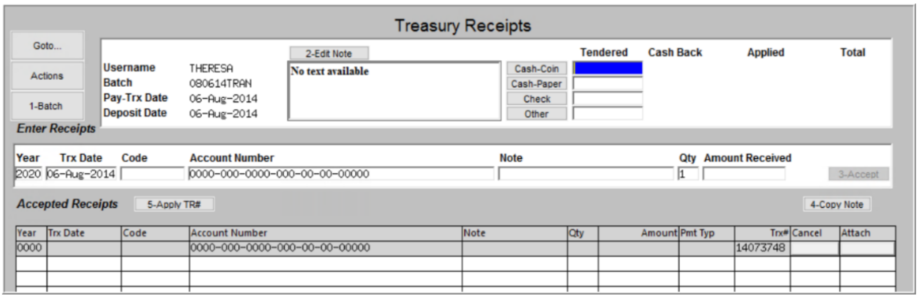


Figure 1 Before – Treasury Receipt Batch Entry screen – no attachment option

ADMINS added an 

button to attach document(s) to a batch. When the batch is posted, any documents attached to the batch will be attached to all transactions. A maximum of 200 batch attachments is allowed per batch.

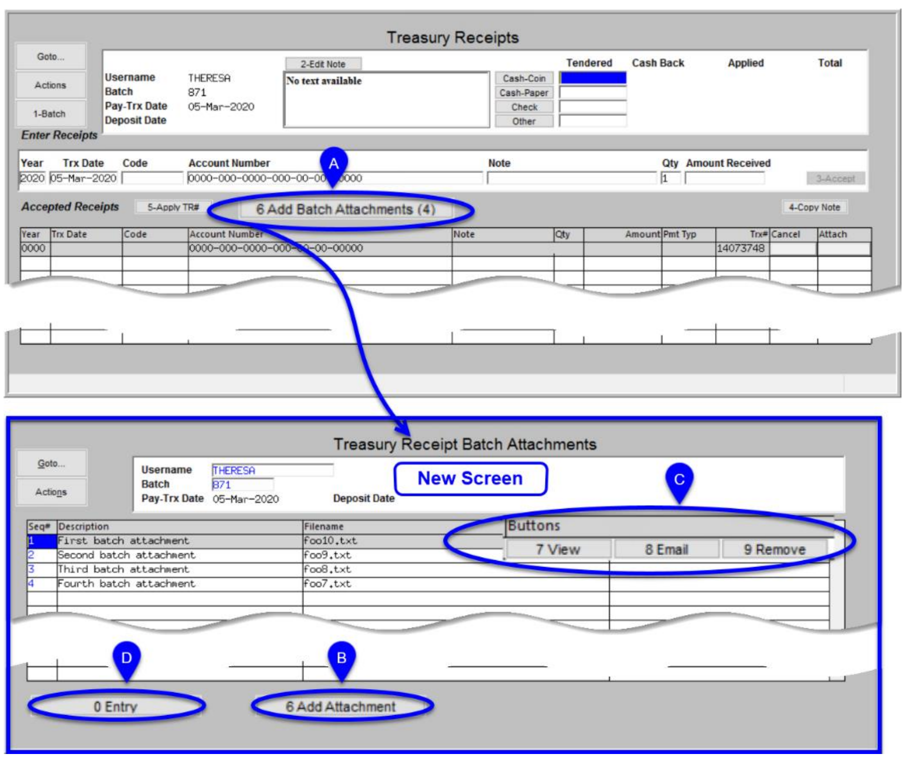


Figure 2 After – New Treasury Receipt Batch Attachments screen

Click on A **[6 Add Batch Attachments]** to display the **Treasury Receipt Batch Attachment** screen.

Click the B **[6 Add Attachment]** button and select the attachment in the Windows Explorer

Click to C **[7 View]**, **[8 Email]**, or **[9 Remove]** attachments

Click to D Return to the **[0 Entry]** screen

1.1. Transaction History ▶ View Attachments after Posting

Once the batch is posted, all attachments (both individual and batch) are shown on the **Treasury Receipt History** screen. The history screen presents information by **Treasury Receipt Code**. Select **Collections ▶ Treasury Receipts ▶ Treasury Receipt History**; select a tab to view as desired.

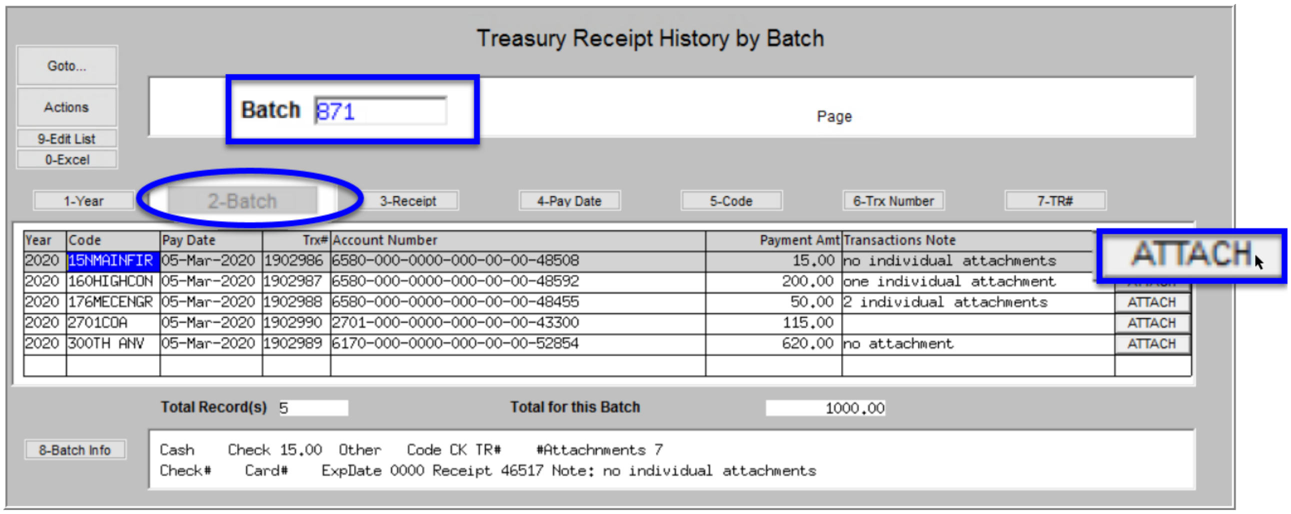


Figure 3 The Treasury Receipt History by Batch screen

The example in Figure 4 shows the treasury receipt history for Batch **871**, code **15NMAINFIR** – click on the **[ATTACH]** button to view the **Treasury Receipt Attachments** screen.

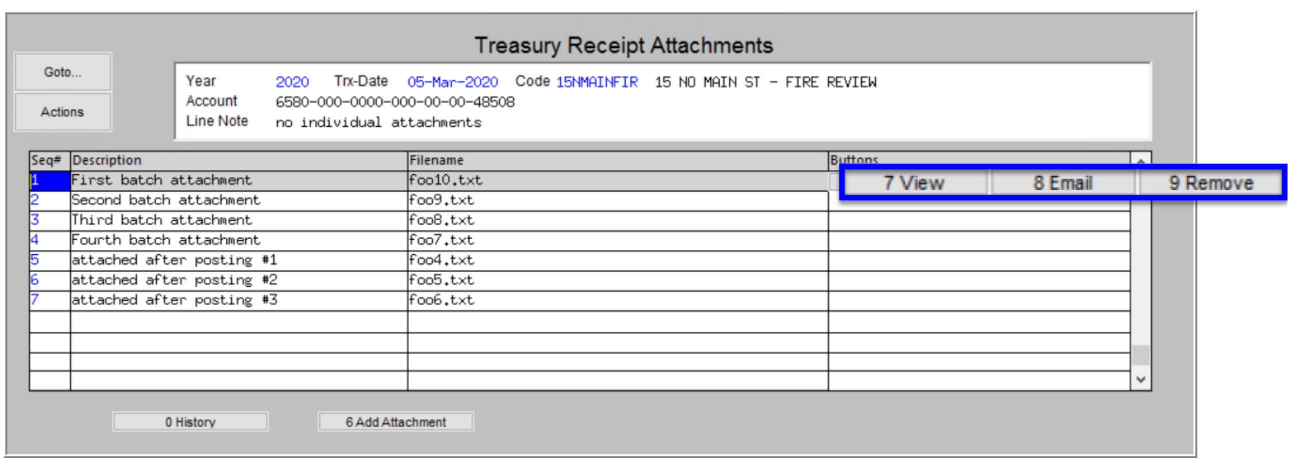


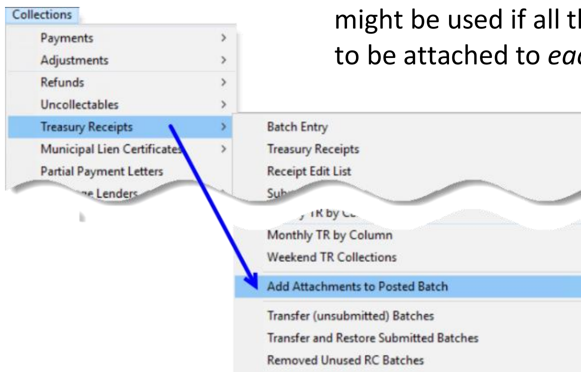
Figure 4 The Treasury Receipt History Attachments screen

The attachments may be **[7 Viewed], [8 Emailed], or [9 Removed]**.

[ADM-AUC-TR-93]

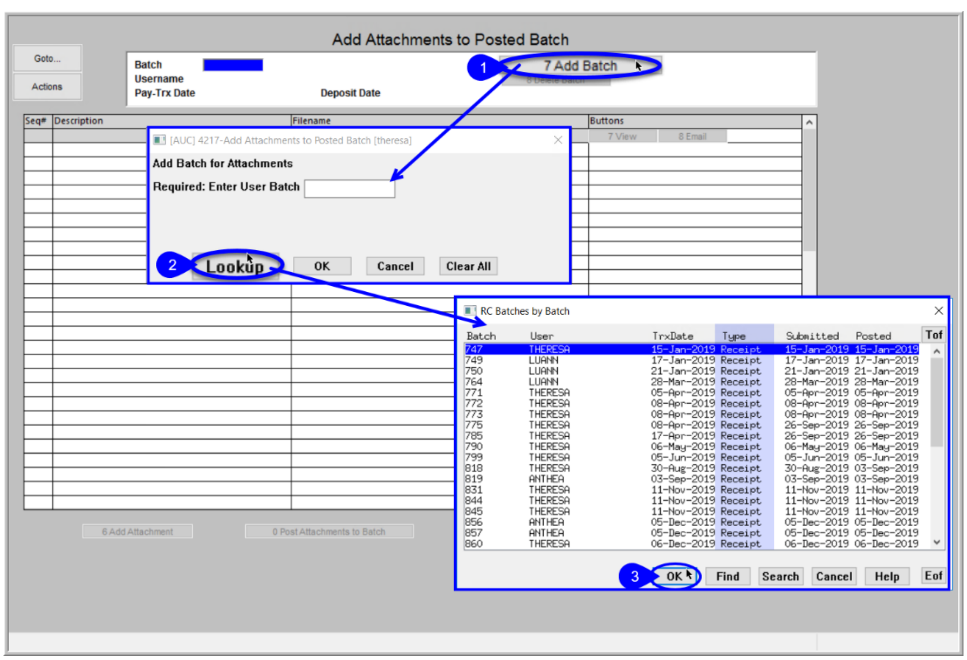
1.2. Add Attachments to Transactions in a Posted Batch [Enhancement]

This feature allows attaching a document to all the transactions in a posted Treasury Receipt Batch. This might be used if all the paperwork for a batch was scanned to a single .pdf file to be attached to *each transaction* in that batch.



This does not create multiple instances of the attachment, just multiple *links* to the attachment.

This will allow "reaching back" to batches created prior to the availability of the new feature described in Section 1 above.



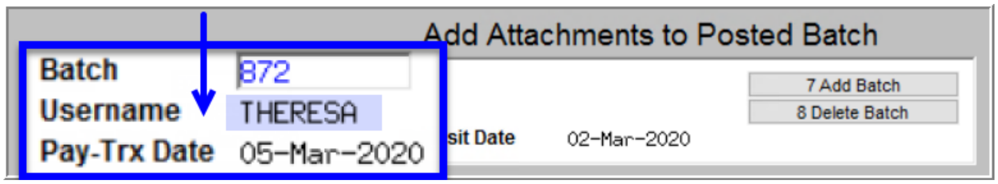
Begin by adding the batch to the attachment screen.

1.) Click on 7 Add Batch and either 2.) enter the batch number or 3.) select the batch from the lookup.

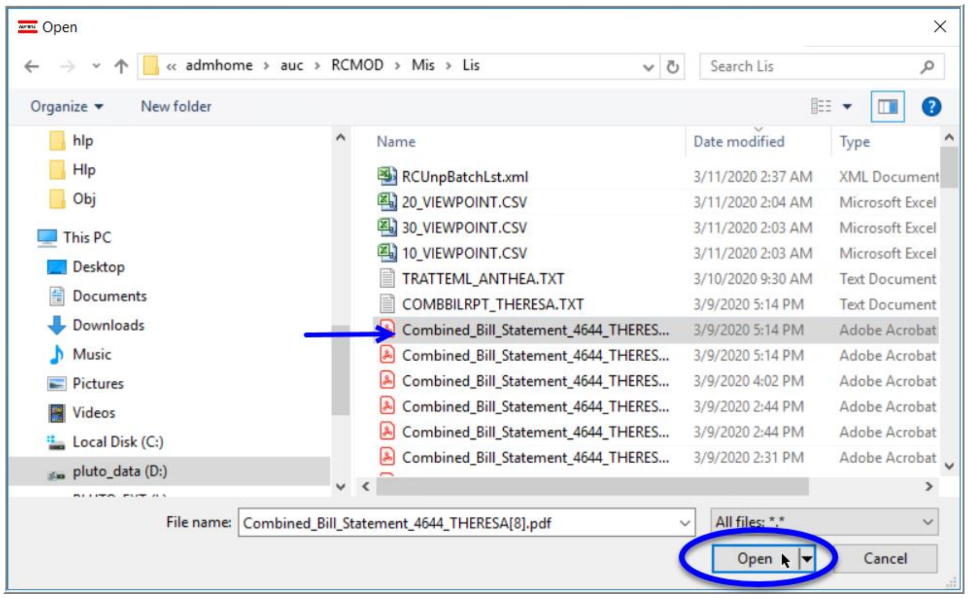
Only posted batches with at least one Treasury Receipt will be eligible to be added to the screen.

Figure 5 The Add Attachments to Posted Batch Screen

Note – check that the **USERNAME** is correct on the selected batch to ensure that the correct batch is chosen.



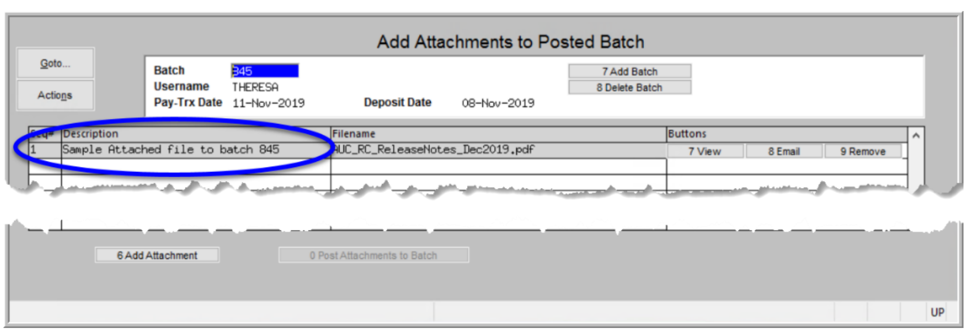
Next, click on the 6 Add Attachment button to select the attachment file to be added to the batch.



The standard Windows File Explorer screen will be displayed allowing selection of the file to be attached.

Click on the file to be attached and click on **[Open]**. *As with any attachment in the AUC system, the files must be saved in a shared location. If necessary, consult the local system administrator to ensure that the directory is appropriate.*

The **Add Attachments to Posted Batch** screen will be re-displayed with the selected attachment. Enter description text.



Click on the 6 Add Attachment button to add another attachment to the batch. To complete the process, click on 0 Post Attachments to Batch.

Prior to ***posting*** attachments to the batch, if an error is discovered, click on [8 Delete Batch] to remove the batch from the screen and start fresh. This **only deletes the container** where the attachments are linked; the batch itself and any transactions therein, once posted, cannot be deleted.

[ADM-AUC-RC-8473]

2. REPORTS [Enhancement]

ADMINS added three new reports to the **Collections ▶ Reports ▶ Report Library ▶ [Collections Reports]** tab. These reports are fully described in the **Help Reference Library** documents: **RE–640, PP–645, and ME–195**.

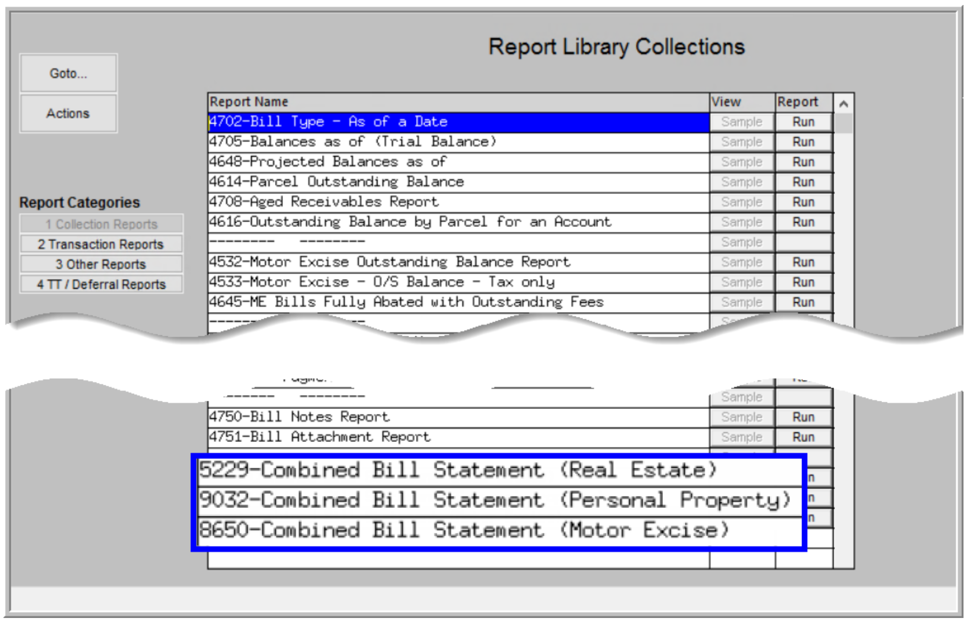
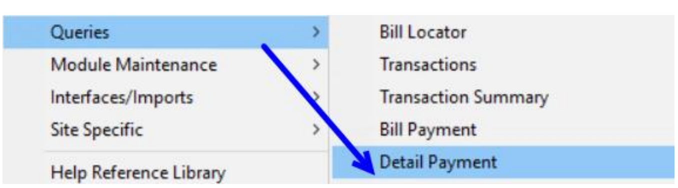


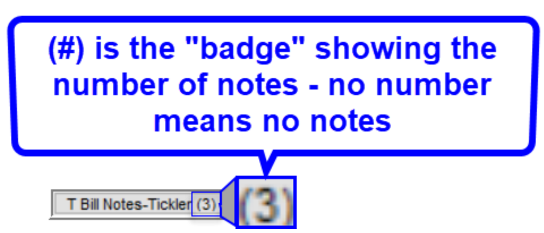
Figure 6 New Combined Bill Statements for Real Estate, Personal Property, and Motor Vehicle Excise Tax

[ADM-AUC-RC-8469]

3. QUERIES [Enhancement]



ADMINS added a notes field in the lower left corner of the **Bill Payment** and **Detail Payment** inquiry screens to draw attention to the tickler notes. To view the tickler notes, click on the [T Bill Notes-Tickler (3)]. See **Figure 7**.



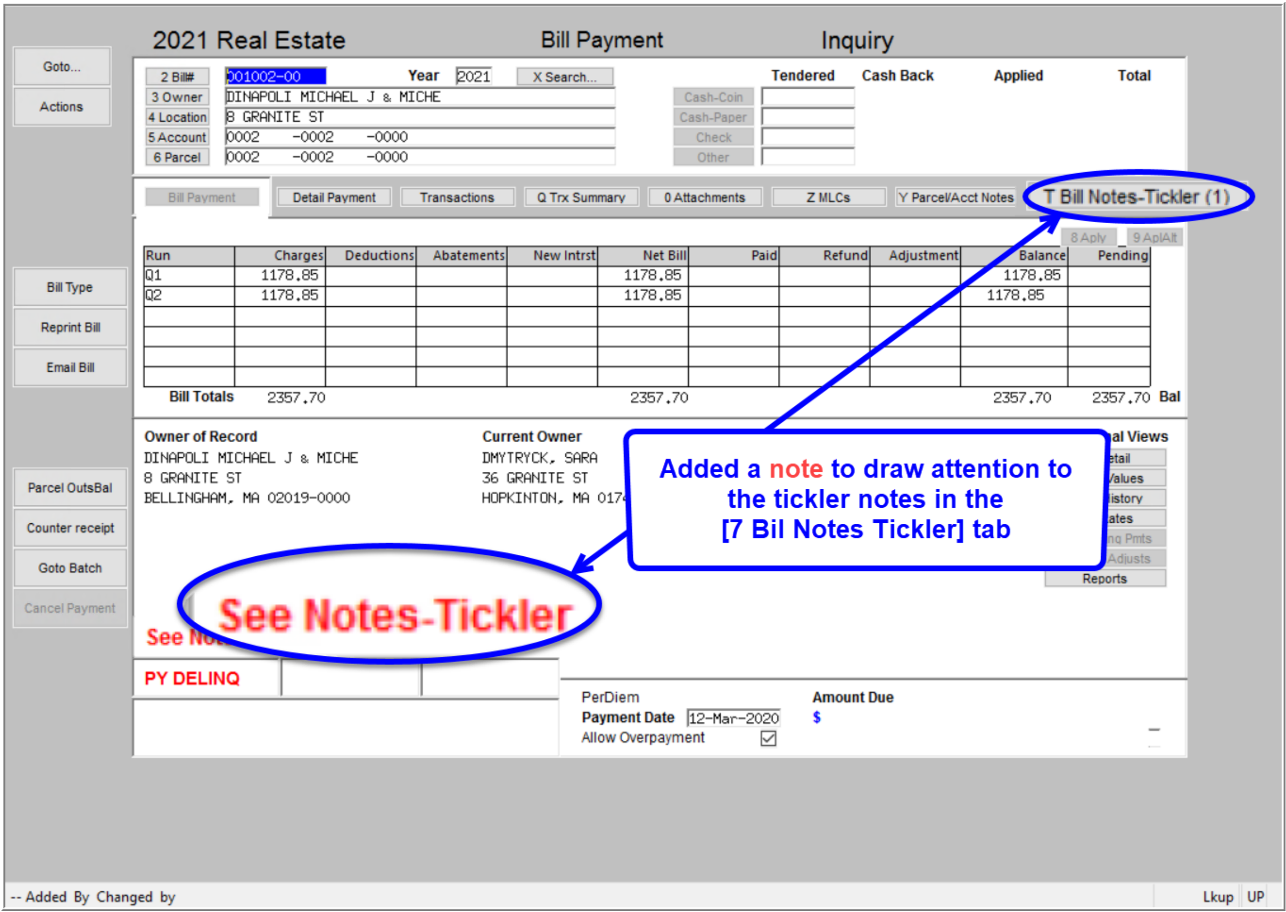
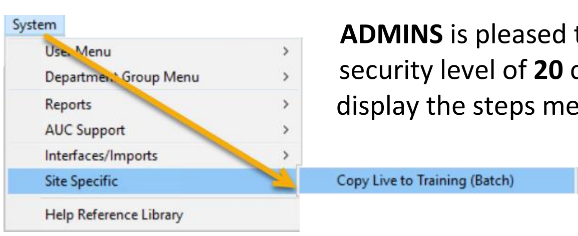


Figure 7 The Bill Payment Inquiry Screen new field draws attention to attached tickler notes (image magnified)

[ADM-AUC-RC-8452]

4. COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live to training. To display the steps menu, select:

System ▸ Site Specific ▸ Copy Live to Training (Batch)

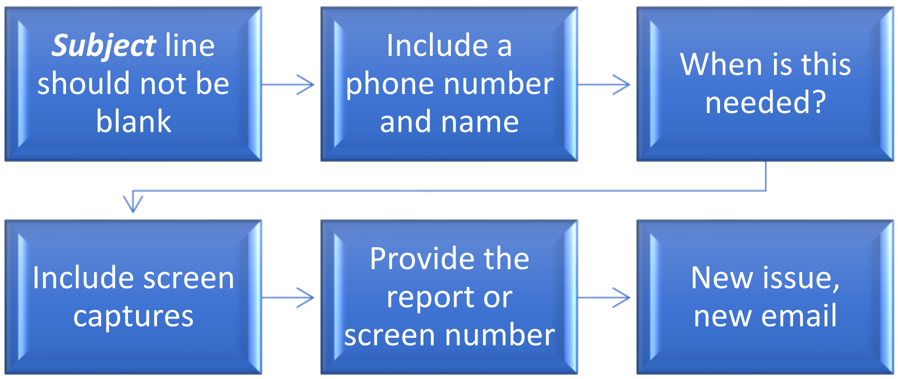
This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.

Read the instructions in the **SY–175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

5. WANT FASTER RESPONSE ON SUPPORT REQUESTS?

To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:



1. A ***Subject:*** line should briefly describe the request – for example, ***Subject:* Timesheet Entry Screen help needed**, or ***Subject:* Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem, and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

6. HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library:

6.1. New or Updated Documents

• PAYMENTS	RC–280 Motor Vehicle Excise Combined Billing	[New]
	RC–285 Personal Property Combined Billing Table	[New]
	RC–290 Real Estate Property Tax Combined Billing Table	[New]
• TREASURY RECEIPTS	RC–1375 Upload Treasury Receipts Via a Template	[New]
• SYSTEM	RC–1910 System Administration Kit	[Updated]