



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

Contents

1	Treasury Receipt History Print List [Enhancement]	1
2	Batch Edit List [Enhancement]	1
3	ADMINS Website Videos	2

1 Treasury Receipt History Print List [Enhancement]

The transaction NOTE has been added to the Excel version of this report as the last column.

Choose Collections -> Treasury Receipts -> Treasury Receipt History Print List Report.
Select Detail and Excel.

[ADM-AUC-RC-8687]

2 Batch Edit List [Enhancement]

An edit list could not be run on a submitted or posted batch. The functionality has been updated, allowing users to print an edit list for any batches they have access to.

Access is controlled on the User Profile Screen and is controlled by **ADMINS** support or your on-site system administrator.

System -> User Menu -> User Profile



Collections -> queries -> Batch History -> [Actions] -> Print Edit List

[AUC] 4057-Batch Query [anthea]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System

Batch Query

Goto... 0 Batch Report All Batches From 01-Jan-2024 ☒ All Batches ☐ In Process ☐ Submitted

Actions 2 Batch 3 BatchOwner 4 Original Typ 5 Deposit Date 6 Submit Date 7 Post Date RV #Trx Expected Amt Entered Amt

1 Actions 1413 WENDY WENDY A 26-Jan-2024

Goto Batch RESA THERESA A 29-Jan-2024 29-Jan-2024 11-Apr-2024 2 -1096,80 -1096,8

Restore Batch DY WENDY R 4705,7

Transfer To... DY WENDY R 5667,5

Print Edit List HEA ANTHEA R 14-Feb-2024 14-Feb-2024 14-Feb-2024 1 500,00 500,0

HEA ANTHEA R 20-Mar-2024 20-Mar-2024 20-Mar-2024 1 50,00 50,0

RESA THERESA R 28-Mar-2024 28-Mar-2024 28-Mar-2024 3 750,00 750,0

RESA THERESA R 28-Mar-2024 28-Mar-2024 28-Mar-2024 15 11440,74 11440,7

RESA THERESA R 04-Apr-2024 28-Mar-2024 28-Mar-2024 Y 12 204,99 204,9

RESA THERESA A 29-Mar-2024 29-Mar-2024 29-Mar-2024 6 -3423,54 -3423,5

RESA THERESA A 29-Mar-2024 29-Mar-2024 29-Mar-2024 8

RESA THERESA A 29-Mar-2024 29-Mar-2024 11-Apr-2024 3 -88,53 -88,5

RESA THERESA R 29-Mar-2024 29-Mar-2024 29-Mar-2024 11 11016,81 11016,8

Submit this Batch

Post this Batch

Posting Reports

The edit list (task 4393) has been updated to display the submit and posted date to the report header.

4393-RCREP:RCRECBATCH.REF Printed 07-Jan-2025 at 12:24:07 by ANTHEA

Town of Admins
Batch History Edit List

Batch User : ANTHEA
Batch# : 1418 Pay Trx Date : 14-Feb-2024 Submitted On: 14-Feb-2024
Entered : \$ 500.00 GL Effective Date: Posted On: 14-Feb-2024
Expected : \$ 500.00 Batch Notes :

Batch#	Trx#	Year	Date	Code	Account#	Charge Amt	Adjustments	Refunds	Cash
1418	2562410	2024	14-Feb-2024	118RLTE	2717-000-0000-000-00-43300 OTHER STATE REVENUE				500.00
NOTE: notes									
*** Total: Fund 2717						*** 500.00			

3 ADMINS Website Videos

Below are two videos that you will find helpful that are available at www.admins.com.

[Logging out of AUC \(1:54\)](#)

[Attachments \(4:20\)](#)