



REVENUE

RC-1320 TREASURY RECEIPTS

CONTENTS

1. OVERVIEW	3
2. CHECKLIST	3
3. PREPARATION	3
3.1. Treasury Receipt Codes Table – Summary Screen	4
3.2. Treasury Receipt Codes Table–Detail Screen.....	7
3.2.1. Treasury Receipt Code Edit List	8
3.2.2. Require Line Note?	12
3.3. Importing Treasury Receipt Codes from a Spreadsheet	12
3.3.1. [Email Template to User]	13
3.3.2. [Restart Upload Process]	13
3.3.3. [Upload Treasury Receipt Codes]	13
3.3.4. [Reprint Verification Report]	16
3.3.5. [Upload Treasury Receipt Codes]	16
3.4. Bill Category Table	16
4. ENTERING BATCHES	17
4.1. Batch Dates, Type and Notes	17
4.2. Notes.....	20
4.2.1. Entering Line Notes (Required or Optional)	20
4.3. Control Totals.....	21
5. ENTERING RECEIPTS	22
5.1. Tendered Amounts	23
5.1.1. Check Tendered	23
5.1.2. Other Tendered	24
5.1.3. Tendered Amount Examples	24
5.2. Receipt Entry.....	25
5.3. Attaching One or More Files to a Treasury Receipt	26
6. VERIFY CONTROL TOTALS	27
7. EDIT LIST	28
7.1. Single Batch Edit List	28
7.2. Multiple Batch Edit List	30
8. SUBMIT BATCH(ES).....	30
8.1. Submit for Single Batch	31
8.2. Submit Multiple Batches	35
8.3. Submit Batch Results	36
9. OPTIONALLY RESTORE BATCH	36
9.1. Restore a Single Batch	37
9.2. Restore Multiple Batches.....	38
10. POST BATCH(ES).....	39
10.1. Error Report	40
10.2. Post Receipts Report.....	43
10.3. Posted Receipts – Summary by GL# Report.....	44
10.4. Posted Receipts – Detail by GL Report.....	45
10.5. Post Batch Results.....	46
11. GENERAL LEDGER WORK IN PROGRESS	46
12. BATCH QUERY	47
13. TREASURY RECEIPT HISTORY	48
13.1. TR History by Year	49
13.2. TR History by Batch	49
13.3. Treasury Receipt History by [3 Receipt].....	50
13.4. TR Receipt History by [4 Pay Date]	50



13.5. TR Receipt History by [5 Code] 51

13.1. TR Receipt History by [6 Trx Number]..... 51

13.2. Treasury Receipt History Attachments Screen 52

13.3. Treasury Receipts Batch Attachments 53

 13.3.1. **Transaction History ▶ View Attachments after Posting**..... 54

13.4. Add Attachments to Transactions in a Posted Batch 55

14. ACCOUNTING CYCLE..... 57

 14.1. Defining the Cash Account..... 57

 14.2. Defining the Revenue Control Account 58

 14.3. Defining the Account Codes..... 59

 14.4. How It All Works During Posting..... 59

 14.4.1. All Receipts to One Fund..... 59

 14.4.2. Receipts to Multiple Funds 61

 14.4.3. Receipts to Multiple Funds, Multiple Accounts 62

 14.5. How to Summarize Postings to the Balance Sheet 64

 14.5.1. Summarizing to the Cash Account 64

 14.5.2. Summarizing to the Revenue Control Account..... 64

 14.5.3. No Summarizing to the Revenue Subsidiary Ledger Accounts 64

 14.5.4. Posting to One Fund 65

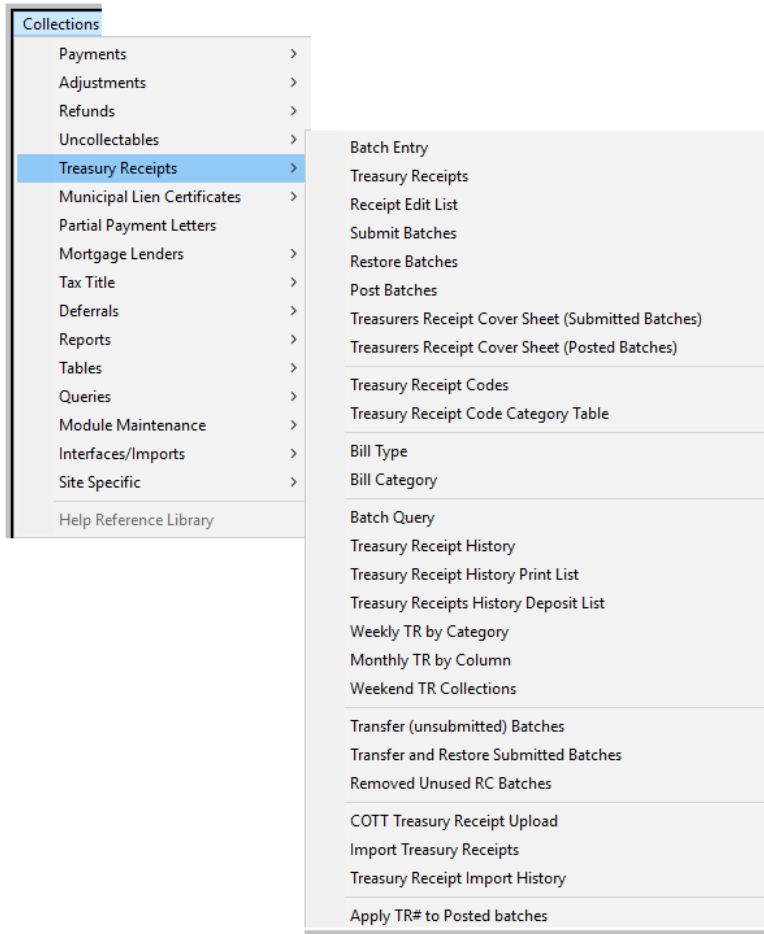
 14.5.5. Posting to Multiple Funds 65

15. FREQUENTLY ASKED QUESTIONS 66

 15.1. How do I process a Bad Check? 66



1. OVERVIEW



This document explains how to enter and process a batch of Treasury Receipts (also known as “Departmental Turnovers”). Each step can be found on the **ADMINS** Unified Community for Windows **Collections ▶ Treasury Receipts** menu.



If this menu is not available, please contact **ADMINS** Support (support@admins.com).

2. CHECKLIST

These are the steps to entering and processing a Batch of Treasury Receipts. Each step is explained in more detail below.

- Create a Batch
- Enter Receipts
 - Enter Notes (Optional)
 - Attach supporting documents (optional)
- Verify Control Totals
- Print Edit List
- Submit Batch(es)
- Post Batch(es)

3. PREPARATION

Before entering receipts, set up the **Treasury Receipt Codes** to use and the accounting that will occur.



3.1.Treasury Receipt Codes Table – Summary Screen

Setup codes for specific years and apply default Account Numbers and amounts in this screen. To access this screen, go to **Collections**►**Treasury Receipts** ►**Treasury Receipt Codes**.

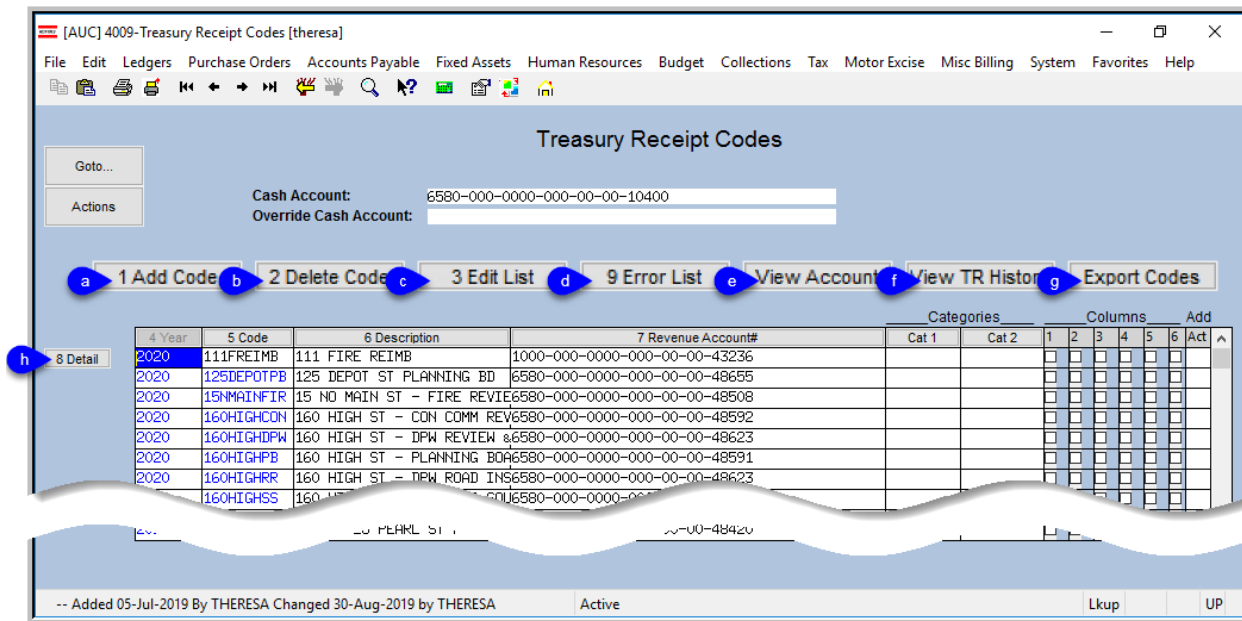



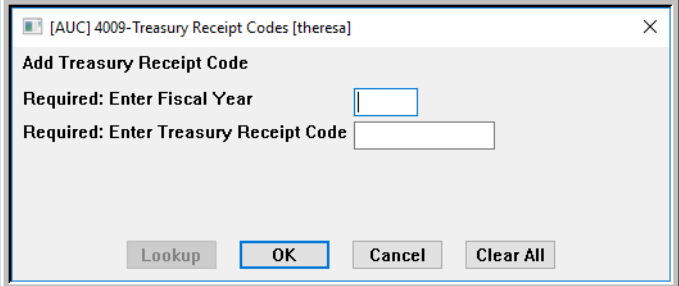
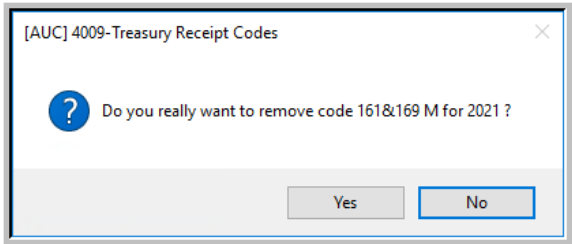
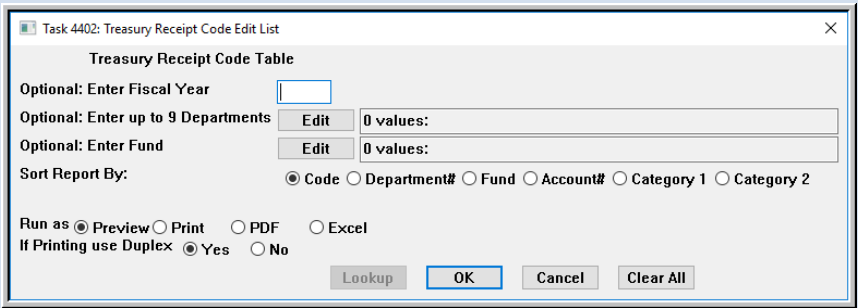
Figure 1 Treasury Receipt Codes (summary) screen)

The screen columns are described in the table below. Any column shown in **[]** surrounded by [] is a button; click on the button to activate the field for sorting, searching, and selecting.

Column	Description
[4 Year]	The Fiscal Year for which this code applies. Codes are based by year and may not apply to all years.
[5 Code]	Enter code up to 10 characters long that is descriptive and meaningful. Codes can include letters, numbers, or symbols but should not include spaces.
[6 Description]	Enter up to 30 characters of description for the code.
[7 Revenue Account]	The default revenue account number that will be applied when this code is used. This GL Number can be blank for use with a “misc” code. If the checkbox shows that this code can be overwritten, the option will be available to overwrite the account number on the receipt.
[Cat 1] [Cat 2]	Category fields are used by the weekly Treasury Receipt by Category report and the Monthly Treasury Receipt by Column Reports.
Columns 1 – 6	Check the box in the column that the amount should appear in on the Treasury Receipt report.
Add	If there are asterisks in the column, it indicates that there are additional account number pairs used for the code



The screen buttons are described in the table below; the key colum refers to the  flags shown in **Figure 1**.

Key	Button	Description
a	[1 Add Code]	<p>Add a new treasury receipt code – the fiscal year and new code are required:</p> 
b	[2 Delete Code]	<p>Delete the selected code – the system will prompt for a confirmation:</p> 
c	[3 Edit List]	<p>Produce an edit list of the Treasury Receipt codes. If no filtering is used, all codes for all years will be listed.</p> 



Key	Button	Description
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.

	A	B	C	D	E	F	G
	Year	Code	Description	Account Number	Description	Error Code	
1	2021	12STEP		0000-000-0000-000-00-00-00000		1	
2	2021	1R	26 PEARL ST RENTAL-METR	0000-000-0000-000-00-00-00000		1	
3	2021	41600		0000-000-0000-000-00-00-00000		1	
4	2021	ATL FENCE	ATLANTIC FENCE SUPPLY	6580-000-0000-000-00-00-48659		4	
5	2021	EXPVENADJ	EXPENSE (VENDOR ADJUST/REF/REIM	0000-000-0000-000-00-00-00000		1	
6	2021	PEARLEPA	PEARL ST MILL BROWNFIELD EPA GRT	0000-000-0000-000-00-00-00000		1	
7	2021	PLANAPPFEE	PLANNING BOARD APPLICATION FEE	0000-000-0000-000-00-00-00000		1	
8	2021	REEDRENT	M.J. REED RENTAL	0000-000-0000-000-00-00-00000		1	
9	2021	RELEAF	MASS RE-LEAF TREE GRANT	0000-000-0000-000-00-00-00000		1	
10	2021	SETB-GRANT	SETB (POL EMERG TRN GR)	0000-000-0000-000-00-00-00000		1	
11							
12							
13			Error Code Legend:	Action:			
14							
15			1 Warning: Account# is blank on TR code	Update account# on TR code, as needed			
16			2 Warning: Status is not Active on TR code	Click Actions > Activate record on TR Code			
17			3 Error: Bill Category is invalid. Contact	ADMINS Support for assistance.			
18			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.
---	----------------	---



Key	Button	Description
f	[View TR History]	Displays the treasury receipt history for the selected code and fiscal year.
g	[Export Codes]	The [Export Codes] button produces an Excel® spreadsheet. The export may be limited to a single fiscal year, or codes for all fiscal years will be included on the spreadsheet.
h	[8 Detail]	Displays the detail screen for the selected TR code – see section 3.2.

3.2. Treasury Receipt Codes Table–Detail Screen

Figure 2 The Treasury Receipt Codes Detail Screen



Selecting the **[Detail]** button for a **TR** code displays the **Detail Screen**. The components are described in the table below.

Key	Field Label	Description / How Used
a	Year	The Fiscal Year for which this code applies. Codes are based by year; some apply to one year and not another
b	Code & Description	Enter up to a 10 character code that is descriptive and meaningful. Codes can include letters, numbers, or symbols but should not include spaces. The description may have up to thirty alphanumeric characters and may include spaces.
c	Do Not Post? <input checked="" type="checkbox"/>	This flag is used to indicate that when this code is used, this receipt will not post to the General Ledger. An example of this would be employees are allowed to cash a check, these transactions net to zero so the transactions should not post.
d	Allow Override? <input checked="" type="checkbox"/>	This flag is used to indicate that if a default account number is automatically loaded, it can be overwritten if needed. Check this box to permit the user of the code to enter in a different account number from the default account number.
e	Require Line Note? <input checked="" type="checkbox"/>	Check this box to require that users of this code provide a line note.
f	Default Amount	Every time this code is used, this default amount will be automatically loaded into the receipt. This amount may be overridden on the receipt.
g	1st Account Pair	The default revenue account numbers that will be populated when this code is used. This GL Number can be blank for use with a “miscellaneous” code.
h	2 nd Account Pair	The second pair of account number s to be used for the receipt code. An example that would use a second pair of account number is if an additional fee is always collected as part of a receipt; it may be accounted for here.
i	3 rd Account Pair	Like the above; another example may be if a deferred revenue account is used.
j	4 th Account Pair	Like the above.

3.2.1. Treasury Receipt Code Edit List

To run the edit list, from the menu, select:



Collections ▶ Treasury Receipts ▶ Treasury Receipt Codes ▶ [Edit List] ▶ Run as Excel®

The screenshot shows the 'Treasury Receipt Codes' interface. At the top, there are fields for 'Goto...' and 'Actions'. Below that, 'Cash Account' is set to '****-000-0000-000-00-10400'. A row of buttons includes '1 Add Code', '2 Delete Code', '3 Copy Co', '4 Edit List' (circled in red), 'Error List', 'View Account', 'View TR History', and 'Export Codes'. Below the buttons is a table with columns: 'Year', '5 Code', '6 Description', '7 Revenue Account#', 'Categories' (Cat 1, Cat 2), and 'Columns' (1-6, Act). The table lists several codes, including 111FREIMB, 118RLTE, 121DEPOT, 125DEPOTPB, and 15NMAINFIR.

Figure 3 The edit list can be run using the [4 Edit List] pushbutton on the multi-record Treasury Receipt Codes Screen

The screenshot shows the 'Treasury Receipt Code' detail screen. It includes fields for 'Year' (2023) and 'Code' (111FREIMB). There are checkboxes for 'Do Not Post?', 'Require Line Note?', 'Allow Override?', and 'Default Amount'. Below this is a '1 Summary' section with a table of 'Accounts' (1st Debit, 1st Credit, 2nd Debit, 2nd Credit, 3rd Debit, 3rd Credit, 4th Debit, 4th Credit) and their descriptions. A '2 Edit List' button is circled in red. At the bottom, there are checkboxes for 'Create Supplement Appropriation JE' and 'Mapped SA Account'.

Figure 4 The Edit List can be run using the [2 Edit List] pushbutton on the Treasury Receipt code detail screen

The screenshot shows a PDF output of the Treasury Receipt Code Edit List. The header includes '4402-RCDEPCODEDT.REP' and 'Printed 25-Sep-2019 at 14:56:45 by THERESA'. The table is sorted by 'TR Code' and has columns: 'FY', 'Code', 'Description', 'Default Account Number & Description', 'Case 1', 'Case 2', 'Columns' (1-6), 'Def Amt', 'Department', and 'PstFlg Ovz?'. The table lists various codes and their corresponding descriptions and account numbers.

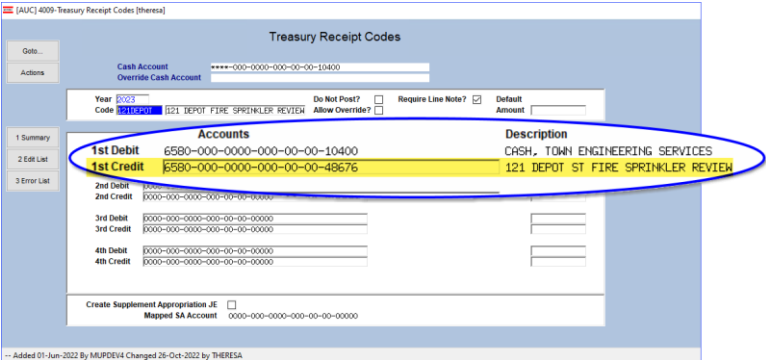
Figure 5 Treasury Receipt Code Edit List –PDF® output format

The screenshot shows the 'Treasury Receipt Codes Edit List' run as an Excel spreadsheet. The spreadsheet has columns: 'Year', 'Code', 'Description', 'Default Account Number', 'Account Description', 'Cat 1', 'Cat 2', '1', '2', '3', '4', '5', '6', 'DefPayment', 'DontPost', 'Override', 'Department', 'Description', and '2nd Debit'. The data rows correspond to the codes listed in the previous figures.

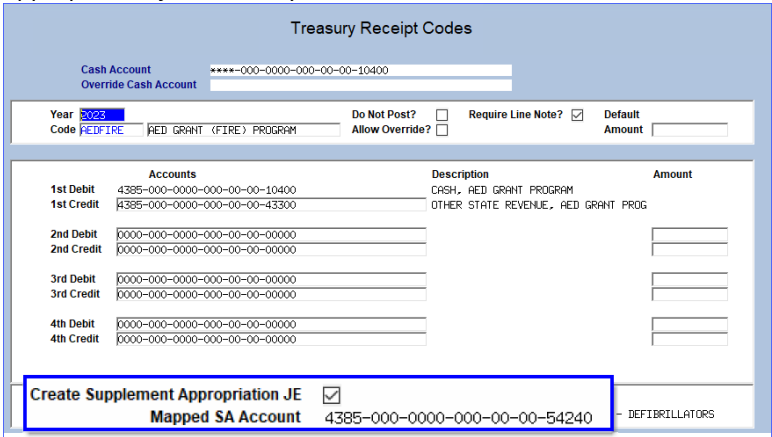
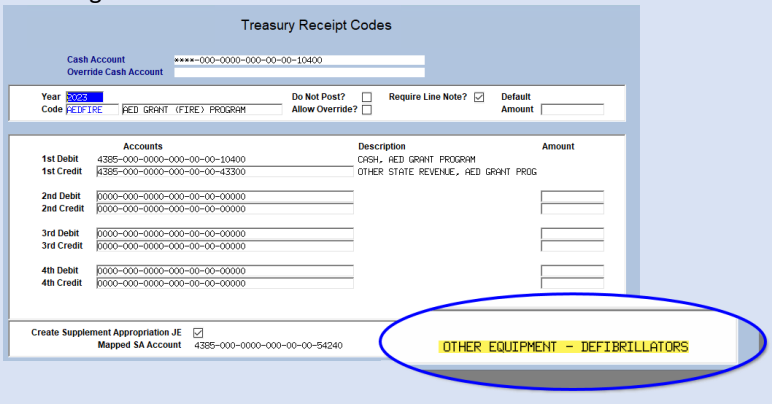
Figure 6 Treasury Receipt Codes Edit List – run as Excel® will provide additional columns

Table 1 Columns on the Edit List

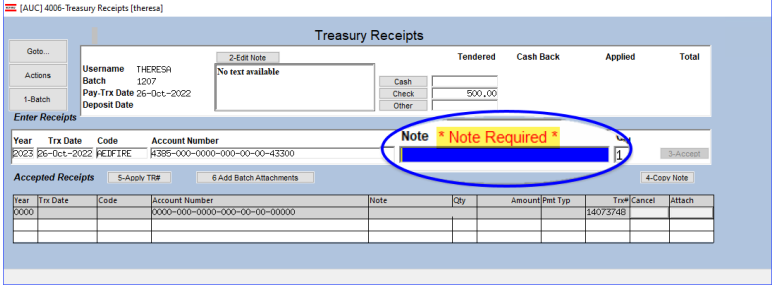


Column	Header	Description
A	Year	The year for the code; codes can exist for multiple years, and each year can have different attributes
B	Code	The alphanumeric code for the treasury receipt
C	Description	A description of what the code is used to represent
D	Default_Account_Number	This is the “first credit account” as shown on the summary and detail screens. (The first debit account is always the cash account) 
E	Account_Description	The description of the first Credit account, taken from the chart of accounts
F	Cat_1	Not all sites use Treasury Receipt Code categories.
G	Cat_2	
H	1	When checked, the amount will appear in the designated column on the TR report.
I	2	
J	3	
K	4	
L	5	
M	6	
N	DefPayment	Default amount for the TR code (e.g., if this TR is for a dog license, and they are always \$25.00.)
O	DontPost	If the value is “N”, do not post the transaction to Accounts Receivable in the General Ledger
P	Override	If set to “Y”, the default payment account can be typed over with a different account.
Q	Department_Description	The department is the Department element description in the account number. If the department element is all zeroes, then no department is listed on the report.
R	2nd_Debit	The second debit account number; not all TR codes use multiple accounts
S	2nd_Debit_Description	The second debit account description, if used
T	2DebitAmt	The default second debit amount, if used
U	2nd_Credit	The second credit account number, if used
V	2nd_Credit_Description	The second credit account description, if used
W	2CreditAmt	The default second credit amount, if used
X	3rd_Debit	The third debit account number; not all TR codes use multiple accounts
Y	3rd_Debit_Description	The third debit account description, if used



Column	Header	Description
Z	3DebitAmt	The default third debit amount, if used
AA	3rd_Credit	The third credit account number, if used
BB	3rd_Credit_Description	The third credit account description, if used
CC	3CreditAmt	The default third credit amount, if used
DD	4th_Debit	The fourth debit account number; not all TR codes use multiple accounts
EE	4th_Debit_Description	The fourth debit account description, if used
FF	4DebitAmt	The default fourth debit amount, if used
GG	4th_Credit	The fourth credit account number, if used
HH	4th_Credit_Description	The fourth credit account description, if used
II	4CreditAmt	The default fourth credit amount, if used
JJ	Post_SA_JE	<p>If there is a value in the column, the code is flagged to create a supplemental appropriation journal entry.</p> 
KK	SA_JE_Description	<p>This describes the account used for the supplemental journal entry; the account description is taken from the chart of accounts description and cannot be changed on this screen.</p> 



Column	Header	Description
LL	LineNote	If “Y”, a line note is required when using the code to record a treasury receipt. 
MM	Entry_User	The username of the person who entered the data (this can be the “CopyTables” indicating that the code was created when the Copy Tables to New Year command was run.)
NN	Entry_Date	The date the code was created
OO	Change_User	The username of the person who made the most recent change to the code
PP	Change_Date	The date of the most recent change

3.2.2. Require Line Note?

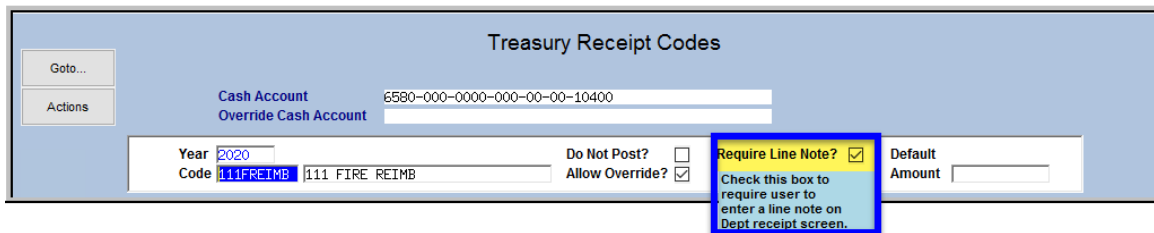
To require that notes be entered on treasury receipts, the **Treasury Receipt Codes** table includes a “**Require Line Note?**


Figure 7 The Require Line Note Checkbox

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.

3.3. Importing Treasury Receipt Codes from a Spreadsheet

Collections

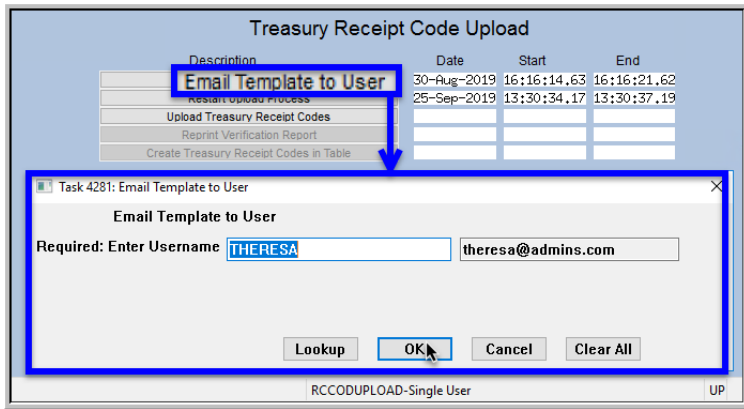
- Treasury Receipts >
- Tables >
- Queries >
- Module Maintenance >
- Interfaces/Imports > **Treasury Receipt Code Upload**

Use this process to upload treasury receipt codes from an **Excel®** spreadsheet. There are five steps on the menu.



3.3.1. [Email Template to User]

The first step allows emailing the template to any username on the system for whom there is an email address.

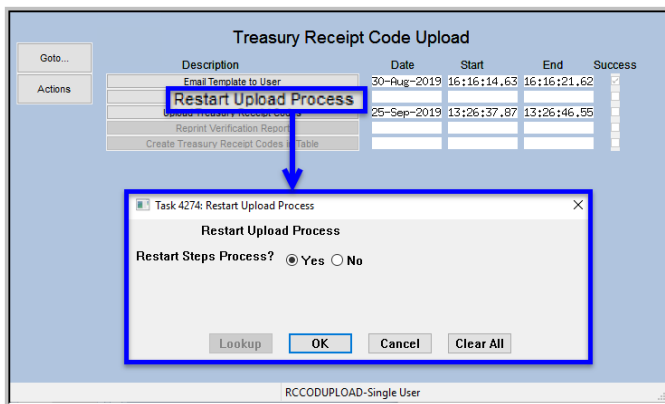


Once the template is received, save it as a **.csv** format.

Populate the template using either original entries from scratch or by exporting the existing codes, editing them, and pasting the results into the template using standard Windows® copy and paste.

Save the .csv file in a location that may be accessed from the AUC server.

3.3.2. [Restart Upload Process]



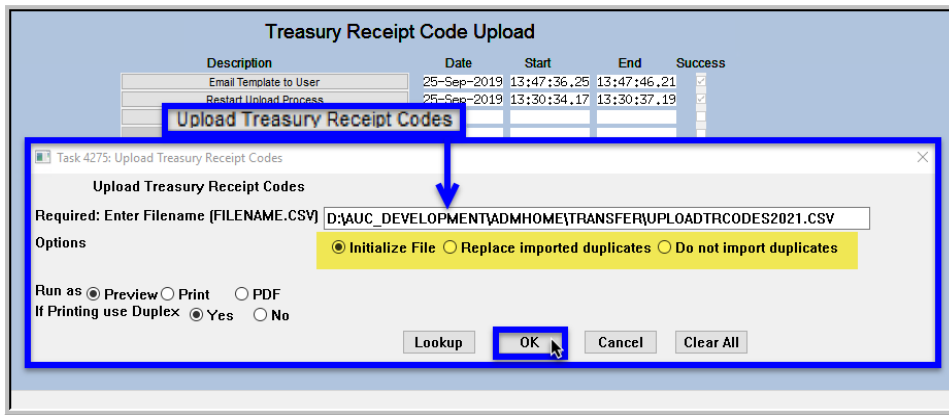
Most AUC step menus offer this step as an opportunity to clear out any existing work files and start fresh. This is an optional step if using the process for the first time.

Click on **Yes** to restart the steps process; click on **No** to continue with the previous attempt.

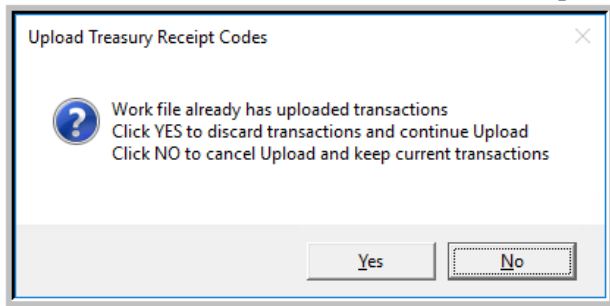
3.3.3. [Upload Treasury Receipt Codes]

After selecting the file saved in step **3.3.1**, choose from among the three options:

- Initialize File** – selecting this option will tell the system to discard any existing treasury receipt codes and create a brand new file containing only the codes supplied in the **.CSV** file.
- Replace imported duplicates** – selecting this option tells the system to check for existing codes that match codes in the **.CSV** file and replace the existing codes with the data from the **.CSV** file.
- Do not import duplicates** – select this option to only import new codes and ignore any pre-existing codes that are duplicates of the codes in the **.CSV** file.

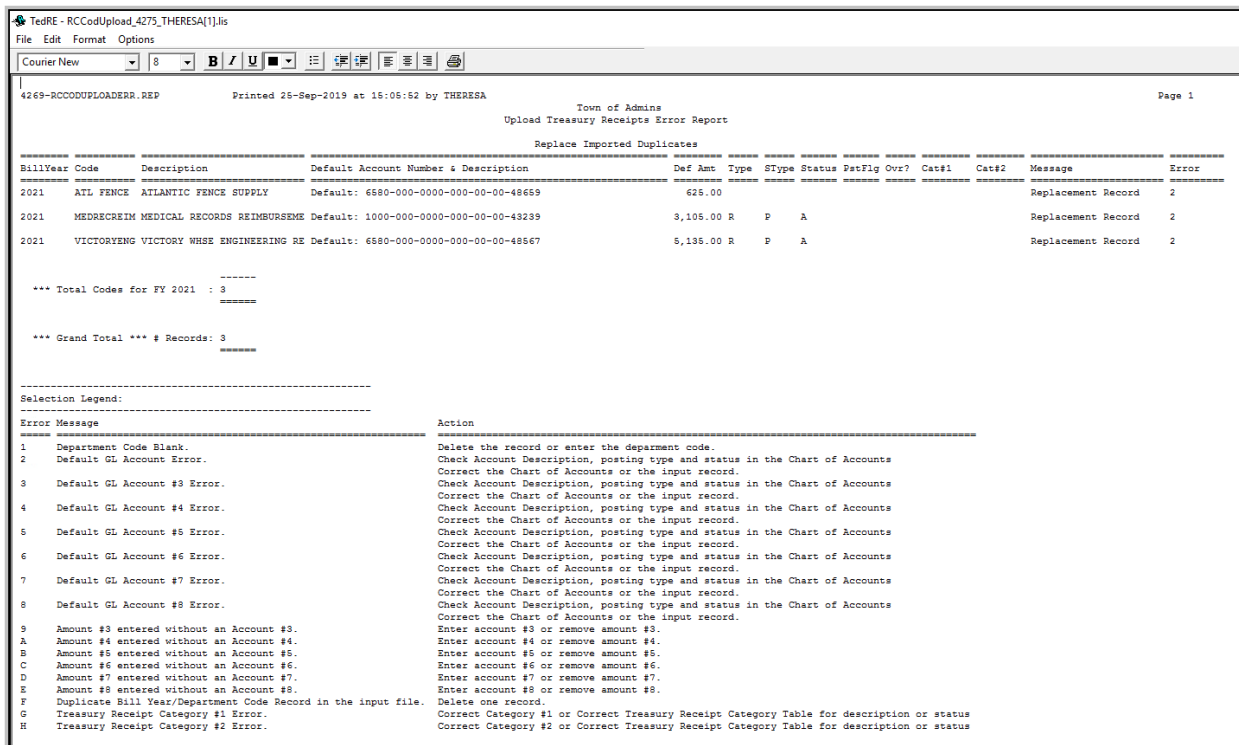


If there are transactions in the work file from a previous attempt, this message will be shown:



Click on **[Yes]** to discard any existing transactions and continue uploading the new transactions; click on **[No]** to cancel the upload.

If there are errors, an error report will be displayed; the error column will show a code for each line with an error; the legend at the bottom of the report explains each error code and the action to take to correct the error. After correcting errors, restart the process (step 3.3.2) and try the upload again:





Error Code	Message	Action
1	Department Code Blank	Delete the record from the .CSV file or enter a department code for the treasury receipt code
2-8	Default GL Account Error(# through #8)	Check Account Description, posting type and status in the chart of accounts; correct the account in the chart of accounts or use another valid account in the .CSV file
9	Amount entered without an Account #	Enter an account or remove the amount. The columns in the spreadsheet can hold amounts and account #s – there should not be an amount without an account number (although account numbers are allowed without amounts).
A-E	Amount entered without an Account #	Enter an account or remove the amount
F	Duplicate Bill Year/Department Code Record in the Input File	Delete one of the duplicate records
G	Treasury Receipt Category #1 error	Correct Category #1 or Correct Treasury Receipt Category Table for description or status
H	Treasury Receipt Category #3 error	Correct Category #2 or Correct Treasury Receipt Category Table for description or status

If the file is error free, the system will display a report of the treasury receipt codes that are going to be uploaded:

TedRE - RCOdUpload_4275_THERESA[2].lis
File Edit Format Options

Courier New 8 B / U

4275-RCCODUPLDADCONV.REP Printed 25-Sep-2019 at 15:26:10 by THERESA Page 16

Town of Admins
Upload Treasury Receipt Codes

Replace Imported Duplicates

BillYear	Code	Description	Default Account Number & Description	Def Amt	Type	SType	Status	PstFlg	Ovr?	Note	Cat#1	Cat#2	Message
2021	WORKFORCE	PARTNERSHIPS FOR A SKILLED	Default: 2270-000-0000-000-00-48300 OTHER STATE REVENUE	5,375.00	R	D	A						Replacement Record
2021	WRKCPINS	WORKERS COMP INS REIMS	Default: 7040-000-0000-000-00-48006 WORKERS COMP INSUR T	5,380.00	R	P	A		Y				Replacement Record
2021	WSENGINEER	W S (SHOP@BELL)ENGR RV	Default: 6580-000-0000-000-00-48521 W S (SHOP@BELL) ENGI	5,385.00	R	P	A		Y				Replacement Record
2021	WSTRAFFIC	W S (SHOP@BELL)TRAFFIC	Default: 6580-000-0000-000-00-48515 W S (SHOP@ BELL)	5,390.00	R	P	A		Y				Replacement Record
2021	WTRCAPIMP	WATER CAPITAL IMPROVEMENT F	Default: 0200-000-0000-000-00-42052 WATER CAPITAL IMPROV	5,395.00	R	P	A						Replacement Record
2021	WTRENTMISC	WATER ENTERPRISE MISC	Default: 0200-000-0000-000-00-48400 MISCELLANEOUS REVENU	5,400.00	R	P	A		Y				Replacement Record
2021	WTRINT	WATER ENTERPRISE INTERS	Default: 0200-000-0000-000-00-45001 EARNINGS ON INVESTME	5,405.00	R	P	A		Y				Replacement Record
2021	WWGIFT	WATER/WASTE INCOME	Default: 6640-000-0000-000-00-45001 EARNINGS ON INVESTME	5,410.00	R	P	A		Y				Replacement Record
2021	YELLOW	BIG YELLOW BUS EXPENSE	Default: 4080-000-0000-000-00-48307 BIG YELLOW BUS GRANT	5,415.00	R	P	A		Y				Replacement Record
2021	YOUTHGIFTS	YOUTH CENTER GIFT ACCOUNT	Default: 6190-000-0000-000-00-48300 GIFTS/DONATIONS	5,420.00	R	P	A						Replacement Record
2021	ZBA40RAPP	ZBA - 40B APPLICATION FEES	Default: 6740-000-0000-000-00-42166 ZBA - 40B APPLICATIO	5,425.00	R	P	A						Replacement Record
2021	ZBA40BLEGL	ZBA - 40B LEGAL FEES	Default: 6740-000-0000-000-00-42167 ZBA - 40B LEGAL FEES	5,430.00	R	P	A						Replacement Record
2021	ZBAFEES	ZBA SPECIAL PERMIT FEES	Default: 6740-000-0000-000-00-42001 FEES	5,435.00	R	P	A		Y				Replacement Record
2021	ZBATAPT	ZBA-TAPT ESTATES PROJECT RE	Default: 6580-000-0000-000-00-48465 ZBA-TAPT ESTATES PRO	5,440.00	R	P	A						Replacement Record
2021	ZONING	ZONING BOARD OF APPEALS	Default: 1000-000-0000-000-00-42165 ZONING BOARD OF APPE	5,445.00	R	P	A		Y				Replacement Record

*** Total Codes for FY 2021 : 360

*** Grand Total *** # Records: 360

Figure 8 Upload Treasury Receipt Code Report



3.3.4. [Reprint Verification Report]

This step is an opportunity to reprint the reports produced during the upload step as shown in **Figure 8**. Review the reports to verify that the codes are correct.

3.3.5. [Upload Treasury Receipt Codes]

This final step in the process uploads the codes. A **Treasury Receipt Code Conversion** report is produced that shows the total number of codes uploaded for each fiscal year along with a grand total of the number of codes uploaded for all years..

BillYear	Code	Description	Default Account Number & Description	Def Amt	PatFlg	Ovr?	Note	Cat #1	Category #1 Description	Cat #2	Category #2 Description
2021	WORKFORCE	PARTNERSHIPS FOR A SKILLED	Default: 2270-000-0000-00-00-43300 OTHER STATE REVENUE	5,375.00							
2021	WRKCHPINS	WORKERS COMP INS REIMB	Default: 7040-000-0000-00-00-48006 WORKERS COMP INSUR T	5,380.00		Y					
2021	WSENGINEER	W S (SHOPBELL)ENGR RV	Default: 6580-000-0000-00-00-48521 W S (SHOPBELL) ENGI	5,385.00		Y					
2021	WSTRAFFIC	W S (SHOPBELL)TRAFFIC	Default: 6580-000-0000-00-00-48515 W S (SHOPPES @ BELL)	5,390.00		Y					
2021	WTRCAPIMP	WATER CAPITAL IMPROVEMENT F	Default: 0200-000-0000-00-00-42052 WATER CAPITAL IMPROV	5,395.00							
2021	WTRENTMISC	WATER ENTERPRISE MISC	Default: 0200-000-0000-00-00-48400 MISCELLANEOUS REVENU	5,400.00		Y					
2021	WTRINT	WATER ENTERPRISE INTERS	Default: 0200-000-0000-00-00-45001 EARNINGS ON INVESTME	5,405.00		Y					
2021	WNGIFT	WATER/WASTE INCOME	Default: 6640-000-0000-00-00-45001 EARNINGS ON INVESTME	5,410.00		Y					
2021	YELLOW	BIG YELLOW BUS EXPENSE	Default: 4080-000-0000-00-00-43307 BIG YELLOW BUS GRANT	5,415.00		Y					
2021	YOUTHGIFTS	YOUTH CENTER GIFT ACCOUNT	Default: 6190-000-0000-00-00-48300 GIFTS/DONATIONS	5,420.00							
2021	ZBA40BAPPL	ZBA - 40B APPLICATION FEES	Default: 6740-000-0000-00-00-42166 ZBA - 40B APPLICATIO	5,425.00							
2021	ZBA40BLEGL	ZBA - 40B LEGAL FEES	Default: 6740-000-0000-00-00-42167 ZBA - 40B LEGAL FEES	5,430.00							
2021	ZBAFEES	ZBA SPECIAL PERMIT FEES	Default: 6740-000-0000-00-00-42001 FEES	5,435.00		Y					
2021	ZBATAFT	ZBA-TAFT ESTATES PROJECT RE	Default: 6580-000-0000-00-00-48465 ZBA-TAFT ESTATES PRO	5,440.00							
2021	ZONING	ZONING BOARD OF APPEALS	Default: 1000-000-0000-00-00-42165 ZONING BOARD OF APPE	5,445.00		Y					
*** Total Codes for FY 2021 : 360											
*** Grand Total *** # Records: 360											

Figure 9 Treasury Receipt Code Conversion Report Excerpt

3.4. Bill Category Table

This allows setting up the cash account to be used when posting receipts. See the end of the document for more information on setting up posting accounts.



4. ENTERING BATCHES

To create a new batch, select **Collections ▶ Treasury Receipts ▶ Batch Entry**.

The screenshot shows the 'Collection Batch Entry' window. The 'Batch' field contains '080614TRAN' and is highlighted with a blue box and the label '1 Add Batch'. Below the main form, a dialog box titled 'Add New Batch' is open, with the text 'Enter Batch [Leave Blank for System-Generated Number]' and 'OK' and 'Cancel' buttons.

Enter a Batch number or Leave Blank and let the system assign the next available number. Batch numbers can be made up of numbers, letters, special characters but cannot include spaces. In addition, batch numbers can never be re-used.

4.1. Batch Dates, Type and Notes

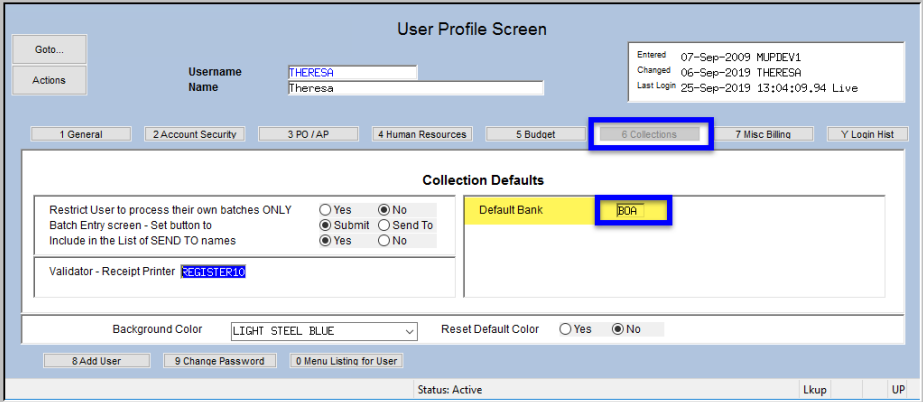
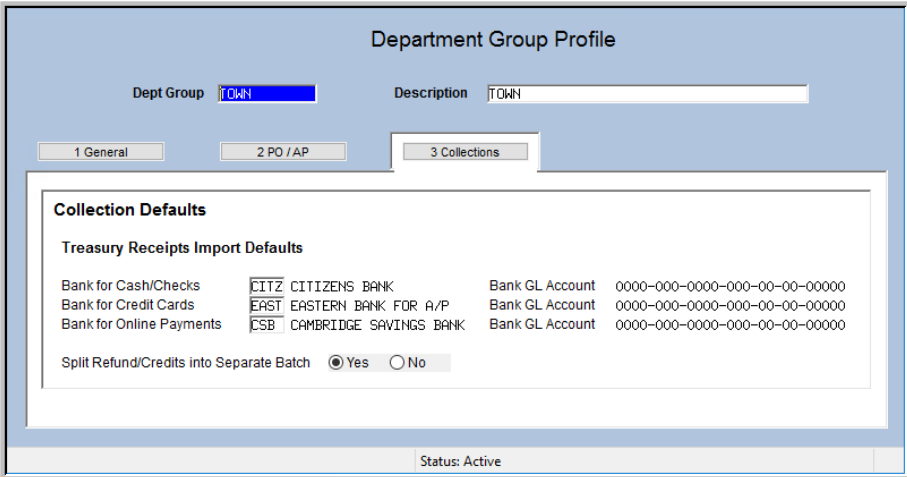
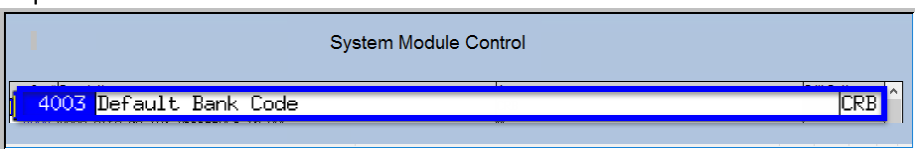
This close-up shows the header fields of the 'Collection Batch Entry' screen. The fields are: Batch (080614TRAN), Bank (ALLY), Pay-Trx Date (06-Aug-2014), Deposit Date (06-Aug-2014), and TR# (empty). The Batch Type is set to Receipt (selected with a radio button). The Edit Note field contains 'No text available'.

Figure 10 Collection Bath Entry Screen Header Fields

The **Collection Batch Entry** required fields are: **Batch**, **Bank**, **Pay-Trx Date**, and **Deposit Date**. The **Batch Type** for treasury receipt batches is always **Receipt**. The remaining fields shown in **Figure 10** are optional; all fields are described in the table below.

Field	Description
Batch	The Batch number assigned (either user defined or system-assigned) when the batch was created

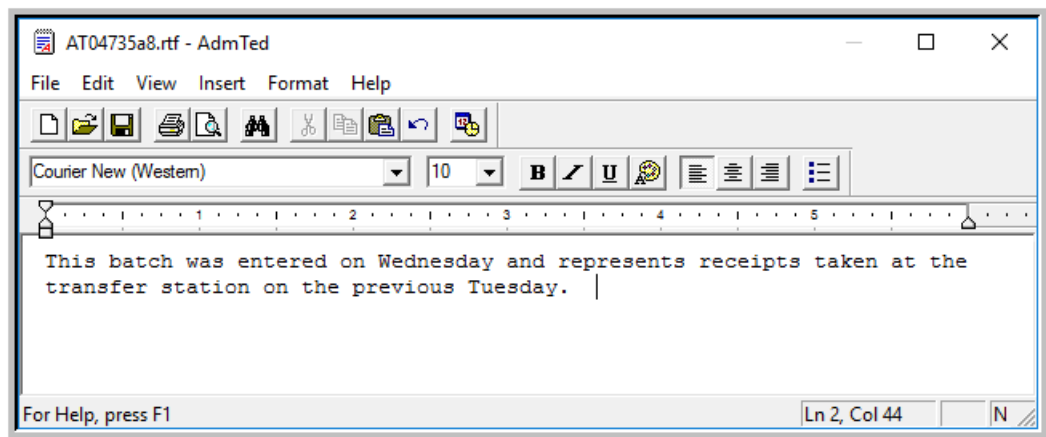


Field	Description
Bank	<p>Represents the Bank into which this deposit was made. This will default to the:</p> <ol style="list-style-type: none"> User’s default bank as specified on the User Profile ▶ Collection screen, or  <p>The screenshot shows the 'User Profile Screen' with the '6 Collections' tab selected. Under 'Collection Defaults', the 'Default Bank' is set to 'BOA'. Other options include 'Restrict User to process their own batches ONLY' (No), 'Batch Entry screen - Set button to' (Submit), 'Include in the List of SEND TO names' (Yes), 'Validator - Receipt Printer' (REGISTER10), and 'Background Color' (LIGHT STEEL BLUE).</p>
	<ol style="list-style-type: none"> Department’s default bank as specified on the Department Profile ▶ Collection Screen, or  <p>The screenshot shows the 'Department Group Profile' with the '3 Collections' tab selected. Under 'Collection Defaults', there are 'Treasury Receipts Import Defaults' for Cash/Checks (CITZ CITIZENS BANK), Credit Cards (EAST EASTERN BANK FOR A/P), and Online Payments (CSB CAMBRIDGE SAVINGS BANK). The 'Split Refund/Credits into Separate Batch' is set to 'Yes'.</p>
	<ol style="list-style-type: none"> Default Bank code specified in sequence #4003 in the Module Control Table. The AUC system contains cash management tools to reconcile activity by Bank thus entering that data here is required. This value can be changed if another bank is required.  <p>The screenshot shows the 'System Module Control' table with a row for sequence '4003' and description 'Default Bank Code', with the value 'CRB' entered in the field.</p>
Pay-Trx Date	This date defaults to today’s date but may be changed. This date will default on every transaction entered in the batch. The date may be overridden on the individual transactions.

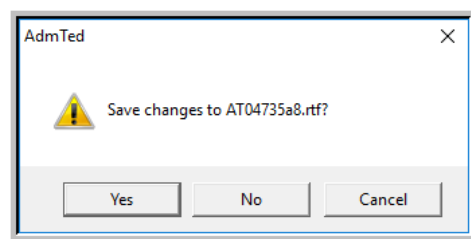


Field	Description
Deposit Date	This date is the date that the funds were physically deposited into the bank account and credits were given on the bank statement. This date must be entered prior to submitting the batch.
Transaction #	This is an optional treasury receipt number – some sites stamp each receipt with a date or validating stamp and use this number to correlate AUC transactions with paper documents.
Batch Type	For Treasury Receipt batches, the <input checked="" type="radio"/> Receipt button is selected.

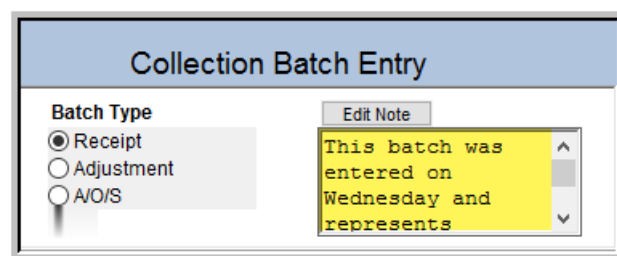
Edit Note This note pertains to the entire batch. Click on [Edit Note] to display an editor and enter in a note for the batch.



- Click the **Edit Note** button to open the Text Editor.
- Enter a note (see example above)
- Click the “X” in the upper right hand corner to exit.
- The system will display a prompt to save the entry:



- Once saved, the note will appear in the window





4.2. Notes

There are two types of Notes:

1. An overall note, as shown in the table above, that applies to the entire batch and posts to every line in the batch (if the line does not already have Line Notes present)
2. An individual note on each entry in the batch. *See instructions on Entering Line Notes below.*

4.2.1. Entering Line Notes (Required or Optional)

The screenshot shows the 'Treasury Receipts' entry screen. At the top, there are fields for Username (THERESA), Batch (818), Pay-Trx Date (30-Aug-2019), and Deposit Date (30-Aug-2019). A '2-Edit Note' field contains 'No text available'. Below this, there are buttons for 'Cash-Coin', 'Cash-Paper', 'Check' (with a value of 2475.00), and 'Other'. To the right, a summary table shows 'Tendered', 'Cash Back', 'Applied' (25.00), and 'Total' (25.00). The 'Enter Receipts' section has a table with columns: Year, Trx Date, Code, Account Number, Note, Qty, and Amount Received. A row shows: 2020, 30-Aug-2019, 111FREIMB, 1000-000-0000-000-00-43236, Note: * Note Required *, Qty: 1, Amount Received: 47.50. A '3-Accept' button is highlighted in blue. Below the table, there is a '4-Copy Note' button.

When entering a treasury receipt, if the code requires a **Note**, 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. If a note is required, the **[3 Accept]** button will not be clickable until the note is entered.



Figure 11 Treasury Receipt entry screen with a code that requires a line note

The screenshot shows the 'Treasury Receipts' entry screen with a list of receipts. The 'Enter Receipts' table has columns: Year, Trx Date, Code, Account Number, Note, Qty, and Amount Received. A row shows: 2020, 30-Aug-2019, 111FREIMB, 1000-000-0000-000-00-43236, Note: Sample line note that holds a maximum of eighty characters, Qty: 1, Amount Received: 47.50. A '3-Accept' button is highlighted in blue. Below the table, there is a '4-Copy Note' button. The 'Accepted Receipts' section has a table with columns: Year, Trx Date, Code, Account Number, Note, Qty, Amount, Pmt Typ, Trx#, Cancel, and Attach. A row shows: 2020, 30-Aug-2019, ABANDON, 8140-000-0000-000-00-25200, Note: Sample line note that holds a maximum of eighty characters, Qty: 1, Amount: 359680, Pmt Typ: Check, Trx#: 1859681, Cancel: CANCEL, Attach: ATTACH.

Figure 12 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. Treasury receipts that do not require a line note may have a note or not – it is optional.



4.3. Control Totals

Enter the **Total** amount of the batch in the payment method boxes. The **Totals** at the bottom will accumulate automatically. If entering Cash and Checks separately, tally up the amounts and enter them in the spaces provided. If not to reconciling by payment method then enter the entire batch total in the box “**Cash (Paper)**”

	Expected	Entered	Balance
Cash(Coins)	<input type="text"/>		
Cash(Paper)	1231,25	1231,25	
Check	3675,95	3675,95	
Other	<input type="text"/>		
Totals	4907,20	4907,20	

Before the batch can be submitted, the **Expected Amounts** must be equal to the **Entered Amounts**. In other words, the batch must be in balance. These amounts can be negative amounts if adjustments to prior payments are being made. The **Expected Amounts** can be changed at any time prior to submitting the batch.

For example: There are three receipts to process. One is a check payment totaling 3675.95, the 2nd is a cash payment of 1231.25 and the 3rd is an adjustment to a prior payment of \$100.00 because of a bad check. The **Expected Amounts** would be entered as follows:

	Expected	Entered	Balance
Cash(Coins)	<input type="text"/>		
Cash(Paper)	1231,25		1231,25
Check	3675,95		3675,95
Other	-100,00		-100,00
Totals	4807,20		4807,20



Enter control totals before or after entering the receipts in the batch. The totals must exist and be in balance to successfully submit a batch for processing.



5. Entering Receipts

Access the Receipts screen by clicking:

Collection Batch Entry Profile not restricted

Goto... Actions

1 Add Batch

Batch: 09252019TR Batch Type: Receipt Edit Note: This batch was entered on Wednesday and represents

Bank: BORA Adjustment

Pay-Trx Date: 25-Sep-2019 A/O/S

Deposit Date:

TR#:

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check			
Other			

Real Estate
Tax Deferral
Motor Excise
Personal Property
Tax Title
Treasury Receipts

Year	Bill#/TR Code	Description	Cash	Check	Other

Active

Treasury Receipts

Goto... Actions

Username: THERESA 2-Edit Note: This batch was entered on Wednesday and represents receipts taken at the transfer station on the

Batch: 09252019TR Cash-Coin:

Pay-Trx Date: 25-Sep-2019 Cash-Paper:

Check:

Other:

Tendered	Cash Back	Applied	Total
		1090,00	1090,00
		6430,00	6430,00
		-385,00	-385,00

Year	Trx Date	Code	Account Number	Note	Qty	Amount Received
2020	25-Sep-2019		0000-000-0000-000-00-000000		1	

Accepted Receipts 4-Copy Note

5-Apply TR#

Year	Trx Date	Code	Account Number	Note	Qty	Amount	Pmt Typ	Trx#	Cancel	Attach
2020	25-Sep-2019	CHILD	1000-000-0000-000-00-21900		1	1090,00	Cash	1886368	CANCEL	ATTACH
2020	25-Sep-2019	125DEPOTPB	6580-000-0000-000-00-48655	sample online pay1	1	10,00	Online	1886367	CANCEL	ATTACH
2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165		1	-85,00	Adjustm	1886366	CANCEL	ATTACH
2020	25-Sep-2019	249BFITUP	6580-000-0000-000-00-48605		1	85,00	Adjustm	1886365	CANCEL	ATTACH
2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165		1	-525,00	Bad Chec	1886364	CANCEL	ATTACH
2020	25-Sep-2019	179MECHPTR	6580-000-0000-000-00-48513		1	55,00	Wire	1886363	CANCEL	ATTACH
2020	25-Sep-2019	176MECENGR	6580-000-0000-000-00-48455		1	50,00	Pre-Depo	1886362	CANCEL	ATTACH
2020	25-Sep-2019	16OHIGHDPW	1000-000-0000-000-00-48622	This batch was sa1	1	25,00	Credit C	1886361	CANCEL	ATTACH
2020	25-Sep-2019	21ESITE	1000-000-0000-000-00-42110		20	1500,00	Check	1886357	CANCEL	ATTACH
2020	25-Sep-2019			batch was SE1	1	4930,00	Check	1886356	CANCEL	ATTACH



5.1.Tendered Amounts

Enter the Amount Tendered first. The system needs to know how much money of each type was received in order to apply it to the Treasury Codes used.

Enter the Amount Tendered next to the appropriate heading:

	Tendered	Cash Back	Applied	Total
Cash-Paper	150.00			
Cash-Coin				
Check				
Other				

Keep payment methods separate. Any combination of these are acceptable entries:

	Tendered
Cash-Paper	232.78
Cash-Coin	
Check	
Other	

	Tendered
Cash-Paper	150.00
Cash-Coin	3.23
Check	
Other	

	Tendered
Cash-Paper	
Cash-Coin	
Check	2500.00
Other	

	Tendered
Cash-Paper	
Cash-Coin	
Check	
Credit	150.00

5.1.1. Check Tendered

When entering an amount in the **[Check]** field, the system displays the following prompt if clicking the **[Check]** button; this is the only method that will allow a **Cash Back** amount.

Check Number ×

Check Number

Check Name

Cash Back



This is optional. It may be left blank; click the **[OK]** Button.

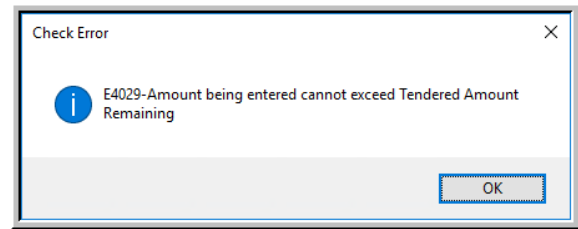
Any check number entered will display on Edit Lists and Posting Reports. If entering a Tendered Amount that contains more than one check, this prompt can be skipped.

The cash back field is used to indicate if a check was written for more than the payment amount. (For example, if an employee is making a payment and would like cash back.)

Click **[OK]** when finished



If an amount is entered in the “Amount Received” field that exceeds the “Tendered Amount”, the system will display an error message. Enter a correct amount.



5.1.2. Other Tendered

Tendered	
Cash-Coin	
Cash-Paper	
Check	
Other	750.00

Pre Deposit
Credit Card
Wire Transfer
Bad Check
Adjustment
Online

When entering an amount in [Other], the system displays the following prompt. Select which type of [Other] receipts being entered. Entering an amount here and not making a selection will leave the button label as [Other].

The options are:

- Pre Deposit
- Credit Card
- Wire Transfer
- Bad Check
- Adjustment
- Online

Figure 13 Options available when selecting tendered amount in the “Other” field

Selecting Pre Deposit, Wire Transfer, Bad Check, or Adjustment will change the heading and require no additional information.

Tendered	
Cash-Coin	
Cash-Paper	
Check	
BadCk	-75.00

If entering a receipt because of a bad check, the Tendered Amount should be entered as a negative amount: in the Other field, and Bad Check would be selected.

Selecting Credit Card will change the [Other] heading to Credit and will prompt for the entry of an optional Credit Card Number and Expiration Date.

Tendered	
Cash-Coin	
Cash-Paper	
Check	
Credit	200.00

OPTIONAL: Credit Card Details	
Card Number	<input type="text"/>
Expiration Date	0000
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	



If desired, leave this blank and click OK.

5.1.3. Tendered Amount Examples

Each payment method can encompass several different receipts. For example:



Tendered Amount:

	Tendered	Cash Back	Applied	Total
Cash-Paper	1231.75			
Cash-Coin				
Check				
Other				

Is made up of these three receipts:

2008	16-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000	For Stan	1	310.30	Cash
2008	16-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000	For Mary	1	300.25	Cash
2008	16-Aug-2007	FINMISC	0200-135-0000-000-00-00-48000	For John	1	621.20	Cash

5.2. Receipt Entry

Field Label	How Used																																
Year	This field defaults to the current fiscal year as specified in Module Control. This is the fiscal year to which the transaction will post. Type over the year to change it.																																
Date	Type over the date to change it. This is the date to which the receipt will post in the General and Revenue Ledgers.																																
Code	Type the code directly into the field, or click or [RIGHT CLICK] on the Code field and select how to look up the code: <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <ol style="list-style-type: none"> 1: Treasury Receipt Codes by Code for 2008 2: Treasury Receipt Codes by Description for 2008 3: Treasury Receipt Codes by Account# for 2008 </div>																																
Account Number	If the code allows an override of the default account number then click the to see a list of available account numbers or if known enter the account number directly																																
Note - may be required depending on the code used if the box is checked when the Treasury Receipt code table	<p><i>Optional.</i> Enter up to 80 characters for this individual receipt.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Year</th> <th>Trx Date</th> <th>Code</th> <th>Account Number</th> <th>Note</th> <th>Qty</th> <th>Amount Received</th> <th></th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>22-Aug-2007</td> <td></td> <td>1000-000-0000-000-00-00-00000</td> <td></td> <td></td> <td></td> <td>3-Accept</td> </tr> </tbody> </table> </div> <p>When hovering over this field, it will display the full text available.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Year</th> <th>Trx Date</th> <th>Code</th> <th>Account Number</th> <th>Note</th> <th>Qty</th> <th>Amount Received</th> <th></th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>22-Aug-2007</td> <td>FINMISC</td> <td>1000-135-0000-000-00-00-48000</td> <td>This is my note for receipt of 3875.95</td> <td></td> <td></td> <td>3-Accept</td> </tr> </tbody> </table> </div>	Year	Trx Date	Code	Account Number	Note	Qty	Amount Received		2008	22-Aug-2007		1000-000-0000-000-00-00-00000				3-Accept	Year	Trx Date	Code	Account Number	Note	Qty	Amount Received		2008	22-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000	This is my note for receipt of 3875.95			3-Accept
Year	Trx Date	Code	Account Number	Note	Qty	Amount Received																											
2008	22-Aug-2007		1000-000-0000-000-00-00-00000				3-Accept																										
Year	Trx Date	Code	Account Number	Note	Qty	Amount Received																											
2008	22-Aug-2007	FINMISC	1000-135-0000-000-00-00-48000	This is my note for receipt of 3875.95			3-Accept																										
Qty	Typing in a quantity will calculate the Amount Received if a Default Amount is present on the code. This field is required; every receipt must have a minimum quantity of 1.																																



Field Label	How Used
Amount Received	<p><i>Code has Default Amount:</i> If a default amount is present on the code then it will display here. If the quantity is subsequently changed, the system will re-compute the amount received as Qty * Default Amount.</p> <p><i>Code has no Default Amount:</i> If no default amount is present on the code then enter an amount here.</p> <p>Default amounts may be set to allow or not allow override.</p> <ul style="list-style-type: none"> Type in the amount OR Press <spacebar>+<enter> to default the remaining tendered amount
3-Accept	Once data entry is complete for this receipt, either click [Accept] or press Alt 3 to accept the transaction into the batch. It will then display in the bottom portion of the screen under “Accepted Receipts” .
CANCEL	If any of the receipts is cancelled, the amount tendered will be added back into the Tendered Amount and the receipt will be removed from the lower portion of the screen. Either enter 1 or more receipts to equal that amount or bring the amount tendered to zero.

5.3. Attaching One or More Files to a Treasury Receipt

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

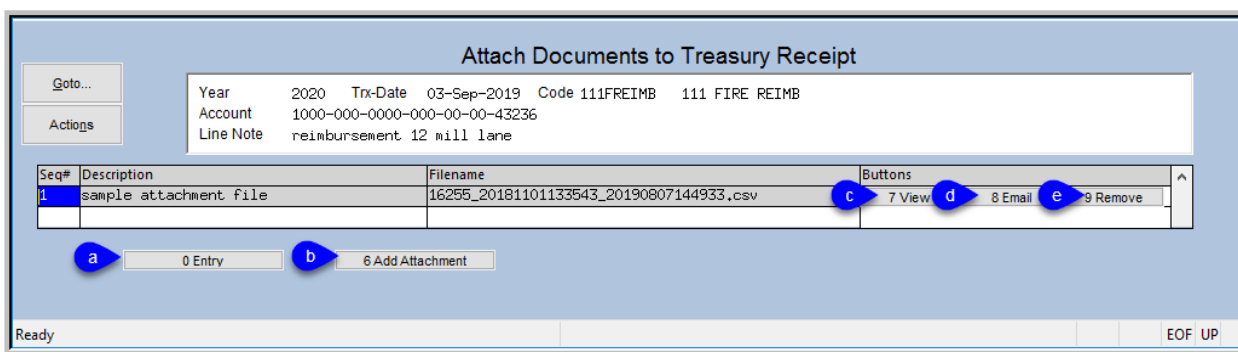


Figure 14 The [6 Add Attachment] Button Allows Supporting Documents to be Attached

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 Error! Reference source not found.:

Key	Button Label	How Used
a	[0 Entry]	To return to the treasury receipt entry screen



Key	Button Label	How Used
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

6. Verify Control Totals

Once data entry is complete for all receipts, click the **[1 Batch]** button to return to the Collection Batch Entry screen.

The screenshot shows the 'Treasury Receipts' application window. At the top, there are fields for 'Username' (THERESA), 'Batch' (09252019TR), 'Trx Date' (25-Sep-2019), and 'Sit Date' (25-Sep-2019). A '2-Edit Note' field contains the text: 'This batch was entered on Wednesday and represents receipts taken at the transfer station on the'. To the right, a summary table shows: 'Tendered' (-150.00), 'Cash Back' (75.00), 'Applied' (1090.00), and 'Total' (1090.00). Below this, a table lists payment types: 'Cash-Coin' (-150.00), 'Cash-Paper' (10.00), 'Check' (310.00), and 'Other' (-385.00). A '1-Batch' button is highlighted with a red box. Below the summary, there is a table for 'Accepted Receipts' with columns: Year, Trx Date, Code, Account Number, Note, Qty, Amount, Pmt Typ, Trx#, Cancel, and Attach. The table contains 11 rows of receipt data.

Year	Trx Date	Code	Account Number	Note	Qty	Amount	Pmt Typ	Trx#	Cancel	Attach
2020	25-Sep-2019	CHILD	1000-000-0000-000-00-21900		1	1090.00	Cash	1886368	CANCEL	ATTACH
2020	25-Sep-2019	125DEPOTPB	6580-000-0000-000-00-48655	sample online pay	1	10.00	Online	1886367	CANCEL	ATTACH
2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165		1	-85.00	Adjustme	1886366	CANCEL	ATTACH
2020	25-Sep-2019	249BFITUP	6580-000-0000-000-00-48605		1	85.00	Adjustme	1886365	CANCEL	ATTACH
2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165		1	-525.00	Bad Chec	1886364	CANCEL	ATTACH
2020	25-Sep-2019	179MECHFIR	6580-000-0000-000-00-48513		1	55.00	wire	1886363	CANCEL	ATTACH
2020	25-Sep-2019	176MECENGR	6580-000-0000-000-00-48455		1	50.00	Pre-Depo	1886362	CANCEL	ATTACH
2020	25-Sep-2019	160HIGHDPW	6580-000-0000-000-00-48622	This batch was sa	1	25.00	Credit C	1886361	CANCEL	ATTACH
2020	25-Sep-2019	21ESITE	1000-000-0000-000-00-42110		20	1500.00	Check	1886357	CANCEL	ATTACH
2020	25-Sep-2019	TRANSTA	1000-000-0000-000-00-42030	This batch was SE	1	4930.00	Check	1886356	CANCEL	ATTACH



Collection Batch Entry Profile not restricted

Batch: 09252019TR
 Bank: BQA
 Pay-Trx Date: 25-Sep-2019
 Deposit Date:
 TR#:
 Batch Type: Receipt Adjustment A/O/S
 Edit Note: This batch was entered on Wednesday and represents

	Expected	Entered	Balance
Cash(Coins)	1090,00	1090,00	
Cash(Paper)			
Check	6430,00	6430,00	
Other	-385,00	-385,00	
Totals	7135,00	7135,00	

Current Batch

- Real Estate
- Tax Deferral
- Motor Excise
- Personal Property
- Tax Trx
- Treasury Receipts: 10**

Trx#	Type	Year	Bill#/TR Code	Description	Cash	Check	Other	
1886368	Treasury Receipts	2020	CHILD	CHILD SUPPORT W/H PA	1090,00			Edit
1886367	Treasury Receipts	2020	125DEPOTPB	125 DEPOT ST PLANNIN			10,00	Edit
1886366	Treasury Receipts	2020	ZONING	ZONING BOARD OF APPE			-85,00	Edit
1886365	Treasury Receipts	2020	249BFITUP	ULTA BEAUTY FIT UP R			85,00	Edit
1886364	Treasury Receipts	2020	ZONING	ZONING BOARD OF APPE			-525,00	Edit
1886363	Treasury Receipts	2020	179MECHFIR	179 MECHANIC ST - FI			55,00	Edit
1886362	Treasury Receipts	2020	176MECENGR	176 MECHANIC ST-ENGI			50,00	Edit
1886361	Treasury Receipts	2020	160HIGHDPW	160 HIGH ST - IPW RE			25,00	Edit
1886357	Treasury Receipts	2020	21ESITE	21E SITE ASSESSMENT		1500,00		Edit
1886356	Treasury Receipts	2020	TRANSTA	TRANSFER STARION FEE		4930,00		Edit

1. **Expected Amounts** must equal **Entered Amounts** (for all fields, not just the total field) and the Balance column should be blank. If not, the batch is not ready to submit for processing.
2. The **number** of treasury receipts entered into the batch is shown – confirm that it matches the number entered.

Verify that Expected Amounts are equal to Entered Amounts. If they are not equal, verify that all the receipts in the batch are the correct amounts and the receipts, if needed. Otherwise, change the Expected Amounts to equal what has been entered.

7. Edit List

The Edit List aids in verifying that receipts are entered accurately. There are two ways to run the Edit List procedure; it may be run for a single batch from the batch screen, or from the menu to run multiple batches.:

7.1.Single Batch Edit List

To run the Edit List for the currently selected batch, from the **Collection Batch Entry Screen**, click **[7 Edit List]**.



Collection Batch Entry Profile not restricted

Batch: 09262019TR Batch Type: Receipt Edit Note: This batch was entered on Wednesday and represents

Bank: BOA Pay Trx Date: 25-Sep-2019 Deposit Date: 25-Sep-2019 TR#:

	Expected	Entered	Balance
Cash(Coins)	1090.00	1090.00	
Cash(Paper)			
Check	6430.00	6430.00	
Other	-385.00	-385.00	
Totals	7135.00	7135.00	

Current Batch: Real Estate, Tax Deferral, Motor Excise, Personal Property, Tax Title, Treasury Receipts 10

Trx#	Type	Year	Bltn#	TR Code	Description	Cash	Check	Other	Up
1886368	Treasury Receipts	2020	CHILD		CHILD SUPPORT W/H PA	1090.00			Up
1886367	Treasury Receipts	2020	125DEPOTPB		125 DEPOT ST PLANNIN			10.00	Edit
1886366	Treasury Receipts	2020	ZONING		ZONING BOARD OF APPE			-85.00	Edit
1886365	Treasury Receipts	2020	2498FITUP		ULTA BEAUTY FIT UP R			85.00	Edit
1886364	Treasury Receipts	2020	ZONING		ZONING BOARD OF APPE			-825.00	Edit
1886363	Treasury Receipts	2020	179MECHCFIR		179 MECHANIC ST - FI			95.00	Edit
1886362	Treasury Receipts	2020	176MECENGR		176 MECHANIC ST-ENGI			50.00	Edit
1886361	Treasury Receipts	2020	160HIGHDPW		160 HIGH ST - DPW RE			25.00	Edit
1886357	Treasury Receipts	2020	21ESITE		21E SITE ASSESSMENT		1500.00		Edit
1886356	Treasury Receipts	2020	TRANSFR		TRANSFER STATION FEE		490.00		Edit

Task 4008: Receipt Edit List

Receipt Edit List

Total By: Fund Fund and Dept Trx#

Print: Summary Detail

Run as: Preview Print PDF

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

Select the reporting options and click **[OK]**. Verify the report against the entered receipts.

4008-RCRECDT.REP Printed 26-Sep-2019 at 11:11:22 by THERESA Town of Admins Page 1
Receipt Edit List

Batch In Balance Will Post

Batch# : 09262019TR Deposit Date : 25-Sep-2019 Bank : BOA BANK OF AMERICA 1
GL Posting# : Pay Trx Date : 25-Sep-2019 Entered By : THERESA
Entered : \$ 7,135.00 GL Effective Date: 25-Sep-2019 Batch Owner: THERESA
Expected : \$ 7,135.00 Batch Notes :
: This batch was entered on Wednesday and represents receipts taken at the transfer station on the previous Tuesday.

Batch#	Trx#	Year	Date	Code	Account#	Note	Check#	Cash	Cash Back	Check	Other	Total	Msg
09262019TR	1886366	2020	25-Sep-2019	TRANSTA	1000-000-0000-000-00-42030	PENALTIES AND INTER				4900.00		4900.00	
09262019TR	1886367	2020	25-Sep-2019	21ESITE	1000-000-0000-000-00-42110	21E SITE ASSESSMENT				1500.00		1500.00	
09262019TR	1886364	2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165	ZONING BOARD OF APP					-525.00	-525.00	
09262019TR	1886365	2020	25-Sep-2019	ZONING	1000-000-0000-000-00-42165	ZONING BOARD OF APP					-85.00	-85.00	
09262019TR	1886368	2020	25-Sep-2019	CHILD	1000-000-0000-000-00-21900	CHILD SUPPORT WITHHO		1090.00				1090.00	
*** Total: Fund 1000								1090.00		6430.00		-610.00	6910.00
09262019TR	1886361	2020	25-Sep-2019	160HIGHDPW	6880-000-0000-000-00-48622	160 HIGH ST - DPW					25.00	25.00	
09262019TR	1886362	2020	25-Sep-2019	176MECENGR	6880-000-0000-000-00-48455	176 MECHANIC ST - E					50.00	50.00	
09262019TR	1886363	2020	25-Sep-2019	179MECHCFIR	6880-000-0000-000-00-48519	179 MECHANIC ST - F					85.00	85.00	
09262019TR	1886365	2020	25-Sep-2019	2498FITUP	6880-000-0000-000-00-48605	ULTA BEAUTY FIT UP					85.00	85.00	
09262019TR	1886367	2020	25-Sep-2019	125DEPOTPB	6880-000-0000-000-00-48655	125 DEPOT ST PLANNI					10.00	10.00	
*** Total: Fund 6580											225.00	225.00	
*** Report Grand Total								1090.00		6430.00		-385.00	7135.00

4008-RCRECDT.REP Printed 26-Sep-2019 at 11:11:22 by THERESA Town of Admins Page 2
Receipt Edit List

Batch In Balance Will Post

*** Grand Totals ***

Type	Count	Net Cash	Cash	Cash Back	Check	Other	Total
Treasury Receipts	10	1090.00	1090.00		6430.00	-385.00	7135.00
	10	1090.00	1090.00		6430.00	-385.00	7135.00

Selection Legend:
Sort By: User Batch#
Total By: Fund
Post By: Deposit Date
Report in: Detail

Message Legend
D-Batch Date & Trx Date Mismatch



7.2. Multiple Batch Edit List

Collections	
Payments	>
Adjustments	>
Refunds	>
Uncollectables	>
Treasury Receipts	>
Municipal Lien Certificates	>
Partial Payment Letters	>

To run the edit list for more than one batch at a time, select **Collections ▶ Treasury Receipts ▶ Receipt Edit List**.

Batch Entry
Treasury Receipts
Receipt Edit List

All available batches will be presented for selection. Batches owned by the user running the command will be indicated with a check . Deselect any batches to exclude and click the **3 Print Edit List** button.

Receipt Edit List

Sel	5 User	6 Batch	7 Bnk	8 Pay Date	9 GL Date	Expected	Entered	^
<input type="checkbox"/>	ANTHEA	748	BOA	15-Jan-2019	15-Jan-2019	1500,00	1500,00	
<input type="checkbox"/>	ANTHEA	758	BOA	22-Feb-2019	22-Feb-2019	1000,00	842,63	
<input type="checkbox"/>	ANTHEA	811	CRB	10-Jul-2019	10-Jul-2019		500,00	
<input type="checkbox"/>	LUANN	784	BOA	17-Apr-2019	17-Apr-2019	6500,00	6500,00	
<input type="checkbox"/>	PAUL	794	CRB	15-May-2019	15-May-2019	250,00	197,94	
<input type="checkbox"/>	PAUL	795	CRB	15-May-2019	15-May-2019	2000,00	1264,75	
<input type="checkbox"/>	PAUL	796	CRB	15-May-2019	15-May-2019	2000,00	2000,00	
<input checked="" type="checkbox"/>	THERESA	080614TRAN	ALLY	06-Aug-2014	06-Aug-2014	700,00	700,00	
<input checked="" type="checkbox"/>	THERESA	09252019TR	BOA	25-Sep-2019	25-Sep-2019	7135,00	7135,00	
<input checked="" type="checkbox"/>	THERESA	752	CRB	07-Feb-2019	07-Feb-2019		6992,41	
<input checked="" type="checkbox"/>	THERESA	809	ALLY	05-Jul-2019	05-Jul-2019	25220,00	25220,00	
<input checked="" type="checkbox"/>	THERESA	815	BOA	23-Jul-2019	23-Jul-2019	2000,00	200,00	
<input checked="" type="checkbox"/>	THERESA	820	BOA	03-Sep-2019	03-Sep-2019		235,00	
<input type="checkbox"/>	WENDY	744	BOA	08-Jan-2019	08-Jan-2019	100,00	100,00	
<input type="checkbox"/>	WENDY	745	CRB	08-Jan-2019	08-Jan-2019	500,00	500,00	
<input type="checkbox"/>	WENDY	766	CRB	01-Apr-2019	01-Apr-2019	100,00	100,00	▼

8. Submit Batch(es)

When receipt batches are ready to be posted, submit them. Once submitted, receipt batches cannot be edited without restoring them. Depending on each site’s procedures, batches may only be posted once a day. To ensure that inadvertent changes are not made to batch(es), submit each batch for posting once it is complete.



8.1.Submit for Single Batch

To submit the batch being viewed, click the **[4 Submit Batch]** button.

	Expected	Entered	Balance
Cash(Coins)	1090,00	1090,00	
Cash(Paper)			
Check	6430,00	6430,00	
Other	-385,00	-385,00	
	7135,00	7135,00	

Type	Year	Bill#/TR Code	Description	Cash	Check	Other
1886368	Treasury Receipts	2020	CHILD CHILD SUPPORT W/H PA	1090,00		
1886367	Treasury Receipts	2020	125DEPOTPB 125 DEPOT ST PLANNIN			10,00
1886366	Treasury Receipts	2020	ZONING ZONING BOARD OF APPE			-85,00
1886365	Treasury Receipts	2020	249BFITUP ULTA BEAUTY FIT UP R			85,00
1886364	Treasury Receipts	2020	ZONING ZONING BOARD OF APPE			-525,00
1886363	Treasury Receipts	2020	179MECHFIR 179 MECHANIC ST - FI			55,00
1886362	Treasury Receipts	2020	176MECENGR 176 MECHANIC ST-ENGI			50,00
1886361	Treasury Receipts	2020	160HIGHDPW 160 HIGH ST - DPW RE			25,00
1886357	Treasury Receipts	2020	21ESITE 21E SITE ASSESSMENT		1500,00	
1886356	Treasury Receipts	2020	TRANSTA TRANSFER STARIGN FEE		4930,00	

Select the reporting options and click **[OK]**.

Task 4014: Submit Batches

Submit Balanced Receipts

Total By Fund Fund and Dept Trx#

Issue Submit Batch Report Yes No

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, **OK**, Cancel, Clear All

The Submit Batches report is displayed. Verify all of the receipts.



4014-RCREP:RCRECLR.REP Printed 26-Sep-2019 at 11:57:42 by THERESA Town of Admins Submit Batches Page 1

Batch In Balance Will Post

Batch# : 09252019TR Deposit Date : 25-Sep-2019 Bank : BOA BANK OF AMERICA 1
 GL Posting# : Pay Trx Date : 25-Sep-2019 Entered By : THERESA
 Entered : \$ 7,135.00 GL Effective Date: 25-Sep-2019 Batch Owner: THERESA
 Expected : \$ 7,135.00 Batch Notes :
 This batch was entered on Wednesday and represents receipts taken at the transfer station on the previous Tuesday.

Batch#	Trx#	Year	Date	Code	Account#	Note	Check#	Cash	Cash Back	Check	Other	Total
09252019TR	1886356	2020	25-Sep-2019	TRANSTA	1000-000-0000-000-00-00-42030	PENALTIES AND INTER This batch was SENIOR				4990.00		4990.00
09252019TR	1886357	2020	25-Sep-2019	21E211E	1000-000-0000-000-00-00-42110	21E SITE ASSESSMENT				1500.00		1500.00
09252019TR	1886364	2020	25-Sep-2019	ZONING	1000-000-0000-000-00-00-42165	ZONING BOARD OF APP					-525.00	-525.00
09252019TR	1886366	2020	25-Sep-2019	ZONING	1000-000-0000-000-00-00-42165	ZONING BOARD OF APP					-85.00	-85.00
09252019TR	1886368	2020	25-Sep-2019	CHILD	1000-000-0000-000-00-00-21900	CHILD SUPORT WITHHO		1090.00				1090.00
*** Total: Dept							***	1090.00		6430.00	-610.00	6910.00
*** Total: Fund 1000							***	1090.00		6430.00	-610.00	6910.00
09252019TR	1886361	2020	25-Sep-2019	160HIGHDPW	6580-000-0000-000-00-00-48622	160 HIGH ST - DPW This batch was sample					25.00	25.00
09252019TR	1886362	2020	25-Sep-2019	176MECENGR	6580-000-0000-000-00-00-48455	176 MECHANIC ST - E					50.00	50.00
09252019TR	1886363	2020	25-Sep-2019	179MECHFR	6580-000-0000-000-00-00-48513	179 MECHANIC ST - F					55.00	55.00
09252019TR	1886365	2020	25-Sep-2019	2499FITUP	6580-000-0000-000-00-00-48606	ULTA BEAUTY FIT UP					95.00	95.00
09252019TR	1886367	2020	25-Sep-2019	125DEPOTB	6580-000-0000-000-00-00-48655	125 DEPOT ST PLANNI sample online payment					10.00	10.00
*** Total: Dept							***				225.00	225.00
*** Total: Fund 6580							***				225.00	225.00
*** Report Grand Total							***	1090.00		6430.00	-385.00	7135.00

4014-RCREP:RCRECLR.REP Printed 26-Sep-2019 at 11:57:42 by THERESA Town of Admins Submit Batches Page 2

Batch In Balance Will Post

** Grand Totals **

Type	Count	Net Cash	Cash	Cash Back	Check	Other	Total
Treasury Receipts	10	1090.00	1090.00		6430.00	-385.00	7135.00
	10	1090.00	1090.00		6430.00	-385.00	7135.00

Selection Legend:
 Sort By: User Batch#
 Total By: Fund & Dept
 Post By: Deposit Date
 Report In: Detail

Message Legend
 D-Batch Date & Trx Date Mismatch

Figure 15 Submit Batches Report

Ensure that the Submit Batch Error report is empty:

TedRE - SubmitBch_Error_THERESA[1].lis

File Edit Format Options

Courier New 8 B I U

4067-RCRECLRERR.REP Printed 26-Sep-2019 at 11:57:41 by THERESA Town of Admins Submit Batch Error Report Page 1

Following batches have not been submitted for posting as they contain errors

No Records Selected



The following is a sample batch error report:

Trx#	Year	Date	Code	amt# & Description	Check#	Cash	Cash Back	Check	Other	Error Code(s)
1859603	2020	05-Jul-2021		000-0000-000-00-00-48592				1000.00		ST
1859604	2020	05-Jul-2021	160HIGHCON	000-0000-000-00-00-10400	CASH, TOWN ENGINEERING SERVIC			24000.00		ST
1859605	2020	05-Jul-2021	160HIGHDPW	000-0000-000-00-00-10400	CASH, TOWN ENGINEERING SERVIC			20.00		ST
1859606	2020	05-Jul-2021	160HIGHHPB	000-0000-000-00-00-48623	CASH, TOWN ENGINEERING SERVIC			180.00		ST
1859607	2020	05-Jul-2021	160HIGHRR	000-0000-000-00-00-48601	CASH, TOWN ENGINEERING SERVIC			20.00		ST
			160HIGHSS							
**** Total Batch 809 Contains Errors ****									25,220.00	

Error Code Legend:

A-Batch out of Balance	N-Fiscal period for cash account closed/invalid
B-Expected Amounts not Entered	N-Fiscal period for revenue account closed/invalid
C-Cash account not entered	O-Fiscal period for deferred revenue account closed/invalid
D-Revenue account not entered	P-Fiscal period for accounts receivable account closed/invalid
E-Cash account invalid/inactive	Q-Fiscal period for treasury receipt account closed/invalid
F-Revenue account invalid/inactive	R-Bank missing ABA# on Collections Tab on Bank Table
G-Deferred revenue account not entered	S-Bank missing Bank Account# on Collections Tab on Bank Table
H-Accounts receivable account not entered	T-Bank missing Bank Account Type on Collections Tab on Bank Table
I-Deferred revenue account invalid/inactive	U-Supervisor is not set or Invalid
J-Accounts receivable account invalid/inactive	X-Supervisor has duplicate Batch#
K-GL account for treasury receipt not entered	Z-Batch missing Bank or Bank is Invalid
L-GL account for treasury receipt invalid/inactive	W-Deposit Date missing on batch

Figure 16 Sample of a submitted batch error report

Possible errors and the steps to resolve the errors are listed in the table below:

Error Code	Legend Message	Description / How to fix
A	Batch is out of Balance.	Control totals do not match. Fix this by either adjusting the Expected Amounts to equal the Entered Amounts, or adjusting one or more of the receipts in the batch.
B	Expected Amounts are not Entered	No expected amounts were entered. Correct this situation by entering Expected Amounts equal to Entered Amounts. If there are no entered amounts, either there are no receipts in this batch or the receipts net to zero.
C	Missing Account Number.	The account number on the Category Code is blank.
D	Revenue Account Not Entered	The revenue account is not present on the batch
E	Cash Account Invalid or Inactive	The cash account for the transaction is not present (check that the account is active in the chart of accounts.)
F	Revenue Account Invalid or Inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
G	Deferred Revenue Account Not Entered	Enter a valid revenue account
H	Accounts Receivable Account Not Entered	Enter a valid accounts receivable account



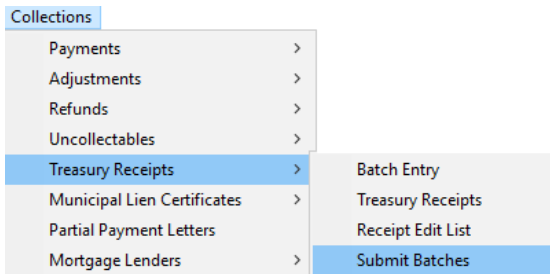
Error Code	Legend Message	Description / How to fix
I	Deferred Revenue account invalid/inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
J	Accounts Receivable Account invalid / inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
K	G/L Account for treasury receipt not entered	Enter a valid general ledger account for the transaction
L	GL Account for treasury receipt invalid / inactive	Check that the account is active in the chart of accounts for the fiscal year of the batch.
M	Fiscal period for cash account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
N	Fiscal period for revenue account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
O	Fiscal period for deferred revenue account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
P	Fiscal period for accounts receivable account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
Q	Fiscal period for treasury receipt account closed / invalid	Open the fiscal period or change to an account that is open in the fiscal period
R	Invalid Bank Code ABA#.	The selected bank code does not have an ABA #. *
S	Invalid Bank Code Account.	The selected bank code does not have a Bank Account #.
T	Invalid Bank Type.	The selected bank code does not have a Bank Type.
U	Supervisor is not set or invalid	Change the supervisor
W	Deposit Date missing on batch	Set a deposit date on the batch entry screen
X	Supervisor has duplicate batch #	Ask the supervisor for assistance



Error Code	Legend Message	Description / How to fix
Z	Bank Code on the Batch is Blank or Inactive.	<p>This could mean one of three things:</p> <ul style="list-style-type: none"> The bank code is blank. Enter a valid bank code. The bank code used no longer exists in the Bank Table* The bank code used is no longer active in the Bank Table* <p>*To correct these, verify the bank codes in Ledgers ▶ Account Maintenance ▶ Bank Codes and make any necessary adjustments.</p>

8.2. Submit Multiple Batches

To submit more than one batch at a time, select **Collections ▶ Treasury Receipts ▶ Submit Batches**.



The available batches will be presented for selection.

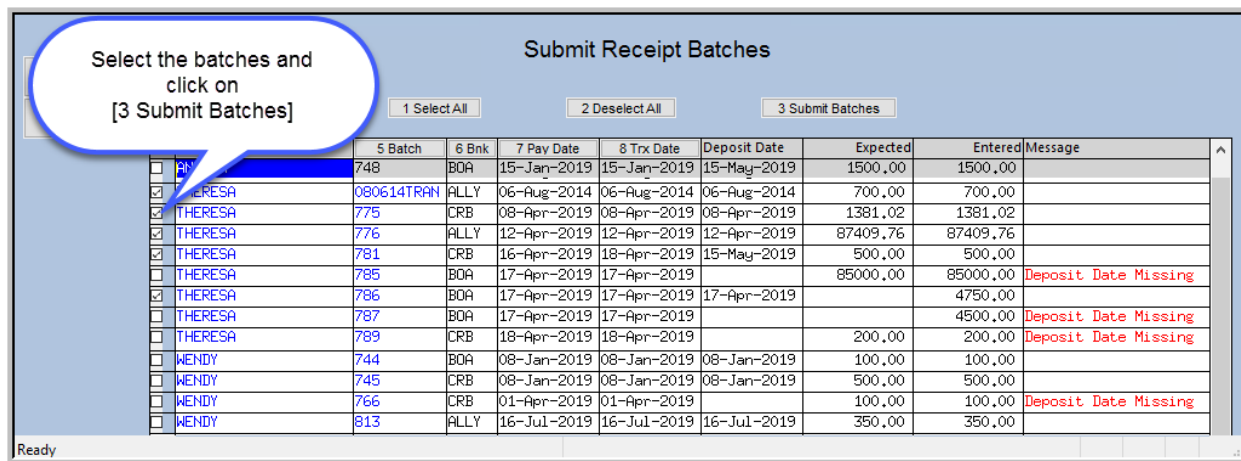


Figure 17 The Submit Receipt Batches Screen

Check to include batches or clear the boxes to exclude the batches and click the **3 Submit Batches** button.



8.3. Submit Batch Results

Collection Batch Entry Profile not restricted

Batch: 09252019TR | Bank: BOA | Pay-Trx Date: 25-Sep-2019 | Deposit Date: 25-Sep-2019 | Batch Type: Receipt

Submitted on 26-Sep-2019

	Expected	Entered	Balance
Cash(Coins)	1090,00	1090,00	
Cash(Paper)			
Check	6430,00	6430,00	
Other	-385,00	-385,00	
Totals	7135,00	7135,00	

5 Restore Batch

Once submitted, the batch may no longer be edited. If changes are needed, first [5 Restore Batch] to make it available to edit.

Trx#	Type	Year	Bill#/TR Code	Description	Cash	Check	Other
1886368	Treasury Receipts	2020	CHILD	CHILD SUPPORT W/H PA	1090,00		
1886367	Treasury Receipts	2020	125DEPOTPB	125 DEPOT ST PLANNIN			10,00
1886366	Treasury Receipts	2020	ZONING	ZONING BOARD OF APPE			-85,00
1886365	Treasury Receipts	2020	249BFITUP	ULTA BEAUTY FIT UP R			85,00
1886364	Treasury Receipts	2020	ZONING	ZONING BOARD OF APPE			-525,00
1886363	Treasury Receipts	2020	179MECHFIR	179 MECHANIC ST - FI			95,00
1886362	Treasury Receipts	2020	176MECENGR	176 MECHANIC ST-ENGI			50,00
1886361	Treasury Receipts	2020	160HIGHDPW	160 HIGH ST - DPW RE			25,00
1886357	Treasury Receipts	2020	21ESITE	21E SITE ASSESSMENT		1500,00	

9. Optionally Restore Batch

Once the batch is submitted for posting, if there are corrections to make or additional receipts to add, restore the batch using the **[5 Restore Batch]** button in order to allow for changes.



9.1. Restore a Single Batch

To restore the batch currently on the screen, click **[5 Restore Batch]**.

The screenshot shows the 'Collection Batch Entry' form with a 'Restore Submitted Receipts' dialog box. The dialog box has a title bar 'Task 4061: Restore Submitted Receipts' and contains the following options:

- Total By:** Fund Fund and Dept Trx#
- Issue Restore Batch Report:** Yes No
- Run as:** Preview Print PDF
- If Printing use Duplex:** Yes No

Buttons at the bottom of the dialog include 'Lookup', 'OK', 'Cancel', and 'Clear All'. In the background form, a blue box highlights the '5 Restore Batch' button in the 'Actions' column.

The screenshot shows a small window titled 'Restore Submitted Receipts' with a progress bar. The progress bar is partially filled, and the text below it indicates 'Starting step 21' and 'Starting step 22'.

Select the reporting options and click **[OK]**. A progress bar will briefly appear, followed by the Restore Batches report. Verify the totals and proceed with editing the batch.

The screenshot shows a report titled 'Town of Admins Restore Submitted Receipts'. The report includes a summary of the batch and a detailed table of transactions. The summary shows:

- Batch In Balance: 9,139.00
- Expected: 9,139.00
- Bank: BOA BANK OF AMERICA 1
- Batch Owner: THERESA

The detailed table has the following columns: Batch#, Trx#, Year, Date, Code, Account#, Note, Checks, Cash, Cash Back, Check, Other, Total, Key. The report shows two main sections of transactions, one for Fund 1000 and one for Fund 6880. The grand total for the report is 10,000.00.

Batch#	Trx#	Year	Date	Code	Account#	Note	Checks	Cash	Cash Back	Check	Other	Total	Key
092021978	1884384	2020	26-Sep-2019	TRAMETA	1000-000-0000-00-00-42030	REHABILITATE AND INTER				4900.00		4900.00	
092021978	1884387	2020	26-Sep-2019	TRMETS	1000-000-0000-00-00-42110	SEE SITE ASSESSMENT				1000.00		1000.00	
092021978	1884388	2020	26-Sep-2019	ZORING	1000-000-0000-00-00-42165	ZORING BOARD OF APP					-228.00	-228.00	
092021978	1884389	2020	26-Sep-2019	ZORING	1000-000-0000-00-00-42165	ZORING BOARD OF APP					-88.00	-88.00	
092021978	1884390	2020	26-Sep-2019	CHILD	1000-000-0000-00-00-13000	CHILD SUPPORT WITHHD		1090.00				1090.00	
*** Total: Fund 1000 ***							1090.00			4900.00	-616.00	6374.00	
092021978	1884381	2020	26-Sep-2019	14082800W	6880-000-0000-00-00-48422	140 WIM ST - OSW					28.00	28.00	
092021978	1884382	2020	26-Sep-2019	17082800S	6880-000-0000-00-00-48454	174 WEDGEMIC ST - S					50.00	50.00	
092021978	1884383	2020	26-Sep-2019	17082800S	6880-000-0000-00-00-48454	179 WEDGEMIC ST - F					56.00	56.00	
092021978	1884385	2020	26-Sep-2019	2488727P	6880-000-0000-00-00-48455	ULTRA BEAUTY FIT UP					50.00	50.00	
092021978	1884387	2020	26-Sep-2019	11082800P	6880-000-0000-00-00-48455	123 DEBOT ST PLAMBI					10.00	10.00	
*** Total: Fund 6880 ***											228.00	228.00	
*** Report Grand Total ***							1090.00			4900.00	-288.00	7102.00	

The report also includes a 'Grand Totals' section and a 'Selection Legend'.

Figure 18 Restore Submitted Receipts report



9.2. Restore Multiple Batches

Collections

- Payments >
- Adjustments >
- Refunds >
- Uncollectables >
- Treasury Receipts >**
 - Batch Entry
 - Treasury Receipts
 - Receipt Edit List
 - Submit Batches
 - Restore Batches**
- Municipal Lien Certificates >
- Partial Payment Letters >
- Mortgage Lenders >
- Tax Title >

To restore more than one batch at a time, select **Collections ▶ Treasury Receipts ▶ Restore Batches**. All the batches available to be restored will be presented for selection.

First choose the batches to be restored by checking or unchecking the boxes in the **Sel** column. Click on the **3 Restore Batches** button.

Restore Submitted Receipts

1 Select All 2 Deselect All 3 Restore Batches

Sel	4 User	5 Batch	6 Bnk	7 Pay Date	8 GL Date	Expected	Entered
<input checked="" type="checkbox"/>	THERESA	09252019TR	BDA	25-Sep-2019	25-Sep-2019	7135,00	7135,00
<input checked="" type="checkbox"/>	THERESA	775	CRB	08-Apr-2019	08-Apr-2019	1381,02	1381,02
<input checked="" type="checkbox"/>	THERESA	781	CRB	16-Apr-2019	18-Apr-2019	500,00	500,00

UP

Figure 19 The Restore Submitted Receipts (multiples) Selection Screen

Select the options for the Restore Submitted Receipts report and click on **[OK]**.

Task 4061: Restore Submitted Receipts

Restore Submitted Receipts

Total By Fund Fund and Dept Trx#

Issue Restore Batch Report Yes No

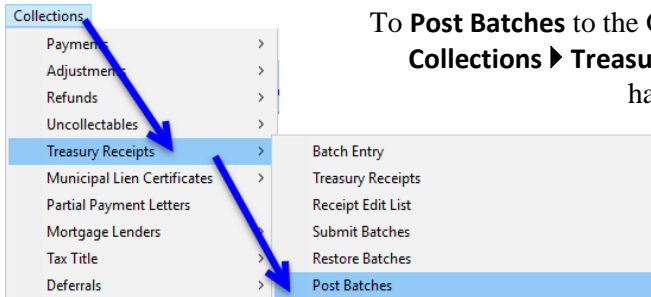
Run as Preview Print PDF

If Printing use Duplex Yes No

Once the batches are restored, the Restore Submitted Receipts report will be displayed, as shown in the previous section. The batches will be available for editing. All the same functions will be available as were prior to running the Submit. Once the changes are made, again Submit the batch(es) for processing.



10. Post Batch(es)



To **Post Batches** to the General Ledger Unposted file, select **Collections ▶ Treasury Receipts ▶ Post Batches**. All the available batches that have been submitted will be processed and presented for selection in the **Post Receipt Batches** screen. Select **[Post Batches]** to post the checked batches. This will move the batches to Finance and make them available for updating the **General Ledger**.

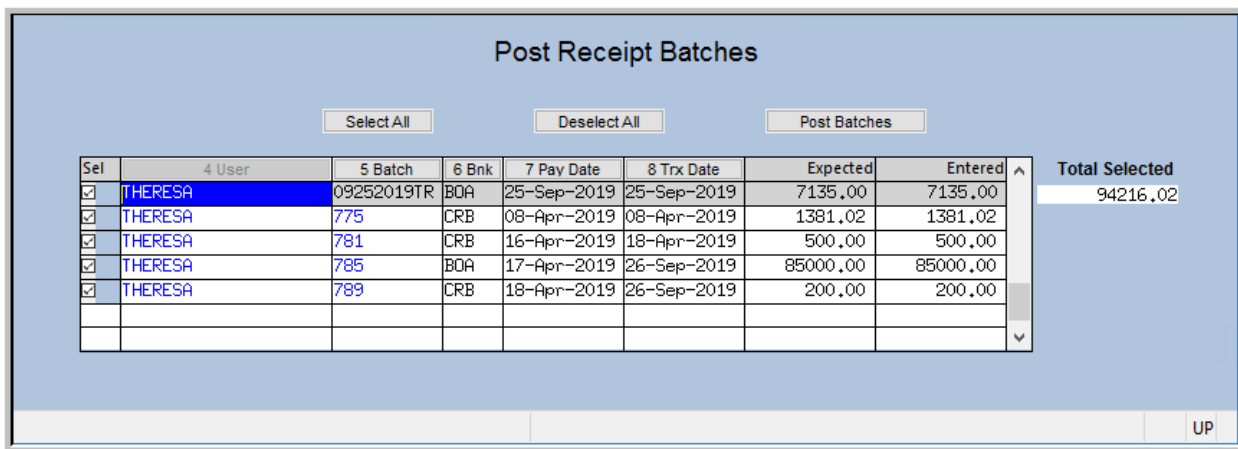
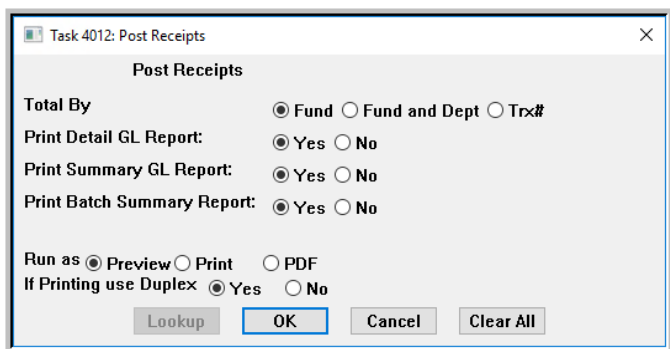


Figure 20 Post Receipt Batches screen



Check or Uncheck the batches to include and click the **Post Batches** button. Select the reporting options and click **[OK]**.

The selected reports will print; if there are errors found, the system will display the report shown in **Figure 22**. The error report will indicate in an error column what is preventing the batch from posting.



10.1. Error Report

If there are no errors, the the “No Records Selected” message will be shown on the **Receipt Posting Error Report**.

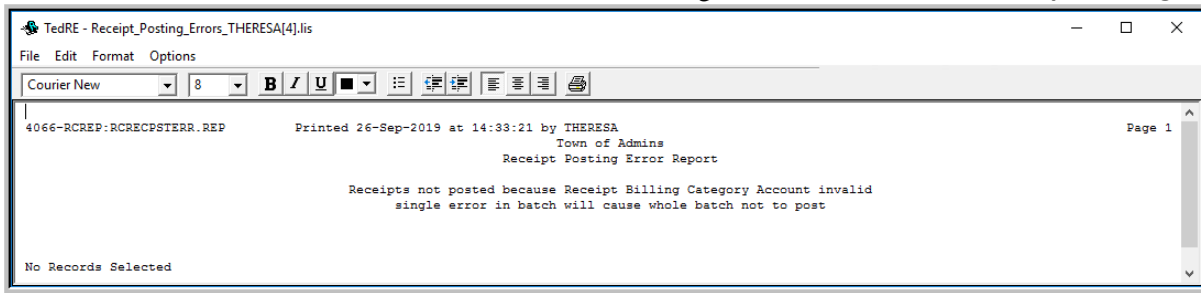
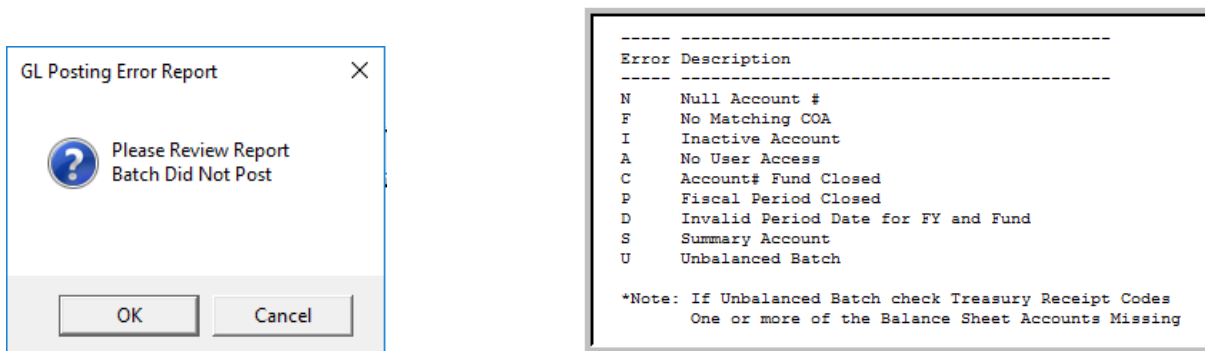


Figure 21 Receipt Posting Error Report – No Records Selected



Correct the errors based on the legend at the bottom of the report.

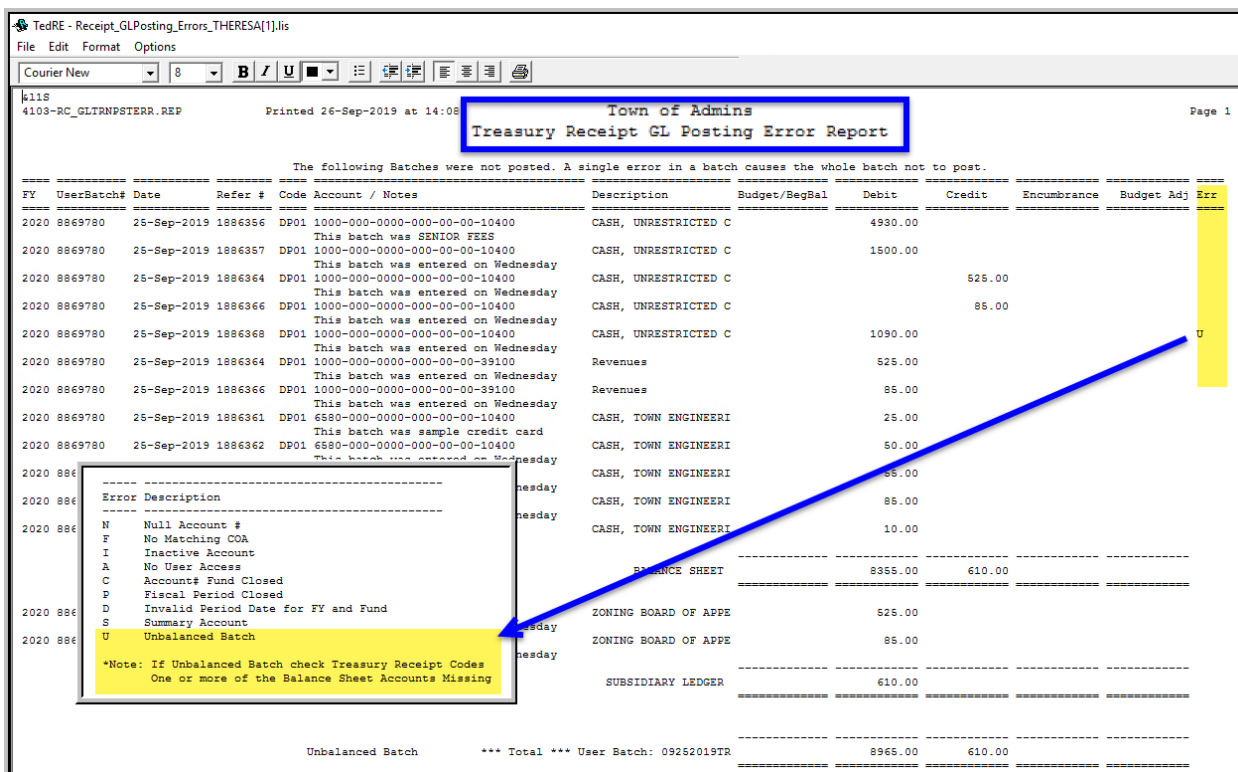


Figure 22 Treasury Receipts GL Posting Error Report





Error Code	Description
A	No user access to the account – ask the finance office to grant access to the account or use an account with access
C	Account # Fund Closed – ask the finance office to open the period for the fund or select a valid account
D	Invalid Period Date for FY and Fund – The account is not valid for the date or fiscal year – ask the finance office to open the period for the fiscal year and fund
F	No Matching CoA – no current account exists in the chart – correct the account number by restoring the batch, editing the entry, and re-submitting the batch
I	Inactive account – ask the finance office to activate the account or select an active, valid account
N	Null account number – no account number was supplied for the receipt - – correct this by restoring the batch, editing the entry, and re-submitting the batch
P	Fiscal Period Closed – ask Finance to re-open the fiscal period or restore the batch and change the date to an open fiscal period
S	Summary Account – an account was used that is a summary account – restore the batch and select a valid account
U	Unbalanced Batch – Check the Treasury Receipt codes in use – one or more of the balance sheet accounts is missing



10.2. Post Receipts Report

TedRE - RectPat_4012_THERESA[2].lis													
File Edit Format Options													
Courier New													
Batch#	: 785	Deposit Date	: 26-Sep-2019	Bank	: BOA	BANK OF AMERICA 1							
GL Posting#	: 8869782	Pay Tax Date	: 17-Apr-2019	Entered By	: THERESA								
Entered	: \$ 85,000.00	GL Effective Date	: 26-Sep-2019	Batch Owner	: THERESA								
Expected	: \$ 85,000.00	Batch Notes	:										
Batch#	Trx#	Year	Date	Code	Account#	Note	Check#	Cash	Cash Back	Check	Other	Total	Msg
785	1845609	2019	26-Sep-2019	ATTACHM	1000-000-0000-000-00-11910	OTHER PAYROLL ATTAC				700.00		700.00	
785	1845610	2019	26-Sep-2019	AUCTION	1000-000-0000-000-00-44130	SELECTMEN-AUCTIONEE				75.00		75.00	
785	1845614	2019	26-Sep-2019	BANFP	1000-710-0000-007-00-00-57600	LONG-TERM DEBT/PRIN				10000.00		10000.00	
785	1845615	2019	26-Sep-2019	BATHING	1000-000-0000-000-00-00-44293	BATHING BEACH PERMI				40000.00		40000.00	
*** Total: Fund 1000							***			50775.00		50775.00	
785	1845605	2019	26-Sep-2019	ATFG2016	4195-000-0000-000-00-43110	FEDERAL GRANT REVEN				850.00		850.00	
*** Total: Fund 4195							***			850.00		850.00	
785	1845606	2019	26-Sep-2019	ATHGATE	5100-000-0000-000-00-00-42009	ATHLETIC GATE RECEI				4150.00		4150.00	
785	1845607	2019	26-Sep-2019	ATHMISC	5100-000-0000-000-00-00-48400	MISCELLANEOUS REVEN donations				400.00		400.00	
785	1845608	2019	26-Sep-2019	ATHREV	5100-000-0000-000-00-00-42001	USER FEES				9600.00		9600.00	
*** Total: Fund 5100							***			14150.00		14150.00	
785	1845613	2019	26-Sep-2019	BANFLDFIRE	6580-000-0000-000-00-00-48482	BANFIELD FIRE REVIE				10000.00		10000.00	
*** Total: Fund 6580							***			10000.00		10000.00	
785	1845612	2019	26-Sep-2019	BAINSTORM	7590-000-0000-000-00-00-45014	BAINBRIDGE RD STORM				8999.27		8999.27	
4012-RCREP:RCRCPST.REP Printed 26-Sep-2019 at 14:33:23 by THERESA													
											Town of Admins	Page 2	
											Post Receipts		
Batch In Balance Will Post													
*** Total: Fund 7590							***			8999.27		8999.27	
785	1845611	2019	26-Sep-2019	BAINBRINT	7600-000-0000-000-00-00-45028	BAINBRIDGE ROAD INT				225.73		225.73	
*** Total: Fund 7600							***			225.73		225.73	
*** Report Grand Total							***			85000.00		85000.00	
** Grand Totals **													
Type	Count	Net Cash	Cash	Cash Back	Check	Other	Total						
Real Estate	1				1381.02		1381.02						
Treasury Receipts	11				85000.00		85000.00						
	12				86381.02		86381.02						
Selection Legend:													
Sort By: User Batch#													
Total By: Fund													
Post By: Deposit Date													
Report in: Detail													
Message Legend													
D-Batch Date & Trx Date Mismatch													

If the batch was error free, this report will show the receipts that have posted to the General Ledger Unposted File.



10.3.Posted Receipts – Summary by GL# Report

4084-RCRECPSTGL_SUM.REP		Printed 26-Sep-		Town of Admins Posting Report - Summary by GL#		Page 1
Posting#: 8869782						
FY	Date	Batch#	Account#	Description	Debit	Credit
2019	08-Apr-2019	775	0200-000-0000-000-00-10400	CASH, UNRESTRICTED, WATER	387.52	
2019	08-Apr-2019	775	0200-000-0000-000-00-26720	DEFERRED REVENUE-WATER LIENS	387.52	
2019	08-Apr-2019	775	0200-000-0000-000-00-39100	REVENUE		387.52
2019	08-Apr-2019	775	0200-000-0000-000-00-38-15000	2018 WATER LIENS ADDED TO REAL ESTATE		387.52
2019	08-Apr-2019	775	1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING	993.50	
2019	08-Apr-2019	775	1000-000-0000-000-00-26100	DEFERRED REVENUE-REAL ESTATE/PP TAXES	893.21	
2019	08-Apr-2019	775	1000-000-0000-000-00-39100	Revenues		993.50
2019	08-Apr-2019	775	1000-000-0000-000-00-38-12200	2018 REAL ESTATE TAXES RECEIVABLE		893.21
BALANCE SHEET					2661.75	2661.75

					2661.75	2661.75

					387.52	387.52

2020	26-Sep-2019	785	1000-000-0000-000-00-44130	SELECTMEN-AUCTIONEER LICENSES		75.00
2020	26-Sep-2019	785	1000-000-0000-000-00-44293	BATHING BEACH PERMITS		40000.00
2020	26-Sep-2019	785	1000-710-0000-007-00-00-57600	LONG-TERM DEBT/PRINCIPAL		10000.00
2020	26-Sep-2019	785	4195-000-0000-000-00-00-43110	FEDERAL GRANT REVENUE - DIRECT AID		850.00
2020	26-Sep-2019	785	5100-000-0000-000-00-00-42001	USER FEES		9600.00
2020	26-Sep-2019	785	5100-000-0000-000-00-00-42009	ATHLETIC GATE RECEIPTS (SCH)		4150.00
2020	26-Sep-2019	785	5100-000-0000-000-00-00-48400	MISCELLANEOUS REVENUE		400.00
2020	26-Sep-2019	785	6580-000-0000-000-00-00-48482	BANFIELD FIRE REVIEW		10000.00
2020	26-Sep-2019	785	7590-000-0000-000-00-00-45014	BAINBRIDGE RD STORMWATER BOND		8999.27
2020	26-Sep-2019	785	7600-000-0000-000-00-00-45028	BAINBRIDGE ROAD INTEREST		225.73

4084-RCRECPSTGL_SUM.REP		Printed 26-Sep-2019 at 14:33:25 by THERESA		Town of Admins Posting Report - Summary by GL#		Page 2	
Posting#: 8869782							
FY	Date	Batch#	Account#	Description	Debit	Credit	
						84300.00	
SUBSIDIARY LEDGER						84300.00	

*** GRAND TOTAL ***					Balance Sheet	87661.75	87661.75
					Subsidiary Ledger		86681.02

This report will show all the transactions that will post to the General Ledger Unposted File.



10.4.Posted Receipts – Detail by GL Report

4099-RCRECPSTGL.REP		Printed 26-Sep		Town of Admins Posting Report - Detail by GL#		Page 1
Posting#: 8869782 Batch#: 775						
FY	Date	Ref/Bill#	Account#	Description	Debit	Credit
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-10400	CASH, UNRESTRICTED, WATER	339.93	
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-10400	CASH, UNRESTRICTED, WATER	47.59	
Total for 0200-000-0000-000-00-00-10400					387.52	
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-26720	DEFERRED REVENUE-WATER LIENS	339.93	
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-26720	DEFERRED REVENUE-WATER LIENS	47.59	
Total for 0200-000-0000-000-00-00-26720					387.52	
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-39100	REVENUE		339.93
2019	08-Apr-2019	35930	0200-000-0000-000-00-00-39100	REVENUE		47.59
Total for 0200-000-0000-000-00-00-39100						387.52
2019	08-Apr-2019	35930	0200-000-0000-000-00-38-15000	2018 WATER LIENS ADDED TO REAL ESTATE		339.93
2019	08-Apr-2019	35930	0200-000-0000-000-00-38-15000	2018 WATER LIENS ADDED TO REAL ESTATE		47.59
Total for 0200-000-0000-000-00-38-15000						387.52
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	77.96	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	17.33	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	5.00	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	232.93	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	660.28	
Total for 1000-000-0000-000-00-00-10400					993.50	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-26100	DEFERRED REVENUE-REAL ESTATE/PP TAXES	660.28	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-26100	DEFERRED REVENUE-REAL ESTATE/PP TAXES	232.93	
Total for 1000-000-0000-000-00-00-26100					893.21	
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-39100	Revenues		660.28
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-39100	Revenues		5.00
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-39100	Revenues		17.33
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-39100	Revenues		77.96
2019	08-Apr-2019	35930	1000-000-0000-000-00-00-39100	Revenues		232.93
Total for 1000-000-0000-000-00-00-39100						993.50
2019	08-Apr-2019	35930	1000-000-0000-000-00-38-12200	2018 REAL ESTATE TAXES RECEIVABLE		660.28



10.5.Post Batch Results

Status - the batch is posted

Profile not restricted

Posted on 03-Sep-2019
Real Estate
Tax Deferral
Motor Excise
Personal Property
Tax Title
Treasury Receipts 3

	Expected	Entered	Balance
Cash(Coins)			
Cash(Paper)			
Check	500,00	500,00	
Other			
Totals	500,00	500,00	

Trx#	Type	Year	Bill#/TR Code	Description	Cash	Check	Other
1859682	Treasury Receipts	2020	WSTRAFFIC	W S (SHOP@BELL)TRAFF		427,50	
1859681	Treasury Receipts	2020	111FREIMB	111 FIRE REIMB		47,50	
1859680	Treasury Receipts	2020	ABANDON	ABANDONED PROP-UNCL		25,00	

This batch may not be edited. Changes may be made by the Finance office using an Audit Change of Unposted Transactions prior to posting to the General Ledger.

11.General Ledger Work in Progress

Users with access to the General Ledger Module may display **Work in Progress** transactions by selecting **Ledgers** ► **Queries** ► **Review Work in Progress Transactions**:

- Ledgers
 - Account Maintenance >
 - Journal Entry Processing >
 - Posting Control >
 - Audit Overrides >
 - Queries >**
 - Account Balance Inquiry >
 - Account Balance Listing >
 - Chart of Accounts Inquiry >
 - Transaction History >
 - Journal History >
 - Transaction Detail History >
 - Review Work In Progress Transactions**
 - Reports >
 - OpenGov Dashboard >
 - Year-End Processing >
 - Unpost Processing >
 - Module Maintenance >
 - Interfaces/Imports >
 - Site Specific >



Restricted to DP Trx Codes Work in Progress Transactions

Goto... Actions

FY **2020** Account Number **1000-000-0000-000-00-10400** Type **CASH, UNRESTRICTED CHECKING** Asset Control Status **Active** Active

View By

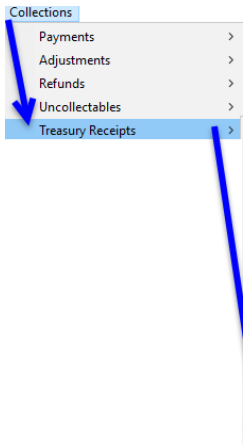
	Opening Balance	Opening Bal Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals	3599723.59			234996.46	201969.70	3632750.35
WIP				170881.89	741219.77	-570337.88

1 Account# 2 Reference# 3 Trx Date Goto

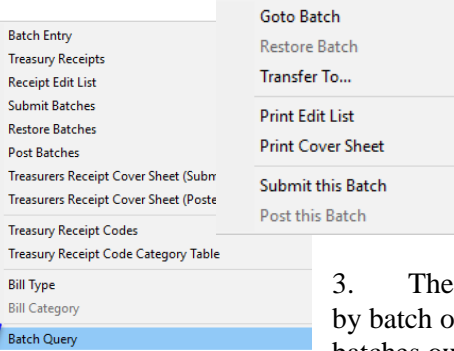
TrxCode	Trx Date	User Batch	Reference#	Line	GL#	Amount	Type	Display - Entered By
DP01	26-Sep-2019		1845609	130	10	700.00	DR	THERESA
DP01	26-Sep-2019		1845610	140	10	75.00	DR	THERESA
DP01	26-Sep-2019		1845614	180	10	10000.00	DR	THERESA
DP01	26-Sep-2019		1845615	190	10	40000.00	DR	THERESA

UP

12. Batch Query



This screen displays all the Treasury Receipt batches in the system. To access this screen, select **Collections > Treasury Receipts > Batch Query**.



1. The **[1 Actions]** button applies to the selected batch; depending on the batch status, there are different actions available.
2. The **[2 Batch]** button sorts the list of batches by batch number; a batch number may be entered directly into the field to bring the display to the batch number
3. The **[3 Batch Owner]** button is used to sort the display by batch owner; a username may be entered directly to find batches owned by the user.

4. The **[4 Original]** button is used to sort the screen by the originator of the batch; a username may be entered directly to find batches originated by the user.
5. The **[5 Batch Report]** will prompt the user to enter up to nine batches and produce a user batch report.
6. **All Batches** will display all batches in the system; **In Process** will display only those batches in entry or submitted status; **Submitted** will show only batches submitted and waiting to be posted; **Posted** will show only posted batches.

Batch Query

Goto... 5 Batch Report

1 Actions 2 Batch 3 Batch Owner 4 Original 6 All Batches In Process Submitted Posted

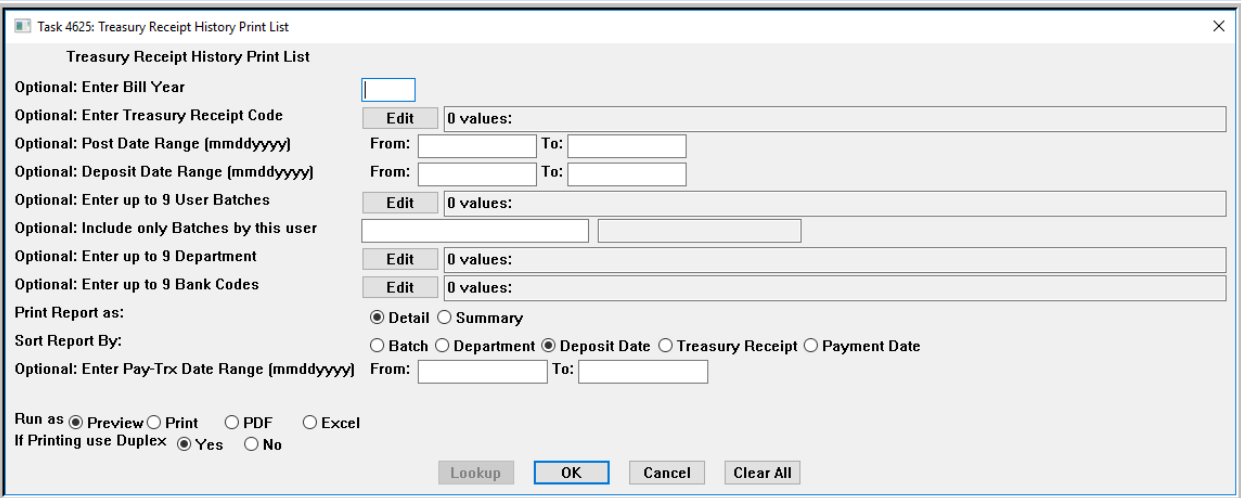
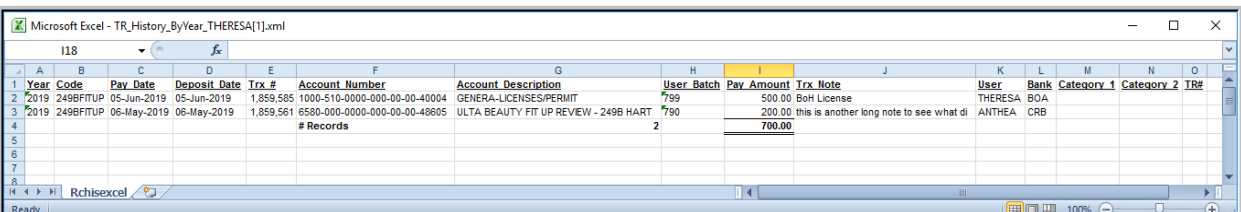
	Typ	Deposit Date	Submit Date	Post Date	#Trx	Expected Amt	Entered Amt	Locked
820	THERESA	THERESA	R	26-Sep-2019			235.00	235.00
818	THERESA	THERESA	R	30-Aug-2019	30-Aug-2019	03-Sep-2019	500.00	500.00
815	THERESA	THERESA	R		1	2000.00	200.00	
809	THERESA	THERESA	R	05-Jul-2019			25220.00	25220.00
757	THERESA	WENDY	A	14-Feb-2019			5.00	5.00
752	THERESA	LUANN	R		110		6992.41	
747	THERESA	THERESA	R	15-Jan-2019	15-Jan-2019	15-Jan-2019	3900.00	3900.00
743	THERESA	ANTHEA	A	04-Jan-2019	04-Jan-2019	04-Jan-2019		
742	THERESA	THERESA	A	04-Jan-2019	04-Jan-2019	17-Apr-2019		

Ready Lkup UP



13. Treasury Receipt History

The history screen has seven different tabs that will display the history. Each is described in the sections below. The items common to all screens are identified by the purple lettered flags **A** through **G**.

Key	Description
A	Year (the primary key field for this tab of the screen)
B	Code (the secondary key field for this tab of the screen)
C	[9 Edit List] – will produce an edit list using the following prompts. The list is available in Print/Preview/PDF® format as well as Excel® . 
D	[0 Excel] – will produce an instant list of the data currently shown on the query screen 



Key	Description
E	Total Record(s) shows the total number of records on the current query
F	Total Dollars shows the total dollars for the current query
G	<p>Batch Info is a toggle button. It shows what types of payment (cash, checks, card), any attachments and any notes.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>8-Batch Info Cash Check 500.00 Other Code CK TR# #Attachments None Check# Card# ExpDate 0000 Receipt 46265 Note: BoH License</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>8-Pay Info Batch 799 Entered by THERESA on 05-Jun-2019 Trx# 1859585 Trx.Code CRC Counter re Dates-Deposit 05-Jun-2019 Revenue Posted 05-Jun-2019</p> </div> <p>Pay Information toggles with batch info; it shows the batch number, entry user, date of entry, deposit date and revenue date</p>

13.1. TR History by Year

The screen will show each different code used during the year; the data always shows the **Pay Date, Transaction Number (Trx#), Account Number, Batch Number, Payment Amount, Transaction Note** (if supplied), and an **[ATTACH]** button to display the attachments screen for that transaction.

The screenshot shows the 'Treasury Receipt History' interface. At the top, there are filters for Year (2019) and Code (E49BFITUP). Below the filters is a table with columns: Pay Date, Trx#, Account Number, Batch, Payment Amt, Transaction Note, and Attach. The table contains two rows of data. Below the table, there are summary statistics: Total Record(s) 2 and Total for this Year & Code 700.00. At the bottom, there is a '8-Batch Info' section showing details for a cash payment of 500.00.

Pay Date	Trx#	Account Number	Batch	Payment Amt	Transaction Note	Attach
05-Jun-2019	1859585	1000-510-0000-000-00-40004	799	500.00	BoH License	ATTACH
06-May-2019	1859561	6580-000-0000-000-00-48605	790	200.00	this is another long note to see w	ATTACH

13.2. TR History by Batch

Each batch includes a record for each transaction within the batch. The records are sorted in TR code order, as on all screens. **Year, Code, Pay Date, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note** are the columns on this screen.



Treasury Receipt History by Batch

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

Batch **318** Page

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

Year	Code	Pay Date	Trx#	Account Number	Payment Amt	Transactions Note	Attach
2020	111FREIMB	30-Aug-2019	1859681	1000-000-0000-00-00-43236	47,50	Sample line note that holds a m	ATTACH
2020	ABANDON	30-Aug-2019	1859680	8140-000-0000-00-00-25200	25,00	Note required	ATTACH
2020	WSTRAFFIC	30-Aug-2019	1859682	6580-000-0000-00-00-48515	427,50	Sample line note that holds a m	ATTACH

Total Record(s) **3** Total for this Batch **500,00**

8-Batch Info
Cash Check 47,50 Other Code CK TR# 8675309 #Attachments 1
Check# Card# ExpDate 0000 Receipt 46339 Note: Sample line note that holds

Ready Lkup UP

13.3. Treasury Receipt History by [3 Receipt]

Each batch includes a record for each transaction using that receipt number. The data is presented in TR code order. **Year, Code, Pay Date, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note** are the columns on this screen

Treasury Receipts History by Receipts

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

Receipt **46339** Page

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

Year	Code	Pay Date	Trx#	Account Number	Payment Amt	Transaction Note	Attach
2020	111FREIMB	30-Aug-2019	1859681	1000-000-0000-00-00-43236	47,50	Sample line note that holds a	ATTACH
2020	WSTRAFFIC	30-Aug-2019	1859682	6580-000-0000-00-00-48515	427,50	Sample line note that holds a	ATTACH

Total Record(s) **2** Total for this Receipt **475,00**

8-Batch Info
Cash Check 47,50 Other Code CK TR# 8675309 #Attachments 1
Check# Card# ExpDate 0000 Receipt 46339 Note: Sample line note that holds

Ready Lkup UP

13.4. TR Receipt History by [4 Pay Date]

Year, Code, Transaction Number (Trx#), Account Number, Payment Amount, and Transaction Note are the columns on this screen



Treasury Receipt History by Date

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

Pay Date: 03-Dec-2018 Page

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

Year	Code	Trx#	Batch	Account Number	Payment Amt	Transaction Note	Attach
2019	ALTPRINT	1844624	120418SS09	5020-000-0000-000-00-42001	658,398		ATTACH
2019	ATHREV	1844623	120418SS09	5100-000-0000-000-00-42001	1200,00		ATTACH
2019	BUILDING	1844381	120318MN03	1000-000-0000-000-00-44250	1040,00		ATTACH
2019	BYLAWFEE	1844630	120418SS09	6360-000-0000-000-00-42001	1473,80		ATTACH
2019	DENTALFEE	1844383	120318MN02	1000-000-0000-000-00-21940	40,97		ATTACH
2019	DISPOSAL	1844631	120418SS09	1000-000-0000-000-00-44296	100,00		ATTACH
2019	DISPOSAL	1844632	120418SS09	1000-000-0000-000-00-44296	100,00		ATTACH
2019	ELEC	1844371	120318MN03	1000-000-0000-000-00-44254	150,00		ATTACH
2019	ELEC	1844373	120318MN03	1000-000-0000-000-00-44254	6360,00		ATTACH
2019	LSDOTUIT	1844625	120418SS09	5170-000-0000-000-00-42412	480,00		ATTACH
2019	LSDOTUIT	1844628	120418SS09	5170-000-0000-000-00-42412	480,00		ATTACH
2019	MISCELLREV	1844377	120318MN03	1000-000-0000-000-00-48400	2678,64		ATTACH
2019	PBETRAIL	1844375	120318MN03	1000-000-0000-000-00-42150	195,20		ATTACH
2019	PLUMB	1844379	120318MN03	1000-000-0000-000-00-44251	170,00		ATTACH

Total Record(s) 27 Total for this Date 442717,81

8-Batch Info Cash Check 1,000,00 Other Code CK TR# #Attachments None
Check# Card# ExpDate 0000 Receipt 46091 Note:

Lkup UP

The data is sorted by TR code; as shown, there are multiple batches for this one date.

13.5. TR Receipt History by [5 Code]

Treasury Receipt History by Code

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

Code: LSDOTUIT Page

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

Year	Pay Date	Trx#	Batch	Account Number	Payment Amt	Transaction Note	Attach
2019	03-Dec-2018	1844625	120418SS09	5170-000-0000-000-00-42412	480,00		ATTACH
2019	03-Dec-2018	1844628	120418SS09	5170-000-0000-000-00-42412	480,00		ATTACH
2019	19-Nov-2018	1843215	111918MN01	5170-000-0000-000-00-42412	240,00		ATTACH
2019	14-Nov-2018	1842204	111418ES01	5170-000-0000-000-00-42412	750,00		ATTACH
2019	14-Nov-2018	1842208	111418ES01	5170-000-0000-000-00-42412	60,00		ATTACH
2019	07-Nov-2018	1841698	110718ES21	5170-000-0000-000-00-42412	360,00		ATTACH
2019	07-Nov-2018	1841699	110718ES21	5170-000-0000-000-00-42412	700,00		ATTACH
2019	31-Oct-2018	1839901	103118MN07	5170-000-0000-000-00-42412	360,00		ATTACH
2019	31-Oct-2018	1839903	103118MN07	5170-000-0000-000-00-42412	360,00		ATTACH
2019	25-Oct-2018	1835600	102518MN03	5170-000-0000-000-00-42412	300,00		ATTACH
2019	24-Oct-2018	1835576	102418MN03	5170-000-0000-000-00-42412	300,00		ATTACH
2019	23-Oct-2018	1835486	102318MN03	5170-000-0000-000-00-42412	1500,00		ATTACH
2019	15-Oct-2018	1833823	101518MN04	5170-000-0000-000-00-42412	300,00		ATTACH
2019	27-Sep-2018	1832696	100418MN03	5170-000-0000-000-00-42412	120,00		ATTACH
2019	05-Sep-2018	1828705	090518ES01	5170-000-0000-000-00-42412	18000,00		ATTACH
2018	15-May-2018	1792371	051518MN01	5170-000-0000-000-00-42412	60,00		ATTACH
2018	01-May-2018	1789926	050118MN02	5170-000-0000-000-00-42412	60,00		ATTACH
2018	01-May-2018	1789928	050118MN02	5170-000-0000-000-00-42412	60,00		ATTACH
2018	30-Apr-2018	1792307	051418ES01	5170-000-0000-000-00-42412	30,00	UNITPAY	ATTACH
2018	27-Mar-2018	1774891	032718MN05	5170-000-0000-000-00-42412	135,00		ATTACH

Total Record(s) 271 Total for this Code 391135,58

8-Batch Info Cash Check 480,00 Other Code CK TR# #Attachments None
Check# Card# ExpDate 0000 Receipt 46090 Note:

Lkup UP

Year, Pay Date, Transaction Number (Trx#), Batch #, Account Number, Payment Amount, and Transaction Note are the columns on this screen

Since the screen shows the transactions by Code, there is no need for a Code column.

13.1. TR Receipt History by [6 Trx Number]

Year, Account Number, Pay Date, Code, Batch #, Payment Amount, and Transaction Note are the columns on this screen.



Since the screen shows the transactions by Transaction Number, there is no need for a Transaction Number column.

13.2. Treasury Receipt History Attachments Screen

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 23**.

Figure 23 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®)



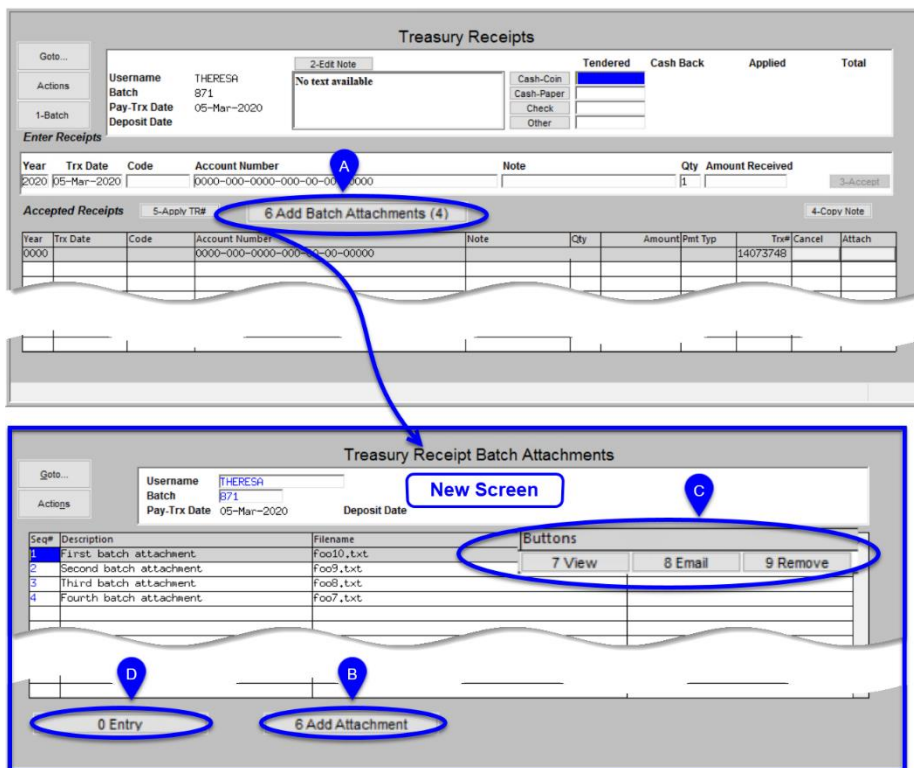
d	[8 Email]	To email an existing attachment, with notes, to any email address; a copy of the email will be sent to the person initiating the email if they have an email set up on their user profile
e	[9 Remove]	To remove attachments that were added in error or are no longer needed

13.3. Treasury Receipts Batch Attachments

Some sites use decentralized data entry for Treasury Receipts. These sites allow departments to send multiple receipts on the same “cover sheet” or “turnover report”.

Use the **[6 Add Batch Attachments]** button to attach document(s) to a batch. When the batch is posted, any documents attached to the batch will have a link to individual transactions.

This allows attaching a document once to be linked to all transactions. Attach documents to individual transactions that require detailed information and attach a document at the batch level to connect to all transactions in the batch. A maximum of 200 batch attachments is allowed per batch.



Click on **[4 Add Batch Attachments]** (the number in (#) parenthesis is the number of attachments

Click the **[6 Add Attachment]** button and select the attachment in the Windows Explorer

Click to **[7 View]**, **[8 Email]**, or **[9 Remove]** attachments

[D] Return to the **[0 Entry]** screen

Figure 24 After – New Treasury Receipt Batch Attachments screen



13.3.1. Transaction History ▶ View Attachments after Posting

Once the batch is posted, all attachments (both individual and batch) are shown on the Treasury Receipt History screen. The history screen presents information by **Treasury Receipt Code**. Click on:

Collections ▶ Treasury Receipts ▶ Treasury Receipt History ▶ [2 Batch]

The example in Figure 25 shows the treasury receipt history for Batch **1008**, code **160HPAVING** – click on the **[ATTACH]** button to view the **Treasury Receipt Attachments** screen.

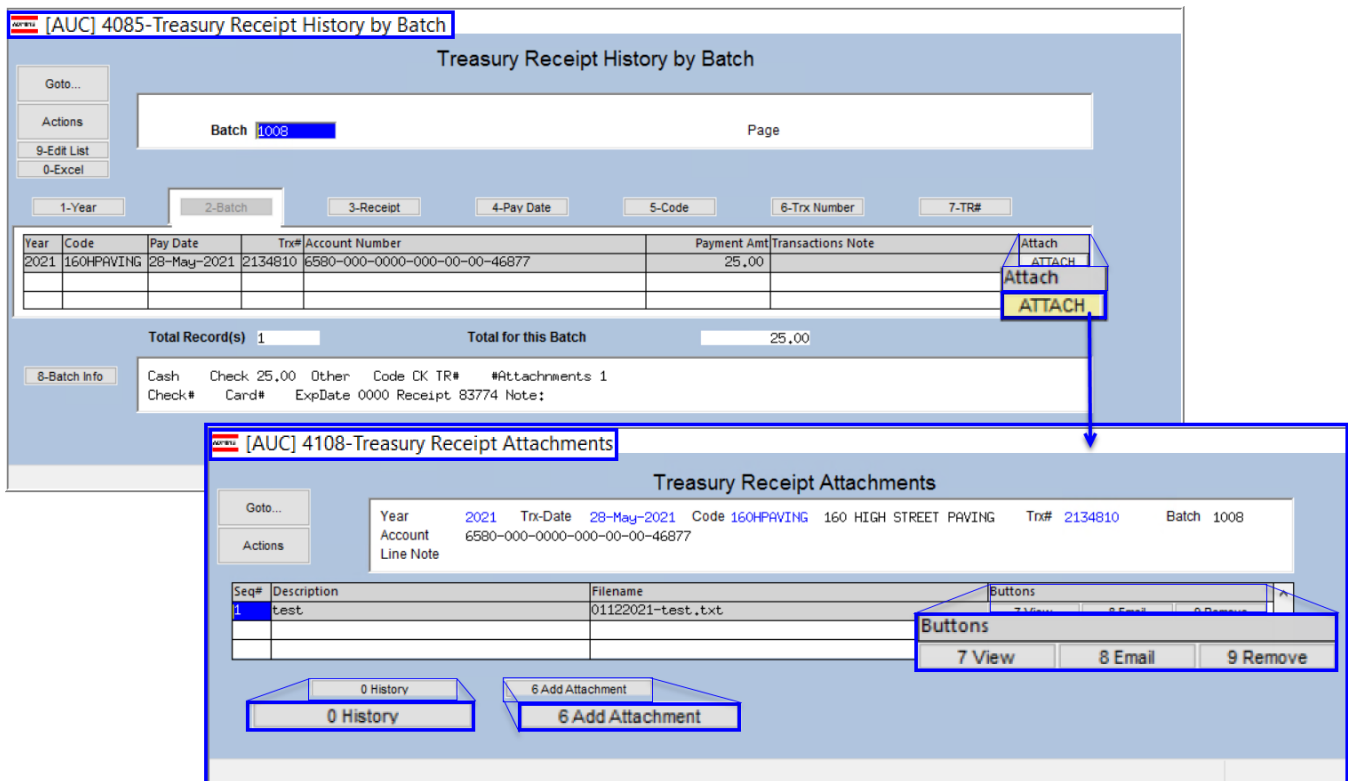


Figure 25 The Treasury Receipt History Attachments screen

Attachments may be **[7 Viewed]**, **[8 Emailed]**, **[9 Removed]** and **[6 Added]** from this screen. Click on the **[0 History]** button to return to the TR History screen.

This screen holds attachments created during the TR batch entry and those attached to the posted batch en-masse as described in section 13.4.



13.4. Add Attachments to Transactions in a Posted Batch

This feature allows attaching a document to all the transactions in a posted Treasury Receipt Batch. This might be used if all the paperwork for a batch was scanned to a single **PDF®** file to be attached to *each transaction* in that batch.



This does not create multiple instances of the attachment, just multiple **links** to the attachment.

This will allow “reaching back” to batches created prior to the availability of the new feature described in Section 13.3 above in this document.

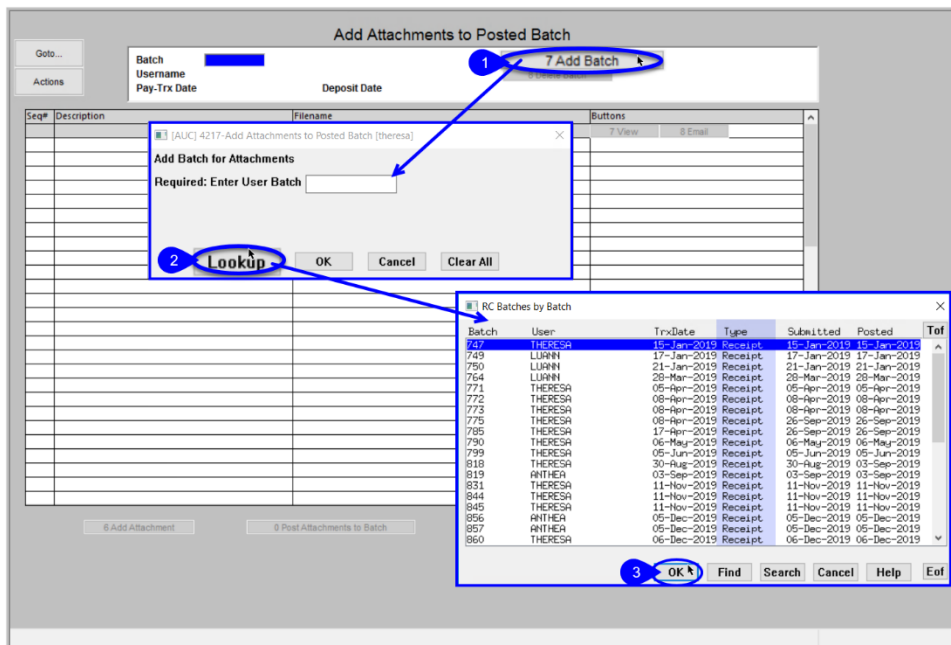


Figure 26 The Add Attachments to Posted Batch Screen

Begin by adding the batch to the attachment screen.

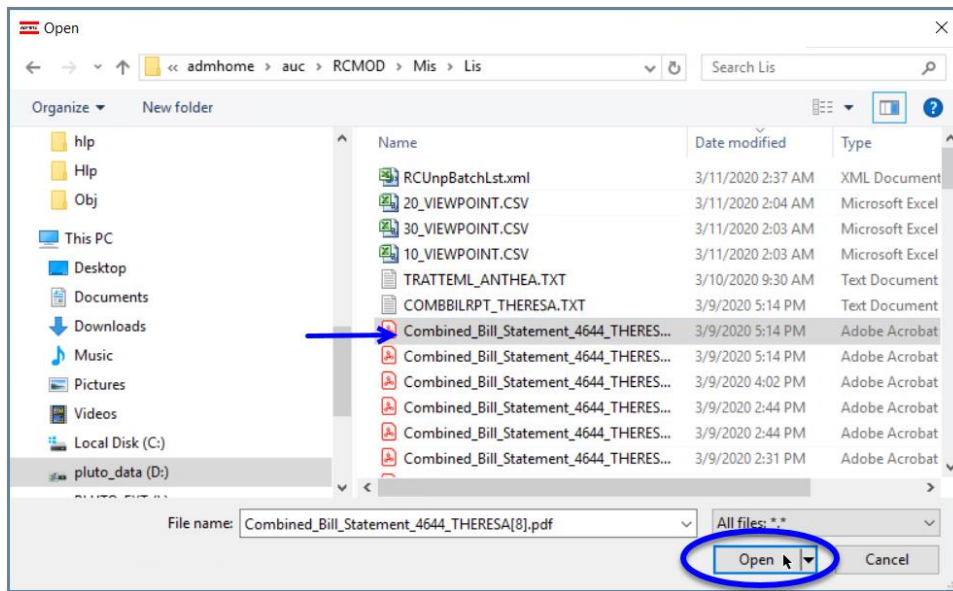
- 1.) Click on **7 Add Batch** and either 2.) enter the batch number or 3.) select the batch from the lookup.

Only posted batches with at least one Treasury Receipt will be eligible to be added to the screen.



Note – check that the **USERNAME** is correct on the selected batch to ensure that the correct batch is chosen.

Next, click on the **6 Add Attachment** button to select the attachment file to be added to the batch. The standard Windows File Explorer screen will be displayed allowing selection of the file to be attached.



Click on the file to be attached and click on **[Open]**.

As with any attachment in the AUC system, the files must be persistently available. Consult the local system administrator to ensure that the file location is appropriate.

The **Add Attachments to Posted Batch** screen will be re-displayed with the selected attachment. Enter description text.

Click on the **6 Add Attachment** button to add another attachment to the batch.

To complete the process, click on **0 Post Attachments to Batch**.

Prior to **posting** attachments to the batch, if an error is discovered, click on **8 Delete Batch** to remove the batch from the screen and start fresh. See section 13.3.1 for viewing posted batch attachments.



14. Accounting Cycle

A typical treasury receipt will post as follows:

General Ledger

DR Cash
CR Revenue Control

Subsidiary Revenue Ledger

CR Revenue Account

This section contains instructions on how and where to set up the account numbers used when processing Treasury Receipts.

The account numbers used in the Treasury Receipts transactions need to be defined in 3 places:

To set up the...

Cash Account
Revenue Control Account
Up to 4 Debit/Credit Accts

Go to this screen...

Collections ▪ Treasury Receipts ▪ Bill Category. See *Accounting Tab*
Ledgers ▪ Account Maintenance ▪ General Ledger Controls. See *Line 2*.
Collections ▪ Treasury Receipts ▪ Treasury Receipt Codes

14.1. Defining the Cash Account

Set up which Cash Accounts are to be updated when receipts are processed on the **Bill Category** ▶ **Accounting Tab**. In this example:

Account Number	G/L Account Description	Summarize Posting?
1 Cash ****-000-0000-000-00-00-10400	---1 Cash	<input checked="" type="radio"/> No <input type="radio"/> Yes
3 Deferred Revenue 0000-000-0000-000-00-00-00000	---3 Deferred Revenue	
4 A/R 0000-000-0000-000-00-00-00000	---4 A/R	
5 Abate/Exempt Overlay 0000-000-0000-000-00-00-00000	---6 Abatements	
6 Tax Title 0000-000-0000-000-00-00-00000	---8 Tax Title	
7 Revenue Write-Off 0000-000-0000-000-00-00-00000	---10 Revenue Write-Off	
8 F Bal reserved Overlay 0000-000-0000-000-00-00-00000	---7 F Bal reserved Overlay	

The “****” represent wildcards to be used during posting. This means that the **FUND** number for the Cash account will be replaced with the **FUND** number from the individual receipts to determine which cash account to update during the posting.



14.2. Defining the Revenue Control Account

Ledgers

- Account Maintenance ▶
- Journal Entry Processing ▶
- Posting Control ▶
- Queries ▶
- Reports ▶
- Year-End Processing ▶
- Unpost Processing ▶
- Module Maintenance ▶
- Interfaces ▶
- Site Specific ▶
- Ledgers Help

- Chart of Accounts
- Account Elements
- Fiscal Periods
- General Ledger Controls**
- DT/DF Accounts
- Summary Accounts
- Allocation Codes
- Account Security
- Subclass Codes
- Entity Table
- Maintain Crosswalk
- Budget Groups
- Revenue Types
- Element Category 1
- Element Category 2
- Element Category 3
- Element Category 4
- Bank Codes

Control Accounts are the Balance Sheet offset accounts that are used during posting procedures to keep the Balance Sheet *in balance*. Control accounts are defined by “Fund” to keep each Fund within the Balance Sheet in balance.

Maintain General Ledger Controls

FY: 2008 Fund: 1000 Description: General Fund Fund Status: OPEN

Line	Account Number	Description	Summarize Postings?
1		Cash	<input type="checkbox"/>
2	1000-000-0000-000-00-00-39100	Revenues	<input checked="" type="checkbox"/>
3		Expenditure	<input type="checkbox"/>
4		Encumbrance	<input type="checkbox"/>
5		Revenue	<input checked="" type="checkbox"/>
6		Fund Equity	<input type="checkbox"/>
7		Suspense	<input type="checkbox"/>
8		Due To	<input type="checkbox"/>
9		Due From	<input type="checkbox"/>
10		Discounts	<input type="checkbox"/>
11		Accrued Payroll	<input type="checkbox"/>
12		Payroll Expenditure Control	<input type="checkbox"/>
13		Expenditure Appr Fwd Equity	<input type="checkbox"/>
14		Other Financing Uses	<input type="checkbox"/>
15		Other Financing Sources	<input checked="" type="checkbox"/>
16		UNDESIGNATED FUND BALANCE	<input type="checkbox"/>
17		Suspense	<input type="checkbox"/>
18		ACCOUNTS PAYABLE	<input type="checkbox"/>
19		ACCUED PAYROLL	<input type="checkbox"/>
20		PAYROLL EXPENDITURE CONTROL	<input type="checkbox"/>
21		EXPENDITURE APPR FORWARD EQUITY	<input type="checkbox"/>
22		OTHER FINANCING USES	<input type="checkbox"/>
23		OTHER FINANCING SOURCES	<input checked="" type="checkbox"/>



For Treasury Receipts, the REVENUE CONTROL Account number must be supplied. If it is not present for each fund against which receipts are processed, then those receipts will not be posted. The system will not allow posting to a Fund unless their control accounts have been supplied here.

Use wildcards if needed. In the example below, the Department Number is a wildcard. This means that when the system tries to post receipts, it will look for a Cash account for each department it is processing.

Revenue	<input type="text" value="2"/>	<input type="text" value="1000-***-0000-000-00-00-10400"/>	Revenues
---------	--------------------------------	--	----------

14.3. Defining the Account Codes

The individual revenue accounts that are to be used on the Treasury Receipts are defined by setting up a Treasury Receipt Code. By using codes, the system allows normalizing the data and performing analytics on the type of revenue being collected. **RC-1340 Managing Treasury Receipt Codes – Add, Delete & Edit** provides detailed information and instructions for defining the accounts for Treasury Receipt codes. See also **section 3.2** in this document.

14.4. How It All Works During Posting

This section explains how everything gets posted to the Ledgers based on the different setup option.

14.4.1. All Receipts to One Fund

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	1000-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	1000-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash

And the **Cash account** was set up as follows:

Cash	Account Number <input type="text" value="***-000-0000-000-00-00-10400"/>	G/L Account Description <input type="text" value="---1 Cash"/>	Summarize Posting? <input type="radio"/> No <input checked="" type="radio"/> Yes
------	--	--	--

And the Revenue Control Account was set up as follows:

Revenue	<input type="text" value="2"/>	<input type="text" value="1000-000-0000-000-00-00-39100"/>	Revenues	<input checked="" type="checkbox"/>
---------	--------------------------------	--	----------	-------------------------------------



Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-00-10400	30.00	
Revenue Control	1000-000-0000-000-00-00-39100		30.00
Cash	1000-000-0000-000-00-00-10400	625.00	
Revenue Control	1000-000-0000-000-00-00-39100		625.00
Cash	1000-000-0000-000-00-00-10400	375.00	
Revenue Control	1000-000-0000-000-00-00-39100		375.00
Cash	1000-000-0000-000-00-00-10400	425.00	
Revenue Control	1000-000-0000-000-00-00-39100		425.00
	Total: Balance Sheet	1,455.00	1,455.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Marriage Certificates	1000-000-0000-000-00-00-42940		30.00
Building Permits	1000-000-0000-000-00-00-44250		625.00
Electrical Permits	1000-000-0000-000-00-00-44254		375.00
Gas Permits	1000-000-0000-000-00-00-44252		425.00
	Total: Revenue Ledger		1,455.00



14.4.2. Receipts to Multiple Funds

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	0100-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	0300-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash

And the **Cash account** was set up as follows:

Cash	Account Number ****-000-0000-000-00-00-10400	G/L Account Description ---1 Cash	Summarize Posting? <input type="radio"/> No <input type="radio"/> Yes
------	--	---	---

And the **Revenue Control Accounts** were set up as follows:

Maintain General Ledger Controls

FY 2008	Fund 0100	Description CASH-OPERATING FUND	Fund Status OPEN
-------------------	---------------------	---	----------------------------

Line	Account Number	Description	Summarize Postings?
1	- - - - -	---1 Cash	<input type="checkbox"/>
2	0100-000-0000-000-00-00-39100	REVENUE	<input type="checkbox"/>

Maintain General Ledger Controls

FY 2008	Fund 0300	Description GENERAL-OPERATING FUND	Fund Status OPEN
-------------------	---------------------	--	----------------------------

Line	Account Number	Description	Summarize Postings?
1	- - - - -	---1 Cash	<input type="checkbox"/>
2	0300-000-0000-000-00-00-39100	REVENUE	<input type="checkbox"/>

Maintain General Ledger Controls

FY 2008	Fund 1000	Description General Fund	Fund Status OPEN
-------------------	---------------------	------------------------------------	----------------------------

Line	Account Number	Description	Summarize Postings?
1	- - - - -	---1 Cash	<input type="checkbox"/>
2	1000-000-0000-000-00-00-39100	Revenues	<input checked="" type="checkbox"/>

Then these receipts would be posted as follows:



General Ledger

Description	Account#	Debit	Credit
Cash	0100-000-0000-000-00-00-10400	75.00	
Revenue Control	0100-000-0000-000-00-00-39100		75.00
Cash	0300-000-0000-000-00-00-10400	250.00	
Revenue Control	0300-000-0000-000-00-00-39100		250.00
Cash	1000-000-0000-000-00-00-10400	625.00	
Revenue Control	1000-000-0000-000-00-00-39100		625.00
Cash	1000-000-0000-000-00-00-10400	30.00	
Revenue Control	1000-000-0000-000-00-00-39100		30.00
Total: Balance Sheet		980.00	980.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Trash Penalty/Interest	0100-000-0000-000-00-00-42030		75.00
Sewer Applic Fees	0300-000-0000-000-00-00-42301		250.00
Building Permits	1000-000-0000-000-00-00-44250		625.00
Marriage Certificates	1000-000-0000-000-00-00-42940		30.00
Total: Revenue Ledger			980.00

14.4.3. Receipts to Multiple Funds, Multiple Accounts

Suppose the following 2 receipts were being posted:

Accepted Receipts

2008	05-Mar-2008	AMUSE	1000-000-0000-000-00-00-44112	1	325.00	Check
2008	05-Mar-2008	LLUNCH	2020-000-0000-000-00-00-42920	1	100.00	Cash

And the **Cash** account was set up as follows:

Account Number	G.L. Account Description	Summarize Posting?
Cash ****-000-0000-000-00-00-10400	---1 Cash	<input checked="" type="radio"/> No <input type="radio"/> Yes

And the **Revenue and Expenditure Control Accounts** were set up as follows:

Maintain General Ledger Controls

FY	Fund	Description	Fund Status
2008	1000	GENERAL FUND	OPEN

Line	Account Number	Description	Summarize Postings?
2	1000-000-0000-000-00-00-39100	Revenues	<input checked="" type="checkbox"/>
3	1000-000-0000-000-00-00-39300	Expenditures	<input type="checkbox"/>



Maintain General Ledger Controls

Goto...
Actions
1-Edit List

FY	Fund	Description	Fund Status
2008	2020	SCHOOL LUNCH	OPEN

Line	Account Number	Description	Summarize Postings?
Revenue	2	2020-000-0000-000-00-00-39100	REVENUE
Expenditure	3	2020-000-0000-000-00-00-39300	EXPENDITURES

And the Additional Debit/Credit Accounts that are set up for the Treasury Receipt Code LLUNCH are:

Treasury Receipt Codes

Year: 2008
Code: LLUNCH SCHOOL LUNCH-CAF REC
Do Not Post?
Allow Override? Default Amount: _____

	Accounts	Description	Amount
1st Debit	2020-000-0000-000-00-00-10400	CASH, SCHOOL LUNCH	
1st Credit	2020-000-0000-000-00-00-42920	SCHOOL LUNCH, CAFETERIA RECEIPTS	
2nd Debit	0100-000-0000-000-00-00-39100	REVENUE	
2nd Credit	2020-000-3400-000-09-00-52400	LUNCH PROGRAM SERVICES	
3rd Debit	0000-000-0000-000-00-00-00000		
3rd Credit	0000-000-0000-000-00-00-00000		
4th Debit	0000-000-0000-000-00-00-00000		
4th Credit	0000-000-0000-000-00-00-00000		

Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-00-10400	325.00	
Revenue Control	1000-000-0000-000-00-00-39100		325.00
Cash	2020-000-0000-000-00-00-10400	100.00	
Revenue Control	2020-000-0000-000-00-00-39100		100.00
Revenue Control	0100-000-0000-000-00-00-39100	100.00	
Expenditure Control	2020-000-0000-000-00-00-39300		100.00
Total: Balance Sheet		525.00	525.00

Subsidiary Ledger

Description	Account#	Debit	Credit
Automatic Amusement License	1000-000-0000-000-00-00-44112		325.00
School Lunch Cafeteria Receipts	2020-000-0000-000-00-00-42920		100.00
Lunch Program Services	2020-000-0000-000-00-00-52400		100.00
Total: Subsidiary Ledger			525.00



14.5. How to Summarize Postings to the Balance Sheet

In the previous illustrations, all the postings were shown in detail. This means that for every receipt posted to the subsidiary ledger, two transactions were created in the Balance sheet. Reduce the number of transactions posting to the Balance Sheet by using the Summarize Posting feature.

14.5.1. Summarizing to the Cash Account

On the Bill Category screen, **Collections ▶ Treasury Receipts ▶ Bill Category**, set the Summarize Posting radio button to **Yes** in order to summarize postings of Treasury Receipts the Cash Accounts. In the example below, the **FUND** element is wild carded. This means that postings to Cash accounts in all Funds will be summarized.

The screenshot shows the 'Bill Category' screen. At the top, there are tabs for 'Categories 1', 'Accounting 2', 'Associations 3', 'Calculations 4', and 'Groups 5'. The 'Accounting 2' tab is active. Below the tabs, there is a table with columns: 'Category', 'Description', 'Adjustment Allowed this Category', and 'Summarize Posting?'. The 'Adjustment Allowed this Category' has radio buttons for 'None', 'Charge', 'Payment', and 'Both'. The 'Summarize Posting?' has radio buttons for 'No' and 'Yes', with 'Yes' selected. The table contains two rows: 'Cash' with account number '****-000-0000-000-00-10400' and 'Revenue' with account number '0000-000-0000-000-00-00000'. The 'Summarize Posting?' column for both rows has the 'Yes' radio button selected.

14.5.2. Summarizing to the Revenue Control Account

On the Maintain General Ledger Controls screen, **Ledgers ▶ Account Maintenance ▶ General Ledger Controls**, set the Summarization checkbox in order to summarize postings to this Control Account for this Fund.

The screenshot shows the 'Maintain General Ledger Controls' screen. At the top, there are tabs for 'FY', 'Fund', 'Description', and 'Fund Status'. The 'FY' tab is active, showing '2008'. Below the tabs, there is a table with columns: 'Line', 'Account Number', 'Description', and 'Summarize Postings?'. The table contains two rows: 'Cash' with line '1' and account number '-----' and 'Revenue' with line '2' and account number '1000-000-0000-000-00-39100'. The 'Summarize Postings?' column for both rows has a checkbox checked.

14.5.3. No Summarizing to the Revenue Subsidiary Ledger Accounts

As this ledger must contain a complete and explicit audit trail of every transaction processed, this ledger cannot *summarize* to the Revenue Subsidiary Ledger Accounts.



14.5.4. Posting to One Fund

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	1000-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	1000-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash

Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	1000-000-0000-000-00-00-10400	1,455.00	
Revenue Control	1000-000-0000-000-00-00-39100		1,455.00
Total: Balance Sheet		1,455.00	1,455.00

Revenue Subsidiary Ledger

Description	Account#	Debit	Credit
Marriage Certificates	1000-000-0000-000-00-00-42940		30.00
Building Permits	1000-000-0000-000-00-00-44250		625.00
Electrical Permits	1000-000-0000-000-00-00-44254		375.00
Gas Permits	1000-000-0000-000-00-00-44252		425.00
Total: Revenue Ledger			1,455.00

14.5.5. Posting to Multiple Funds

Suppose the following 4 receipts were being posted:

Accepted Receipts

2008	20-Aug-2007	PERMGAS	0100-000-0000-000-00-00-44252		5	425.00	Cash
2008	19-Aug-2007	PERMELEC	0300-000-0000-000-00-00-44254		5	375.00	Cash
2008	20-Aug-2007	PERMBLDG	1000-000-0000-000-00-00-44250	New Subdivision	5	625.00	Cash
2008	20-Aug-2007	MARRIAGE	1000-000-0000-000-00-00-42540		3	30.00	Cash



Then these receipts would be posted as follows:

General Ledger

Description	Account#	Debit	Credit
Cash	0100-000-0000-000-00-00-10400	75.00	
Revenue Control	0100-000-0000-000-00-00-39100		75.00
Cash	0300-000-0000-000-00-00-10400	250.00	
Revenue Control	0300-000-0000-000-00-00-39100		250.00
Cash	1000-000-0000-000-00-00-10400	655.00	
Revenue Control	1000-000-0000-000-00-00-39100		655.00
Total: Balance Sheet		980.00	980.00

Revenue Subsidiary Ledger


Description	Account#	Debit	Credit
Trash Penalty/Interest	0100-000-0000-000-00-00-42030		75.00
Sewer Applic Fees	0300-000-0000-000-00-00-42301		250.00
Building Permits	1000-000-0000-000-00-00-44250		625.00
Marriage Certificates	1000-000-0000-000-00-00-42940		30.00
Total: Revenue Ledger			980.00

15. Frequently Asked Questions

15.1. How do I process a Bad Check?

- A. BATCH CONTROL TOTAL -- Enter the amount of the bad check(s) in the OTHER field

	Expected
Cash(Coins)	<input type="text"/>
Cash(Paper)	980.00
Check	<input type="text"/>
Other	-150.00
Totals	830.00



ENTER RECEIPTS – Enter the tendered amount in the other field and specify it as a Bad Check.

Tendered	
Cash-Paper	<input type="text"/>
Cash-Coin	<input type="text"/>
Check	<input type="text"/>
Other	-150.00

Pre Deposit
Credit Card
Wire Transfer
Bad Check
Adjustment

Year	Trx Date	Code	Account Number	Note	Qty	Amount Received	
2008	20-Aug-2007	MISC	1000-000-0000-000-00-00-48400		1	-150.00	3-Accept