



REVENUE COLLECTIONS

RELEASE NOTES – SEPTEMBER 2019

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

CONTENTS

- 1. PAYMENTS 2**
 - 1.1. Error Message when Removing a Batch with Transactions [Enhancement] 2
 - 1.2. Transfer Batches of Any Type [Enhancement] 2
 - 1.3. Bulk Remove Unused Batches [Enhancement] 5
 - 1.3.1. Restart Step Process 5
 - 1.3.2. Select Unused RC Batches 5
 - 1.3.3. Modify Selected Batches 6
 - 1.3.4. Edit List 7
 - 1.3.5. Remove Selected RC Batches 8
- 2. ADJUSTMENTS & TRANSFERS [ENHANCEMENT] 9**
- 3. REFUNDS [FIX] 10**
- 4. TREASURY RECEIPTS 10**
 - 4.1. Treasury Receipt Codes–Summary Screen 11
 - 4.2. Treasury Receipt Codes Table–Detail Screen – Require Line Note? 13
 - 4.2.1. Treasury Receipt Code Edit List 14
 - 4.3. Importing Treasury Receipt Codes [NEW TEMPLATE!!] 15
 - 4.4. Entering Treasury Receipts with Line Notes Required [Enhancement] 15
 - 4.5. Attaching One or More Files to a Treasury Receipt [Enhancement] 16
 - 4.6. Treasury Receipt History [Enhancement] 17
 - 4.6.1. Treasury Receipt History ▶ [0 Excel] 17
 - 4.6.2. Treasury Receipt History Attachments Screen [Enhancement] 17
 - 4.7. Submit Batch Error Report [Fix] 18
- 5. REPORTS 19**
 - 5.1. Collection Reports ▶ #4705 Balance as of (Trial Balance) [Enhancement] 19
 - 5.2. Transaction Reports ▶ #4690 Posted Transactions – Refund History 20
 - 5.2.1. Using Data in the Report as a Basis for Transaction Queries 22
- 6. TABLES 23**
 - 6.1. Bill Category Table [Enhancement] 24
 - 6.2. Bill Category Table [Groups] Tab [Enhancement] 24
 - 6.3. Maintain Holiday Calendar File 25
 - 6.3.1. Click on [1 Add Year] 25
 - 6.3.2. Enter Holidays for the Year 26
 - 6.3.3. Click on the [2 Build File] Button 26
 - 6.3.4. Click on the [3 View File] Button 26
 - 6.4. Adding a New Bank Account [Enhancement] 26
 - 6.4.1. Create A New Bank Account Code 27
 - 6.4.2. Copy the Data from the Old to the New 27
 - 6.4.3. Populate the Reconciliation Layout Table 27
 - 6.4.4. Ask ADMINS to Set the Beginning Check Number & Refresh Training 28
 - 6.4.5. Inactivate the Old Code When New Bank is LIVE 28
- 7. QUERIES [ENHANCEMENT] 28**
 - 7.1. Batch Query – Deleted Batches 28
- 8. SITE SPECIFIC ▶ CRANSTON, RI STATEMENT OF ACCOUNT [ENHANCEMENT] 29**
- 9. HELP REFERENCE LIBRARY 30**
 - 9.1. New or Updated Documents 30



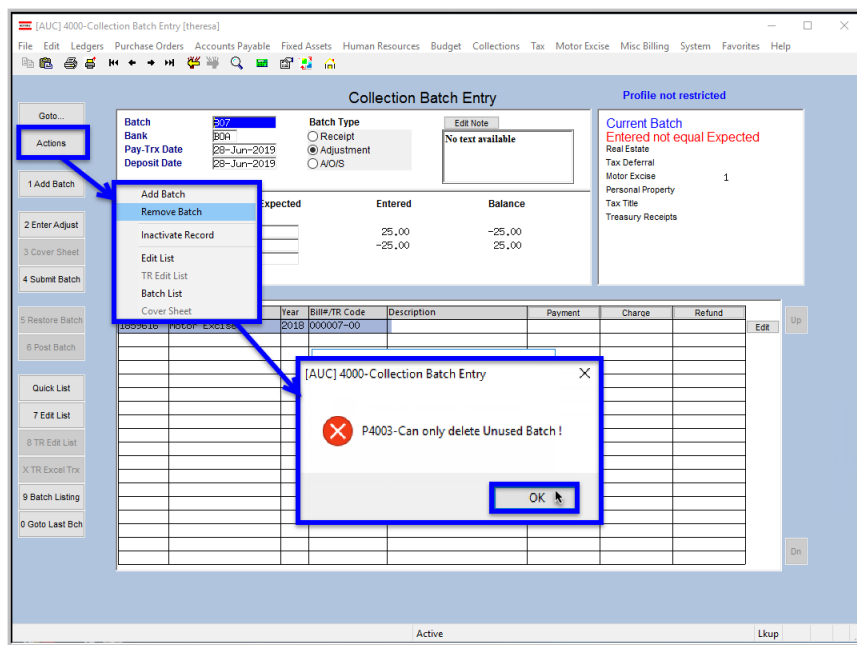
1. PAYMENTS

ADMINS added an error message to prevent removing batches that are not empty, added the ability to transfer batches of any type to another user, and added a process to remove unused batches en masse.

1.1. Error Message when Removing a Batch with Transactions [Enhancement]



A batch may be deleted by clicking **Actions ▶ Remove Batch**. The system will not allow a batch to be removed if there are transactions in the batch – even if the transactions net to zero. See also section [7.1 Batch Query – Deleted Batches](#).



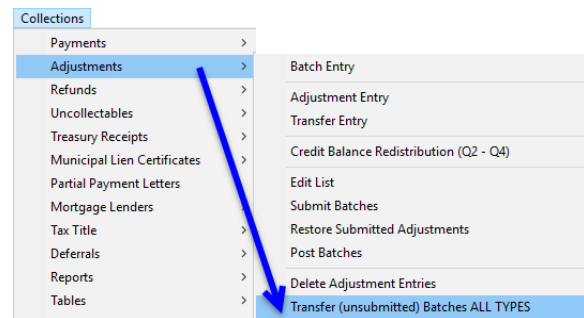
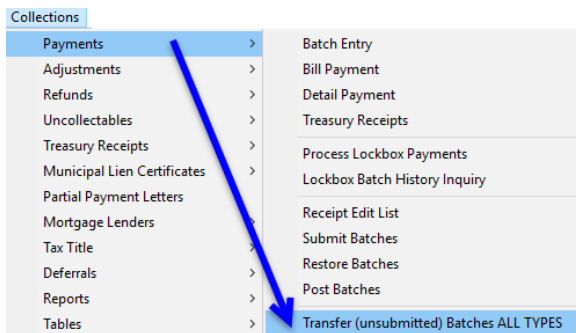
An error message will appear when attempting to delete a batch that contains transactions.

Click on **[OK]**, select the transactions with the **[Edit]** button, and use the **[1 Clear Amounts]** or **[Cancel Payment]** button to remove the transactions.

Select **Actions ▶ Remove Batch** again once all transactions are deleted from the batch.

[ADM-AUC-RC-8440]

1.2. Transfer Batches of Any Type [Enhancement]





ADMINS added the ability to transfer any type of revenue collections batch. Select either **Collections ▶ Payments ▶ Transfer (unsubmitted) Batches ALL TYPES** or either **Collections ▶ Adjustments ▶ Transfer (unsubmitted) Batches ALL TYPES**. The new **Select Batches to Transfer** screen components are described in the table below. The data may be sorted either by **Batch Number** (the default sort order) or by **User** by clicking a column header to activate the column.

Component	How Used
[1 Select All]	This button will select all batches for transfer – placing a <input checked="" type="checkbox"/> checkbox in all records in the Sel column
[2 Deselect All]	This button will remove all checks from the <input type="checkbox"/> boxes in the Sel column
Sel	<input checked="" type="checkbox"/> or <input type="checkbox"/> to select a batch to transfer, check the box; to deselect a batch to transfer, uncheck the box
[4 Batch]	The batch number to be transferred
[5 User]	The user who currently owns the batch (not necessarily the originator of the batch)
Status	The batches must be In Process and not Submitted or Posted to appear in the screen for selection
Trx Date	The transaction date as entered on the batch
Rec	The number of transaction within the Receipt batch
Adj	The number of transactions in the Adjustment batch
TR	The number of transactions in the Treasury Receipt (departmental turnover) batch
[3 Transfer Batches]	Once selections are made, click on this button to initiate the transfer

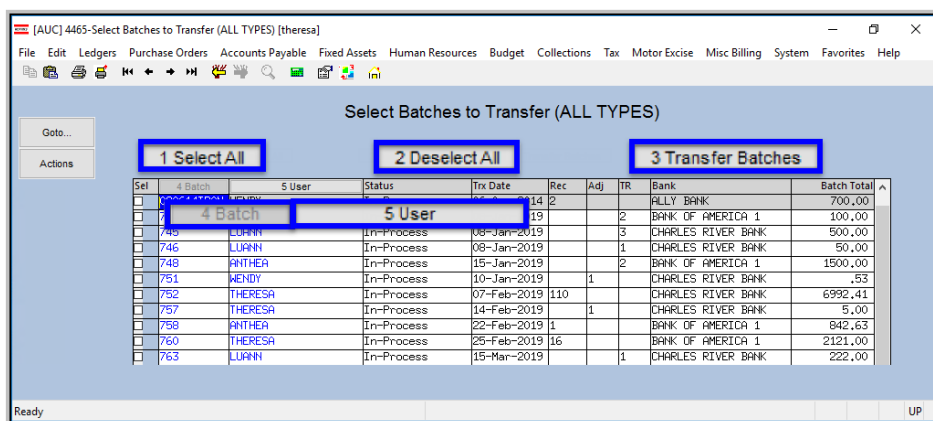


Figure 1 The new Select Batches to Transfer (ALL TYPES) screen



In the example in **Figure 2**, four batches are selected for transfer to user Theresa:

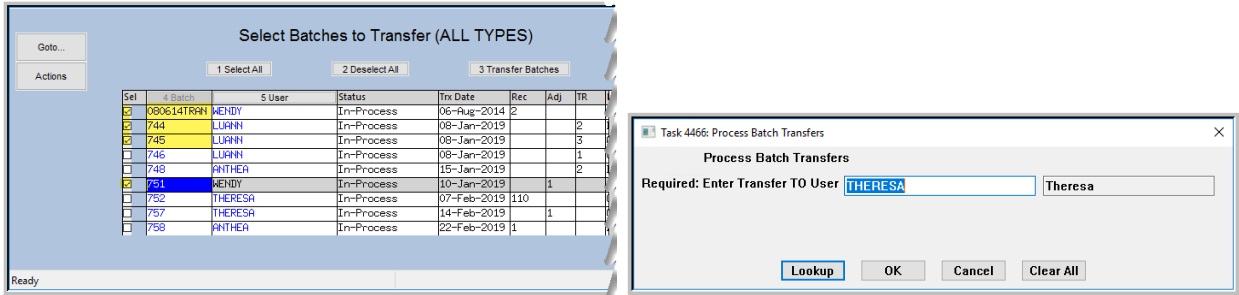


Figure 2 Before transferring the batches

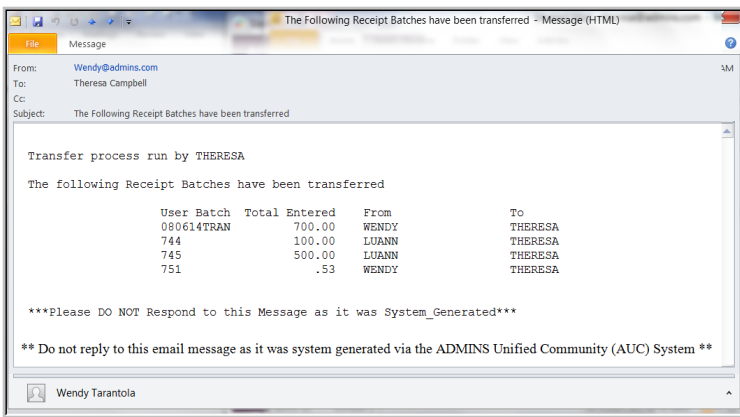


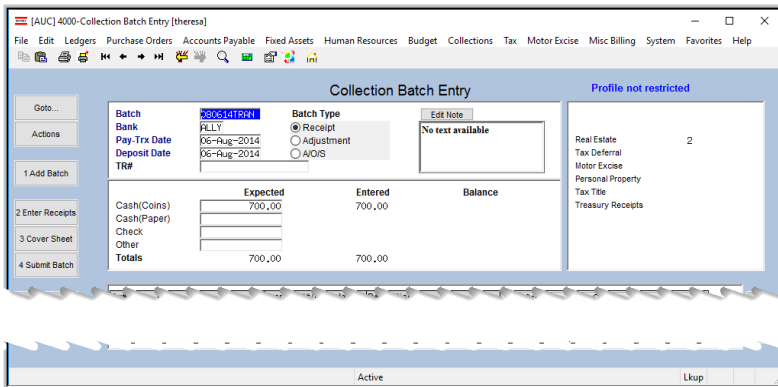
Figure 3 Sample of Email sent when transferring collections batches

Email will be sent to the:

- user performing the transfer,
- user receiving the batch
- original owner of the batch

The email will show the **User Batch** number, **Total Dollars Entered**, the **“From”** user (if there are multiple batches originally owned by different users, the email will come **From** the **first batch owner** in the list), and the **“To”** user for each of the transferred batches. See Figure 3 for an example.

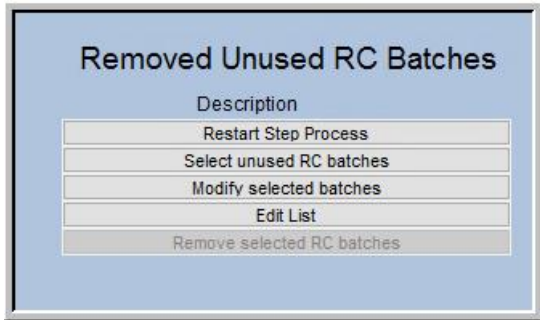
Once the transfer is complete, the system will display the **Collection Batch Entry** screen.



[ADM-AUC-RC-8422]



1.3. Bulk Remove Unused Batches [Enhancement]



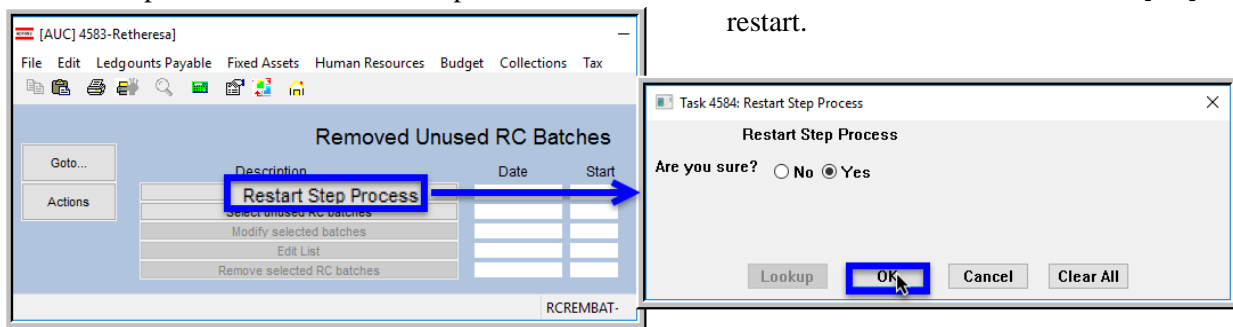
ADMINS added a feature to remove unused collections batches en-masse. Batches created seven or more days ago will be available to delete with this process. To access the steps menu for removing unused collections batches, click on: **Collections** ▶



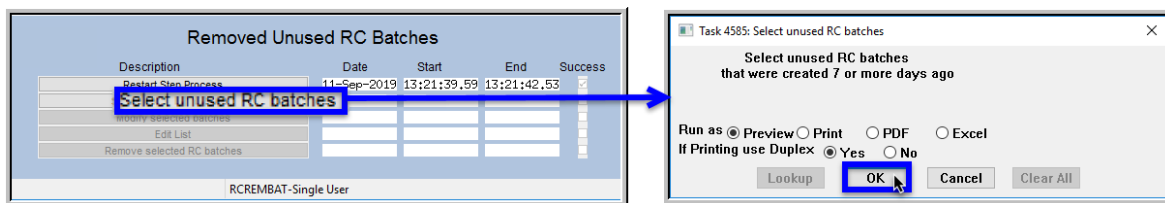
Payments ▶ **Remove Unused RC Batches**. The command is also available under the **Collections** ▶ **Treasury Receipts** menu.

1.3.1. Restart Step Process

The first step on the menu restarts the process; click on the **Yes** radio button and then click on **[OK]** to restart.



1.3.2. Select Unused RC Batches



Running the **[Select Unused RC Batches]** will produce a report similar to the one shown in **Figure 4**.



Batch	Type	Trx Date	Batch Owner	Entry Owner	Entry Date	Entered Amt	Batch Status
Batch Selected to be Removed							
814	R	23-Jul-2019	DIMOND	DIMOND	23-Jul-2019		Unused
755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused
Total #Batches 7							

Figure 4 Report of unused batches created more than seven days ago available for removal

Review the report; if any batches need to be excluded, click on the **[Modify Selected Batches]** button:

1.3.3. Modify Selected Batches

Removed Unused RC Batches

Description	Date	Start	End	Success
Restart Step Process	23-Sep-2019	11:12:13.49	11:12:16.43	
Select unused RC batches	23-Sep-2019	11:48:14.01	11:48:19.09	
Modify selected batches	23-Sep-2019	11:48:27.66	11:48:28.05	
Remove selected RC batches				

RCREMBAT-Single User UP

Modify selected batches

Sel	4 Batch	Type	6 Pay Date	7 BatchOwner	8 Entry Owner	Entry Date	Entered Amt	Batch Status
<input checked="" type="checkbox"/>	737	R	18-Dec-2018	WENDY	WENDY	18-Dec-2018		Unused
<input checked="" type="checkbox"/>	755	R	11-Feb-2019	THERESA	THERESA	11-Feb-2019		Unused
<input checked="" type="checkbox"/>	759	R	25-Feb-2019	WENDY	WENDY	25-Feb-2019		Unused
<input checked="" type="checkbox"/>	804	A	27-Jun-2019	WENDY	WENDY	27-Jun-2019		Unused
<input checked="" type="checkbox"/>	807	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
<input checked="" type="checkbox"/>	808	A	28-Jun-2019	THERESA	THERESA	28-Jun-2019		Unused
<input checked="" type="checkbox"/>	814	R	23-Jul-2019	DIMOND	DIMOND	23-Jul-2019		Unused

Ready

Figure 5 The Modify Selected Batches Screen

There are three buttons available on the screen.

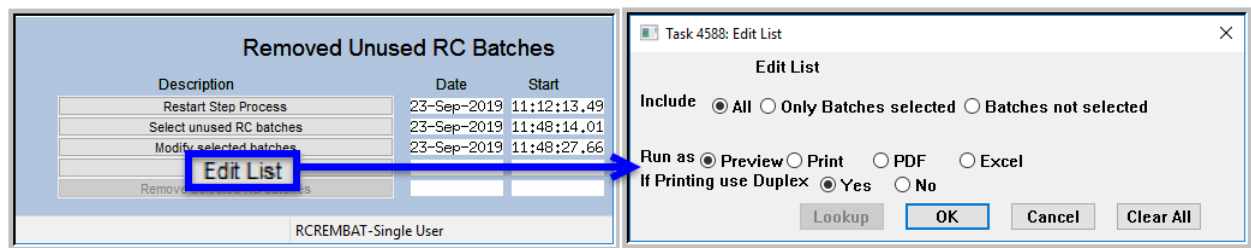
Button	Description/How Used
[1 Steps]	This button returns the display to the steps menu
[2 Select All]	Select all batches with this button; then clear any checkboxes for batches that should not be removed
[3 DeSelect All]	Remove all the checkmarks <input checked="" type="checkbox"/> from the Sel column using this button



There are nine columns on the screen, described in the table below:

Column Label	How Used
Sel	<input checked="" type="checkbox"/> Click in the box to select the batch for removal; <input type="checkbox"/> clear the box if the batch should not be removed.
[4 Batch]	By default, the data is sorted by batch number.
Type	The batch type – R for Receipt, A for Adjustment
[6 Pay Date]	The batch was assigned a pay date when it was created; the data may be sorted by pay date by clicking on this button
[7 BatchOwner]	The current owner of the batch is shown in this column – the data may be sorted by owner by clicking on this button
[8 Entry Owner]	The originator of the batch – the data may be sorted by entry owner by clicking on this button
Entry Date	The date the batch was created
Entered Amount	The dollar amount entered on the batch screen
Batch Status	By definition, only batches with a status of Unused should appear on this screen

1.3.4. Edit List



Click on **[Edit List]** to view or print a list of the batches with information about which were selected. The default selection for the edit list is to show

- Ⓐ **All** batches; both selected and not selected for removal. Two more options are available:
- Ⓐ **Only Batches selected** will produce an edit list of only those batches selected for removal;
- Ⓐ **Batches not selected** will list only the batches not selected for removal.

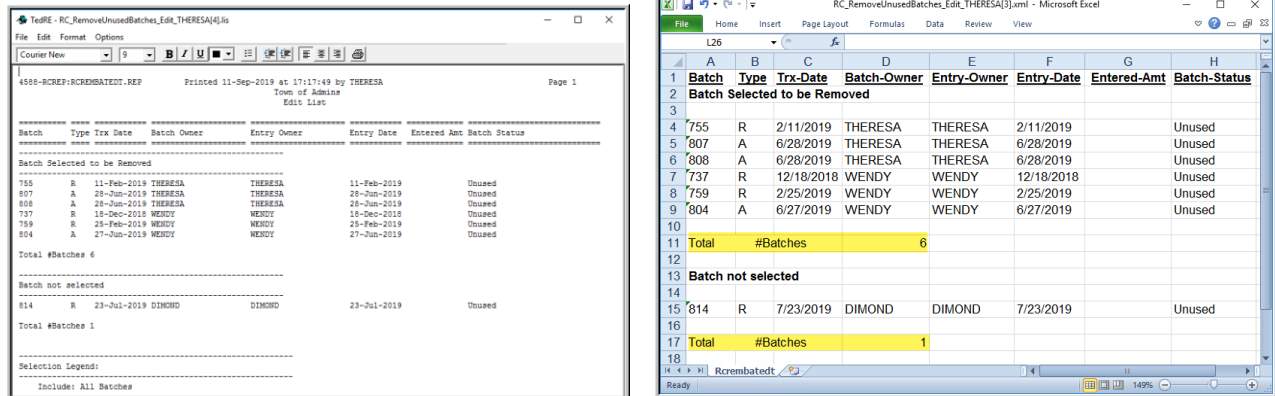
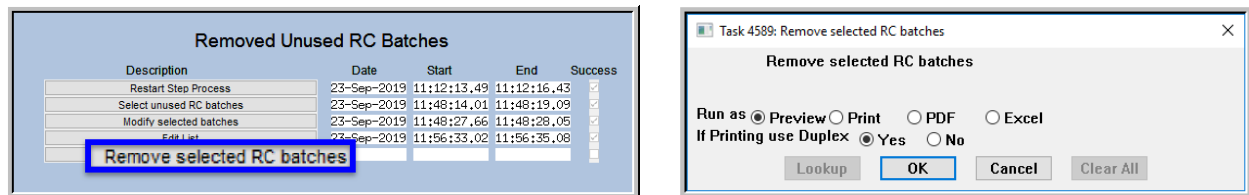


Figure 6 The Edit List shows the batches to be selected for removal, and those not selected

1.3.5. Remove Selected RC Batches



The last button in the steps menu will remove the selected batches. An list of the removed batches will be created; it is available to **Run as Preview/Print/PDF®** or **Excel®** format. **Preview/Print/PDF®** format is shown in **Figure 7**.

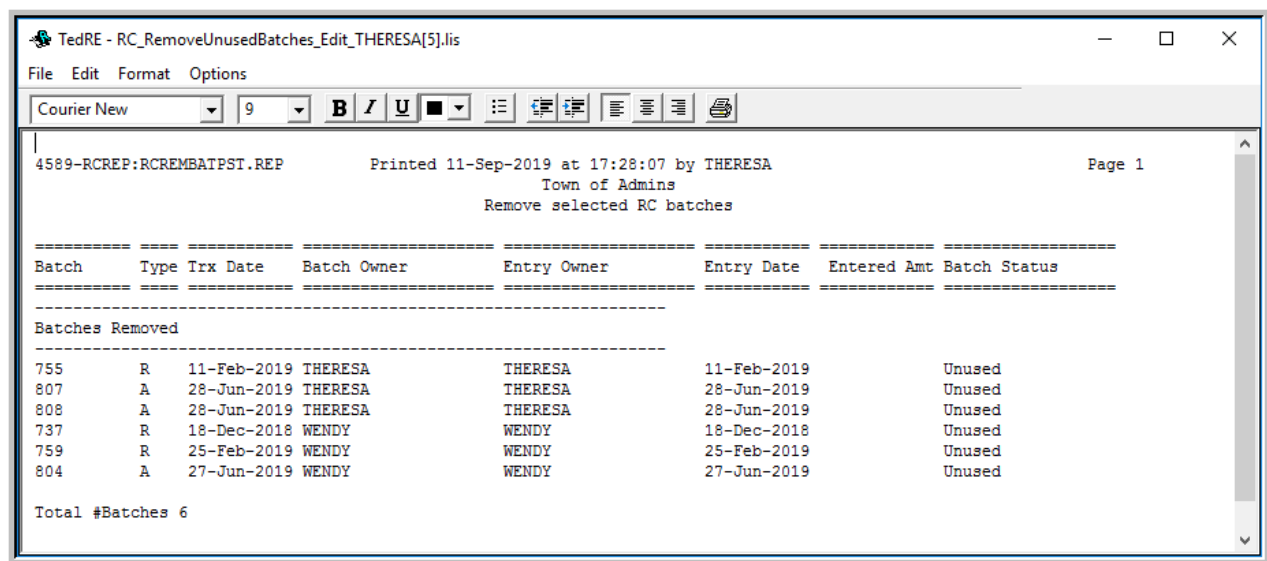


Figure 7 Remove Selected RC Batches Report

[ADM-AUC-RC-8444]



2. ADJUSTMENTS & TRANSFERS [Enhancement]

Users sometimes accidentally duplicate an adjustment or transfer. To prevent this duplication, **ADMINS**

added error checking to notify the user with a message if there is work in progress on an adjustment batch. If an adjustment or transfer exists for a given Bill, the message will be displayed, reference the transaction number of the other adjustment, and offer the user the option to cancel the transaction.

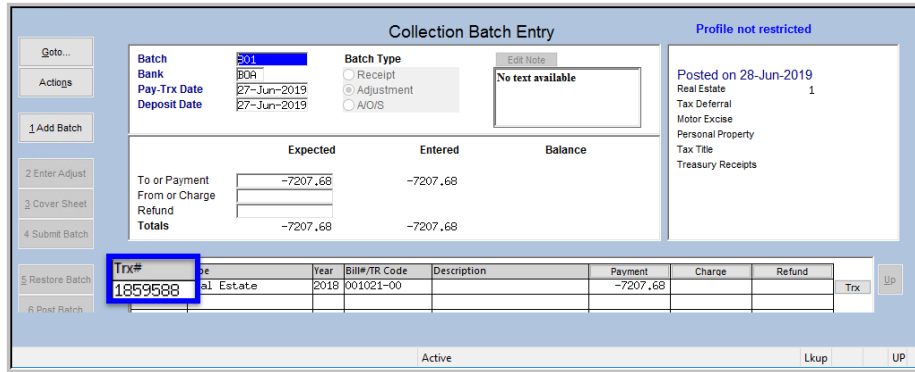


Figure 8 Existing Transaction in an Adjustment batch for Bill #001021-00

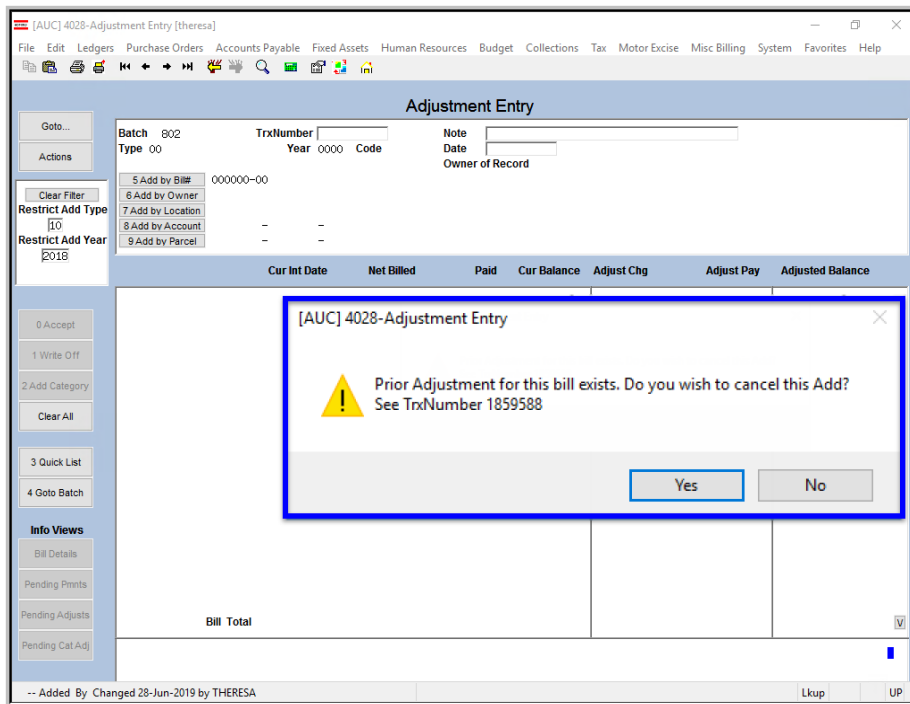
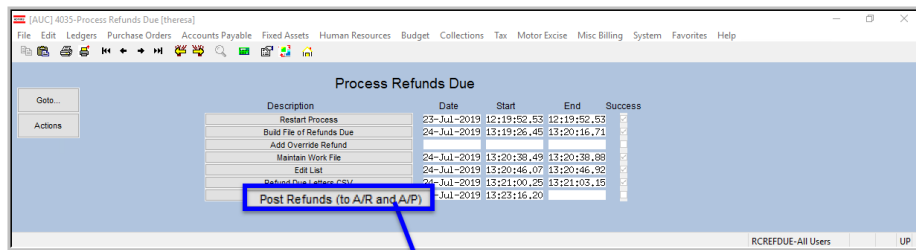


Figure 9 Pop up when an adjustment for the bill exists

[ADM-AUC-RC-84331]



3. REFUNDS [Fix]



Access the Refunds menu by clicking on **Collections ▶ Refunds ▶ Process Refunds Due.**

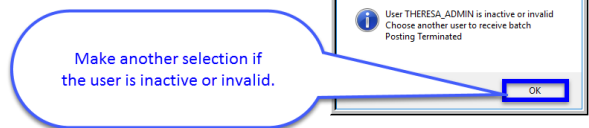
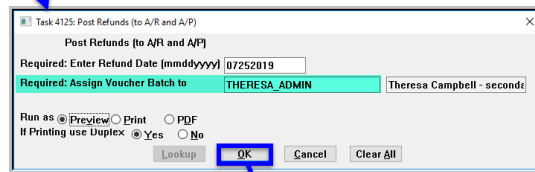


Figure 10 Error checking on the Post Refunds step

ADMINS added error checking to the **Post Refunds** process.

Before the software update, an invalid username could be assigned to the voucher batch, resulting in a blank department code on the batch. **ADMINS** would have to fix the batch before it could be processed.

Now, if an entered username is inactive or invalid, a message will be displayed. Click on **[OK]** to return to the steps menu.

Run the step again to select a valid, active user from the lookup.

[ADM-AUC-RC-8439]

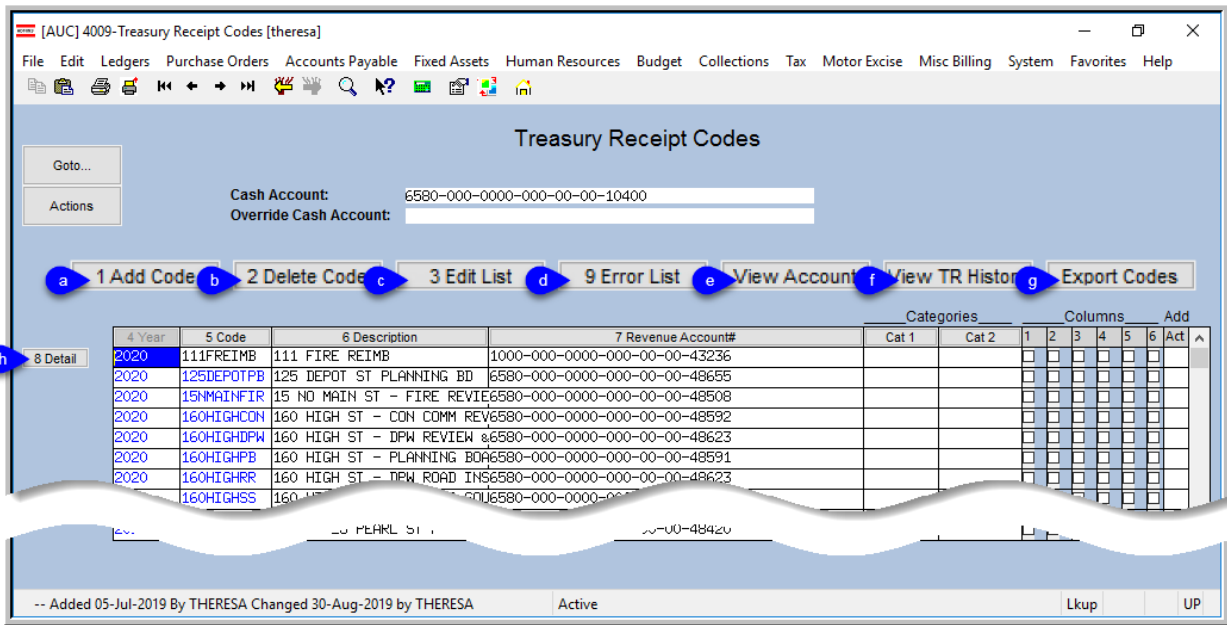
4. TREASURY RECEIPTS

ADMINS made changes to the **Treasury Receipts (TR)** process:

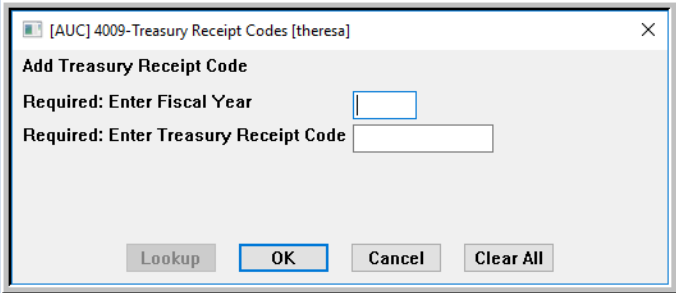
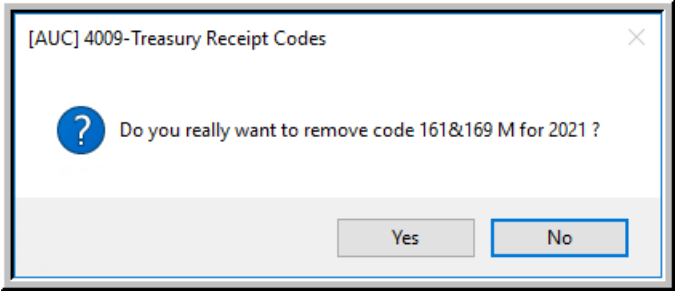
- Updated the template used for importing Treasury Receipts – **see section 4.3** for details.
- Optionally require notes**– **see section 4.2**. Specific to each **TR** code. To ensure that users enter a note on a **TR** entry –each **TR** code *may require* notes to be entered by the user. This will allow the codes that are self-explanatory to not require notes. But codes where multiple receipts can be applied to the same code can require a note to be entered to give more details.
- Expanded the notes** field – prior to this update, a maximum of 40 characters could be entered for the note. This has been expanded to 80 characters. Examples are shown in **sections 4.4 and 4.6.1**.
- Attachments option added** – **see sections 4.5 and 4.6**. Now, to make researching a lot easier, backup documentation can be scanned and attached to each treasury receipt.
- Corrected a truncation issue on the **Submit Batch Error** report. **See section 4.7** for details.



4.1. Treasury Receipt Codes–Summary Screen



The buttons on the screen are described in the table below.

Letter	Button	Description
a	[1 Add Code]	Add a new treasury receipt code – the fiscal year and new code are required: 
b	[2 Delete Code]	Delete the selected code – the system will prompt for a confirmation: 



c [3 Edit List] Produce an edit list of the Treasury Receipt codes. If no filtering is used, all codes for all years will be listed.

d [4 Error List] Produce a list of treasury receipt codes with errors.

The error list will show the year, code, code description, account number, the account description, and the error code. The report shows an error code legend at the bottom describing the error codes and the action to take to resolve the error.

Year	Code	Description	Account Number	Description	Error Code
2021	12STEP		0000-000-0000-000-00-00-00000		1
2021	1R	26 PEARL ST RENTAL-METR	0000-000-0000-000-00-00-00000		1
2021	41600		0000-000-0000-000-00-00-00000		1
2021	ATL FENCE	ATLANTIC FENCE SUPPLY	6580-000-0000-000-00-00-48659		4
2021	EXPVENADJ	EXPENSE (VENDOR ADJUST/REF/REIM	0000-000-0000-000-00-00-00000		1
2021	PEARLEPA	PEARL ST MILL BROWNFIELD EPA GRT	0000-000-0000-000-00-00-00000		1
2021	PLANAPPFEE	PLANNING BOARD APPLICATION FEED	0000-000-0000-000-00-00-00000		1
2021	REEDRENT	M. J. REED RENTAL	0000-000-0000-000-00-00-00000		1
2021	RELEAF	MASS RE-LEAF TREE GRANT	0000-000-0000-000-00-00-00000		1
2021	SETB-GRANT	SETB (POL EMERG TRN GR)	0000-000-0000-000-00-00-00000		1

Error Code Legend:	Action:
1 Warning: Account# is blank on TR code	Update account# on TR code, as needed
2 Warning: Status is not Active on TR code	Click Actions > Activate record on TR Code
3 Error: Bill Category is invalid. Contact	ADMINS Support for assistance.
4 Account number not a valid GL account#	Update Chart of Accounts ~ OR ~ change acct# on TR Code

e [View Account] Displays the Account Balance Inquiry screen for the selected code's primary account.



f [View TR History] Displays the treasury receipt history for the selected code and fiscal year.

Pay Date	Trn#	Account Number	Batch	Payment Amt	Transaction Note	Attach
03-Sep-2019	1899683	1000-000-0000-000-00-43236	819	50,00	required note	ATTACH
30-Aug-2019	1899681	1000-000-0000-000-00-43236	818	47,50	Sample line note that holds a wa	ATTACH

g [Export Codes] The export may be limited to a single fiscal year, or codes for all fiscal years will be included on the spreadsheet.

The **[Export Codes]** button produces an **Excel®** spreadsheet. The **“Note?”** Column was inserted before the first category column. A **“Y”** in this column indicates that each time the code is used, a note must be supplied. See section 4.2 for details.

Year	Code	Description	GLPost?	OvrRide?	Note?	Categ #1	Ca
2020	111FREIMB	111 FIRE REIMB	Y	Y	Y		
2020	125DEPOTPB	125 DEPOT ST PLANNING BD	Y	Y	N		
2020	15NMAINFIR	15 NO MAIN ST - FIRE REVIEW	Y	Y	Y		
2020	160HIGHCON	160 HIGH ST - CON COMM REVIEW	Y	Y	N		

h [8 Detail] Displays the detail screen for the selected TR code – see section 4.2.

4.2. Treasury Receipt Codes Table–Detail Screen – Require Line Note?

To require that notes be entered on treasury receipts, the **Treasury Receipt Codes** table includes a **“Require Line Note? ”** optional checkbox.



Figure 11 Before & After

If the code has the **Require Line Note?** **Box** checked, a line note is required each time the code is used. In the example, the **111FREIMB Require Line Note?** **Box** was checked. Any time the code is used, a line note (maximum of eighty characters) will be required.

4.2.1. Treasury Receipt Code Edit List

	A	B	P	Q	AJ	AK	AL	AM
1	Year	Code	Override	Department	Entry User	Entry Date	Change User	Change Date
2	2020	111FREIMB	Y		THERESA	7/5/2019	COPYTABLES	7/5/2019
3	2020	125DEPOTPB	Y		THERESA	7/5/2019	COPYTABLES	7/5/2019
4	2020	15NMAINFIR	Y		THERESA	7/5/2019	ANTHEA	8/27/2019
5	2020	160HIGHCON	Y		THERESA	7/5/2019	COPYTABLES	7/5/2019
6	2020	160HIGHDPW	Y		THERESA	7/5/2019	THERESA	7/5/2019

The edit list includes the new column. On the **Excel®** version, the line note indicator shows before the Entry User column.

Figure 12 Before & After

	A	B	P	Q	AJ	AK	AL	AM	AN
1	Year	Code	Override	Department	LineNote	Entry User	Entry Date	Change User	Change Date
2	2020	111FREIMB	Y		Y	THERESA	7/5/2019	THERESA	8/30/2019
3	2020	125DEPOTPB	Y			THERESA	7/5/2019	COPYTABLES	7/5/2019
4	2020	15NMAINFIR	Y		Y	THERESA	7/5/2019	ANTHEA	8/27/2019
5	2020	160HIGHCON	Y			THERESA	7/5/2019	COPYTABLES	7/5/2019
6	2020	160HIGHDPW	Y			THERESA	7/5/2019	THERESA	7/5/2019

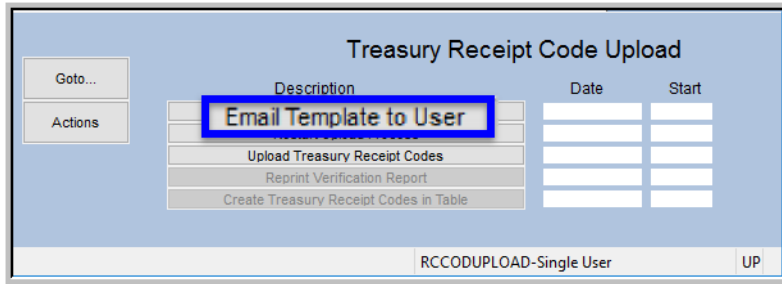
FY	Code	Description	Default Account Number & Description	Case 1	Case 2	1	2	3	4	5	6	Def Amt	Department	PrtFlg	Ovr?	Note	Stat	Chg User
2020	111FREIMB	111 FIRE REIMB	1st Credit: 1000-000-0000-000-00-43236 111F REIMBURSEMENTS			-	-	-	-	-	-	000		Y	Y	A	THERESA	
2020	125DEPOTPB	125 DEPOT ST PLANNING BD	1st Credit: 6580-000-0000-000-00-48655 125 DEPOT ST PLANNI			-	-	-	-	-	-	000		Y	Y	A	COPYTABL	
2020	15NMAINFIR	15 NO MAIN ST - FIRE REVIEW	1st Credit: 6580-000-0000-000-00-48508 15 NORTH MAIN ST -			-	-	-	-	-	-	000		Y	Y	A	ANTHEA	
2020	160HIGHCON	160 HIGH ST - CON COM REV	1st Credit: 6580-000-0000-000-00-48592 160 HIGH ST - CON C			-	-	-	-	-	-	000		Y	Y	A	COPYTABL	
2020	160HIGHDPW	160 HIGH ST - DPW REVIEW &	1st Credit: 6580-000-0000-000-00-48623 160 HIGH ST - DPW R			-	-	-	-	-	-	000		Y	Y	A	THERESA	
2020	160HIGHDPW	160 HIGH ST - PLANNING BOAR	1st Credit: 6580-000-0000-000-00-48591 160 HIGH ST - PLANN			-	-	-	-	-	-	000		Y	Y	A	COPYTABL	

Figure 13 Treasury Receipt Code Edit List – Print/Preview/PDF® output format

In the **Print/Preview/PDF®** format, the new **“Line Note”** column is the third to last column on the report – before **“Stat”** and **“Chg User”**.



4.3. Importing Treasury Receipt Codes [NEW TEMPLATE!!]



If uploading Treasury Receipt codes, get the new template before attempting to upload new codes.



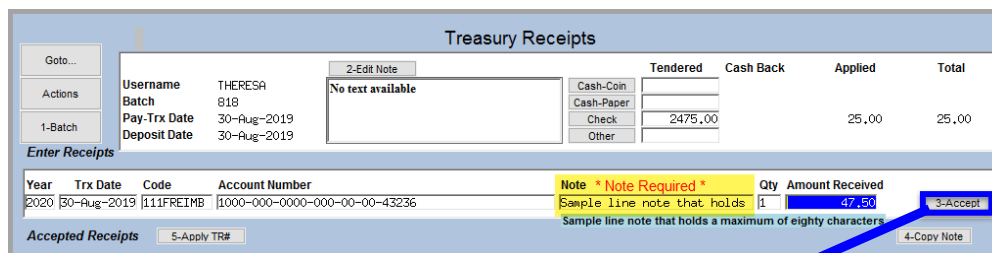
The template now includes a new column for the field to mark the code as requiring a note “Y” or not “N”. Blank values will be set to “N”.

	A	B	C	D	E	F
		Department Code (Max 10 characters)	Description (Max 40 characters)	Post to the General Ledger [Y/N]? Blank values will be set to N.	Allow User Override of this account on the department receipt screen [Y/N]? Blank values will be set to N.	Require User to enter a Line Note on the department receipt screen [Y/N]? Blank values will be set to N.
1	Bill Year (#### REQUIRED)	DEPCOD	GENDES	PGLCBX	OVRCBX	REQCBX
2	BILYER					
3						
4						

Figure 14 Upload Treasury Receipt Codes Template Change

4.4. Entering Treasury Receipts with Line Notes Required [Enhancement]

When entering a treasury receipt, if the code requires a **Note** to be entered, the screen will indicate so with a *** Note Required *** message in red above the line note field. The note field holds a maximum of eighty characters; the entire eighty characters will not be visible due to screen size limits; scrolling is available to



view the entire note. If a note is required, the **[3 Accept]** button will not be clickable until the note is entered.



Figure 15 Treasury Receipt entry screen with a code that requires a line note



Year	Trx Date	Code	Account Number	Note	Qty	Amount Received			
2020	30-Aug-2019		0000-000-0000-000-00-000000		1		3-Accept		

Year	Trx Date	Code	Account Number	Note	Qty	Amount	Pmt Typ	Trx#	Cancel	Attach
2020	30-Aug-2019	WSTRAFFIC	6580-000-0000-000-00-48515	Sample line note	1	427.50	Check	1859682	CANCEL	ATTACH
2020	30-Aug-2019	111FREIMB	1000-000-0000-000-00-43236	Sample line note	1	47.50	Check	1859681	CANCEL	ATTACH
2020	30-Aug-2019	ABANDON	8140-000-0000-000-00-25200	Sample line note that holds a maximum of eighty characters				359680	CANCEL	ATTACH

Figure 16 To view the full line note, click in the field to reveal the hover text

To copy a note from one line to the next, use the **[4-Copy Note]** button.

4.5. Attaching One or More Files to a Treasury Receipt [Enhancement]

In addition to expanding the **Notes** field, attachments may now be included on any treasury receipt. Once a receipt is entered and accepted, the new **[ATTACH]** button will be available. Clicking on **[ATTACH]** will display the new **Attach Documents to Departmental Receipt Screen**. Up to 200 attachments are allowed for each receipt.

Seq#	Description	Filename	Buttons
1	sample attachment file	16255_20181101133543_20190807144933.csv	7 View 8 Email 9 Remove

Buttons: a [0 Entry], b [6 Add Attachment]

Figure 17 The **[6 Add Attachment]** Button Allows Supporting Documents to be Attached

This screen is captive to the specific receipt that was selected when the **[ATTACH]** button was clicked on the **Treasury Receipt Entry** screen. Moving to another receipt requires returning to the **[0 Entry]** screen and selecting the receipt, then clicking on the **[ATTACH]** button. All buttons on this screen are described below; the letters in the first column correspond to the letters in **Figure 17**:

Key	Button Label	How Used
a	[0 Entry]	To return to the treasury receipt entry screen
b	[6 Add Attachment]	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.



Key	Button Label	How Used
c	[7 View]	To view existing attachments, in whatever format is associated with the file type (for example, .CSV will open in Excel®, PDF® will open in Adobe Acrobat®)
d	[8 Email]	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	[9 Remove]	To remove attachments that were added in error or are no longer needed

4.6. Treasury Receipt History [Enhancement]

The treasury Receipt History screen shows the notes for 1.) each transaction (hover over the note to see the full note); 2.) an **[ATTACH]** button on each line to display the attachments screen, and 3.) shows the number of attachments in the screen note area at the bottom of the screen.

4.6.1. Treasury Receipt History ▶ [0 Excel]

To view the full text of the notes, select the **[0 Excel]** button. This button creates a quick list of the transactions in the batch and includes any notes.

4.6.2. Treasury Receipt History Attachments Screen [Enhancement]

This screen is specific to the receipt that was selected when the **[ATTACH]** button was clicked on the **Treasury Receipt History** screen. Moving to another receipt requires returning to the **[0 History]** screen, selecting the receipt, then clicking on the **[ATTACH]** button. All buttons on this screen are described below; the letters in the first column correspond to the letters in **Figure 18**.

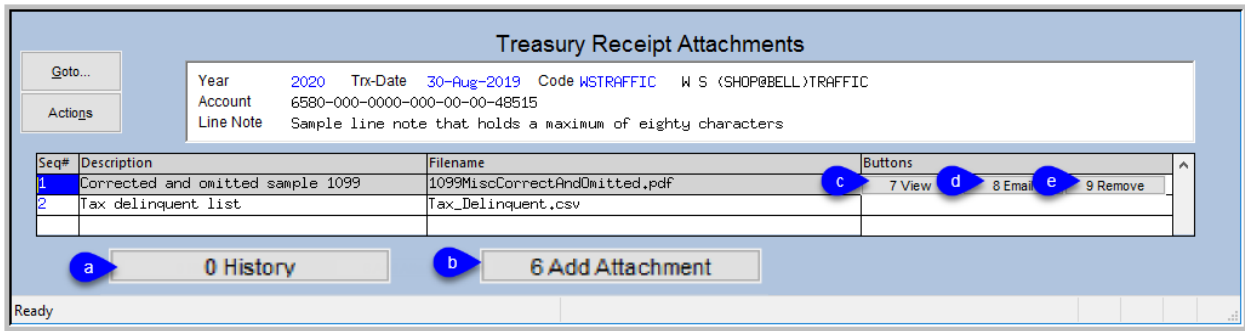


Figure 18 The Treasury Receipt Attachments History screen

Key	Button Label	How Used
a	[0 History]	To return to the treasury receipt entry screen
b	[6 Add Attachment]	Add an attachment to a treasury receipt. The file to be attached should be located on a network drive that is always available; consult the local system administrator.
c	[7 View]	To view existing attachments, in whatever format is associated with the file type (for example, .CSV will open in Excel® , PDF® will open in Adobe Acrobat®)
d	[8 Email]	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	[9 Remove]	To remove attachments that were added in error or are no longer needed

[BLG-SUP-SAPLAUC-1215]

4.7. Submit Batch Error Report [Fix]

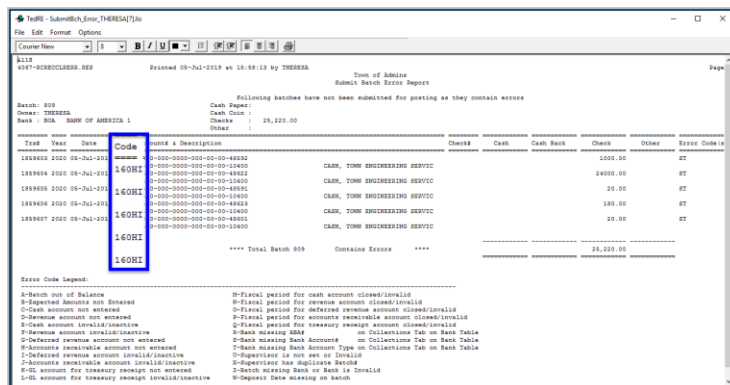


Figure 19 Before - the Code column displayed five characters

When processing treasury receipts, if there are errors in the batch, a report of the errors is produced, with an error code column and legend describing the error. The **Code** column holds the **Treasury Receipt Departmental Code**, containing up to ten characters of data. Prior to the software update, the column was limited to five places.



ADMINS increased the size of the column to accommodate the entire code. This matters if there are multiple codes with the *same first five characters*, as shown in **Figure 19**; the codes are not differentiated on the report.

Year	Code	Description	Check	Cash	Cash Back	Check	Other	Error Code(s)
2020	160RHGHC0N	00-0000-000-00-00-48802					1000.00	ST
2020	160RHGHDW	00-0000-000-00-00-10420				24000.00	ST	
2020	160RHGHPB	00-0000-000-00-00-48801				20.00	ST	
2020	160RHGHR	00-0000-000-00-00-48822				180.00	ST	
2020	160RHGSS	00-0000-000-00-00-10420				20.00	ST	

Figure 20 After - the Code column displays the entire code

Displaying the full ten characters as shown in **Figure 20** clearly identifies which codes have an error.

[ADM-AUC-RC-8437]

5. REPORTS

ADMINS now allows the Balances as of (Trial Balance) report to be run for multiple bill years and enhanced the refund history report to provide more complete information regarding refunds.

5.1. Collection Reports ▶ #4705 Balance as of (Trial Balance) [Enhancement]

ADMINS added the option to run the report for multiple years. Enter the **same year** in the **“FROM” and “TO” Bill Year Range** fields to run the report for a single year. If the report is run for years 2016 – 2018, all of the 2016 data will be shown, followed by a total, then the 2017 data with a total, and the 2018 data with a total.



NOTE: While the report runs faster now for a single year, running the report for multiple years will take more time than when running it for a



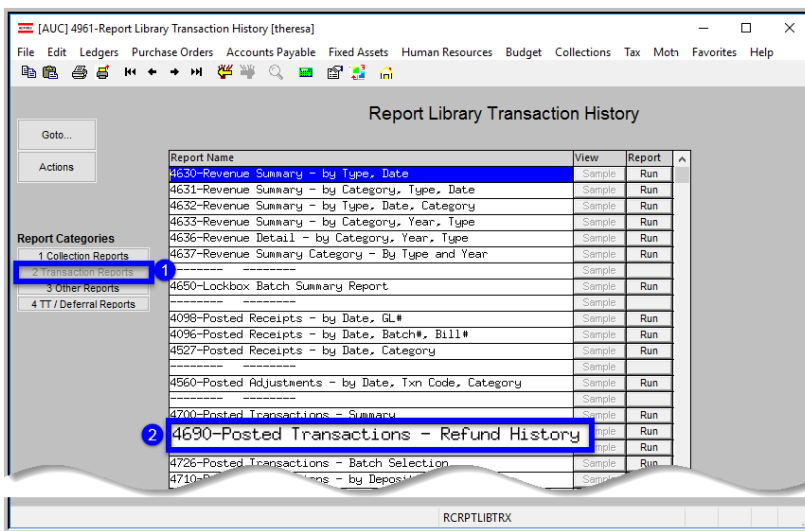
single year.

Category	Description	Charges	Abatements	Deductions	Adj-Oth	Deferrals	TaxTaking	Refunds	Payments	Balance	Bankruptcy Bal	GL Balance
Tax		52.88			24.37		-48.74		25.32	3.19		3.19
Advertising Fee		51.01			51.01		-102.02					
Posting Notices		40.00			40.00		-80.00					
Demand		5.00			5.00		-10.00					
Ad Prep Fee		10.00			10.00		-20.00					
Tax Interest		9.00			7.68		-16.57		-0.40	0.41		0.41
Total Bill Year: 2016		138.06			138.06		-277.33		24.92	3.60		3.60
Tax		144,066.53		1,053.85	6,515.13		-18,849.75		60,170.12	70,507.94		70,507.94
Water Lien		5,096.82			453.00		-453.00		1,653.63	3,443.19		3,443.19
Sewer Lien		3,026.27							382.79	2,643.48		2,643.48
Trash Lien		2,219.00			255.00		-255.00		935.00	1,284.00		1,284.00
Demand		145.00			10.00		-15.00		30.00	110.00		110.00
Tax Interest		6,310.45			1,589.54		-2,635.61		4,929.75	334.63		334.63
Total Bill Year: 2017		157,077.07		1,053.85	8,822.67		-22,208.36		68,101.29	78,323.24		78,323.24
Tax		907,446.64	647.20	10,795.55	7,597.03		-7,597.03		565,821.90	330,181.99	543.90	330,181.99
Water Lien		43,048.75			1,141.04		-1,141.04		26,901.03	16,147.72		16,147.72
Water Ln Cl		6,068.36			159.73		-159.73		3,619.92	2,448.44		2,448.44
Sewer Lien		20,258.00			1,055.29		-1,055.29		10,901.78	9,356.22		9,356.22
Sewer Ln Cl		2,902.39			241.05		-241.05		1,434.63	1,467.76		1,467.76
Trash Lien		23,097.09			555.00		-555.00		17,786.77	5,310.32		5,310.32
Title 5 Bett		1,336.30							1,336.30			
Title 5 Bett Cl		761.69							720.87	40.82		40.82
AOS Tax		8,120.92								8,120.92		8,120.92
AOS CPA												
Demand		875.00			15.00		-15.00		175.00	700.00		700.00
Tax Interest		16,992.66			695.41		-695.41		16,904.67	87.99		87.99
Insufficient Funds		50.00							50.00			
Total Bill Year: 2018		970,880.80	647.20	10,795.55	11,459.55		-11,459.55		645,652.87	373,862.18	543.90	373,862.18

Figure 21 Balance as of a date (Trial Balance) run for multiple years, summary option chosen

[ADM-AUC-RC-8445]

5.2. Transaction Reports ▶ #4690 Posted Transactions – Refund History



Data provided on the report may be used to query the **General Ledger** transactions related to the refund. Select **Collections ▶ Reports ▶ Report Library ▶ [2 Transaction Reports]** to run the report.

The system will display the prompt shown in **Figure 22**.



Figure 22 Refund Transaction History Report options prompt

Bill Type and **Effective Date Range** are required fields. Up to nine optional **Bill Category** selections may be entered directly or selected from the lookup. The columns on the report are described in the table below.

Header	Description/How Used
Bill Category	Bill Category (10=Real Estate, 20=Motor Excise, 30=Personal Property, etc.,)
Pay-Date	Date the refund
Year	Fiscal Year of the refund
Bill #	The bill number affected by the refund
Trans #	The transaction number assigned by the system when the refund is created
AP Batch	The accounts payable batch number ¹ containing the voucher
Voucher #	The voucher number used to pay the refund
Vendor # / Remi	The vendor number and remit number used on the voucher
Vendor Name	The vendor name used on the voucher and subsequent check
Voucher Date	The date of the voucher used to pay the refund
Check Amount	The dollar amount of the refund
Category	Tax, interest, fees, etc., - there may be an amount for multiple lines
Voucher-Status	The status of the voucher used to pay the refund. (e.g., Closed, Open, In Progress....)

The report example as run to **Excel**[®] is shown below. The report includes a total by ² batch number.



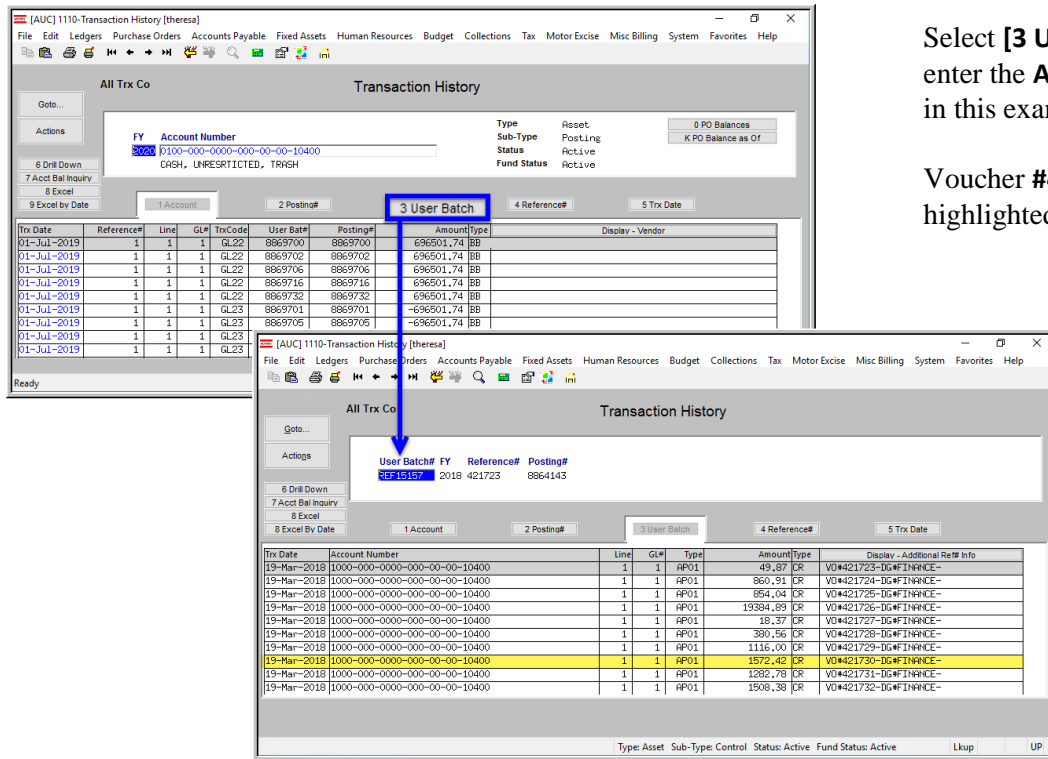
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Type	Pay-Date	Year	Bill-#	Trans-#	AP-Batch	Voucher#	Vendor-#Remit	Vendor-Name	VoucherDate	Check-Amt	Category	Voucher-Status
1	10	3/19/2018	2018	001983-00	1,771,329	REF15157	421,723	026836-01		3/19/2018	49.87	Tax	Closed
2											49.87	Bill-Total	
3													
4													
5	10	3/19/2018	2018	002156-00	1,771,330	REF15157	421,724	026837-01		3/19/2018	860.91	Tax	Closed
6											860.91	Bill-Total	
7													
8	10	3/19/2018	2018	002584-00	1,771,331	REF15157	421,725	026838-01		3/19/2018	854.04	Tax	Closed
9											854.04	Bill-Total	
10													
11	10	3/19/2018	2018	002735-00	1,771,332	REF15157	421,726	026839-01		3/19/2018	19,384.89	Tax	Closed
12											19,384.89	Bill-Total	
13													
14	10	3/19/2018	2018	005531-00	1,771,333	REF15157	421,727	026840-01		3/19/2018	18.37	Tax	Closed
15											18.37	Bill-Total	
16													
17	10	3/19/2018	2018	005703-00	1,771,334	REF15157	421,728	026841-01		3/19/2018	380.56	Tax	Closed
18											380.56	Bill-Total	
19													
20	10	3/19/2018	2018	006503-00	1,771,335	REF15157	421,729	026842-01		3/19/2018	1,116.00	Tax	Closed
21											1,116.00	Bill-Total	
22													
23	10	3/19/2018	2018	007077-00	1,771,336	REF15157	421,730	026843-01		3/19/2018	1,572.42	Tax	Closed
24											1,572.42	Bill-Total	
25													
26	10	3/19/2018	2018	007105-00	1,771,337	REF15157	421,731	026844-01		3/19/2018	1,282.78	Tax	Closed
27											1,282.78	Bill-Total	
28													
29	10	3/19/2018	2018	007128-00	1,771,338	REF15157	421,732	026845-01		3/19/2018	1,508.38	Tax	Closed
30											1,508.38	Bill-Total	
31													
32	10	3/19/2018	2018	007549-00	1,771,339	REF15157	421,733	026846-01		3/19/2018	2,066.32	Tax	Closed
33											2,066.32	Bill-Total	
34													
35	10	3/19/2018	2018	007706-00	1,771,340	REF15157	421,734	026847-01		3/19/2018	1,762.03	Tax	Closed
36											1,762.03	Bill-Total	
37													
38	10	3/19/2018	2018	007755-00	1,771,341	REF15157	421,735	026848-01		3/19/2018	2,269.43	Tax	Closed
39											2,269.43	Bill-Total	
40													
41											33,126.00	Total Batch: REF656	
42											33,126.00	Total Bill Year: 2018	
43											33,126.00	Grant-Total	
44													
45													
46													
47	Selection Criteria:												
48	Bill Type: 10												
49	Pay Dates: 03012018 to 03302018												

Figure 23 Report as run to Excel®

Voucher #421730 highlighted in Figure 23 illustrates the queries described in section 5.2.1.

5.2.1. Using Data in the Report as a Basis for Transaction Queries

Using the data available on the report, acquire information using the **Ledgers ▶ Queries ▶ Transaction History** screen. In the example shown in Figure 24, the AP Batch 1 number is used on the [User Batch] tab to find the general ledger transactions related to the refund batch of accounts payable vouchers.

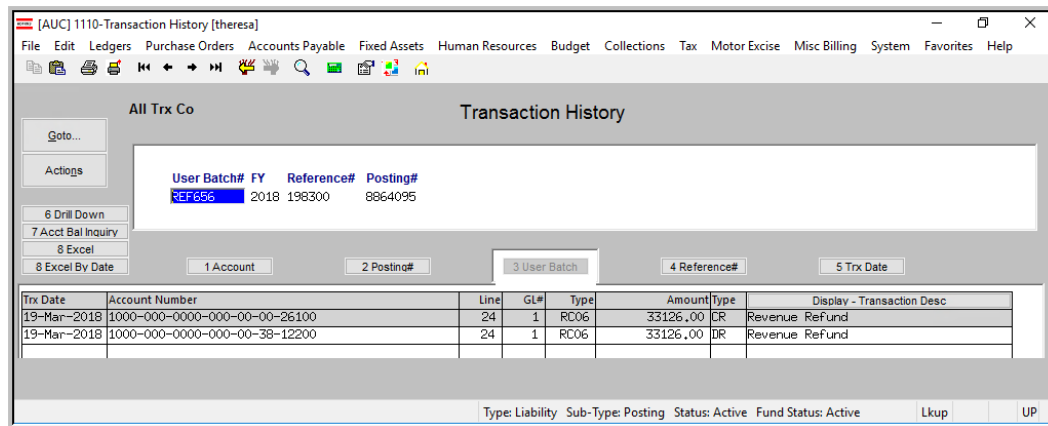


Select **[3 User Batch]** and enter the **AP Batch** number; in this example, **REF151157**.

Voucher **#421730** is highlighted in **Figure 24**.

Figure 24 Using the AP Batch number on the Transaction History screen

Similarly, the RC Batch number **2** “REF656” shown on the total section of the report may be entered as the user batch on the transaction history screen to find the revenue collections and receivable transactions:



[ADM-AUC-RC-8441]

6. TABLES

ADMINS expanded the offerings on the **Bill Category Groups** table; that change is also incorporated into the **[Groups]** tab of the Bill Category Table. This will facilitate printing a “totals by receivable type” on the MLCs. See sections 6.1 and 6.2 of this document for details. In addition, **ADMINS** added a new screen to



allow sites to enter holidays each year that may impact the calculation of interest on receivables such as Real Estate, Tangible Property, etc. See section 6.3 of this document for details.

6.1. Bill Category Table [Enhancement]

Group Description	Group Type	Status	MLC
000 No Group	Charge	Active	
001 Tax	Charge	Active	
002 CPH	Charge	Active	
010 Other Tax	Charge	Active	
015 Sewer	Charge	Active	
020 District/Supplemental	Charge	Active	
030 Betterments/Liens	Charge	Active	
040 Committed Interest	Charge	Active	
043 Revised/Unitted/Supplemental CPH	Charge	Inactive	
050 Interest	Charge	Active	
060 Charges and Fees	Charge	Active	
070 Adjustments	Charge	Active	
080 Rebate/Exemptions	Charge	Active	
110 Tax	Charge	Active	
120 CPH	Charge	Active	
130 Betterments/Liens	Charge	Active	
140 Committed Interest	Charge	Active	
150 Interest	Charge	Active	
160 Charges and Fees	Charge	Active	
170 Adjustments	Charge	Active	
180 Rebate/Exemptions	Charge	Active	
190 Payments	Charge	Active	
195 Sewer Payments	Charge	Active	

Group Description	Group Type	Status	MLC	Total
000 No Group	Charge	Active		
001 Tax	Charge	Active		
002 CPH	Charge	Active		
010 Other Tax	Charge	Active		
015 Sewer	Charge	Active		
020 District/Supplemental	Charge	Active		
030 Betterments/Liens	Charge	Active		
034 Prep Fee	Charge	Active		
040 Committed Interest	Charge	Active		
043 Revised/Unitted/Supplemental CPH	Charge	Inactive		
050 Interest	Charge	Active		
060 Charges and Fees	Charge	Active		
070 Adjustments	Charge	Active		
080 Rebate/Exemptions	Charge	Active		
110 Tax	Charge	Active		
120 CPH	Charge	Active		
130 Betterments/Liens	Charge	Active		
140 Committed Interest	Charge	Active		
150 Interest	Charge	Active		
160 Charges and Fees	Charge	Active		
170 Adjustments	Charge	Active		
180 Rebate/Exemptions	Charge	Active		
190 Payments	Charge	Active		
195 Sewer Payments	Charge	Active		
229 TOTAL UNPAID TAXES (PER ITEM)	Charge	Active		

Figure 25 The Bill Category Group Table – Before and After

Categories may now be added and designated as Group Type “Total”. The MLC is designed to print the “Total” groups in a new section on the MLC. Sites choosing not to use the “MLC Total Group” may safely ignore the column and the MLC printing will not be affected.

6.2. Bill Category Table [Groups] Tab [Enhancement]

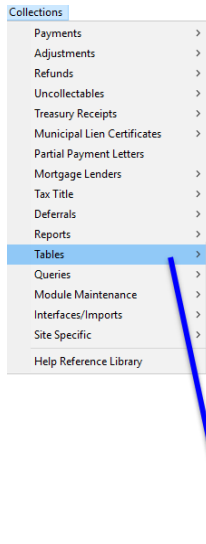
Category & Description	Tax Charge Group	Category Group	MLC Charge Group	MLC Payment Group	MLC Total Group
01 Tax	1 Taxes	000	000 Tax	000 Payments	
02 CPH	2 CPH	000	000 No Group	000 No Group	
03 Unitted	1 Taxes	000	010 Other Tax	000 Payments	
04 Unitted	1 Taxes	000	010 Other Tax	000 Payments	
05 Water Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	
06 Water Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	
07 Sewer Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	
08 Sewer Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	
09 Trash Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	
10 Trash Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	
11 Demolition Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	
12 Demolition Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	
13 SF Fee Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	
14 SF Fee Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	
15 Sewer Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
16 Sewer Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	
17 Title 5 Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
18 Title 5 Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	
19 Title 5 Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
20 Title 5 Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	
21 Betterment 4	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
22 Betterment 4 Committed Interest	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	
23 Betterment 5	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
24 Betterment 5 Committed Interest	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	
25 Unitted Betterment	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	
26 Unitted Betterment CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	

Category & Description	Tax Charge Group	Category Group	MLC Charge Group	MLC Payment Group	MLC Total Group
01 Tax	1 Taxes	000	000 Tax	000 Payments	000 No Group
02 CPH	2 CPH	000	000 No Group	000 No Group	000 No Group
03 Unitted	1 Taxes	000	010 Other Tax	000 Payments	000 No Group
04 Unitted	1 Taxes	000	010 Other Tax	000 Payments	000 No Group
05 Water Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
06 Water Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	000 No Group
07 Sewer Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
08 Sewer Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	000 No Group
09 Trash Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
10 Trash Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	000 No Group
11 Demolition Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
12 Demolition Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	000 No Group
13 SF Fee Lien	3 Liens	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
14 SF Fee Ln CI	3 Liens	000	040 Committed Interest	030 Betterments/Liens	000 No Group
15 Sewer Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
16 Sewer Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group
17 Title 5 Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
18 Title 5 Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group
19 Title 5 Bill	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
20 Title 5 Bill CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group
21 Betterment 4	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
22 Betterment 4 Committed Interest	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group
23 Betterment 5	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
24 Betterment 5 Committed Interest	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group
25 Unitted Betterment	4 Betterments	000	030 Betterments/Liens	030 Betterments/Liens	000 No Group
26 Unitted Betterment CI	4 Betterments	000	040 Committed Interest	030 Betterments/Liens	000 No Group

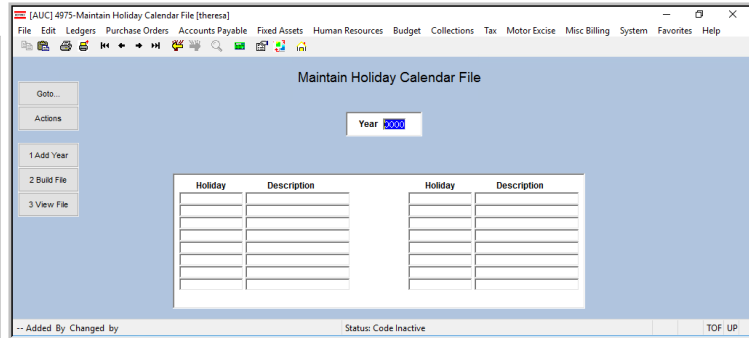
Figure 26 The Bill Category Table [Group] tab – Before and After



6.3. Maintain Holiday Calendar File



Access the Calendar to Input Holidays for each Active Bill Year.



6.3.1. Click on [1 Add Year]

1. Click the **[1 Add Year]** button to add holidays in the new year to be used in the DCS routine of the collections module.
 2. Click **[Yes]** to continue
 3. Enter the desired year in the **"Enter Bill Year"** field.
 4. Click on **[OK]**
- If a year is entered that already exists in the table, a message box will pop up:

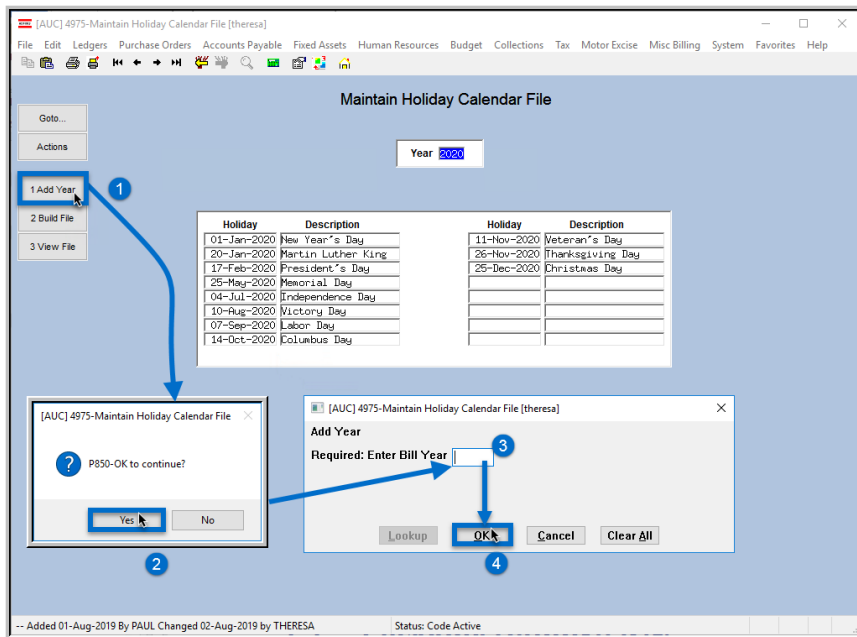
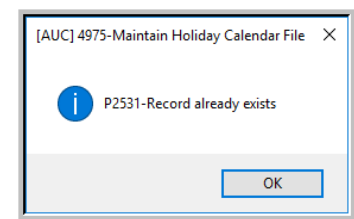


Figure 27 The Maintain Holiday Calendar File



If needed, go to the existing record and make changes.

There are three ways to bring up the screen to edit an existing year:

1. Enter the desired year in the **Year** field
2. Use **{Page Up}** | **{Page Down}** to scroll through the file, or
3. Use the black arrow keys to page through the file to find the year to be edited.



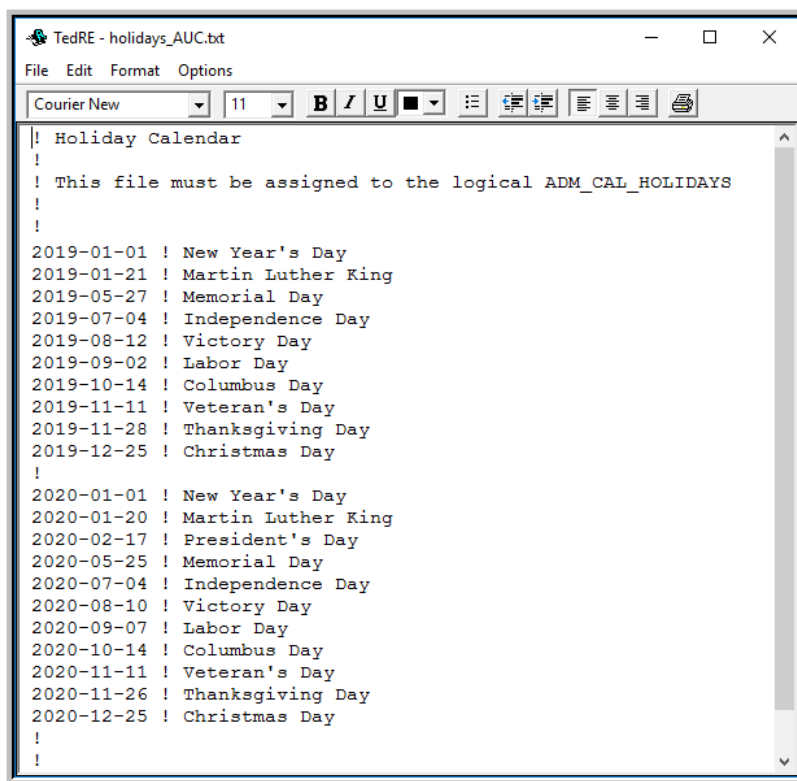
6.3.2. Enter Holidays for the Year

Enter the holiday dates and descriptions for the year in the grid. Up to 20 holidays may be entered per year. When finished, build the file to commit the changes for the year just entered. Dates must be entered in the format **MMDDYYYY**, for example, **08152019** for **15 August 2019**. The descriptions are optional. To copy **descriptions** from the prior year, position the cursor in the field and click on **{CTRL|C}**.

6.3.3. Click on the [2 Build File] Button

Clicking on the **[2 Build File]** button will add the records to the **Holidays_cri.txt** file to be included in the list of non-business days for calculating interest on late payments.

6.3.4. Click on the [3 View File] Button

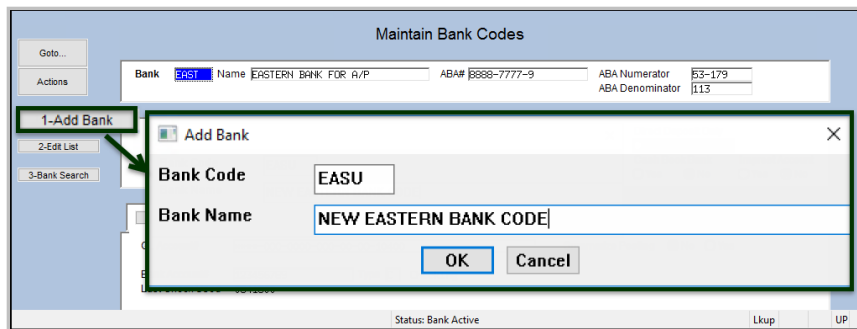


Verify the entries in the file. If changes are needed, return to the screen for that year; make the changes and click the **[2 Build File]** button to commit the changes.

The dates will be presented in **YYYY-MM-DD** format as shown in the sample in **Figure 28**.

Figure 28 Sample text file created by the Maintain Holidays screen

6.4. Adding a New Bank Account [Enhancement]



Some sites retain their current bank but need to use a new account number.

ADMINS advises following the procedure described here to create a new bank code for the new account.



This will delineate between the two bank accounts for audit purposes.

6.4.1. Create A New Bank Account Code

Create a new bank account code following the instructions in **RC-1510 Implementing a New Bank Account**.



It will be easier to replicate the data if the new bank account code immediately follows the old bank account code alphabetically, for example, if the current bank code is **EAST**, the new bank coded could be **EASU**, ensuring that the new code will be just after the old. (Bank codes are limited to four alphanumeric characters).

6.4.2. Copy the Data from the Old to the New

Take a screen shot of the old bank code record and replicate the entries manually.

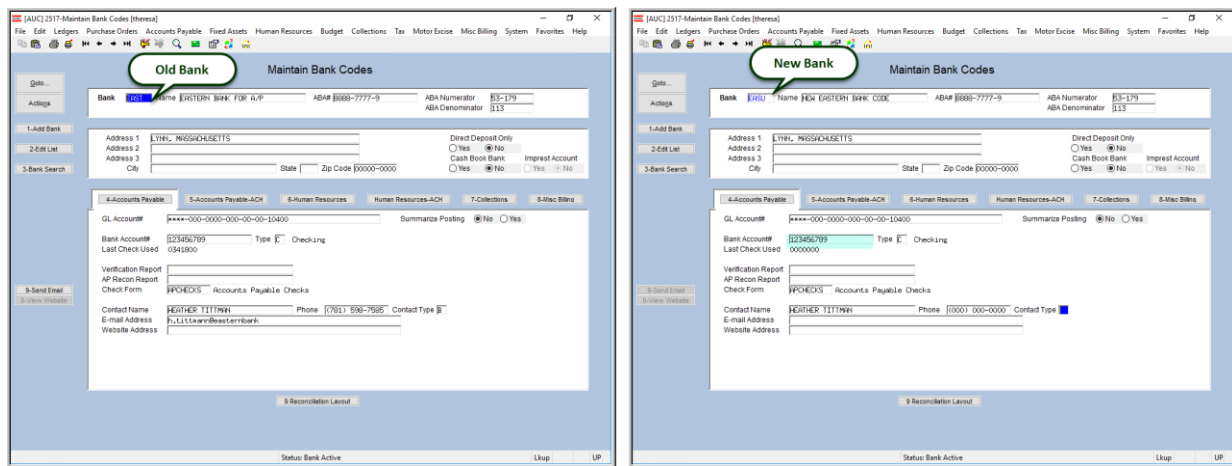


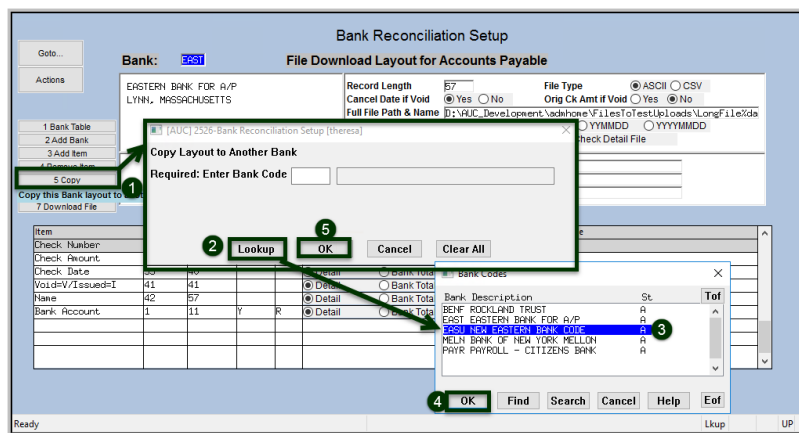
Figure 29 Old bank code and new bank code

Save time using **{CTRL|C}** on each field to copy the data from the old bank code to the new bank code. **Using this timesaver will only work if the new code is the next record.** **{CTRL|C}** copies whatever is in the same field on the prior record into the current record.



Be sure to edit the field labeled **Bank Account #** to use the new account number.

6.4.3. Populate the Reconciliation Layout Table



There is a **[5 Copy]** button on the **Bank Reconciliation Setup** screen to allow copying the setup from an old account to a new account. Start on the old bank code screen and select **[5 Copy]**. Select the new bank and click on **[OK]**.

If the **Bank Account** number on this screen is entered as a literal, first note the characteristics



(start, end, zero fill, and justification), and then remove the literal entry. Replace it with field #34 Bank Account, available from the lookup by using [3 Add Item] to add a field. Use the same values for start, end, zero fill, and justification.

6.4.4. Ask ADMINS to Set the Beginning Check Number & Refresh Training

The check number can only be set by **ADMINS** staff. When setup is complete, notify **ADMINS** and ask that **LIVE** be copied to training so that the reconciliation file may be tested with the bank using the new account number.

6.4.5. Inactivate the Old Code When New Bank is LIVE

When the new bank code is ready for use, inactivate the old code following the steps in **RC-1510 Implementing a New Bank Account**.

[ADM-AUC-DOC-169]

7. QUERIES [Enhancement]

ADMINS added a method for keeping track of deleted **Revenue Collections** batches.

7.1. Batch Query – Deleted Batches

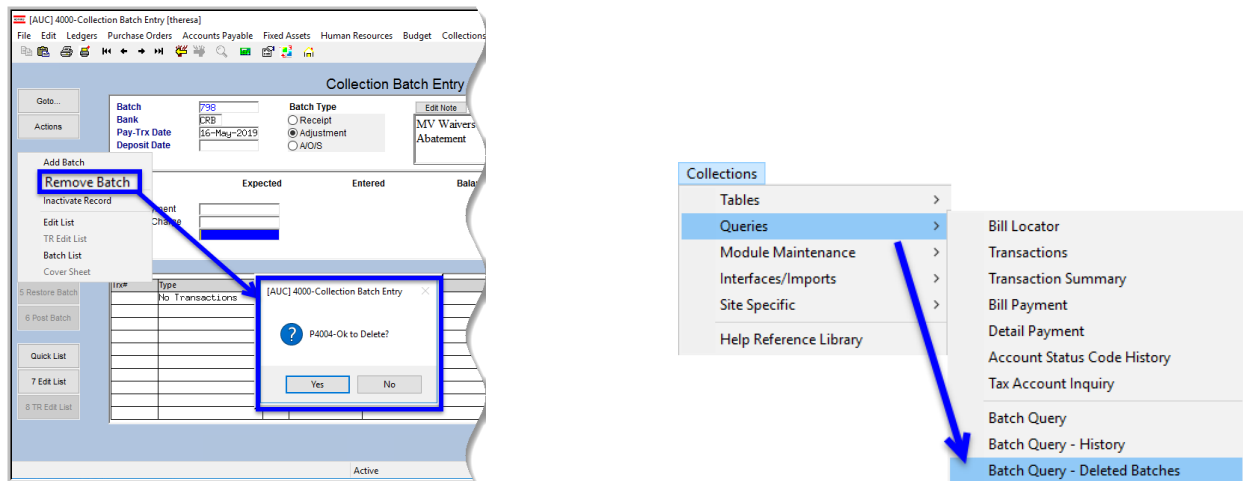


Figure 30 Removing / Deleting a Batch

All transactions must be deleted from the batch before the batch may be removed. In the example shown, batch # 798 is removed. The batch now appears in the **Batch Query – Deleted Batches** screen.

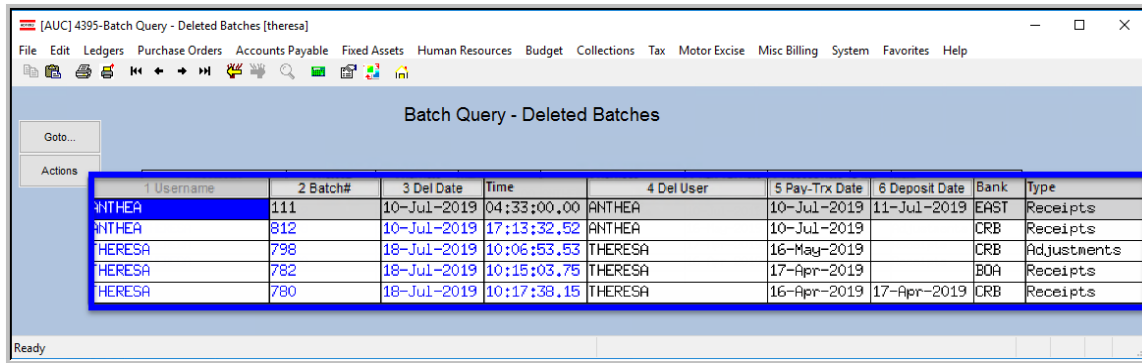


Figure 31 The new Batch Query – Deleted Batches screen

The Batch Query – Deleted Batches screen displays the following information; the data may be sorted by any **column header** that is shown in **bold**:

Header	Description/How Used
[1 Username]	The User that originated the batch
[2 Batch] #	The number of the batch
[3 Del Date]	The date the batch was deleted
Time	The time the batch was deleted
[4 Del User]	The user that deleted the batch
[5 Pay-Trx Date]	The payment transaction date entered on the Collection Batch Entry screen
[6 Deposit Date]	The voucher number used to pay the refund
Bank	The Bank entered on the Collection Batch Entry screen
Type	The type of batch – either Receipts, Adjustments

[ADM-AUC-RC-8415]

8. SITE SPECIFIC ► Cranston, RI Statement of Account [Enhancement]

Per the customer’s request, the statement of account was changed to reflect **Bill Due** dates in the following manner.

- For **fully paid** bills, the **Bill Due** column will show the first bill due date
- If **nothing** is paid the **Bill Due** date will show the July 15th due date
- If **one quarter** paid, the **Bill Due** date will show the October 15th due date
- If **half paid** the **Bill Due** date will show the January 15th due date
- If **three quarters** paid, the **Bill Due** date will show the April 15th due date



- If there is a balance on any year, the **first quarter bill date with a balance due** will be shown in the **Bill Due** column – for example, if the tax payer had paid quarters one and two, and **partially paid quarter three**, the quarter three bill date will be shown as the **Bill Due** date
- If there is a balance for **all four quarters**, the **Bill Due** column will show the bill due date for Q1 in each bill year

STATEMENT OF ACCOUNT Page 1

Printed: 10-Sep-2019
Your Payment Postmark: _____

Due to late payment, there are interest charges that your account(s) incurred.

Owner : _____
Parcel ID: _____
Location : _____

Type	Year	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Now Due
Real Estate	2019	0420711001	\$3,121.73	\$62.44	\$2,341.30	15-Jul-2019	
Sewer	2019	0420711001	\$458.94	\$9.17	\$344.21	15-Jul-2019	
Real Estate	2018	0420711001	\$3,049.59	\$320.20		16-Jul-2018	
Sewer	2018	0420711001	\$458.94	\$48.19		16-Jul-2018	
Real Estate	2017	1916120503	\$466.48	\$51.32		17-Jul-2017	
Sewer	2017	1916120504	\$458.94			17-Jul-2017	
Real Estate	2016	2026677501	\$2,824.21	\$560.68		15-Jul-2016	
Sewer	2016	2026677501	\$458.94	\$50.48		15-Jul-2016	
Real Estate	2015	2026372501	\$2,824.21	\$560.67		15-Jul-2015	
Sewer	2015	2026372501	\$445.57	\$49.01		15-Jul-2015	
Real Estate	2014	2026372501	\$2,396.11	\$568.57		15-Jul-2014	
Sewer	2014	2026372501	\$424.35	\$46.68		15-Jul-2014	
Real Estate	2013	2003012001	\$2,180.36	\$511.64		15-Jul-2013	
Sewer	2013	2003012001	\$404.15	\$44.46		15-Jul-2013	
Real Estate	2012	2003012001	\$2,180.36	\$489.84		16-Jul-2012	
Sewer	2012	2003012001	\$384.90	\$42.34		16-Jul-2012	
Real Estate	2011	2003012001	\$2,327.30			15-Jul-2011	
Sewer	2011	2003012001	\$384.90			15-Jul-2011	
Real Estate	2010	2003012001	\$2,246.88			15-Jul-2010	
Sewer	2010	2003012001	\$384.90			15-Jul-2010	
					\$2,685.51		

Please contact this office if you have any questions regarding this notice.
Ph: 401-780-3333

Mail To: Tax Collections Dept
869 Park Avenue
Cranston, RI 02910

Using the sample in the **Figure 32**, there are **no payments** yet made for lines 1 and 2, and the **Bill Due** date is shown as the **Quarter 1 Due Date (15-Jul-2019)**. For years 2010 through 2018, the bills are **fully paid**, so the Quarter 1 date for each bill year is shown.



Figure 32 Bill Due Dates on the Statement of Account Report

[CRI-SUP-SAPLAUC-783]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documents

- PAYMENTS RC-275 Bulk Remove Unused Batches [New]
- TAX TITLE RC-460 Town Possession [New]
- TREASURY RECEIPTS RC-1320 Treasury Receipt Codes [Updated]
- TABLES RC-1510 Implementing a New Bank Account [Updated]
- SITE SPECIFIC RC-1722 Cranston, RI Holidays Table [New]
- OTHER RC-1835 Training Mode [New]
- SYSTEM RC-1910 System Administration Kit [Updated]