Revenue Collections

Release Notes   September 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.

Contents

1   Lockbox Batch Reversals for Parcels in Tax Title or Deferral

Lock box batches can include tax payments, such as real estate personal property tax. AUC offers an option to reverse a lockbox payment batch in case any errors have been made during entry. Error checking prevents reversing payments for parcels in Tax Title or Deferral, with some exceptions. *If the payment being reversed is for a year when the parcel wasn't in Tax Title, the reversal will proceed.*

Deferrals are handled in more detail. In certain cases, only taxes can be deferred while liens or fees cannot be. If the payment falls within a bill year that is deferred, the system examines down to the bill run and category level to determine which category is in deferral. If the category's payment is deferred, it cannot be reversed. The reversal process will halt.

More information about the Reversal Process is available in **RC–205 Reversing a Posted Batch** in the Help Reference Library.

[ADM-AUC-RE-5717]

2   Reports [Enhancement]

New reports like the Cash Activity by Bank/Deposit Date Report and the Balances as of Deposit Date (Trial Balance) Report have been added to assist in financial reconciliations.

2.1   # 4169 Cash Activity by Bank/Deposit Date Report [New]

This report will provide all cash transactions organized by bank and deposit date. It will assist in the reconciliation of the bank statement deposits. It is most helpful when multiple banks are used for cash deposits. To access the new reports, from the menu, select:

Collections ▸ Reports ▸ Report Library ▸ [2 Transaction Reports]

Click on `2 Transaction Reports` button and run 4169-Cash Activity by Bank/Deposit Date report.
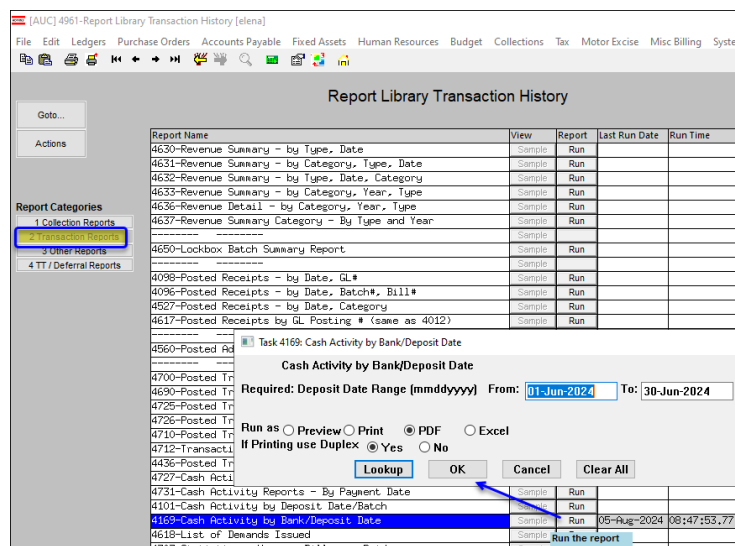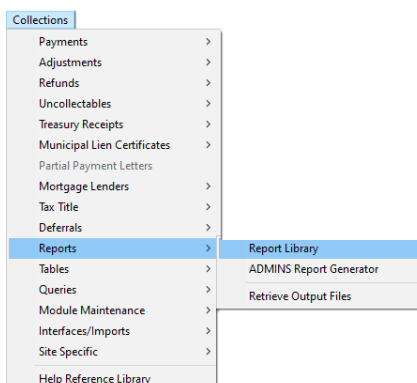
Click on Run button, enter dates, select a report format (either PDF or Excel) and click OK. The process will commence.

```
4169-RC_TRN_BYBANK_BYDEP.REP        Printed 05-Aug-2024 at 09:43:42 by
                                        Town of Admins
                                 Cash Activity by Bank/Deposit Date

                         Deposit Dates between 01-Jun-2024 and 30-Jun-2024


     ===== ========== ============ ======================================== ================
     Bank  UserBatch  Code         Description                                Payment Amount
     ===== ========== ============ ======================================== ================
     BOA   1489       100MISC      TEST [ADM-AUC-TR-98]                               100.00
     BOA   1489       111FREIMB    RENT TO BE PAID                                    900.00
                                                                           ----------------
                 *** Bank Total BOA      BANK OF AMERICA 1                           1,000.00
                                                                           ================


     EAST  40         CRC          BECP PRESCHOOL TUITION                             600.00
                                                                           ----------------
                 *** Bank Total EAST      WEBSTER BANK                                 600.00
                                                                           ================



                                                                           ----------------
                                        *** Grand Total ***                         1,600.00
                                                                           ================



     ----------------------------------------------------------
     Selection Legend:
     ----------------------------------------------------------
           Deposit Dates: 01-Jun-2024 to 30-Jun-2024
```

Figure 1 The # 4169 Cash Activity by Bank/Deposit Date PDF report

Date	Bank	Bank Name	UserBatch	Code	Description	Payment Amount
			Deposit Dates between 01-Jun-2024 and 30-Jun-2024			
24-Jun-2024	BOA	BANK OF AMERICA 1	1489	100MISC	TEST [ADM-AUC-TR-98]	100.00
24-Jun-2024	BOA	BANK OF AMERICA 1	1489	111FREIMB	RENT TO BE PAID	900.00
	BOA	BANK OF AMERICA 1				1,000.00
17-Jun-2024	EAST	WEBSTER BANK	40	CRC	BECP PRESCHOOL TUITION	600.00
	EAST	WEBSTER BANK				600.00
Report Total						1,600.00

Figure 2 The # 4169 Cash Activity by Bank/Deposit Date Excel report
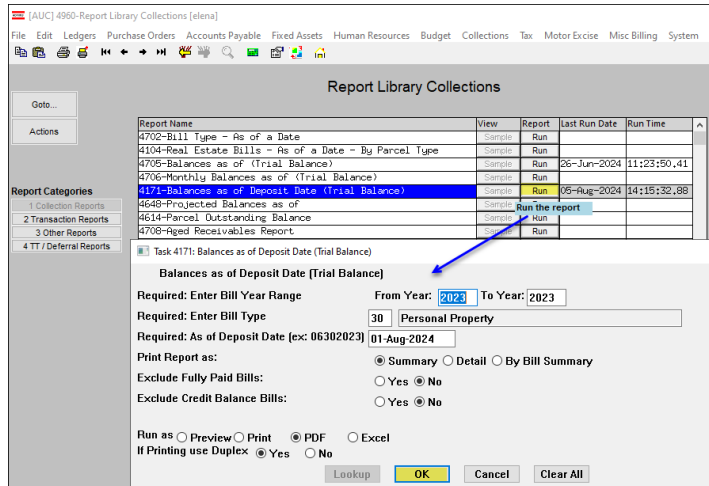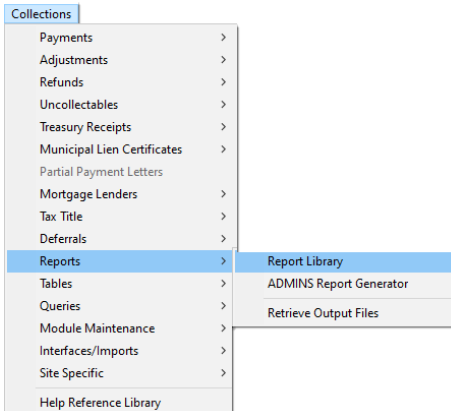
[ADM-AUC-RC-8669]

2.2 # 4171-Balances as of Deposit Date (Trial Balance) Report

This report provides the Collector's accounts receivable balance by deposit date so that it can be confirmed with the finance office ledger account.

Collections ▶ Reports ▶ Report Library

Run 4171-Balances as of Deposit Date (Trial Balance) Report.

Click on Run button, enter the required information into the fields and click OK. The process will commence.

Figure 3 The # 4171-Balances as of Deposit Date (Trial Balance) example

Figure 4 The # 4171-Balances as of Deposit Date (Trial Balance) report run as Excel

[ADM-AUC-RC-8668]

3 RC-145 Posted Reports Query Screen document

The screen name changed from "Posted Reports" to "Posted Collections Reports by GL Batch #" to make it more user friendly. To learn more, please see **Collections ▶ Help Reference Library ▶ RC-145 Posting Reports History Screen**.
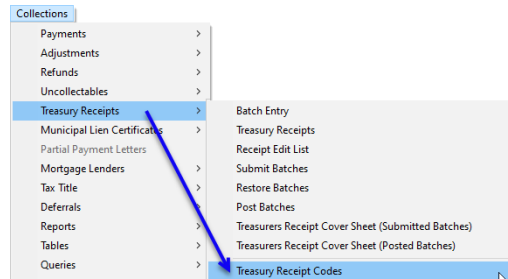
[ADM-AUC-RC-8664]

4 Treasury Receipts Copy Code Feature

Treasury receipts let you duplicate a code, specifying the year and new name. This helps reuse existing codes.

Previously, the system allowed copying codes with inactive General Ledger (GL) accounts. Now, it alerts you if the copied code has inactive accounts and sets the account number to zeros to allow editing the GL accounts.

To access this feature, from the menu, select:

Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes

In this example, the TR Code "ZONING" is selected, and copied to a new "TCZONING". Since the account number is invalid, the system creates the new code without the invalid account.


Select the code to be copied, and click on [3 Copy Code]. If the account # on the code is not valid, the new code will be created without the account numbers, and this message will pop up:
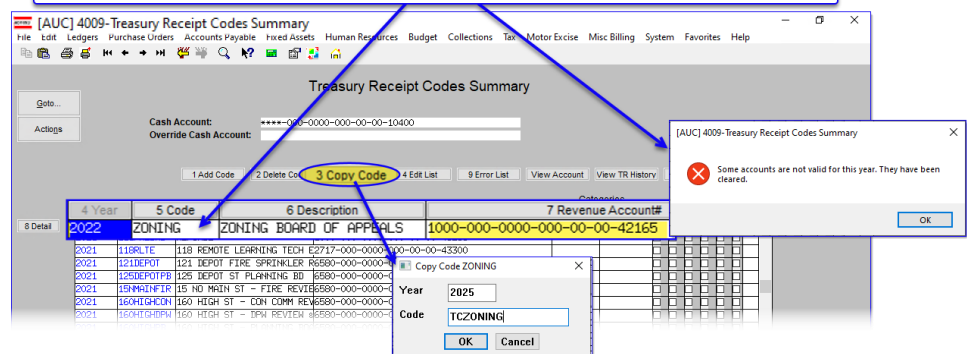
The system creates the new TR Code, and sets the account # to all zeroes, allowing the user to key in a valid account number.

The new code is created with a blank account. Enter a valid account number to be used as the default for this TR Code
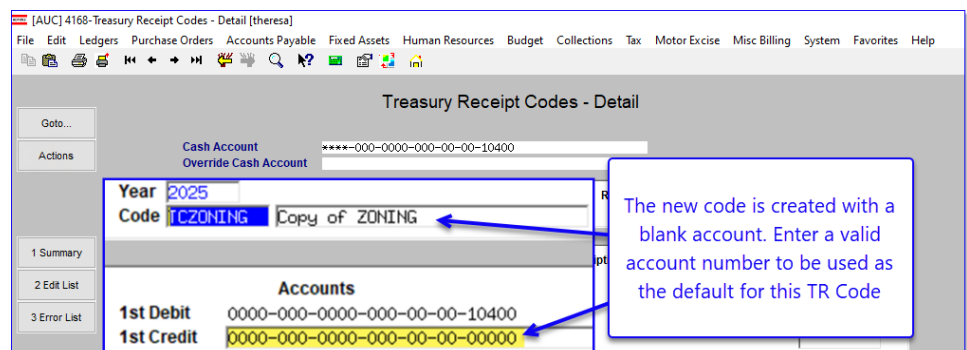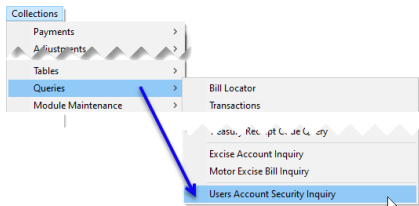
Complete instructions are found in **RC–1340 Managing Treasury Receipt Codes** in the Help Reference Library.
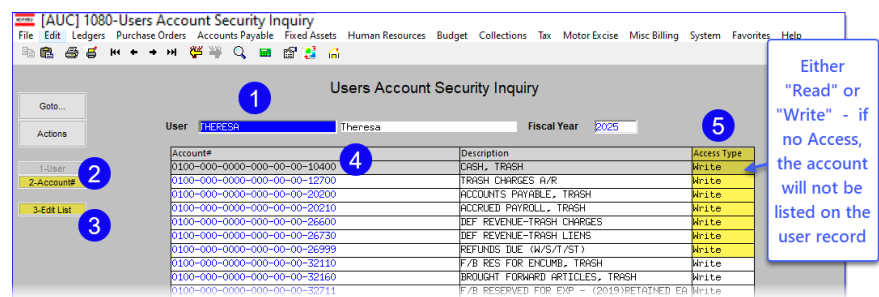
[ADM-AUC-RC-8503]

5 User Account Security Query

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.

Find the information from the menu by selecting the module then:

Queries ▶ User Account Security Inquiry

1. The username is shown at the top of the screen

The account Number is shown, with the description within the grid. The Access Type will be either "Write" or "Read" – if there is no access, the account will not appear in the user's list.

When the screen is displayed by "Account #", users and their permissions are listed.

2. Click on the **[2 Account#]** to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.
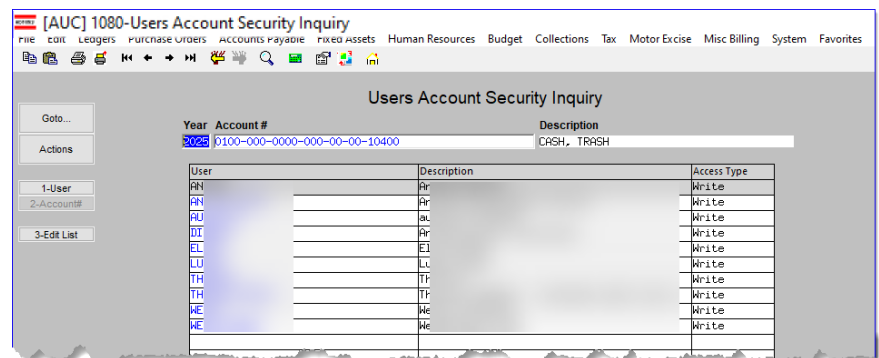
3. The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

6 Site Specific – Bellingham, MA [Enhancement]

The following changes are made to the Revenue Collections module for the Bellingham, MA site; all other sites can safely disregard this section.

6.1 Bellingham, MA Monthly Accounts Receivable Reconciliation

The process was improved, and documentation (**RC-1680 Bellingham, MA Accounts Receivable Reconciliation**) provided to assist in the monthly Accounts Receivable (A/R) Reconciliation to the General Ledger (GL).

[BLG-SUP-SAPLAUC-1655]

7 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.

7.1 New & Updated Documentation in the Help Reference Library

ADMINS added a new category to the Collections Help Reference Library that lists the documentation for the new reports mentioned in sections 2.1 and 2.2 above.

Reports	RC–1390 Cash Activity by Bank / Deposit Date Report	[New]
	RC–1395 Balances as of Deposit Date (Trial Balance)	[New]
Site Specific	RC–1680 Bellingham, MA Accounts Receivable Reconciliation	[New]

7.2 New Content on ADMINS.com

Transfer a Collections Batch (2:10)
Remove Unused Collections Batches (4:26)