



REVENUE COLLECTIONS

RELEASE NOTES – MARCH 2020

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

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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.

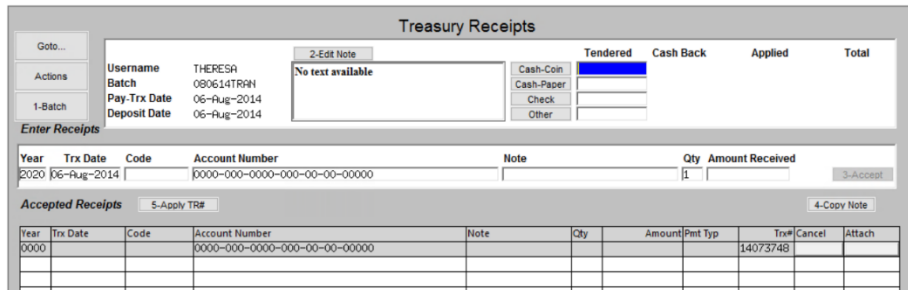


Figure 1 Before – Treasury Receipt Batch Entry screen – no attachment option

ADMINS added an **6 Add Batch Attachments** 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.

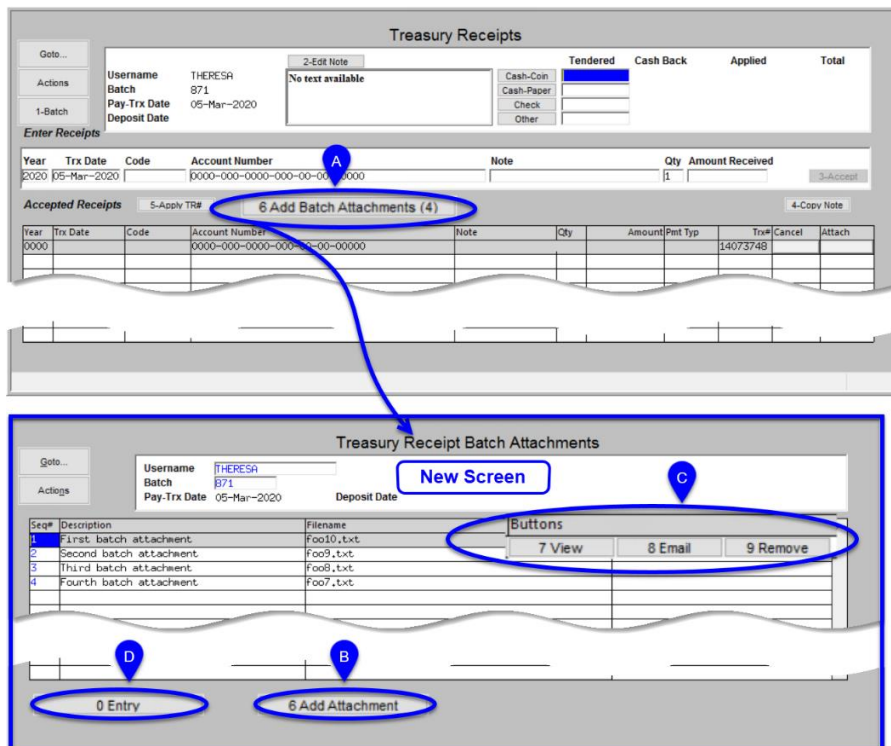


Figure 2 After – New Treasury Receipt Batch Attachments screen

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.

Treasury Receipt History by Batch

Goto...
Actions
9-Edit List
0-Excel

Batch Page

1-Year **2-Batch** 3-Receipt 4-Pay Date 5-Code 6-Trx Number 7-TR#

Year	Code	Pay Date	Trx#	Account Number	Payment Amt	Transactions Note	
2020	15NMAINFIR	05-Mar-2020	1902986	6580-000-0000-000-00-48508	15,00	no individual attachments	
2020	16OHIGHCON	05-Mar-2020	1902987	6580-000-0000-000-00-48592	200,00	one individual attachment	
2020	176MECENGR	05-Mar-2020	1902988	6580-000-0000-000-00-48455	50,00	2 individual attachments	ATTACH
2020	2701COA	05-Mar-2020	1902990	2701-000-0000-000-00-43300	115,00		
2020	300TH ANV	05-Mar-2020	1902989	6170-000-0000-000-00-52854	620,00	no attachment	ATTACH

Total Record(s) 5 Total for this Batch 1000,00

8-Batch Info
Cash Check 15,00 Other Code CK TR# #Attachments 7
Check# Card# ExpDate 0000 Receipt 46517 Note: no individual attachments

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.

Treasury Receipt Attachments

Goto...
Actions

Year 2020 Trx-Date 05-Mar-2020 Code 15NMAINFIR 15 NO MAIN ST - FIRE REVIEW
Account 6580-000-0000-000-00-48508
Line Note no individual attachments

Seq#	Description	Filename	Buttons
1	First batch attachment	foo10.txt	7 View 8 Email 9 Remove
2	Second batch attachment	foo9.txt	
3	Third batch attachment	foo8.txt	
4	Fourth batch attachment	foo7.txt	
5	attached after posting #1	foo4.txt	
6	attached after posting #2	foo5.txt	
7	attached after posting #3	foo6.txt	

0 History 6 Add Attachment

Figure 4 The Treasury Receipt History Attachments screen

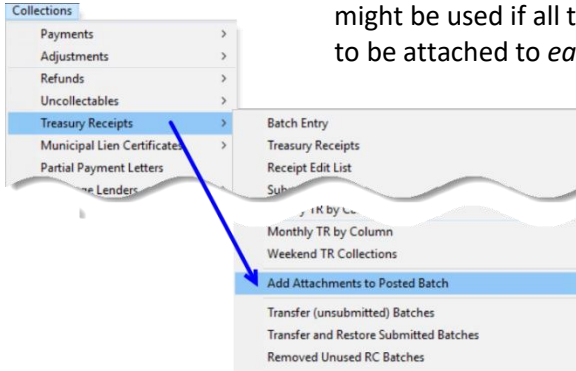
The attachments may be **[7 Viewed]**, **[8 Emailed]**, or **[9 Removed]**.

[ADM-AUC-TR-93]



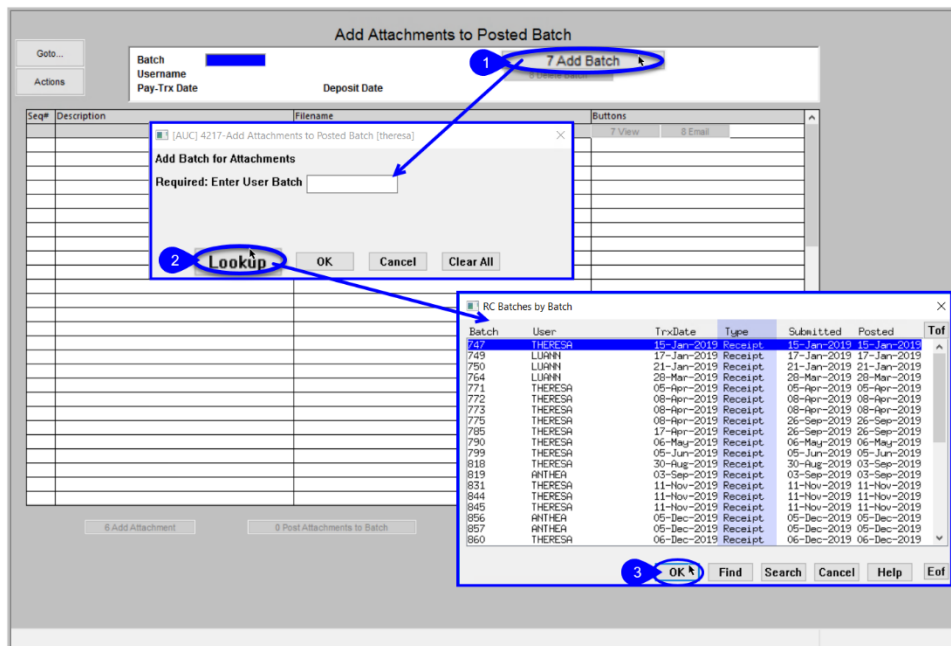
1.2. Add Attachments to Transactions in a Posted Batch [Enhancement]

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.

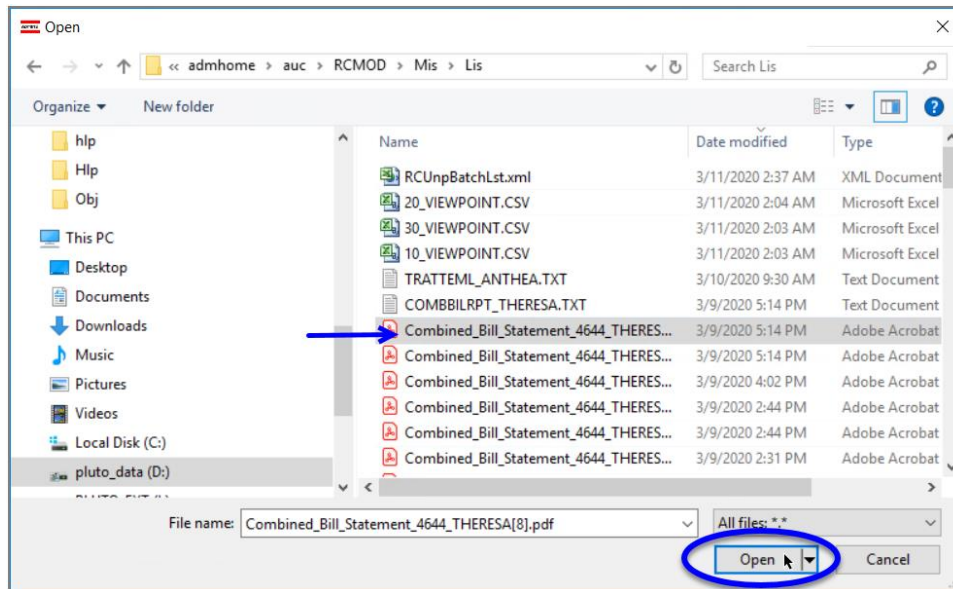
Figure 5 The Add Attachments to Posted Batch Screen



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.

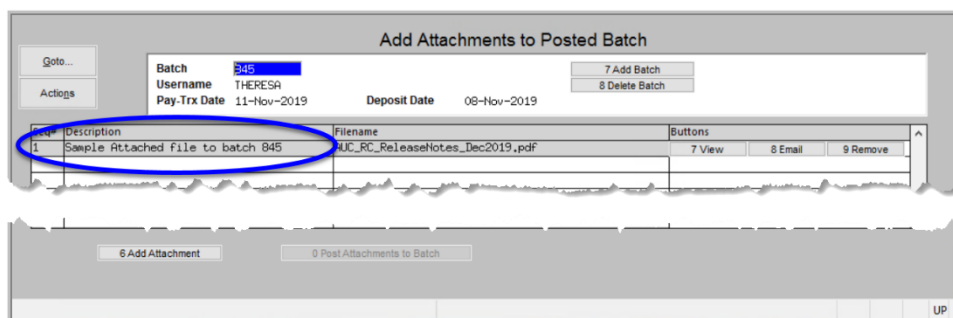


The standard Windows File Explorer screen will be displayed allowing selection of the file to be attached.

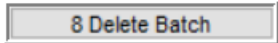
Click on the file to be attached and click on **[Open]**. As with any attachment in the AUC system, the files must be saved in a shared location. If necessary, consult the local system

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 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**.

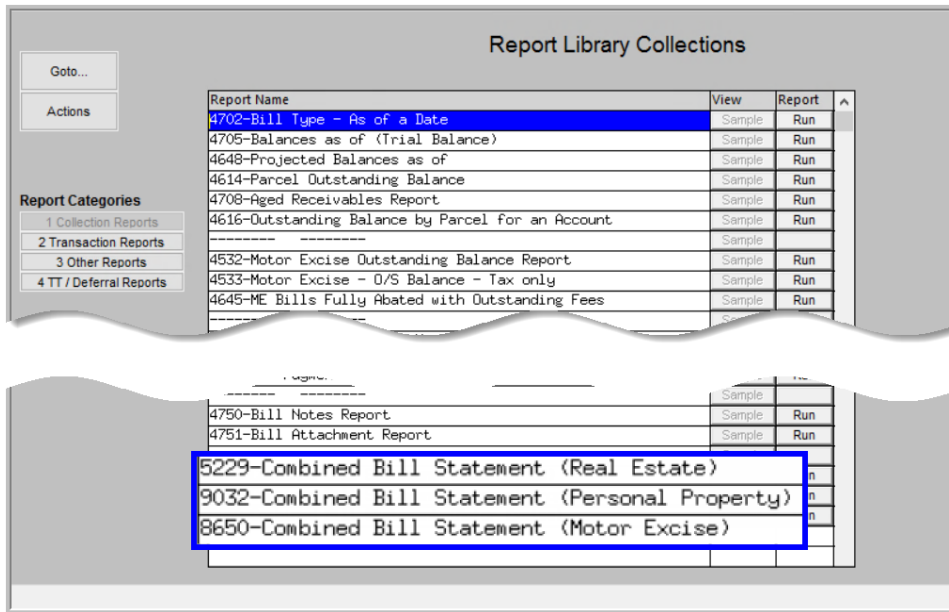
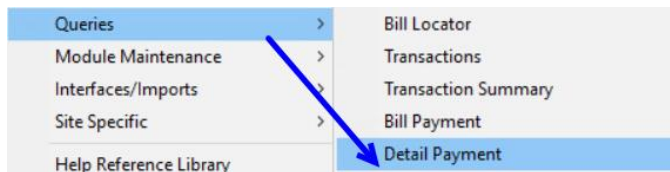


Figure 6 New Combined Bill Statements for Real Estate, Personal Property, and Motor Vehicle Excise Tax

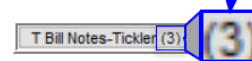
[ADM-AUC-RC-8469]

3. QUERIES [Enhancement]



(#) is the "badge" showing the number of notes - no number means no notes

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 . See **Figure 7**.





2021 Real Estate Bill Payment Inquiry

2 Bill# 001002-00 Year 2021 X Search...

3 Owner DINAPOLI MICHAEL J & MICHE

4 Location 8 GRANITE ST

5 Account 0002 -0002 -0000

6 Parcel 0002 -0002 -0000

Tendered Cash Back Applied Total

Cash-Con

Cash-Paper

Check

Other

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments Z MLCs Y Parcel/Acct Notes **T Bill Notes-Tickler (1)**

Run	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjustment	Balance	Pending
Q1	1178.85				1178.85				1178.85	
Q2	1178.85				1178.85				1178.85	
Bill Totals		2357.70			2357.70				2357.70	2357.70 Bal

Owner of Record: DINAPOLI MICHAEL J & MICHE, 8 GRANITE ST, BELLINGHAM, MA 02019-0000

Current Owner: DIMYTRYCK, SARA, 36 GRANITE ST, HOPKINTON, MA 017

See Notes-Tickler

Added a note to draw attention to the tickler notes in the [7 Bil Notes Tickler] tab

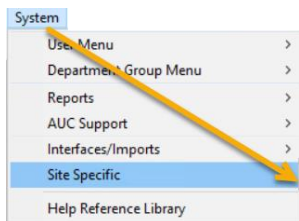
PerDiem Payment Date 12-Mar-2020 Amount Due \$

Allow Overpayment

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.

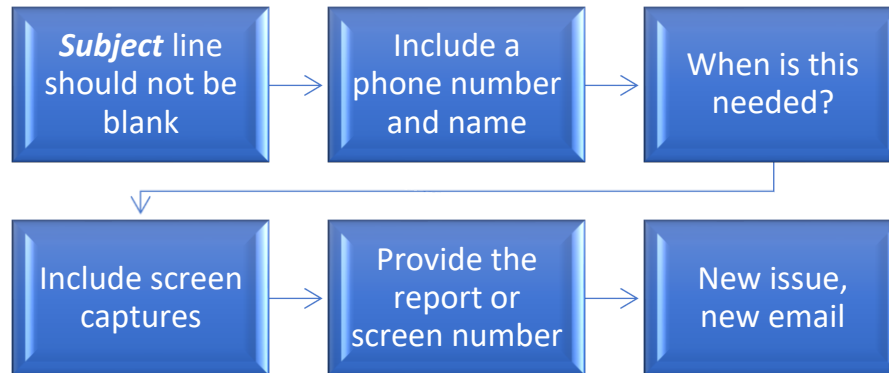
Read the instructions in the SY-175 Copy Live to Training (Batch) document in the Help Reference Library.

[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]