REVENUE
RC–1320 TREASURY RECEIPTS

CONTENTS

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**.
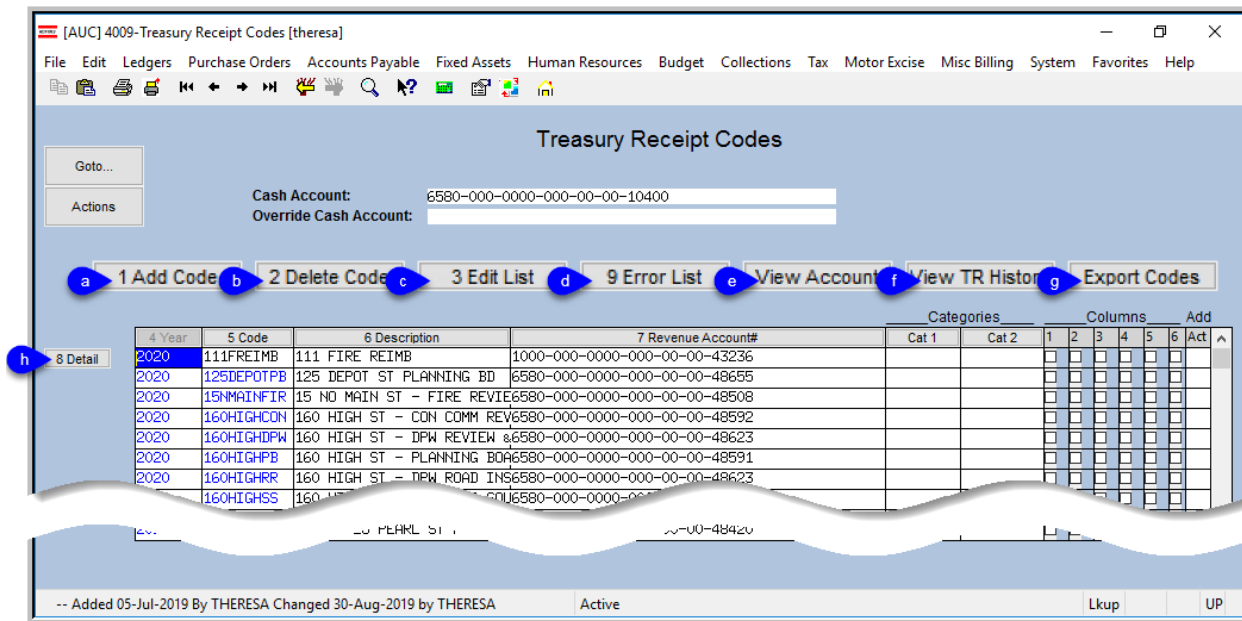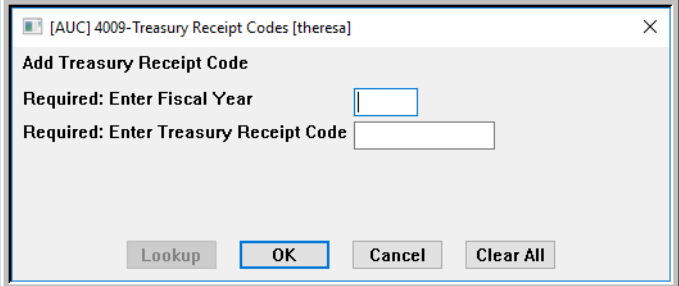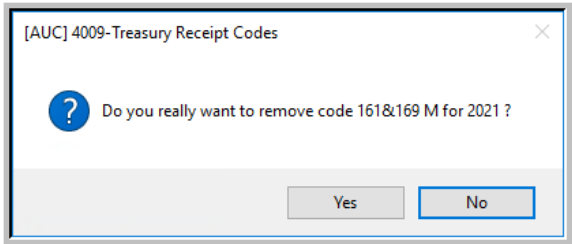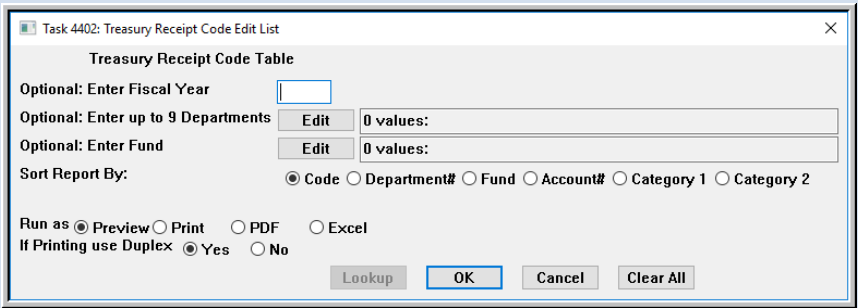
Figure 1 Treasury Receipt Codes (summary) screen)

The screen columns are described in the table below. Any column shown in **[Bold]** 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]**	Add a new treasury receipt code – the fiscal year and new code are required:
b	**[2 Delete Code]**	Delete the selected code – the system will prompt for a confirmation:
c	**[3 Edit List]**	Produce an edit list of the Treasury Receipt codes. If no filtering is used, all codes for all years will be listed.

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
1	Year	Code	Description	Account_Number	Description	Error_Code	
2	2021	12STEP		0000-000-0000-000-00-00-00000		1	
3	2021	1R	26 PEARL ST RENTAL-METR	0000-000-0000-000-00-00-00000		1	
4	2021	41600		0000-000-0000-000-00-00-00000		1	
5	2021	ATL FENCE	ATLANTIC FENCE SUPPLY	6580-000-0000-000-00-00-48659		4	
6	2021	EXPVENADJ	EXPENSE (VENDOR ADJUST/REF/REIM	0000-000-0000-000-00-00-00000		1	
7	2021	PEARLEPA	PEARL ST MILL BROWNFIELD EPA GRT	0000-000-0000-000-00-00-00000		1	
8	2021	PLANAPPFEE	PLANNING BOARD APPLICATION FEED	0000-000-0000-000-00-00-00000		1	
9	2021	REEDRENT	M.J. REED RENTAL	0000-000-0000-000-00-00-00000		1	
10	2021	RELEAF	MASS RE-LEAF TREE GRANT	0000-000-0000-000-00-00-00000		1	
11	2021	SETB-GRANT	SETB (POL EMERG TRN GR)	0000-000-0000-000-00-00-00000		1	
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			

Key	Button	Description
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? ☑	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? ☑	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? ☑	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	2nd 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	3rd Account Pair	Like the above; another example may be if a deferred revenue account is used.
j	4th 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®

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

Figure 4 The Edit List can be run using the [2 Edit List] pushbutton on the Treasury Receipt code detail screen
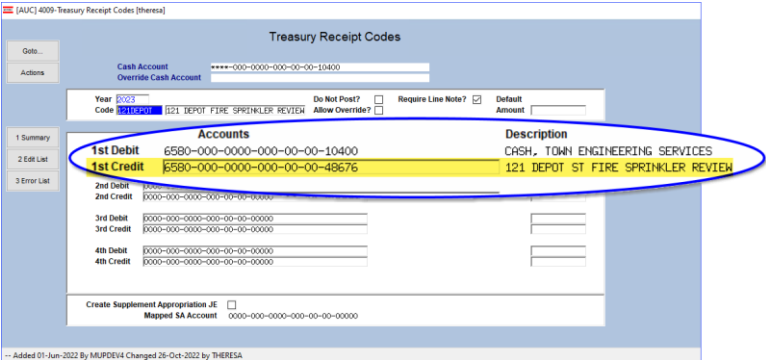
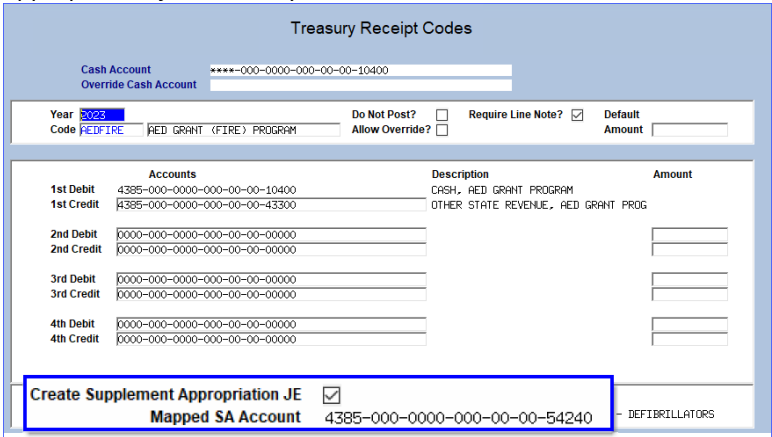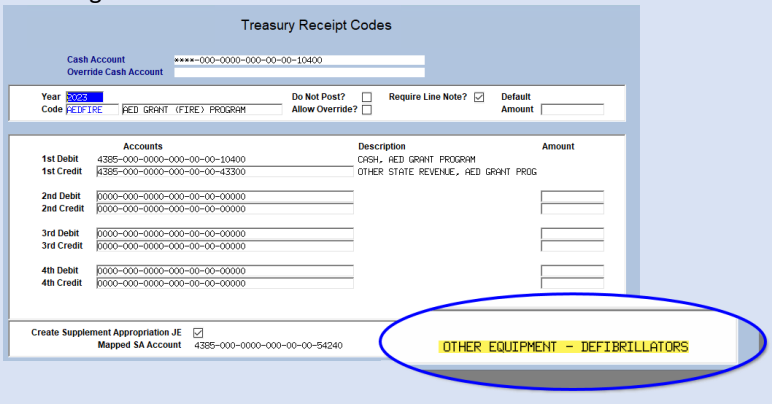**Figure 5 Treasury Receipt Code Edit List –PDF® output format**

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

Table 1 Columns on the Edit List
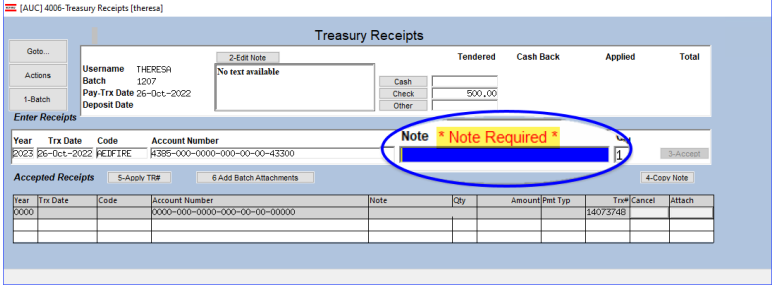
Column	Header	Description
A	Year	The year for the code; codes can exist for multiple years, and each year can have different attributes
B	Code	The alphanumeric code for the treasury receipt
C	Description	A description of what the code is used to represent
D	Default_Account_Number	This is the "first credit 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	If there is a value in the column, the code is flagged to create a supplemental appropriation journal entry.
KK	SA_JE_Description	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.

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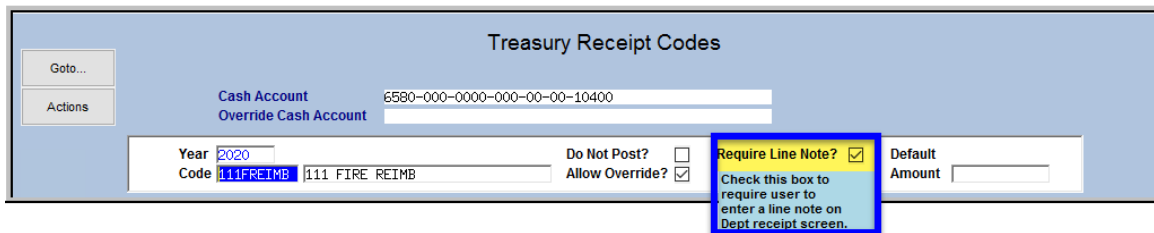
To require that notes be entered on treasury receipts, the **Treasury Receipt Codes** table includes a **"Require Line Note? ☑"** optional checkbox.

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

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.

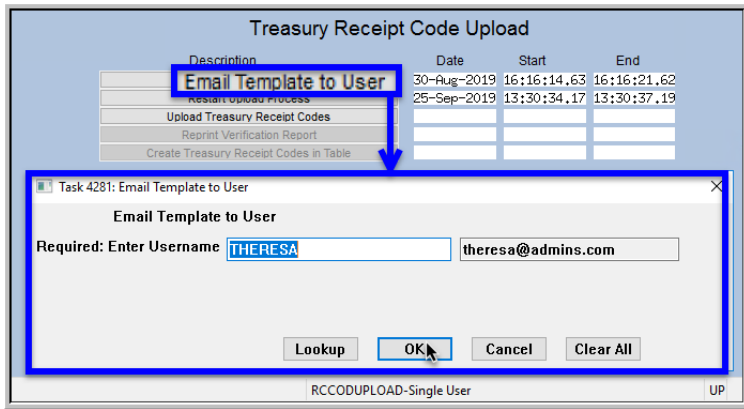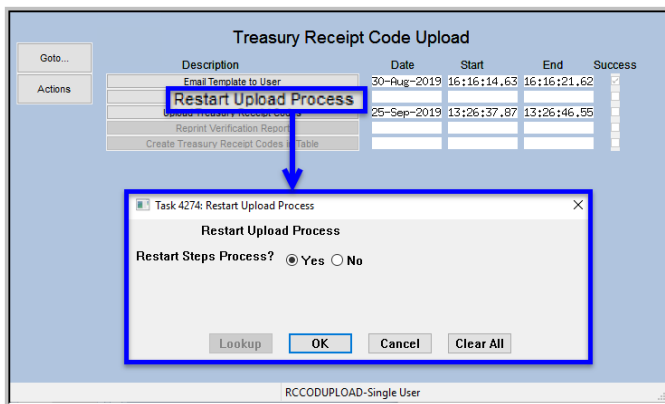Populate the template using either original entries from scratch or by exporting the existing codes, editing them, and pasting the results into the template using standard Windows® copy and paste.

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 wih 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.
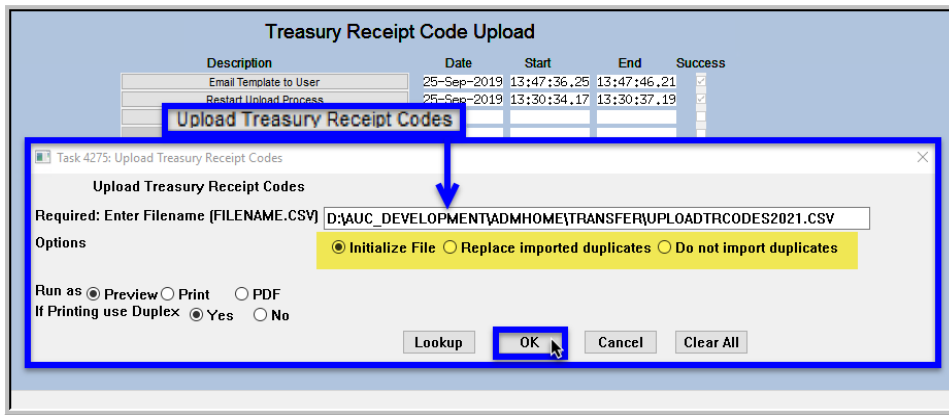
If there are transactions in the work file from a previous attempt, this message will be shown:
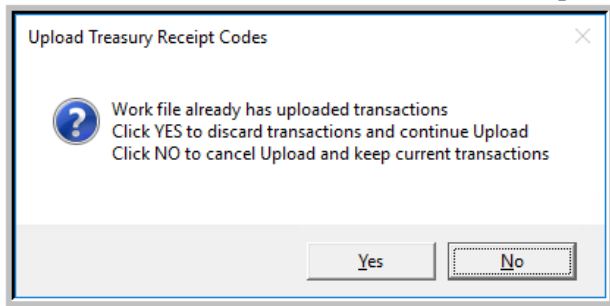
Click on **[Yes]** to discard any existing transactions and continue uploadeing the new transactions; click on **[No]** to cancel the upload.

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:
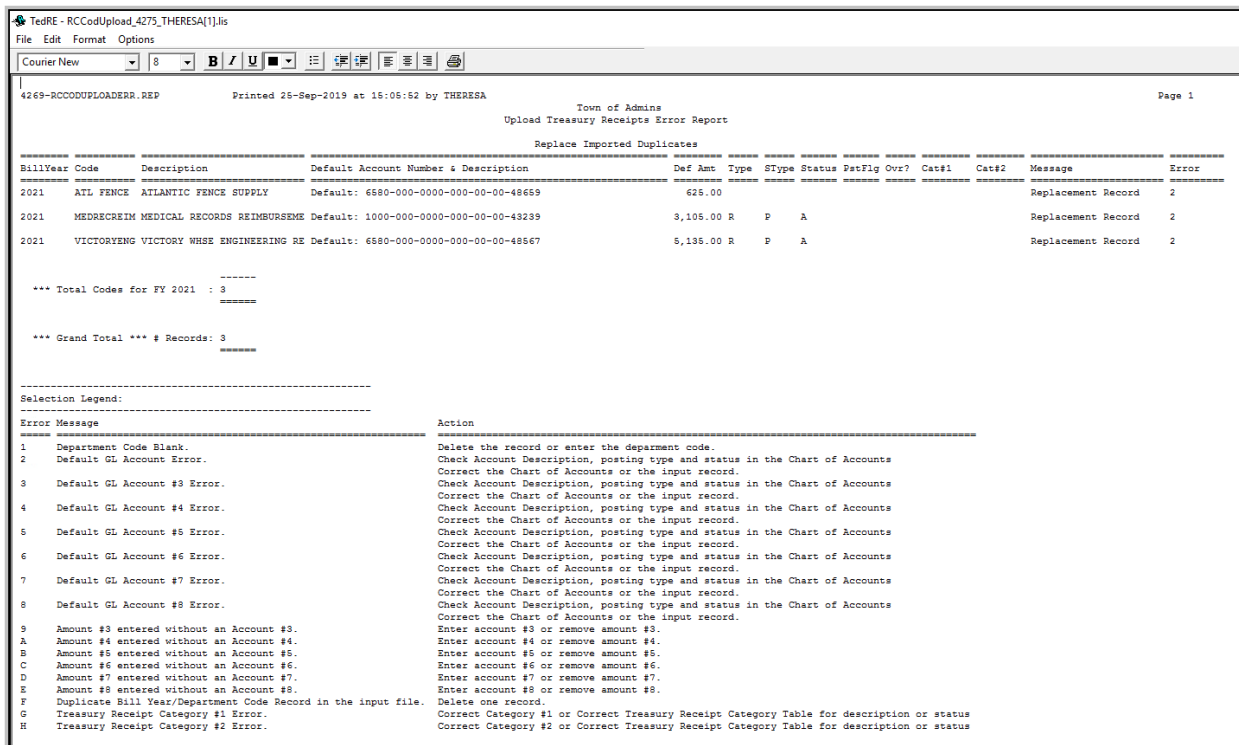
Error Code	Message	Action
1	**Department Code Blank**	Delete the record from the **.CSV** file or enter a department code for the treasury receipt code
2-8	**Default GL Account Error(# through #8)**	Check Account Description, posting type and status in the chart of accounts; correct the account in the 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:

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..

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**.

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
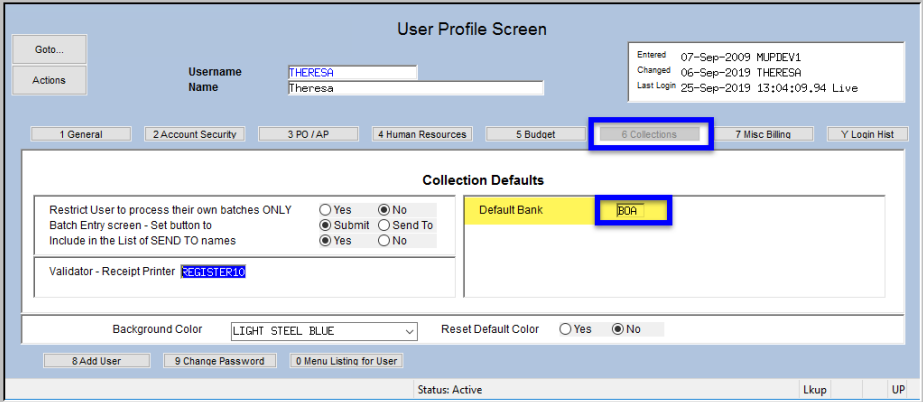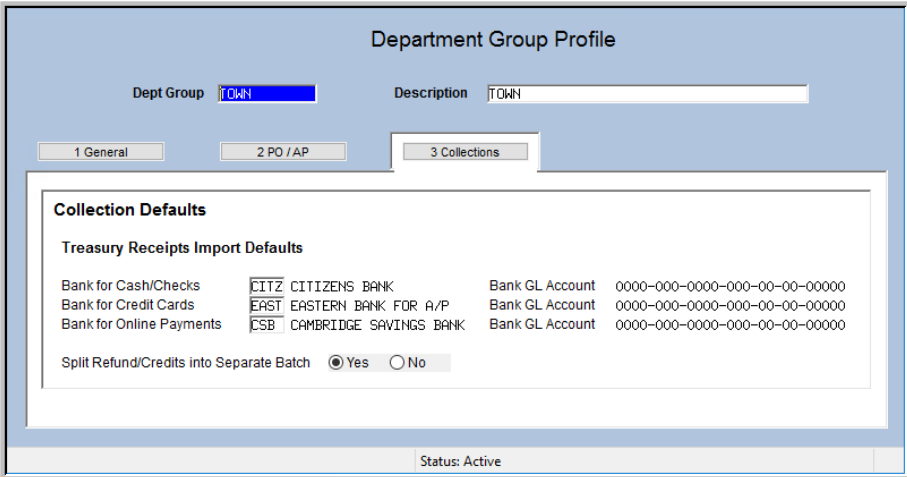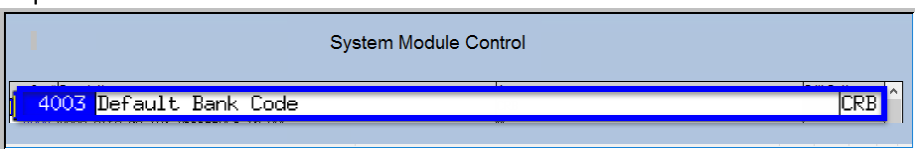
Figure 10 Collection Bath Entry Screen Header Fields

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	Represents the Bank into which this deposit was made. This will default to the:

1. User's default bank as specified on the **User Profile ▶ Collection** screen, **or**

2. Department's default bank as specified on the Department Profile ▶ Collection Screen, or

3. 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.

Field	Description
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 option**al** 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 ⊙ **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.
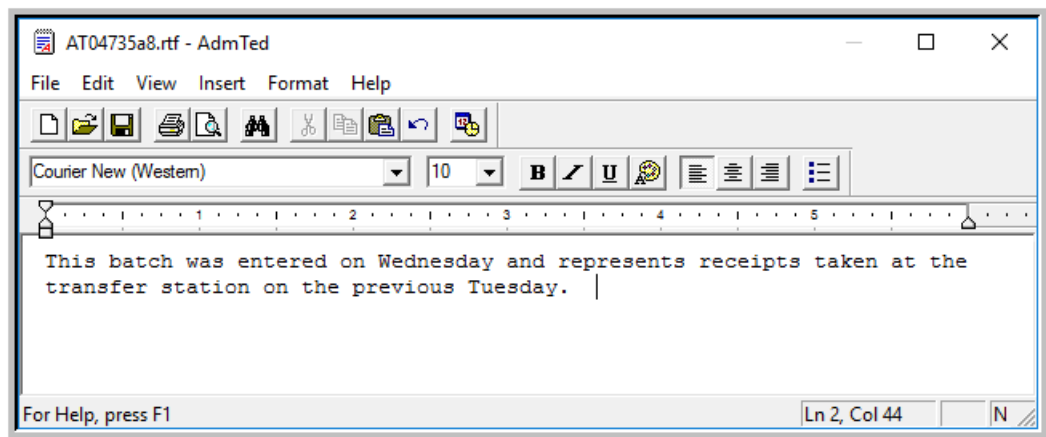
- Click the [1 Edit Note] button to open the Text Editor.
- Enter a note (see example above)
- Click the "X" in the upper right hand corner to exit.
- The system will display a prompt to save the entry:
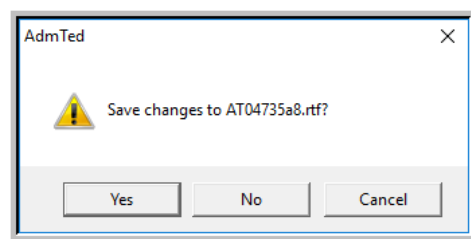
- Once saved, the note will appear in the window
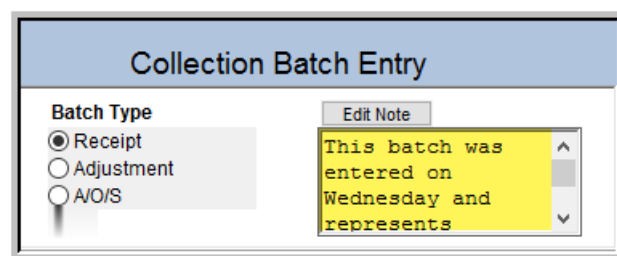
4.2. Notes

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)

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

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)			
Cash(Paper)	1231.25	1231.25	
Check	3675.95	3675.95	
Other			
Totals	4907.20	4907.20	

Before the batch can be submitted, the **Expected Amounts** <u>must</u> 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)			
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:

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	75.00	
	OK Cancel	

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

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]**.
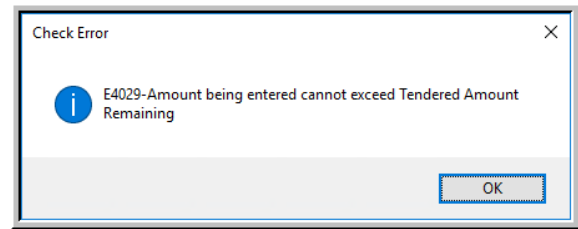
The options are:
- Pre Deposit
- Credit Card
- Wire Transfer
- Bad Check
- Adjustment
- Online

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.

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.

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

5.2. Receipt Entry

Field Labe	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: 1: Treasury Receipt Codes by Code for 2008 2: Treasury Receipt Codes by Description for 2008 3: Treasury Receipt Codes by Account# for 2008
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	*Optional*. Enter up to 80 characters for this individual receipt. ![Receipt entry row showing Year 2008, Trx Date 22-Aug-2007, Code blank, Account Number 0000-000-0000-000-00-00-00000, Note (empty, circled), Qty, Amount Received, 3-Accept] When hovering over this field, it will display the full text available. ![Receipt entry row showing Year 2008, Trx Date 22-Aug-2007, Code FINMISC, Account Number 1000-135-0000-000-00-00-48000, Note "This is my note for receipt of 3675.95" (circled), Qty, Amount Received, 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 Labe	How Used
Amount Received	*Code has Default Amount*: 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. *Code has no Default Amount*: If no default amount is present on the code then enter an amount here. Default amounts my be set to allow or not allow override. • 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.
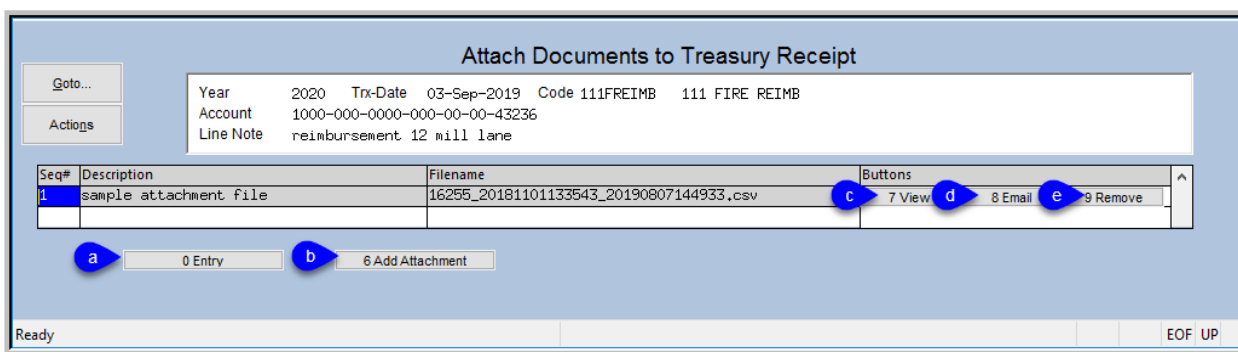
Figure 14 The [6 Add Attachment] Button Allows Supporting Documents to be Attached

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.

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].**

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

7.2. Multiple Batch Edit List

To run the edit list for more than one batch at a time, select **Collections ▶ 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.

Sel	5 User	6 Batch	7 Bnk	8 Pay Date	9 GL Date	Expected	Entered
☐	ANTHEA	748	BOA	15-Jan-2019	15-Jan-2019	1500.00	1500.00
☐	ANTHEA	758	BOA	22-Feb-2019	22-Feb-2019	1000.00	842.63
☐	ANTHEA	811	CRB	10-Jul-2019	10-Jul-2019		500.00
☐	LUANN	784	BOA	17-Apr-2019	17-Apr-2019	6500.00	6500.00
☐	PAUL	794	CRB	15-May-2019	15-May-2019	250.00	197.94
☐	PAUL	795	CRB	15-May-2019	15-May-2019	2000.00	1264.75
☐	PAUL	796	CRB	15-May-2019	15-May-2019	2000.00	2000.00
☑	THERESA	080614TRAN	ALLY	06-Aug-2014	06-Aug-2014	700.00	700.00
☑	THERESA	09252019TR	BOA	25-Sep-2019	25-Sep-2019	7135.00	7135.00
☑	THERESA	752	CRB	07-Feb-2019	07-Feb-2019		6992.41
☑	THERESA	809	ALLY	05-Jul-2019	05-Jul-2019	25220.00	25220.00
☑	THERESA	815	BOA	23-Jul-2019	23-Jul-2019	2000.00	200.00
☑	THERESA	820	BOA	03-Sep-2019	03-Sep-2019		235.00
☐	WENDY	744	BOA	08-Jan-2019	08-Jan-2019	100.00	100.00
☐	WENDY	745	CRB	08-Jan-2019	08-Jan-2019	500.00	500.00
☐	WENDY	766	CRB	01-Apr-2019	01-Apr-2019	100.00	100.00

Buttons: 1 Select All | 2 Deselect All | 3 Print Edit List | 4 Print TR Edit List

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.

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

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

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

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                                    4930.00                  4930.00
09252019TR  1886357  2020    25-Sep-2019  21ESITE      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  179MECHFIR   6580-000-0000-000-00-00-48513  179 MECHANIC ST - F                                                                      55.00         55.00
09252019TR  1886365  2020    25-Sep-2019  249BFITUP    6580-000-0000-000-00-00-48605  ULTA BEAUTY FIT UP                                                                       85.00         85.00
09252019TR  1886367  2020    25-Sep-2019  125DEPOTPB   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:RCRECCLR.REP          Printed 26-Sep-2019 at 11:57:42 by THERESA                                                                          Page 2
                                                              Town of Admins
                                                              Submit Batches

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  ■ ▼   :≡  ≡|≡  |≡ ≡ ≡|  ≡

411S
4067-RCRECCLRERR.REP             Printed 26-Sep-2019 at 11:57:41 by THERESA                                                    Page 1
                                                    Town of Admins
                                                    Submit Batch Error Report

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

No Records Selected
```

The following is a sample batch error report:

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.**	This could mean one of three things: • 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* *To correct these, verify the bank codes in **Ledgers ▶ Account Maintenance ▶ Bank Codes** and make any necessary adjustments.

8.2. Submit Multiple Batches

To submit more than one batch at a time, select **Collections ▶ Treasury Receipts ▶ Submit Batches**.
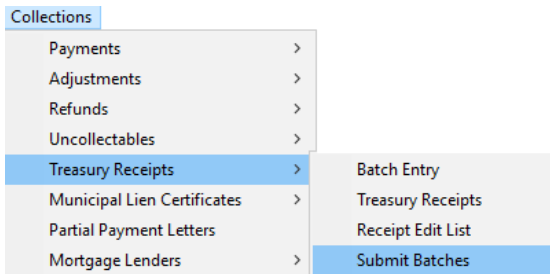
The available batches will presented for selection.
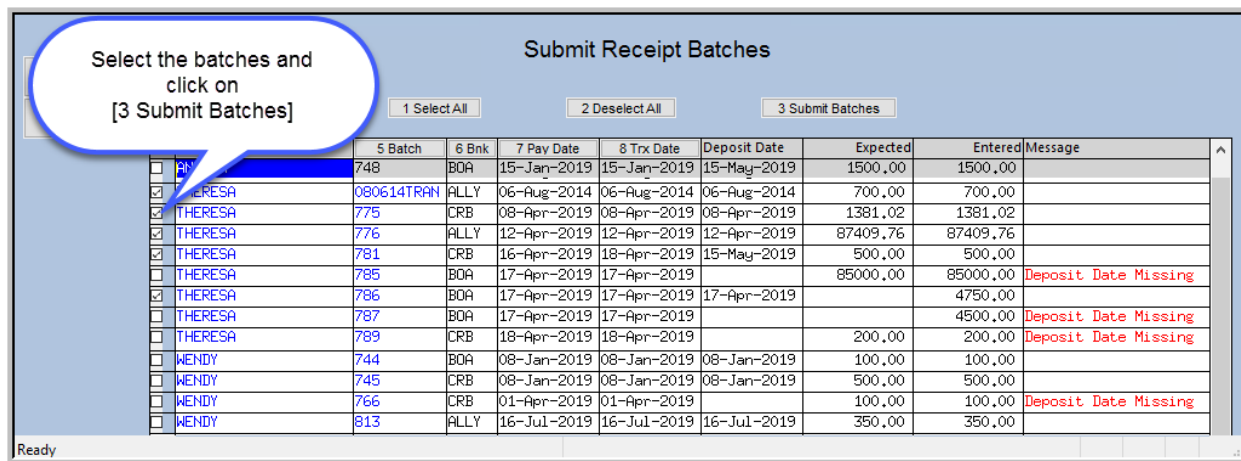
Figure 17 The Submit Receipt Batches Screen

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

8.3. Submit Batch Results

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].**

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.

Figure 18 Restore Submitted Receipts report

9.2. Restore Multiple Batches

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` 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	^
☑	THERESA	09252019TR	BOA	25-Sep-2019	25-Sep-2019	7135.00	7135.00	
☑	THERESA	775	CRB	08-Apr-2019	08-Apr-2019	1381.02	1381.02	
☑	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

Lookup	OK	Cancel	Clear All

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)
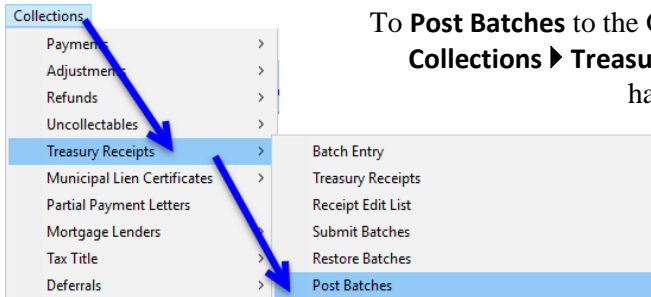
To **Post Batches** to the General Ledger Unposted file, select **Collections ▶ Treasury Receipts ▶ Post Batches**. All the available batches that have been submitted will be processed and presented for selection in the **Post Receipt Batches** screen. Select **[Post Batches]** to post the checked ☑ batches. This will move the batches to Finance and make them available for updating the **General Ledger**.
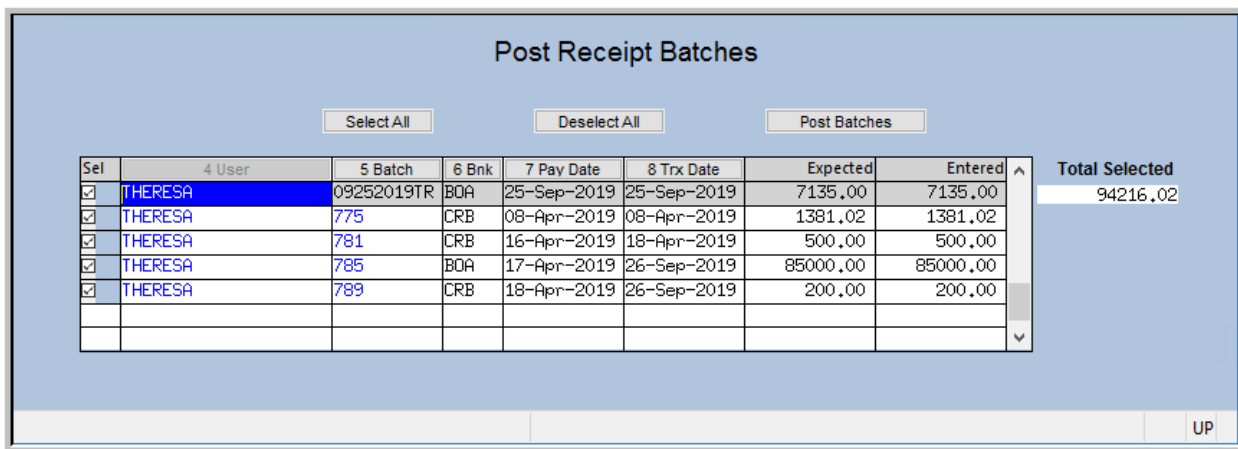
Figure 20 Post Receipt Batches screen
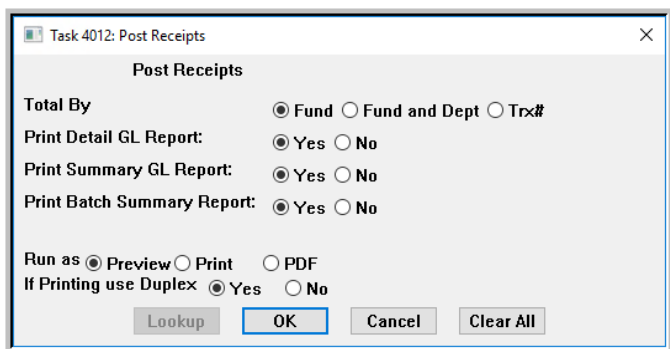
Check ☑ or Uncheck ☐ the batches to include and click the [Post Batches] button. Select the reporting options and click **[OK]**.

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**.
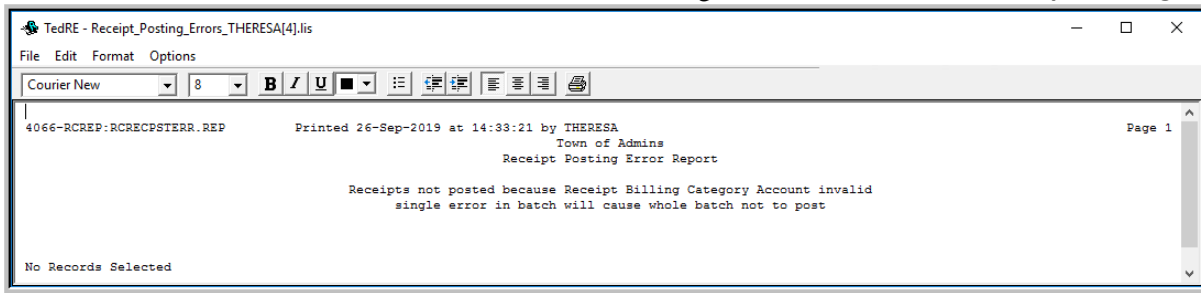
Figure 21 Receipt Posting Error Report – No Records Selected
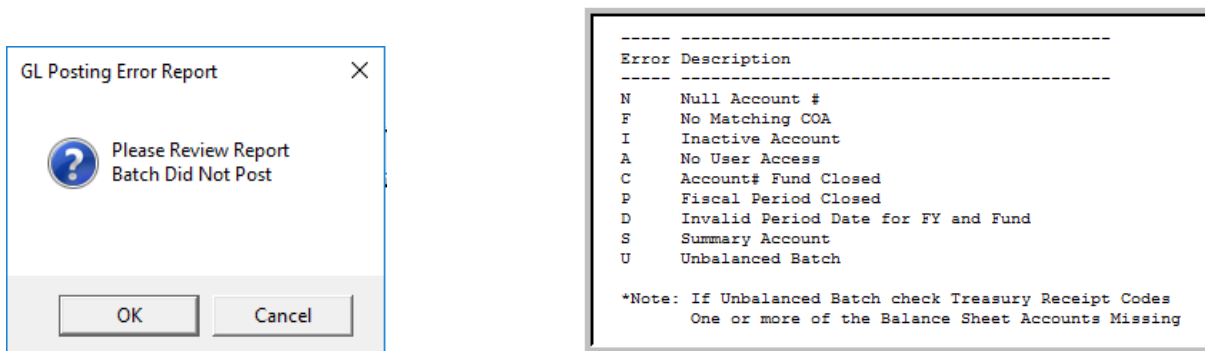
Correct the errors based on the legend at the bottom of the report.
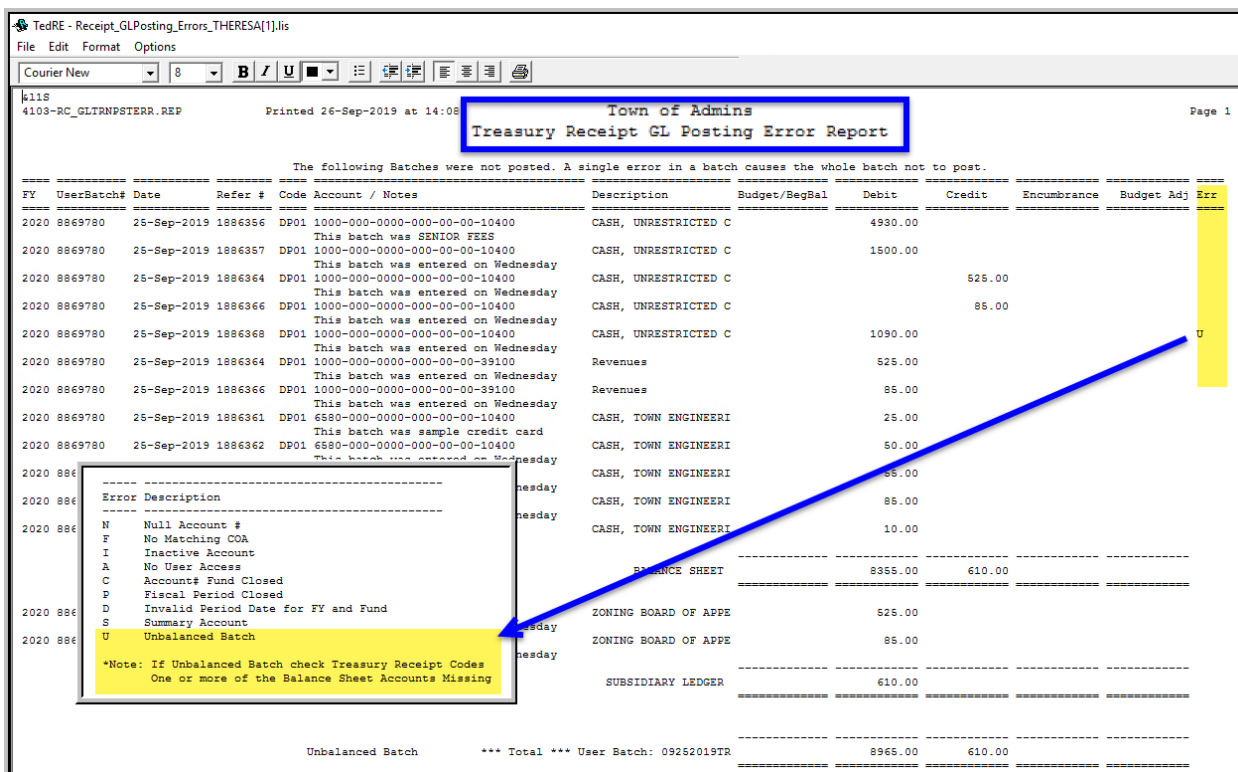
Figure 22 Treasury Receipts GL Posting Error Report

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 - RectPst_4012_THERESA[2].lis
File  Edit  Format  Options

Courier New        8     B  I  U  ■▾   ⋮☰   ⇥⇤  ☰ ☰ ☰ 🖨

Batch#        : 785                    Deposit Date      : 26-Sep-2019                              Bank        : BOA     BANK OF AMERICA 1
GL Posting#   : 8869782                Pay Trx 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   1000-000-0000-000-00-00-21910 OTHER PAYROLL ATTAC                                    700.00                  700.00
 785     1845610  2019  26-Sep-2019  AUCTION   1000-000-0000-000-00-00-44130 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  4195-000-0000-000-00-00-43110 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:RCRECPST.REP          Printed 26-Sep-2019 at 14:33:23 by THERESA                                                                              Page 2
                                                                   Town of Admins
                                                                   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-                                                          Page 1
                                            Town of Admins
                                   Posting Report - Summary by GL#

Posting#: 8869782
==== =========== =============== ======================================= ===================================== ============ ============
FY   Date        Batch#          Account#                                Description                              Debit       Credit
==== =========== =============== ======================================= ===================================== ============ ============
2019 08-Apr-2019 775             0200-000-0000-000-00-00-10400           CASH, UNRESTRICTED, WATER                387.52
2019 08-Apr-2019 775             0200-000-0000-000-00-00-26720           DEFERRED REVENUE-WATER LIENS             387.52
2019 08-Apr-2019 775             0200-000-0000-000-00-00-39100           REVENUE                                                387.52
2019 08-Apr-2019 775             0200-000-0000-000-00-00-38-15000        2018 WATER LIENS ADDED TO REAL ESTATE                  387.52
2019 08-Apr-2019 775             1000-000-0000-000-00-00-10400           CASH, UNRESTRICTED CHECKING              993.50
2019 08-Apr-2019 775             1000-000-0000-000-00-00-26100           DEFERRED REVENUE-REAL ESTATE/PP TAXES    893.21
2019 08-Apr-2019 775             1000-000-0000-000-00-00-39100           Revenues                                               993.50
2019 08-Apr-2019 775             1000-000-0000-000-00-00-38-12200        2018 REAL ESTATE TAXES RECEIVABLE                      893.21
                                                                                                                ------------ ------------
                                                                         BALANCE SHEET                          2661.75      2661.75
                                                                                                                ============ ============

               775                          00-42040                                                                          387.52

                                                                                       ==
                                                                                       ============
2020 26-Sep-2019 785             1000-000-0000-000-00-00-44130           SELECTMEN-AUCTIONEER LICENSES                          75.00
2020 26-Sep-2019 785             1000-000-0000-000-00-00-44293           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                                Page 2
                                            Town of Admins
                                   Posting Report - Summary by GL#

Posting#: 8869782
==== =========== =============== ======================================= ===================================== ============ ============
FY   Date        Batch#          Account#                                Description                              Debit       Credit
==== =========== =============== ======================================= ===================================== ============ ============
                                                                                                                ------------ ------------
                                                                         SUBSIDIARY LEDGER                                    84300.00
                                                                                                                ============ ============


                                                                                                                ------------ ------------
                                                                         *** GRAND TOTAL ***    Balance Sheet   87661.75     87661.75
                                                                                                Subsidiary Ledger            85681.02
                                                                                                                ============ ============
```

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                                              Page 1
                                                       Posting Report - Detail by GL#

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

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**:

12.   Batch Query

This screen displays all the Treasury Receipt batches in the system. To access this screen, select **Collections ▶ Treasury Receipts ▶ Batch Query**.
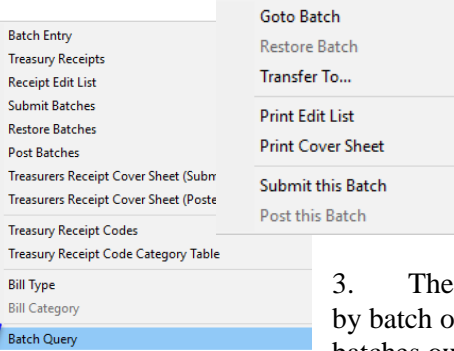
1.   The **[1 Actions]** button applies to the selected batch; depending on the batch status, there are different actions available.

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. Only batches owned by the user will be available for reporting.

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.

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	**Batch Info** is a toggle button. It shows what types of payment (cash, checks, card), any attachments and any notes. 8-Batch Info Cash Check 500.00 Other Code CK TR# #Attachments None Check# Card# ExpDate 0000 Receipt 46265 Note: BoH License 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 **Pay Info**rmation toggles with batch info; it shows the batch number, entry user, date of entry, deposit date and revenue date

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.

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**.**

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

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					

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					

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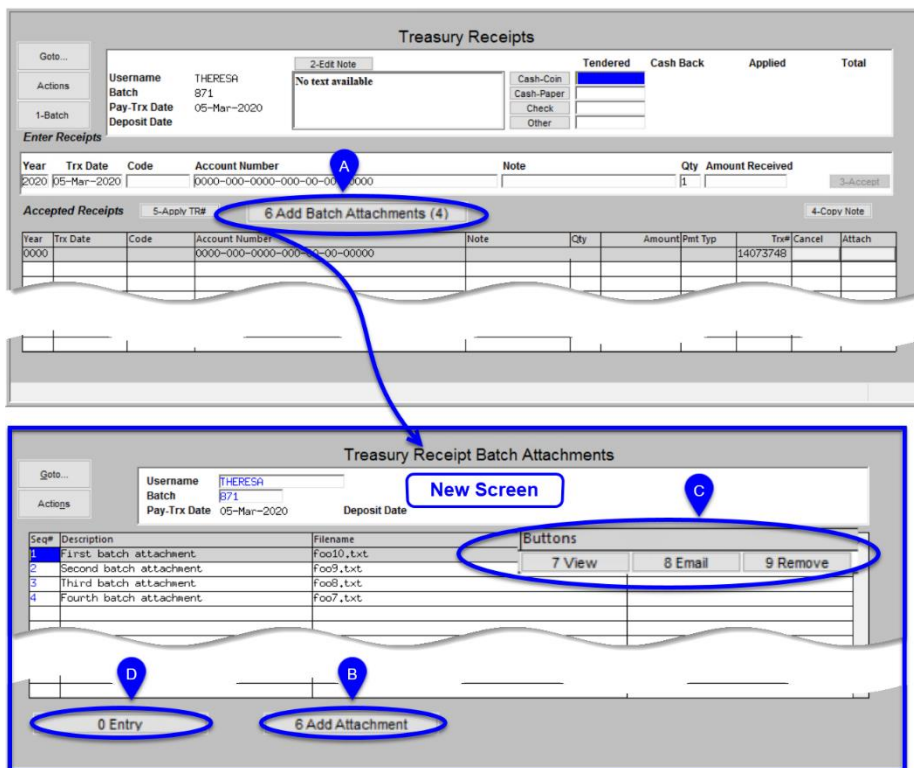
Click on **[4 Add Batch Attachments]** (the number in (#) parenthesis is the number of attachments

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

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

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.
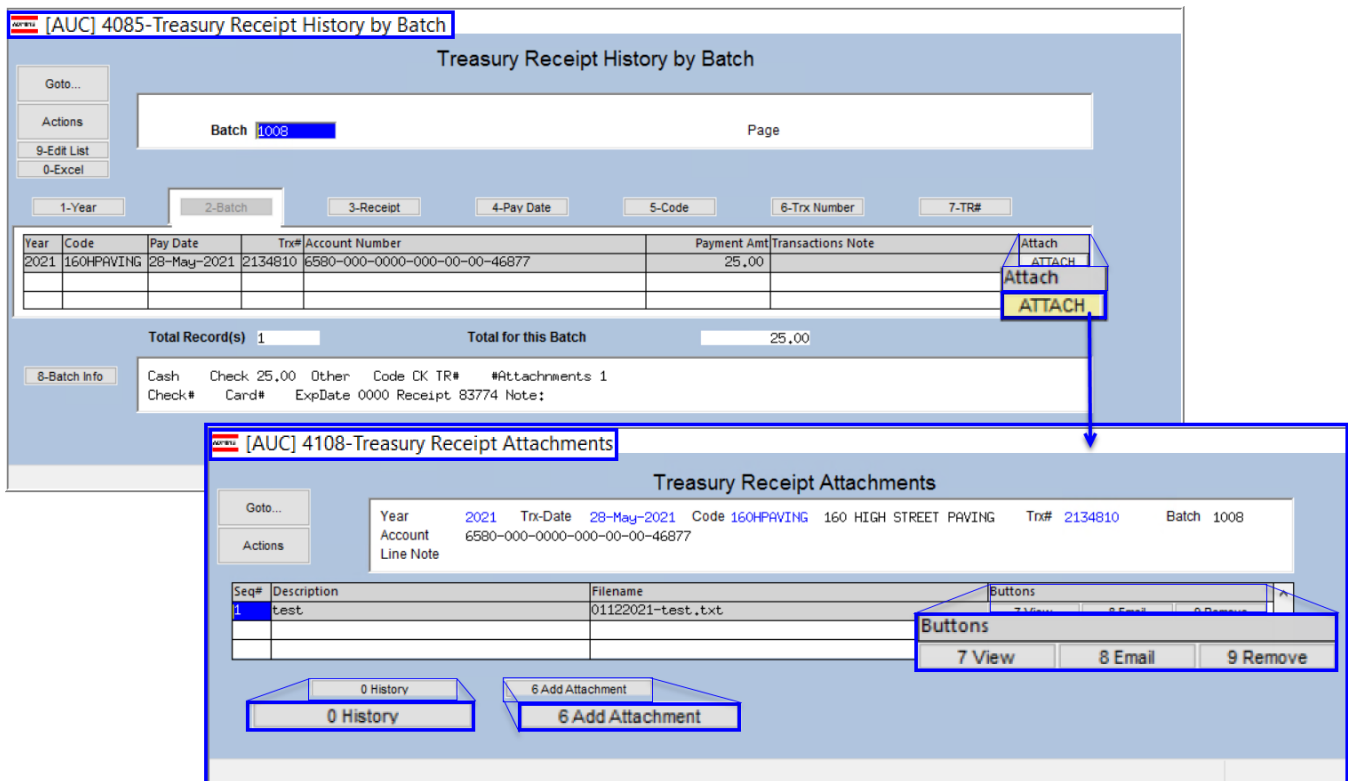
Figure 25 The Treasury Receipt History Attachments screen

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.

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.
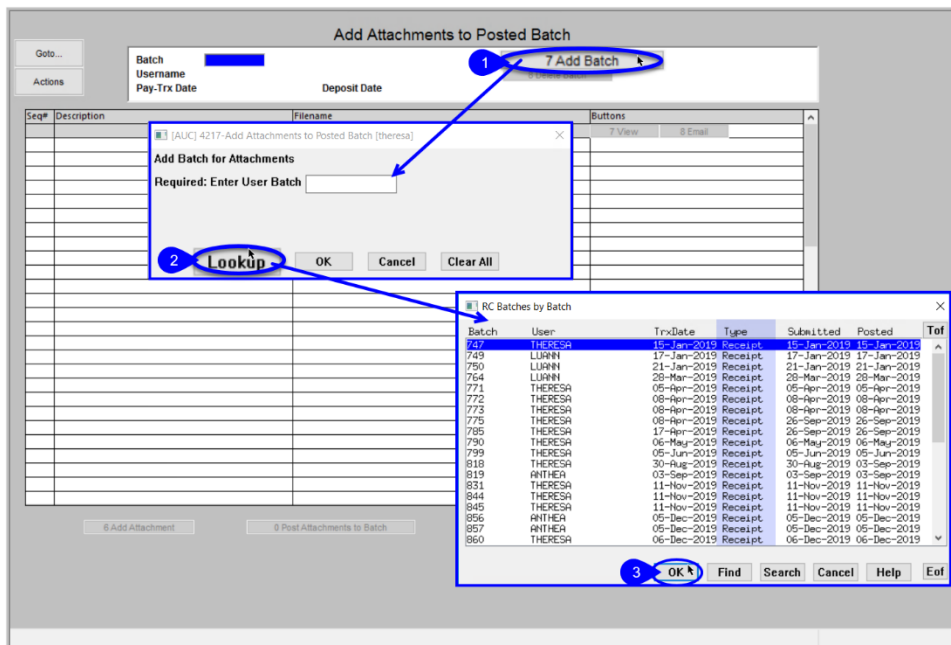
Figure 26 The Add Attachments to Posted Batch Screen

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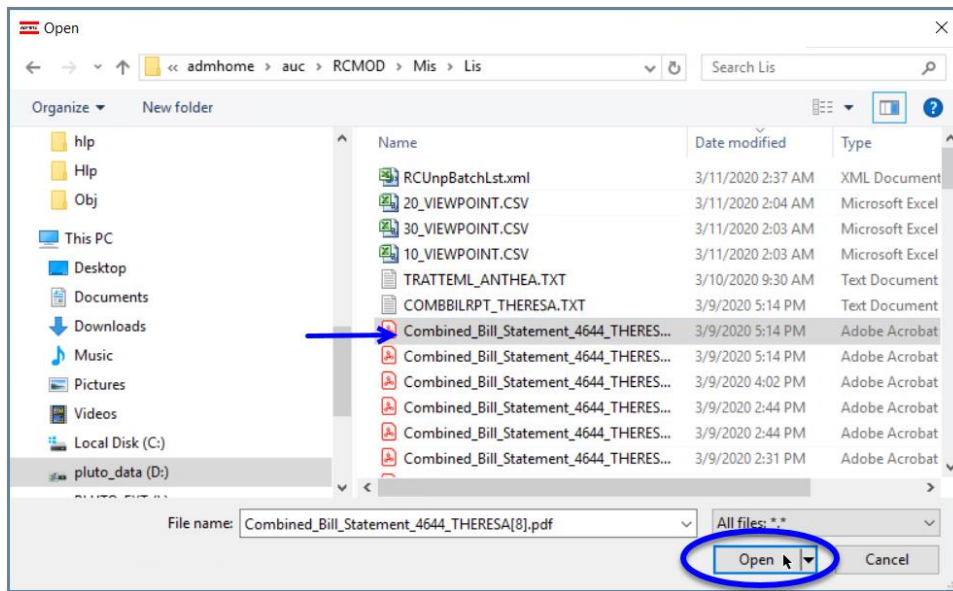
Click on the file to be attached and click on **[Open]**.

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   **Subsidiary Revenue Ledger**

DR   Cash   CR   Revenue Account

         CR   Revenue Control

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...	Go to this screen...
Cash Account	Collections ▪ Treasury Receipts ▪ Bill Category. See *Accounting Tab*
Revenue Control Account	Ledgers ▪ Account Maintenance ▪ General Ledger Controls. See *Line 2*.
Up to 4 Debit/Credit Accts	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:

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

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.

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	2	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:

	Account Number	G/L Account Description	Summarize Posting?
Cash	****-000-0000-000-00-00-10400	---1 Cash	○ No ⦿ Yes

And the Revenue Control Account was set up as follows:

Revenue	2	1000-000-0000-000-00-00-39100	Revenues	☑

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#		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:

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

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:

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

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

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.

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.

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

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