



REVENUE COLLECTION

RC-1375 UPLOAD TREASURY RECEIPTS VIA A TEMPLATE

This document explains how to upload **Treasury Receipt Transactions** via a template, creating batches in **AUC**. These batches will then be available for processing as normal Treasury Receipt batches with all the inherent error checking and required approvals.

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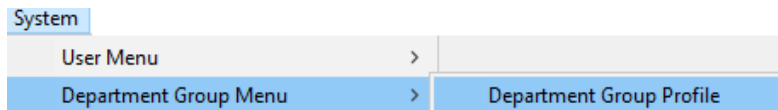


1 INITIAL SETUP

Prior to uploading transactions into **AUC**, specify the default Bank to be used for each **Department Group**.

1.1 Specify Banks for Each Department

Click **System** ▶ **Department Group Menu** ▶ **Department Group Profile**:



Set up a **Department Group** in this table for each department that will be uploading transactions. See the **AP-840 Department Groups** document found in the **Accounts Payable Help Reference Library** for more information on setting up department groups.



The Department Group may already exist; if so, define the Collection Default banking rules.

Setup the default banks for different payment types on the **Collections Tab** of the **Department Group Profile**. If different banks are set for each payment type, this process will create separate batches for **Cash/Check** vs. **Credit Cards** vs. **Online Payments**. If all payment types go to the same bank, the process will combine all the payment types into the same batch. Select the **Yes** radio button if refunds or credits should be split into a separate batch.

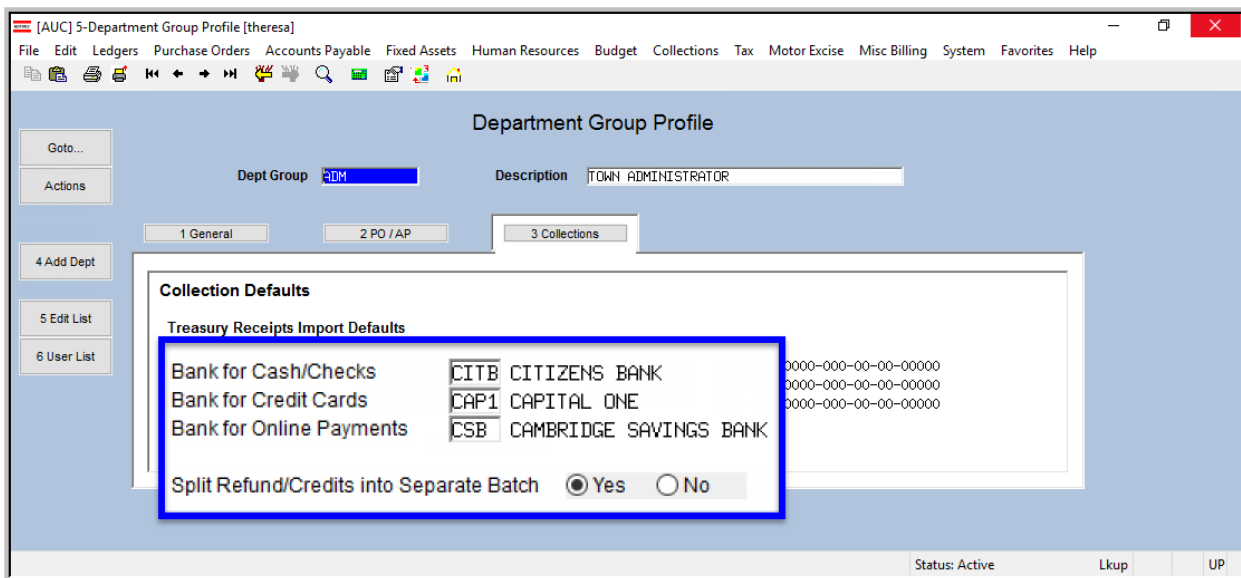


Figure 1 Department Group Profile ▶ Collections Tab



All users in **AUC** belong to a **Department Group**, specified on the User Profile table for each user. At least one bank must be set up in the **Department Group Profile ▶ Collections** tab for each department group using this upload process.

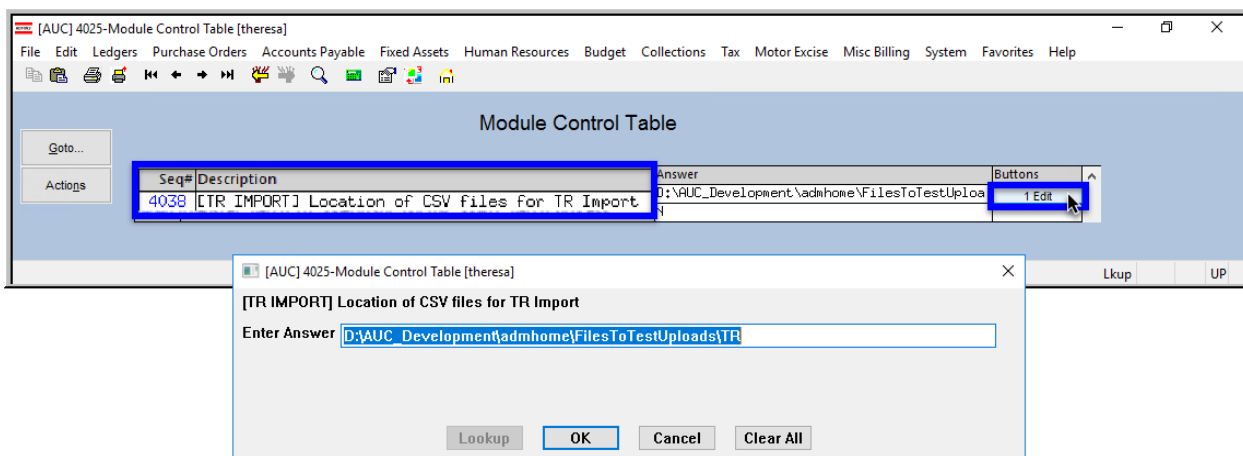
Bank Type	How Used
Bank for Cash/Checks	Bank code to be used for Cash, Checks and any other payment type that is not Credit Cards or Online Payments. If all payment types use the same bank, put the bank code here.
Bank for Credit Cards	Bank code for Credit Cards if different to Cash/Checks
Bank for Online Payments	Bank code for Online Payments if different to Cash/Checks
Split Refunds/Credit into Separate Batches	If the municipality requires that Refunds/Credits be separated from regular payments set the radio button to <input checked="" type="radio"/> Yes . If Refunds/Credits and Payments can co-exist in the same batch, set this to <input checked="" type="radio"/> No .

For information on setting up **Bank Codes**, please refer to **GL-260 Bank Table & RC-1510 Implementing a New Bank Account** in the **Help Reference Library**.

1.2 Location of Upload File

This system-wide parameter controls where the system looks for the file to upload. This applies to all users who run this process. If multiple users are to run this process, verify that the users have proper access to the path and folder specified here.

To access this table, click **Collections ▶ Module Maintenance ▶ Module Control ▶ 4038**. Consult the local system administrator for assistance in determining the proper path and folder.





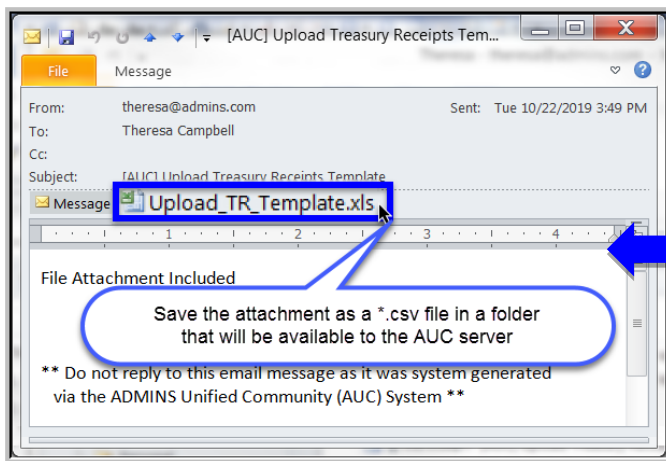
2 UPLOAD TREASURY RECEIPTS VIA A TEMPLATE

Description	Date	Start	End	Success
Email Template	22-Oct-2019	15:48:47.78	15:48:51.49	
Restart Upload Process	23-Oct-2019	11:12:39.38	11:12:42.42	
Upload Template CSV File	23-Oct-2019	11:12:59.14	11:13:22.58	
Print Verification Edit List				
Create Receipt Batches				

This steps menu process will upload a file, verify the data, and create batches in Treasury Receipts. The number of batches created during this process is based on the bank information specified on the **Department Group Profile ► Collections** tab (see **Figure 1**).

Each of the steps in the menu is described below.

2.1 Email Template



Email Template

First, email the template to yourself or to any user who has an email specified on the **System ► User Profile** Tab.

A sample email message with an attachment is shown.

Save the **Excel®** attachment to a folder. Open the saved attachment in **Excel®** and save it as a **.CSV** file in a folder that is accessible from the **ADMINS** server.

2.1.1 Enter the Data in the Spreadsheet Template

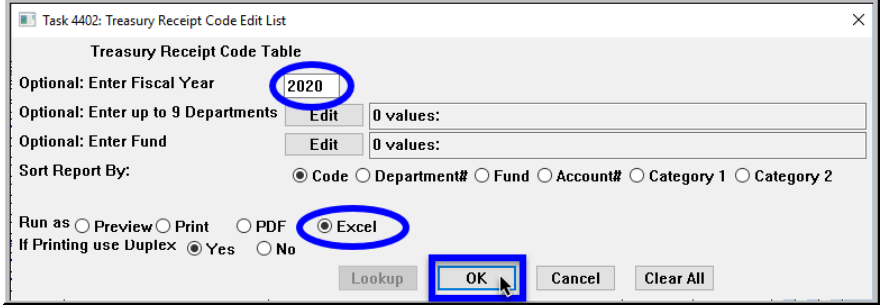
Transaction Date	TR Code	Line Note	Quantity	Amount	Payment
10/21/2019	1R	this is a note that can be 80 characters in length			60 CA
10/21/2019	300GALA	ticket sale			145 CC
10/21/2019	300MISC	misc sale			150 CC
10/22/2019	AUCTION	923 auction sale			187 CK
10/22/2019	BEACH	beach sticker - 8 smith street			350 CK
10/22/2019	BEACH	beach sticker - 90 main street			350 CK
10/22/2019	BEACH	beach sticker - 90 main street			-50 DC
10/17/2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS			140 CA
10/18/2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS			45 CA
10/17/2019	LSDOTUIT	L.S.D.O. TUTIONS - JONES JOHN			150 CK
10/17/2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH ABLE			150 CK

See the **Table 1** for a description of the columns in the spreadsheet.

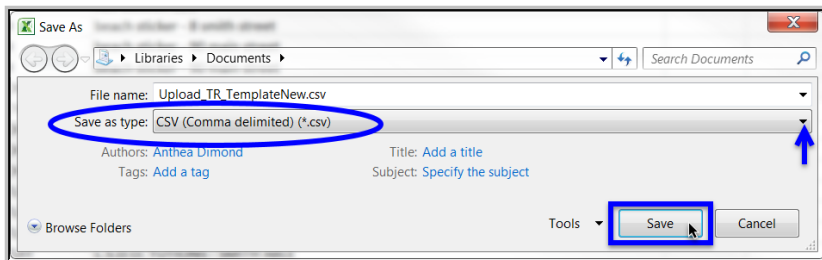
Figure 2 Template for data entry



Table 1 Spreadsheet Template Fields

Excel Column	Label (Required in Bold)	Description/How used										
A	Transaction Date	Date the money was received for this transaction – must be in the format MM/DD/YYYY										
B	TR Code	The Treasury Receipt code to be used – this must be a valid treasury receipt code; for a list of valid codes, go to Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes ▶ [Edit List] and fill in the prompts. 										
C	Line Note [80 Characters]	Treasury receipt codes have an option to require a line note.										
D	Quantity	If the quantity is left blank, the default of "1" will be used										
E	Amount [0.00 No \$ or ,]	The dollar amount of the transaction – no dollar signs or commas are to be entered. Negative amounts, e.g., bad checks, refunds, and discounts, should be entered with a negative sign – a \$25.00 reversal would be entered as -25.00										
F	Payment Type	Only valid payment types may be uploaded; no blanks are allowed. The valid payment types are: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CA Cash</td> <td style="width: 50%;">WT Wire Transfer</td> </tr> <tr> <td>CC Credit Card</td> <td>BC Bad Check</td> </tr> <tr> <td>CK Check</td> <td>ON ONLINE</td> </tr> <tr> <td>PR Pre Deposit</td> <td>CR Credit Card Refund</td> </tr> <tr> <td></td> <td>DC Discount</td> </tr> </table>	CA Cash	WT Wire Transfer	CC Credit Card	BC Bad Check	CK Check	ON ONLINE	PR Pre Deposit	CR Credit Card Refund		DC Discount
CA Cash	WT Wire Transfer											
CC Credit Card	BC Bad Check											
CK Check	ON ONLINE											
PR Pre Deposit	CR Credit Card Refund											
	DC Discount											

2.1.2 Save the Data as a .CSV file



When data entry is complete, click **File | Save as** to save the template as a file of type **.CSV**; remember to save it in a folder that is available to the **AUC** server.



2.2 Restart Upload Process

Restart Upload Process

The restart upload process will present a prompt – click **Yes** to allow the process to restart; click **No** to continue; **No** is the default. If there is work in progress, the system will display a message and require a **[Yes] to discard** the receipts in progress, or a **[No] to keep** the current receipts. One way this might be used is if the optional note was omitted on the first attempt, and was needed, or if the information in the verification report was incorrect.

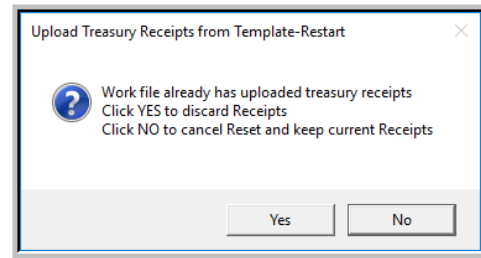
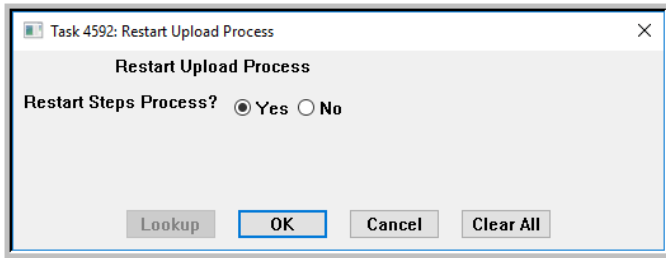


Figure 3 The Restart Upload Process prompts

2.3 Upload Template CSV File

Click **Upload Template CSV File** to display the prompt shown in **Figure 4**. Fill in the **Department Group**, **Date**, and select the **File** to be uploaded (as saved in step1 above). Enter a note if desired.

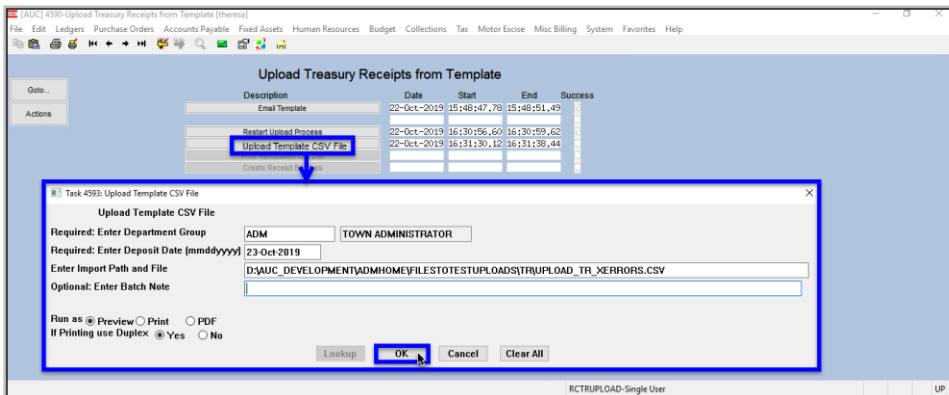


Figure 4 The Upload Template .CSV File prompt

Parameter (required are in Bold)	How Used
Required: Department Group	This is the Department Group to which these transactions belong. It will be used to set the Bank Code on the batches according to the payment type of the transactions.
Required: Enter Deposit Date (mmddyyyy)	This will be used as the Deposit Date on the batches created via the upload process – the date entered must be within 90 days plus or minus of the current date.



Parameter (required are in Bold)	How Used
Enter Upload Path and File	The file location and name of the CSV file to be uploaded
Optional: Enter Batch Note	This is the overall batch note that will be included on any batch created by this process.

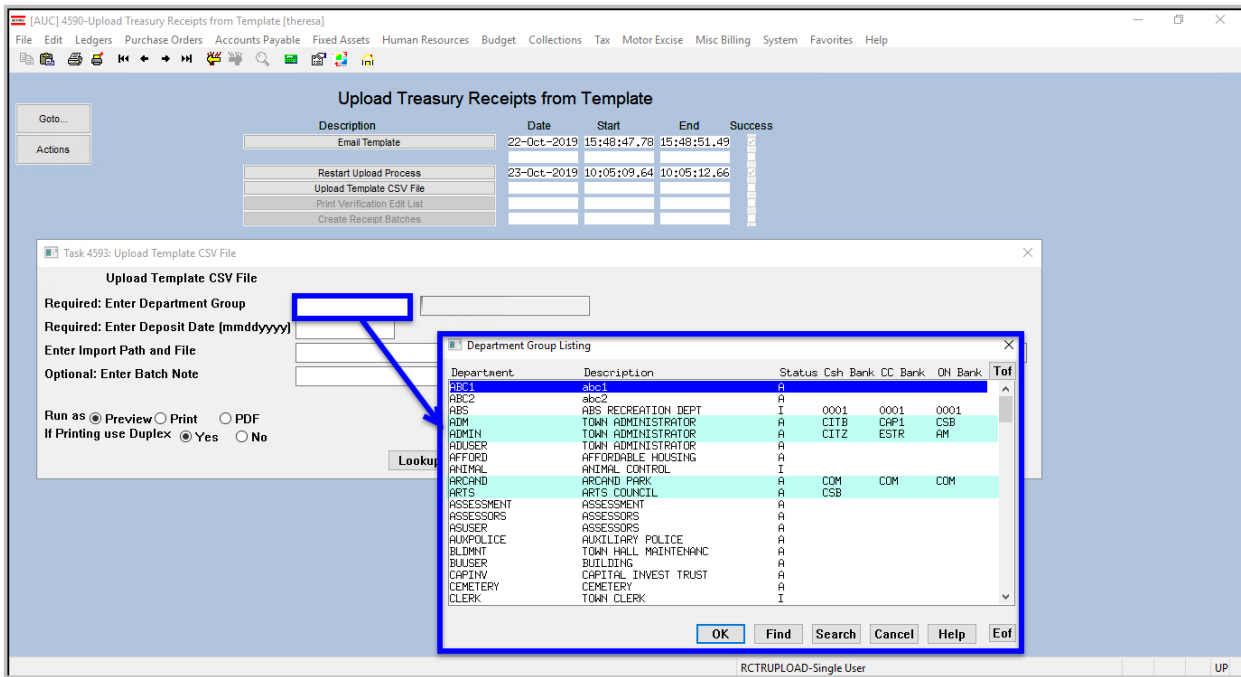


Figure 5 Using the lookup to select a valid department group

The lookup on Department group shows the Department Code, Description, Status, the Cash Bank, the Credit Card Bank, and the Online bank. In **Figure 5**, only **ADM**, **ADMIN**, **ARCAND** and **ARTS** are Status "A" for Active and have at least one bank listed. These are the only valid department groups. If another department group is needed, follow the instructions in section 1.1.



2.3.1 Report of Uploaded Transactions

Row	Trx Date	TR Code	Line Note	Qty	Amount	Pay Type	Bank
3	21-Oct-2019	300GALA	ticket sale	1	145.00	CC	CAP1
4	21-Oct-2019	300MISC	misc sale	1	150.00	CC	CAP1
*** Batch Total					295.00		
8	22-Oct-2019	BEACH	beach sticker - 90 main street	1	-50.00	DC	CIIB
*** Batch Total					-50.00		
2	21-Oct-2019	1R	this is a note that can be 80 characters in length	1	60.00	CA	CIIB
5	22-Oct-2019	AUCTION	923 auction sale	1	187.00	CK	CIIB
6	22-Oct-2019	BEACH	beach sticker - 8 smith street	1	350.00	CK	CIIB
7	22-Oct-2019	BEACH	beach sticker - 90 main street	1	350.00	CK	CIIB
9	17-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	140.00	CA	CIIB
10	18-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	45.00	CA	CIIB
11	18-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	345.00	CA	CIIB
12	20-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	225.00	CA	CIIB
13	21-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	948.00	CA	CIIB
14	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH JOHN	1	150.00	CK	CIIB
15	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH MARY	1	150.00	CK	CIIB
16	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - JONES JOHN	1	150.00	CK	CIIB
17	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH ABLE	1	150.00	CK	CIIB
*** Batch Total					3,250.00		
*** Grand Total					3,495.00		

If the step finishes with no errors, the **Print Verification Edit List** report will be produced.

The header for the report includes the **Department Group**, **Deposit Date**, a **Batch Note** (if one was supplied during the upload), and the **full path and filename** of the file that was selected for upload.

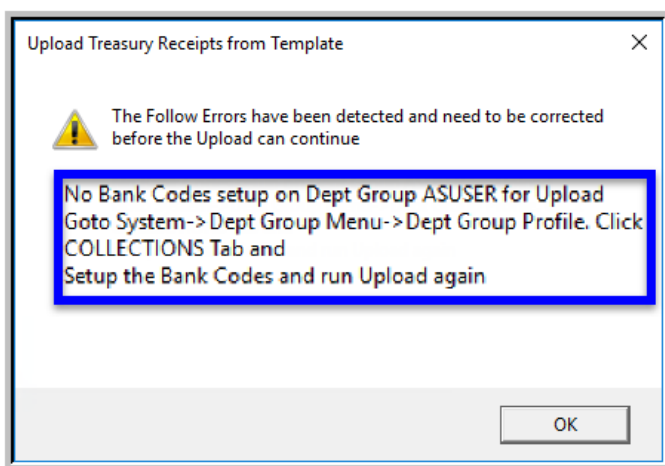
The transactions are listed in Bank order; the transaction date, Treasury

Receipt Code, Line Note, Quantity (which defaults to one if no quantity is supplied), Amount, Payment Type and Bank are shown.

2.3.2 Error Conditions

The **Upload from a Template Process** will identify and trap a number of error conditions. The errors are described below; samples are shown.

2.3.2.1 No Bank Codes Set Up for Department



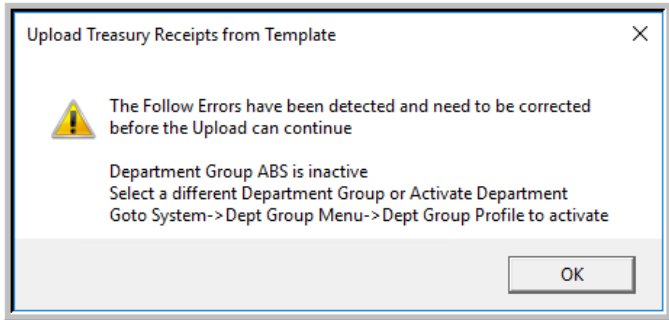
Go to **System ► Department Group Menu Department Group Profile ► Collections** to add the bank codes.

The **Upload from a Template Process** will stop to allow for the correction and no batches will be created.

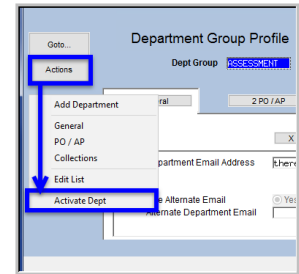
To try again, click on the **Restart Upload Process** button.



2.3.2.2 Department Group is Inactive



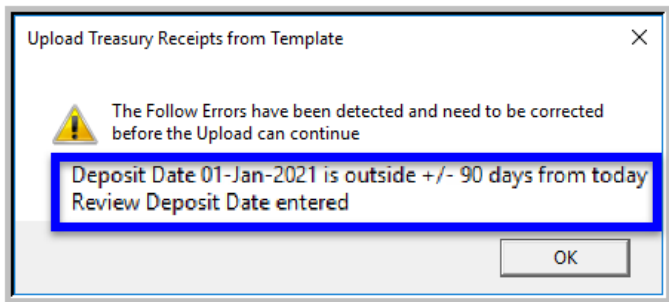
If an inactive department is selected, either select an active department or go to **System** ▶ **Department Group Menu** ▶ **Department Group Profile** to activate the department.



The **Upload Process** will stop to allow for

the correction and no batches will be created. To try again, click on the **Restart Upload Process** button.

2.3.2.3 Deposit Date outside of 90 day range

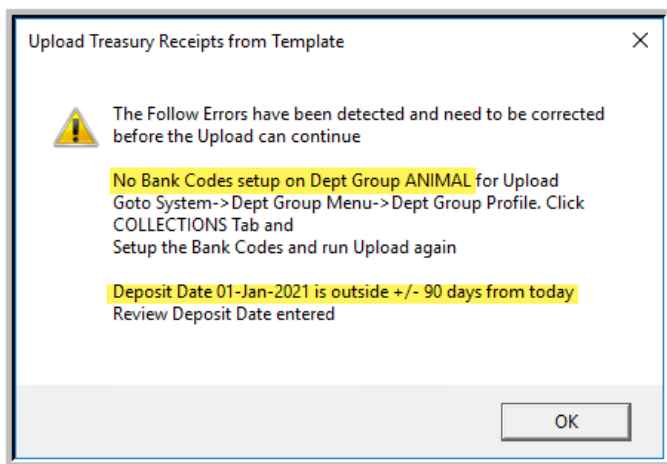


If the **Deposit Date error** is detected, the **Upload from a Template** process will stop to allow for the correction and no batches will be created.

To try again, click on the **Restart Upload Process** button.

Run the upload again and enter a correct deposit date.

2.3.2.4 Incorrect Department and Date (combination Message)

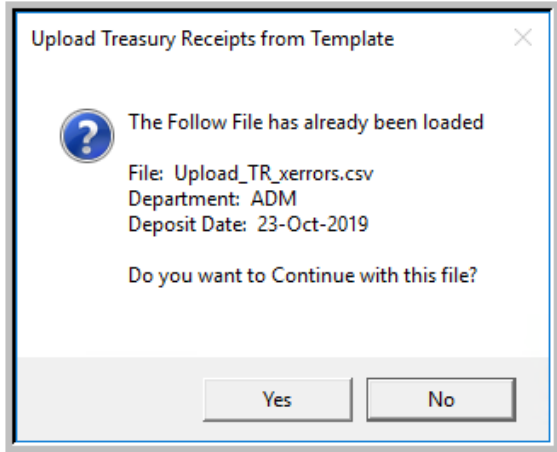


If both the department group and date are in error, the message will point out the errors and give instructions on how to take corrective action.

The **Upload from a Template** process will stop to allow for the correction and no batches will be created. To try again, click on the **Restart Upload Process** button.



2.3.2.5 Previously Uploaded File



If **[Yes]** is selected, the upload will continue, and create a treasury receipt batch. If it is customary to name the file the same each time, take care to ensure that duplicate transactions are not created.

When the upload completes successfully, an **Edit List** will be displayed showing the transactions to be created during this process. See **Figure 7 Verification Edit List** for an example.

If there are any data errors, a message will be displayed in the last column on the **Edit List**. See section **2.3.3** below. Edit the batch and correct the errors before submitting the batch for processing.

2.3.3 Error Report – Missing or Incorrect Values

Once the file is uploaded, if there are errors, a report will be produced showing the 1.) row number of the spreadsheet with the error, 2.) an error code for each row (there may be multiple errors for a single row), and 3.) a legend that explains each error code and recommends the action to take to resolve the error.

4596-RCTRUPLDERR.REP Printed 22-Oct-2019 at 16:28:54 by THERESA Page 1
Town of Admins
Upload TR Error Report

Row	Trx Date	TR Code	Line Note	Qty	Amount	Pay Type	Error
2	24-Oct-2019	ENERGYARRA	1234567890123456789012345678901234567890123456789012345678901234567890	1	267.93	11	5
3	23-Oct-2019	EMPSLFHLTH	XX	1	500.00	ZX	5
4	22-Oct-2019	EMPLIFE	Life insurance contribution	1	37.50	PP	5
5	24-Oct-2019	EMPIRE TEL	Empire Telethon proceeds	1	155.85		5,5
9		DWYERENG	Engineering fees	1	1,000.00	WT	1
11		DRUGFREE	Bottle Drive	1	65.75	CK	1
13			Council on Aging Win Gift	1		CK	1,3,4

Selection Legend:

Error Message	Action
1 Payment Date is missing	Enter Payment date in Upload File
2 Payment Date outside +/- 90 Days from Today	Enter valid Payment date in Upload File
3 Invalid Treasury Receipt Code	If TR Code blank - Enter Valid TR Code in upload file If TR Code not blank - check if valid code in TR Code Table for current FY
4 No Payment Amount	Payment Amount cannot be Zero. Must be a Positive or Negative number. Update Upload file e.g 1.00 or -1.00
5 Invalid Payment Type	These are the only Valid Payment Types allowed, update to valid code in upload file CA - Cash CC - Credit Card CK - Check PR - Pre Deposit WT - Wire Transfer BC - Bad Check ON - ONLINE CR - Credit Card Refund DC - Discount
6 Line note Required	The TR code used required a line note to be entered, and its missing. Add line note

Figure 6 Upload TR Error Report

In the example, row 13 has three errors - #1, the Payment date is missing, #3, the treasury receipt code is invalid, and #4, there is no payment amount.



2.4 Print Verification Edit List (Optional Step)

Row	Trx Date	TR Code	Line Note	Qty	Amount	Pay Type	Bank
3	21-Oct-2019	300GALA	ticket sale	1	145.00	CC	CAP1
4	21-Oct-2019	300MISC	misc sale	1	150.00	CC	CAP1
*** Batch Total					295.00		
8	22-Oct-2019	BEACH	beach sticker - 90 main street	1	-50.00	DC	CIIB
*** Batch Total					-50.00		
2	21-Oct-2019	IR	this is a note that can be 80 characters in length	1	60.00	CA	CIIB
5	22-Oct-2019	AUCTION	923 auction sale	1	187.00	CK	CIIB
6	22-Oct-2019	BEACH	beach sticker - 8 smith street	1	350.00	CK	CIIB
7	22-Oct-2019	BEACH	beach sticker - 90 main street	1	350.00	CK	CIIB
9	17-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	140.00	CA	CIIB
10	18-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	45.00	CA	CIIB
11	18-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	345.00	CA	CIIB
12	20-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	225.00	CA	CIIB
13	21-Oct-2019	LUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	948.00	CA	CIIB
14	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH JOHN	1	150.00	CK	CIIB
15	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH MARY	1	150.00	CK	CIIB
16	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - JONES JOHN	1	150.00	CK	CIIB
17	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH ABLE	1	150.00	CK	CIIB
*** Batch Total					3,250.00		
*** Grand Total					3,495.00		

To produce a report of the receipts to be uploaded, click

[Print Verification Edit List](#)

The report will be identical to the one produced on successful completion of the **Upload Template CSV File** step.

Figure 7 Verification Edit List

2.5 Create Receipt Batches

Click on [Create Receipt Batches](#); this is the final step in the menu that creates the receipt batches. A report will be produced with the batch numbers. The original upload file name and full path is shown. In **Figure 8**, there are three batches shown that were created by the upload process. All created batches will begin with the letters "TU" to signify that the batch was created via the **T**reasury Receipt **U**pload process.

Trx Date	Trx#	Year	TR Code	Account	Cash	Check	Other	Line Note
User Batch : TU10231965 Deposit Date : 23-Oct-2019 Bank : CAP1 Department Group : ADM								
21-Oct-2019	1902831	2020	300GALA	6171-000-0000-000-00-00-48338			145.00	ticket sale
21-Oct-2019	1902832	2020	300MISC	6171-000-0000-000-00-00-48400			150.00	misc sale
*** Total for Batch TU10231965							295.00	Batch Total 295.00
User Batch : TU10231966 Deposit Date : 23-Oct-2019 Bank : CIIB Department Group : ADM								
22-Oct-2019	1902833	2020	BEACH	1000-000-0000-000-00-00-44293			-50.00	beach sticker - 90 main street
*** Total for Batch TU10231966							-50.00	Batch Total -50.00
User Batch : TU10231967 Deposit Date : 23-Oct-2019 Bank : CIIB Department Group : ADM								
17-Oct-2019	1902838	2020	LUNCH	2020-000-0000-000-00-00-42920	140.00			SCHOOL LUNCH-CAFETERIA RECEIPTS
17-Oct-2019	1902843	2020	LSDOTUIT	2020-000-0000-000-00-00-42920		150.00		L.S.D.O. TUTIONS - SMITH JOHN
17-Oct-2019	1902844	2020	LSDOTUIT	2020-000-0000-000-00-00-42920		150.00		L.S.D.O. TUTIONS - SMITH MARY
17-Oct-2019	1902845	2020	LSDOTUIT	2020-000-0000-000-00-00-42920		150.00		L.S.D.O. TUTIONS - JONES JOHN
17-Oct-2019	1902846	2020	LSDOTUIT	2020-000-0000-000-00-00-42920		150.00		L.S.D.O. TUTIONS - SMITH ABLE
18-Oct-2019	1902839	2020	LUNCH	2020-000-0000-000-00-00-42920	45.00			SCHOOL LUNCH-CAFETERIA RECEIPTS
18-Oct-2019	1902840	2020	LUNCH	2020-000-0000-000-00-00-42920	345.00			SCHOOL LUNCH-CAFETERIA RECEIPTS
20-Oct-2019	1902841	2020	LUNCH	2020-000-0000-000-00-00-42920	225.00			SCHOOL LUNCH-CAFETERIA RECEIPTS
21-Oct-2019	1902834	2020	IR	0000-000-0000-000-00-00-00000	60.00			this is a note that can be 80 characters in length
21-Oct-2019	1902842	2020	LUNCH	2020-000-0000-000-00-00-42920	948.00			SCHOOL LUNCH-CAFETERIA RECEIPTS
22-Oct-2019	1902835	2020	AUCTION	1000-000-0000-000-00-00-44130		187.00		923 auction sale
22-Oct-2019	1902836	2020	BEACH	1000-000-0000-000-00-00-44293		350.00		beach sticker - 8 smith street

Figure 8 Create Receipt Batches report



WHAT'S NEXT ?

Now that the upload process has been completed:

- Review the **Edit List** issued during the upload process.
- Click **Collections ▶ Treasury Receipts ▶ Batch Entry**
- Type in the user batch number as shown in **Figure 8**; the turnovers for that batch will be available to be edited. Correct any errors identified in the **Edit list**.
 - If a treasury receipt code is missing an account number or the account number is invalid, the transaction must be cancelled in the Treasury Receipt Entry screen, the code assigned an account number, and the receipt entered with the correct data.
- The batches will be created for the user that ran the upload process. If another user needs to error check and submit these batches, transfer the batches to that user.

Once changes are complete, follow the customary municipal business practices as with any other receipts entered into AUC.

3 Cash Accounts Used on Uploaded Receipts

The Treasury Receipt upload process allows for control over which General Ledger Cash accounts are used as departmental turnovers are uploaded.

When uploading a **.CSV** file of receipts, the system requires the **Department Group** to which these receipts belong be specified. The **Department Group** then controls which **BANK(S)** are used on the batch(es).

Once the **BANK** is known, there are three different ways that the Cash Account# can be configured, in order:

1. From the **Bank Code** table,
2. From the **Control by Account#** table, or
3. From the **Billing Category** table.



3.1 Cash Account Set by the Bank Code

The Cash Account number may be defined on the **Bank Table** ▶ **Collections** tab:

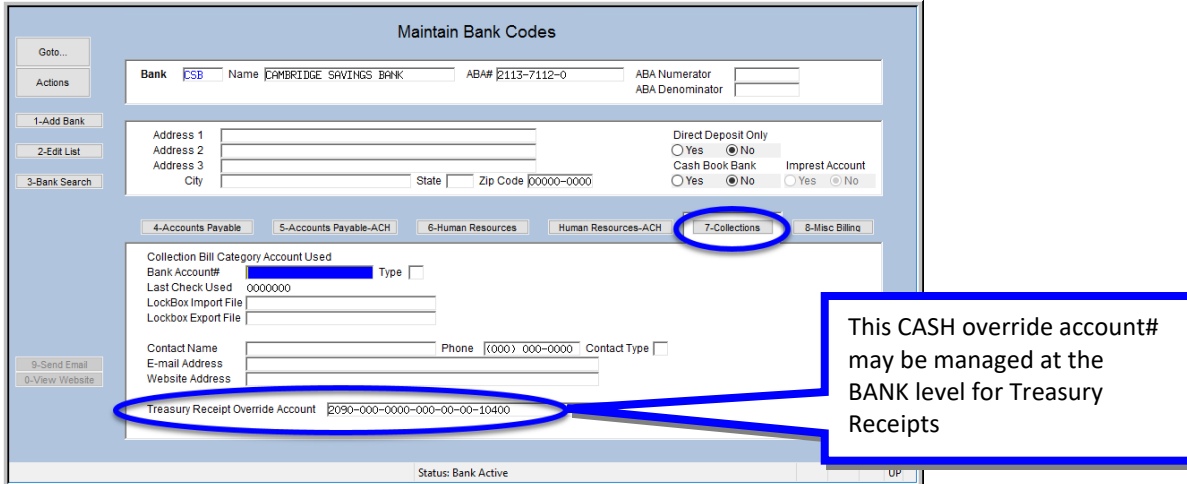


Figure 9 Setting the Treasury Receipt Override Cash Account on the Bank Table ▶ Collections tab

3.2 Cash Account set by the Value in the Control Accounts by Account

If there is **no Cash Account specified on the Bank table**, but there is a cash account # specified on the **Revenue Account in the Controls by Account#** table, then that is used:

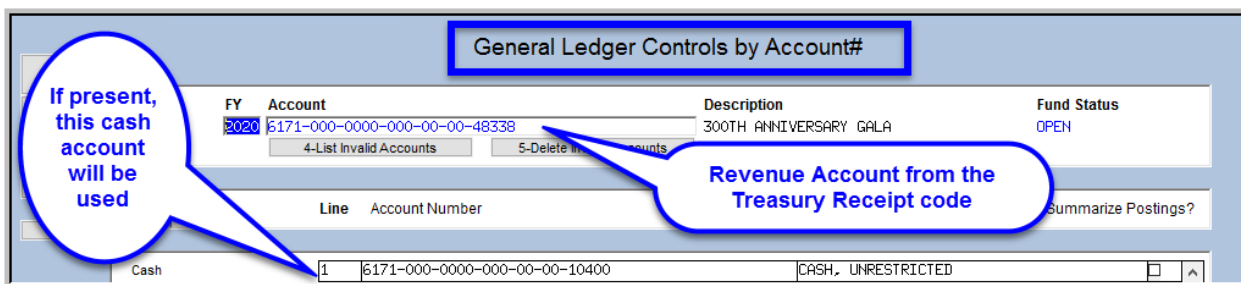


Figure 10 Cash Account set by the Revenue Account having an entry in the Control account by accounts table

3.3 Cash Account Set by the Value in the Bill Category Table

If neither of the above are present, then the Cash Account# specified on the **Bill Category table** is used:



The cash account number is displayed on the **System ▶ Department Group Menu ▶ Department Group Profile** table; this is for convenience and may not be changed in this screen:

Figure 11 The GL Account for each bank is displayed

4 UPLOADED TURNOVER EFFECT ON GL POSTING

When a turnover is uploaded, it may look like this, with transactions coded as **CK** for **C**hecks, **CA** for **C**ash, **CC** for **C**redit Cards, **DC** for **D**iscounts, and **ON** for **O**nline payments.

```
D:\AUC_Development\admhome\FilesToTestUploads\TR\Upload_TR_xerrors.csv
[REQUIRED: Payment Date [MM/DD/YYYY],REQUIRED:
10/21/2019,1R,this is a note that can be 80 characters in length,,60,CA
10/21/2019,300GALA,ticket sale,,145,CC
10/21/2019,300MISC,misc sale,,150,CC
10/22/2019,AUCTION,923 auction sale,,187,CK
10/22/2019,BEACH,beach sticker - 8 smith street,,350,CK
10/22/2019,BEACH,beach sticker - 90 main street,,350,CK
10/22/2019,BEACH,beach sticker - 90 main street,,-50,DC
10/17/2019,LLUNCH,SCHOOL LUNCH-CAFETERIA RECEIPTS,,140,CA
10/18/2019,LLUNCH,SCHOOL LUNCH-CAFETERIA RECEIPTS,,45,CA
10/18/2019,LLUNCH,SCHOOL LUNCH-CAFETERIA RECEIPTS,,345,CA
10/20/2019,LLUNCH,SCHOOL LUNCH-CAFETERIA RECEIPTS,,225,CA
10/21/2019,LLUNCH,SCHOOL LUNCH-CAFETERIA RECEIPTS,,948,CA
10/17/2019,LSDOTUIT,L.S.D.O. TUTIONS - SMITH JOHN,,150,CK
10/17/2019,LSDOTUIT,L.S.D.O. TUTIONS - SMITH MARY,,150,ON
10/17/2019,LSDOTUIT,L.S.D.O. TUTIONS - JONES JOHN,,150,ON
10/17/2019,LSDOTUIT,L.S.D.O. TUTIONS - SMITH ABLE,,150,CK
```

Figure 12 – Sample batch of uploaded receipts to be turned over to Treasury



If the account override is set on the bank code table, it will supersede entries on the Control Account by Account and Bill Category tables.

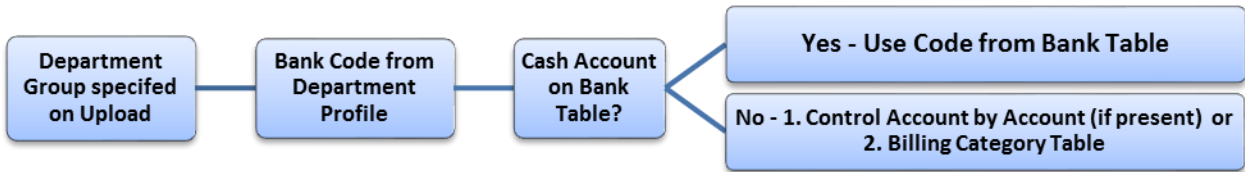


Figure 13 Upload used ADM for Department code; the ADM Department uses three bank codes – CITB, CAP1 & CSB

4594-RCREP:RCTRUFLODRPT.REP Printed 28-Oct-2019 at 09:54:13 by THERESA Town of Admins Page 1
Print Verification Edit List

Department Group: ADM
Deposit Date : 28-Oct-2019
Batch Note : This batch has online, cash, check and refund transactions
Upload File : D:\AUC_Development\admhome\FilesToTest\Uploads\TR\Upload_TR_xerrors.csv

Row	Trx Date	TR Code	Line Note	Qty	Amount	Fay Type	Bank
3	21-Oct-2019	300GALA	ticket sale	1	145.00	CC	CAP1
4	21-Oct-2019	300MISC	misc sale	1	150.00	CC	CAP1
*** Batch Total					295.00		
8	22-Oct-2019	BEACH	beach sticker - 90 main street	1	-50.00	DC	CITB
*** Batch Total					-50.00		
2	21-Oct-2019	IR	this is a note that can be 80 characters in length	1	60.00	CA	CITB
5	22-Oct-2019	AUCTION	923 auction sale	1	197.00	CK	CITB
6	22-Oct-2019	BEACH	beach sticker - 8 smith street	1	350.00	CK	CITB
7	22-Oct-2019	BEACH	beach sticker - 90 main street	1	350.00	CK	CITB
9	17-Oct-2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	140.00	CA	CITB
10	18-Oct-2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	45.00	CA	CITB
11	18-Oct-2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	345.00	CA	CITB
12	20-Oct-2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	225.00	CA	CITB
13	21-Oct-2019	LLUNCH	SCHOOL LUNCH-CAFETERIA RECEIPTS	1	945.00	CA	CITB
14	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH JOHN	1	150.00	CK	CITB
17	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH ABLE	1	150.00	CK	CITB
*** Batch Total					2,950.00		
15	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - SMITH MARY	1	150.00	ON	CSB
16	17-Oct-2019	LSDOTUIT	L.S.D.O. TUTIONS - JONES JOHN	1	150.00	ON	CSB
*** Batch Total					300.00		
*** Grand Total					3,495.00		

Figure 14 List from Treasury Receipt Upload process showing the transactions segregated by Bank



4084-RCRECPSTOL_SUM.REP Printed 28-Oct-2019 at 10:06:34 by THERESA
Town of Admins
Posting Report - Summary by GL# Page 1

Posting#: 8869815

FY	Date	Batch#	Account#	Description	Debit	Credit
2020	28-Oct-2019	TU10281968	6171-000-0000-000-00-10400	CASH, UNRESTRICTED	295.00	
2020	28-Oct-2019	TU10281968	6171-000-0000-000-00-39100	REVENUE		295.00
BALANCE SHEET					295.00	295.00
2020	28-Oct-2019	TU10281969	1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING		50.00
2020	28-Oct-2019	TU10281969	1000-000-0000-000-00-39100	Revenue	50.00	
BALANCE SHEET					50.00	50.00
2020	28-Oct-2019	TU10281970	1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	947.00	
2020	28-Oct-2019	TU10281970	1000-000-0000-000-00-39100	Revenue		947.00
2020	28-Oct-2019	TU10281970	2020-000-0000-000-00-10400	CASH, SCHOOL LUNCH	2003.00	
2020	28-Oct-2019	TU10281970	2020-000-0000-000-00-39100	REVENUE		2003.00
BALANCE SHEET					2950.00	2950.00
2020	28-Oct-2019	TU10281971	2020-000-0000-000-00-10400	CASH, SCHOOL LUNCH	300.00	
2020	28-Oct-2019	TU10281971	2020-000-0000-000-00-39100	REVENUE		300.00
BALANCE SHEET					300.00	300.00

Figure 15 Posting report after batches are posted

The numbered list below corresponds to the numbered items in **Figure 15**. The receipts posted based on the following setup:

1. There is a **Control Account by Account** entry for the accounts used on the Treasury Receipt codes:

Treasury Receipt Codes

Cash Account: *****000-0000-000-00-00-10400
Override Cash Account: 6171-000-0000-000-00-00-10400

4 Year	5 Code	6 Description	7 Revenue Account#
2020	300GALA	300TH ANV GALA TICKETS	6171-000-0000-000-00-00-48338
2020	300MISC	300TH ANV MISC REV	6171-000-0000-000-00-00-48400

General Ledger Controls by Account#

FY	Account	Description
2020	6171-000-0000-000-00-00-48338	300TH ANNIVERSARY GALA

4-List Invalid Accounts 5-Delete Invalid Accounts

Line	Account Number	Description
1	6171-000-0000-000-00-00-10400	CASH, UNRESTRICTED

2. The second batch posts to the same cash account but is segregated due to the **Yes** box on the department profile screen

Department Group Profile

Dept Group: ADM Description: TOWN ADMINISTRATOR

1 General 2 PO / AP 3 Collections

Collection Defaults

Split Refund/Credits into Separate Batch Yes No



- The third batch posts to two different cash accounts because the receipts are in two different funds, and the cash account has meta characters (***) for the fund number.

Bill Category

Year: 2020, Type: 98, Description: Treasury Receipts

Categories 1 | Accounting 2 | Associations 3 | Groups 4 | Sub-Category 5

Category: 10 Treasury Receipts | Adjustment Allowed: None | Charge | Payment | Both

	Account Number	G/L Account Description
1 Cash	*****000-0000-000-00-10400	---1 Cash
2 Revenue or Liability	0000-000-0000-000-00-00000	---2 Revenue

- The fourth batch posts to the same account, but to a different bank because it contains the online payments.

Department Group Profile

Dept Group: ADM | Description: TOWN ADMINISTRATC

1 General | 2 PO / AP | 3 Collections

Collection Defaults

Treasury Receipts Import Defaults

Bank for Cash/Checks	CITIZENS BANK	Bank GL Account
Bank for Credit Cards	CAPITAL ONE	Bank GL Account
Bank for Online Payments	CAMBRIDGE SAVINGS BANK	Bank GL Account

Split Refund/Credits into Separate Batch: Yes No

Maintain Bank Codes

Bank: CSB | Name: CAMBRIDGE SAVINGS BANK | ABA#: 2113-7112-0

4-Accounts Payable | 5-Accounts Payable-ACH | 6-Human Resources

Collection Bill Category Account Used: F41862963 | Type: Check/Ling

Bank Account#: F41862963 | Last Check Used: 0000000

Contact Name: | Phone: (000) 000-0000

E-mail Address: | Website Address: | Treasury Receipt Override Account: - - - - -

5 TREASURY RECEIPT UPLOAD HISTORY

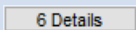
A history is kept of all uploaded transactions each time this process is run. This will display the status of uploaded batches.

Treasury Receipt Import History

1 Dept/Group	2 DepositDate	3 User Batch	4 User	5 Posted On	Upload Total	Upload File	Batch Status
ADM	23-Oct-2019	TU10231965	THERESA	23-Oct-2019	295.00	Upload_TR_xerrors.csv	Submitted
ADM	23-Oct-2019	TU10231966	THERESA	23-Oct-2019	-50.00	Upload_TR_xerrors.csv	Submitted
ADM	23-Oct-2019	TU10231967	THERESA	23-Oct-2019	3250.00	Upload_TR_xerrors.csv	Submitted
HEALTH	22-Oct-2019	TU10221969	ANTHEA	22-Oct-2019	295.00	Upload_TR_N0errors.csv	In-Progress
HEALTH	22-Oct-2019	TU10221960	ANTHEA	22-Oct-2019	-50.00	Upload_TR_N0errors.csv	In-Progress
HEALTH	22-Oct-2019	TU10221961	ANTHEA	22-Oct-2019	3250.00	Upload_TR_N0errors.csv	In-Progress

Column Header	Description/How Used
[1 Dept Group]	Department Group specified during the upload process – may sort and filter by this column



Column Header	Description/How Used
[2 Deposit Date]	Deposit Date used on the uploaded batches– may sort and filter by this column
[3 User Batch]	Batch number created during the upload – all Upload batch numbers will begin with “TU”– may sort and filter by this column
[4 User]	User who ran the upload process– may sort and filter by this column
[5 Posted On]	Date the upload process was run– may sort and filter by this column
Upload Total	Total dollar amount of the transactions in the batch – display only column; no sorting or filtering available on this column
Upload File	Name of the file used for upload batch – display only column; no sorting or filtering available on this column
Batch Status	Current status of the batch– display only; no sorting or filtering available on this column In-Progress Upload has been run but batch has not been submitted for approval Submitted Batch has been error checked and submitted for approval Posted Batch has been posted Removed The batch has been removed from AUC
[6 Details] button	 This will produce an Edit List of the transactions in the selected batch.

5.1 Reports Available from the Treasury Receipt Upload History Screen

Two reports are available from the screen.

5.1.1 Actions ▶ Edit List

The **Actions ▶ Edit List** produces a simple list that reflects the data shown in the screen; filters are available for Department group, deposit date range, post date range, and user name. The edit list may be sorted by Department Group, Deposit Date, User Batch number, Posted date, or User name. In **Figure 17**, the report was run for just uploads done by the user “Anthea” and sorted by department group.



Figure 16 Treasury Receipts Import History Edit List prompt

4573-RCTRIMPHIS.REP Printed 23-Oct-2019 at 14:11:16 by THERESA
Town of Admins Page 1

Treasury Receipts Import History Edit List

Sorted By : Dept Group

DeptGroup	DepositDate	User	Batch	User	Posted On	Upload Total	Imported Filename
HEALTH	22-Oct-2019	TU10221962	ANTHEA		22-Oct-2019	295.00	Upload_TR_Noerrors.csv
HEALTH	22-Oct-2019	TU10221963	ANTHEA		22-Oct-2019	-50.00	Upload_TR_Noerrors.csv
HEALTH	22-Oct-2019	TU10221964	ANTHEA		22-Oct-2019	3,250.00	Upload_TR_Noerrors.csv

Selection Criteria

Select User : ANTHEA
Sort Report by : Dept Group

Figure 17 Treasury Receipts Import History Edit List sample

5.1.2 Single Batch Reports

To print a report of transactions by batch, click on the batch number. Click the **6 Details** button that appears to the left of the batch, the edit list for that batch may be produced in summary or detail. (This is the standard Treasury Receipt Edit List, the optional bank code and date range filters should be ignored when run from this screen).

Figure 18 Treasury Receipt Edit List prompt



6 FREQUENTLY ASKED QUESTIONS

Q. Can this process be run more than once in a day?

A. Yes. The process will create a new user batch or batches for each upload process.

Q. Can this process be run by more than one user at a time?

A. Yes. Each user has their own work files; more than one user can run the process at the same time.

Q. Can I complete an upload that someone else has started?

A. No. The process is specific for each user.

Q. Is the Bank Code required on the Department Group Table?

A. Yes. At least one bank must be specified for the Department Group if it is to be used for the upload process. If only one bank code is specified, all entries in the file will be assigned to a single batch.

Q. How should negative numbers be entered in the spreadsheet?

A. To enter a negative, use the minus sign before the number – no parenthesis, dollar signs or commas are to be used in the amount column of the upload file.

Q. What can I do if I created receipt batches and then realize I have loaded the same file twice?

A. Go to the batch and delete all the payments from that batch; delete the unused batch. Then upload the correct file.

Q. Can the same bank code be set on all Payment types in the Department Group Table?

A. Yes. See the examples that follow for the available options.

Collection Defaults	
Treasury Receipts Import Defaults	
Bank for Cash/Checks	<input type="checkbox"/> CITZ CITIZENS BANK
Bank for Credit Cards	<input type="checkbox"/> CITZ CITIZENS BANK
Bank for Online Payments	<input type="checkbox"/> CITZ CITIZENS BANK

All Same Bank

This will create one consolidated batch containing all Cash, Check, Credit Card and Online Payments from a single upload file.

** If Refunds/Credit are set to be separated it will create a separate consolidate batch of all Refund/Credits.



Collection Defaults	
Treasury Receipts Import Defaults	
Bank for Cash/Checks	<input type="text" value="CITZ"/> CITIZENS BANK
Bank for Credit Cards	<input type="text"/>
Bank for Online Payments	<input type="text"/>

Set 1 Bank – effective for all payment types.

This will create one consolidated batch containing all Cash, Check, Credit Card and Online Payments from a single upload file.

** If Refunds/Credits are set to be separated it will create a separate consolidate batch of all Refund/Credits.

Collection Defaults	
Treasury Receipts Import Defaults	
Bank for Cash/Checks	<input type="text" value="CITZ"/> CITIZENS BANK
Bank for Credit Cards	<input type="text" value="ESTR"/> EASTERN BANK
Bank for Online Payments	<input type="text" value="AM"/> AMERICAN EXPRESS
Split Refund/Credits into Separate Batch	<input checked="" type="radio"/> Yes <input type="radio"/> No

Set Different Banks

This will create a batch the following

Batch 1	Cash/Check
Batch 2	Credit Cards
Batch 3	Online Payments

Total = 3 Batches created from a single upload file

** If Refunds/Credits are set to be separated it will create an additional 3 batches for each batch payment type.