



# REVENUE COLLECTIONS

## RELEASE NOTES

March 2023

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

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# 1 # 4096 Posted Receipts Report [Enhancement]

ADMINS added the bill year to report #4096 to satisfy a customer request to make the information searchable by bill year. Sometimes, taxpayers will pay bills from prior years, meaning that more than one bill year will be shown on the report for a given date range. To run the report, from the menu, select:



Collections ▶ Reports ▶ Report Library ▶ Transaction Reports ▶ #4096 Posted Receipts–by Date, Batch #, Bill #

The screenshot shows the 'Report Library Transaction History' window with the report '4096-Posted Receipts - by Date, Batch#, Bill#' selected. A blue arrow points to this report. To the right is the configuration dialog box for 'Task 4096: Posted Receipts - by Date, Batch#, Bill#'. The dialog includes the following fields and options:

- Report of Posted Receipts by Post Date, Batch #, Bill#**: Issues a report of all receipts that have been posted for the date range selected. Sorts by Posted Date then Batch, Receipt Type and Bill#.
- Required: Enter Bill Type**: 10 Real Estate
- Required: Post Date Range (mmddyyyy)**: From: 01-Oct-2022 To: 30-Nov-2022
- Optional: Enter Bill Category**: Edit 0 values:
- Optional: Enter up to 9 User Batches**: Edit 0 values:
- Print Report as:**  Summary  Detail
- Run as**:  Preview  Print  PDF  CSV  Excel
- If Printing use Duplex**:  Yes  No

Figure 1 Running the Posted Receipts report

The screenshot shows an Excel spreadsheet with the following columns: Type, Batch, Bill Year, Bill#, Trx Description, Type, Cash, Check, Other, Change, Paid, Pay Date, Rev Date. The data is grouped by bill year (2021 and 2022) with subtotals for each year.

Type	Batch	Bill Year	Bill#	Trx Description	Type	Cash	Check	Other	Change	Paid	Pay Date	Rev Date
RE	020122SS1	2021	001936-00	RE Payment Bill# 00193	CRC		2,500.00			2,500.00	2/1/2022	2/1/2022
RE	020122SS1	2021	006110-00	RE Payment Bill# 00611	CRC		100.00			100.00	2/1/2022	2/1/2022
RE	020122SS1	2021	006566-00	RE Payment Bill# 00656	CRC		100.00			100.00	2/1/2022	2/1/2022
RE	020122SS1	2021	006567-00	RE Payment Bill# 00656	CRC		100.00			100.00	2/1/2022	2/1/2022
RE	020122SS1	2021	006568-00	RE Payment Bill# 00656	CRC		200.00			200.00	2/1/2022	2/1/2022
<b>Total Bill Year: 2021</b>							<b>3,000.00</b>			<b>3,000.00</b>		
RE	020122SS1	2022	001007-00	RE Payment Bill# 00100	CRC		247.72			247.72	2/1/2022	2/1/2022
RE	020122SS1	2022	001030-00	RE Payment Bill# 00103	CRC		2,008.21			2,008.21	2/1/2022	2/1/2022
RE	020122SS1	2022	001192-00	RE Payment Bill# 00119	CRC		1,237.09			1,237.09	2/1/2022	2/1/2022
RE	020222SS	2022	005716-00	RE Payment Bill# 00571	CRC		872.05			872.05	2/1/2022	2/2/2022
RE	020222SS	2022	005901-00	RE Payment Bill# 00590	CRC		1,006.26			1,006.26	2/1/2022	2/2/2022
RE	020222SS	2022	006042-00	RE Payment Bill# 00604	CRC		1,224.35			1,224.35	2/1/2022	2/2/2022
RE	020222SS	2022	008238-00	RE Payment Bill# 00823	CRC		1,048.92			1,048.92	2/1/2022	2/2/2022
RE	020222SS	2022	008360-00	RE Payment Bill# 00836	CRC		800.00			800.00	2/1/2022	2/2/2022
RE	020222SS	2022	008379-00	RE Payment Bill# 00837	CRC		1,479.31			1,479.31	2/1/2022	2/2/2022
<b>Total Bill Year: 2022</b>							<b>129,466.52</b>			<b>129,466.52</b>		

Figure 2 The report now has a bill year column and is subtotaled by bill year

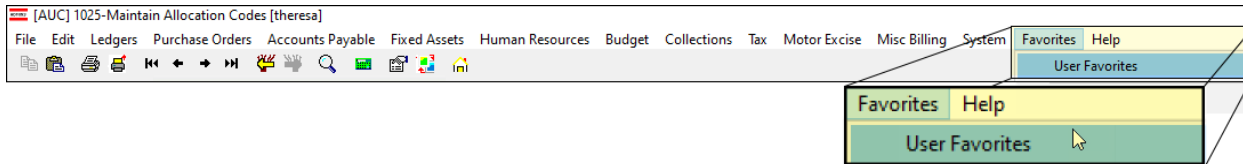
[ADM-AUC-RC-8561]



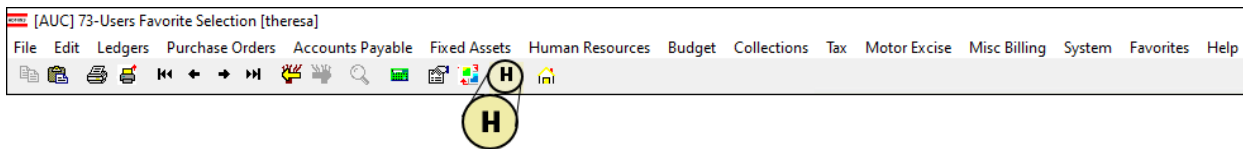
## 2 Favorites Screen [Enhancement]


ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ► User Favorites



Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or [support@admins.com](mailto:support@admins.com) to reset your home screen.



From anywhere in the AUC system, click on the **[Home]** button  to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

### 2.1 Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]



### 2.2 Favorites Video Available Now

The [Favorites](#) video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other [Videos & Quick Tips \(admins.com\)](#) from the **ADMINS** website.



## 2.3 ADMINS Video Library

Don't forget to check out all these other [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff is coming aboard as well.

Home What's New Videos & Quick Tips Library ▾ More ▾ | 

### AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

<h4>Getting Started</h4> <ul style="list-style-type: none"><li><a href="#">Logging In to AUC &amp; Basics</a> (7:00)</li><li><a href="#">Logging out of AUC</a> (1:54)</li><li><a href="#">Reset AUC Password</a> (2:00)</li><li><a href="#">Use the Training Area</a> (2:04)</li><li><a href="#">Clear Data From A Field</a> (1:17)</li><li><a href="#">Favorites Screen</a> (2:23)</li><li><a href="#">Index Of Help Documents</a> (0:51)</li><li><a href="#">Reprinting A Report</a> (4:20)</li><li><a href="#">Optimize the PDF Viewer</a> (3:37)</li><li><a href="#">Email Signatures</a> (1:36)</li><li><a href="#">Quick Task &amp; Report Button</a> (2:12)</li><li><a href="#">Check for Record Locks</a> (2:14)</li></ul>	<h4>GL Training</h4> <ul style="list-style-type: none"><li><a href="#">Add a New GL Account</a> (4:07)</li><li><a href="#">Budget Transfers via a JE</a> (2:55)</li><li><a href="#">Drill Down on Account</a> (4:51)</li><li><a href="#">Transaction History Queries</a> (7:07)</li><li><a href="#">General Ledger Reports</a> (10:09)</li><li><a href="#">Expenditure Summary Report</a> (4:04)</li><li><a href="#">Set Up A New Fund</a> (9:17)</li><li><a href="#">Automate Reports using Job Stream</a> (24:28)</li><li><a href="#">How to Upload a Journal Entry</a> (5:57)</li><li><a href="#">How to Reverse a Journal Entry</a> (4:08)</li><li><a href="#">Fixed Assets Module</a> (1 hour 21 minutes)</li><li><a href="#">User Account Security</a> (6:32)</li><li><a href="#">Budget Transfers via a Journal Entry (HVMA)</a> (3:00)</li></ul>	<h4>AP/PO Training</h4> <ul style="list-style-type: none"><li><a href="#">Approvals - The AP/PO Dashboard</a> (3:49)</li><li><a href="#">Purchase Order Entry</a> (7:28)</li><li><a href="#">Reprint Purchase Order</a> (3:17)</li><li><a href="#">PO Change Orders</a> (5:43)</li><li><a href="#">Request A PO Liquidation</a> (2:34)</li><li><a href="#">Liquidate a PO</a> (3:11)</li><li><a href="#">Create a Direct Payment Voucher</a> (5:35)</li><li><a href="#">Create a Voucher from a PO</a> (6:20)</li><li><a href="#">Voucher Change Orders</a> (4:22)</li><li><a href="#">Liquidate a Voucher</a> (4:16)</li><li><a href="#">PO Queries</a> (7:14)</li><li><a href="#">PO &amp; Voucher Reports</a> (2:47)</li><li><a href="#">Querying Vouchers</a> (5:29)</li><li><a href="#">Add a New Vendor</a> (2:54)</li><li><a href="#">Vendor Attachments</a> (2:50)</li><li><a href="#">Add a Vendor Remit Address</a> (3:20)</li><li><a href="#">Voucher Selection Error Report</a> (2:59)</li><li><a href="#">AP Disbursement Process</a> (10:45)</li></ul>
<h4>Collections &amp; Tax</h4> <ul style="list-style-type: none"><li><a href="#">Enter Bill Payment Receipts</a> (7:14)</li><li><a href="#">Enter Treasury/ Departmental Receipts</a> (10:57)</li><li><a href="#">Reprint a Bill</a> (4:01)</li><li><a href="#">Bill Inquiry Screen</a> (7:26)</li><li><a href="#">Bill Locator Screen</a> (3:30)</li></ul>	<h4>HR Training</h4> <ul style="list-style-type: none"><li><a href="#">Create A Payroll Warrant</a> (3:31)</li><li><a href="#">Timesheet Entry</a> (7:34)</li><li><a href="#">How To "Uncalculate" A Warrant</a> (2:14)</li><li><a href="#">Create A Recon File After Warrant Is Posted</a> (1:10)</li><li><a href="#">Add Historical Salary Change Record</a> (2:47)</li></ul>	<h4>Webinar Links</h4> <ul style="list-style-type: none"><li><a href="#">Fiscal Year End</a></li><li><a href="#">PO Rollovers</a> (24:31)</li><li><a href="#">Split Labor Distribution</a> (21:18)</li><li><a href="#">Calendar Year End</a></li><li><a href="#">AP 1099 Processing (G, Int, MISC, NEC, S)</a> (26:21)</li><li><a href="#">HR W2 Processing</a> (28:01)</li></ul>

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.