



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

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1 Statement of Account [Enhancement]

An enhancement has been made to include additional information for both Tax Title and Deferrals on the Statement of Account Form. This is to give a fuller picture of activity and balances for a parcel and will also indicate if the parcel is current in tax title.



Town of Admins
STATEMENT OF ACCOUNT
Printed: 7/10/2025

Page 1 of 2

Your Payment Postmark: _____

Due to late payment, there are interest charges that your account(s) incurred.
This balance must be paid upon receipt to avoid further interest and penalties.
Parcel is in Tax Title

Owner: KOSA REAL ESTATE LLC
Parcel ID: 0004 -0014 -0000
Location: 462 HARTFORD AV

Type	Year	Bill #	Net Charged	10-Jul-2025 Interest/Fees	Balance	Bill Due	Now Due
Real Estate	2025	001035-00	5,076.45	623.69	5,678.14	01-Jun-2024	5,678.14
Real Estate	2024	001035-00	7,444.71	1,627.66	9,072.37	01-Aug-2023	9,072.37
Tax Title	2023	001035-00	8,464.51	1,620.00	10,084.51	01-May-2024	10,084.51
Real Estate	2023	001035-00	7,090.03	1,379.48	-	01-Aug-2022	-
Tax Title	2022	001035-00	7,808.99	3,429.45	9,690.20	28-Jul-2022	9,690.20
Real Estate	2022	001035-00	7,240.33	573.66	-	02-Aug-2021	-
Tax Title	2021	001035-00	6,576.22	3,507.29	8,387.18	14-Mar-2022	8,387.18
Real Estate	2021	001035-00	5,605.49	975.73	-	03-Aug-2020	-
Tax Title	2020	001035-00	6,767.11	4,310.48	8,322.16	09-Sep-2021	8,322.16
Real Estate	2020	001035-00	5,441.99	1,489.00	-	01-Aug-2019	-
Real Estate	2019	001035-00	5,897.15	22.90	-	01-Aug-2018	-

[ADM-AUC-RC-8697]



2 Revenue Summary Reports – by Category, Year, Type [Enhancement]

Previously, the Revenue Summary Reports displayed column headings based on all available transaction codes. With this enhancement, the reports now generate column headings based on the actual transaction types in use (e.g., specific payment or lockbox activity). This ensures that only relevant columns appear where data is found, and transaction amounts are properly aligned under the correct headings.

The following reports have been enhanced to only show columns for transaction types that have been used on your site, based on actual transaction data — not checkbox selections on the Transaction Code Table.

Navigation Path: Collections > Reports > Report Library > [2 Transaction Reports]

Report Library Transaction History		
Report Name	View	Report
4630-Revenue Summary - by Type, Date	Sample	Run
4631-Revenue Summary - by Category, Type, Date	Sample	Run
4632-Revenue Summary - by Type, Date, Category	Sample	Run
4633-Revenue Summary - by Category, Year, Type	Sample	Run
4636-Revenue Detail - by Category, Year, Type	Sample	Run
4637-Revenue Summary Category - By Type and Year	Sample	Run

[PEP-SUP-SAPLAUC-664]



3 Report 4617 – Posted Receipts by GL Posting # (same as 4012) [Enhancement]

Added the output option for Excel [®] for the 4617 – Posted Receipts by GL Posting # report.

Navigate To: Collections > Reports > Report Library > [Transaction Reports]

Report Library Transaction History					
Goto...					
Actions					
Report Categories					
1 Collection Reports					
2 Transaction Reports					
3 Other Reports					
4 TT / Deferral Reports					
Report Name		View	Report	Last Run Date	Run Time
4630-Revenue Summary - by Type, Date		Sample	Run	22-Jul-2025	15:35:51.42
4631-Revenue Summary - by Category, Type, Date		Sample	Run		
4632-Revenue Summary - by Type, Date, Category		Sample	Run		
4633-Revenue Summary - by Category, Year, Type		Sample	Run	14-Jul-2025	13:11:35.25
4636-Revenue Detail - by Category, Year, Type		Sample	Run		
4637-Revenue Summary Category - By Type and Year		Sample	Run		
-----		Sample			
4650-Lockbox Batch Summary Report		Sample	Run		
4713-Lockbox Transaction History Report		Sample	Run		
-----		Sample			
4098-Posted Receipts - by Date, GL#		Sample	Run		
4096-Posted Receipts - by Date, Batch#, Bill#		Sample	Run		
4527-Posted Receipts - by Date, Category		Sample	Run		
4617-Posted Receipts by GL Posting # (same as 4012)		Sample	Run	30-Jul-2025	16:08:15.35
-----		Sample			
4560-Posted Adjustments - by Date, Txn Code, Category		Sample	Run		
-----		Sample			
4700-Posted Transactions - Summary		Sample	Run		
4690-Posted Transactions - Refund History		Sample	Run		
-----		Sample			

Use the **Lookup** button to find and select the GL Posting batch number.

Task 4617: Posted Receipts by GL Posting # (same as 4012)

Posted Receipts by GL Posting # [same as 4012]

Required: Enter GL Posting#

Total By ☒ Fund ☐ Fund and Dept ☐ Trx#

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup

OK

Cancel

Clear All

Excel [®] Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	GL Posting#	Batch#	Trx#	Year	Date	Code	Account#		Note	Check#	Cash	Cash Back	Check	Other	Total	Msg	Entered \$
1	9902441	1612	2,636,696	2026	7/25/2025	MAS/TAN	1000-000-0000-00-00-44290 MESSAGE/TANNING FEES						250.00		250.00		20,000.00
2	9902441	1612	2,636,697	2026	7/25/2025	MAS/TAN	1000-000-0000-00-00-44290 MESSAGE/TANNING FEES						250.00		250.00		20,000.00
3	9902441	1612	2,636,698	2026	7/25/2025	MAS/TAN	1000-000-0000-00-00-44290 MESSAGE/TANNING FEES						250.00		250.00		20,000.00
4									Total Fund: 1000				750.00		750.00		
5																	
6	9902441	1612	2,636,686	2026	7/25/2025	111FREMB	2717-000-0000-00-00-43300 OTHER STATE REVENUE 118 RLTE GRANT SCHOOL		rent paid				900.00		900.00		20,000.00
7									Total Fund: 2717				900.00		900.00		
8																	
9																	
10	9902441	1612	2,636,688	2026	7/25/2025	ARTS	4080-000-0000-00-00-43300 OTHER STATE REVENUE						2,000.00		2,000.00		20,000.00
11									Total Fund: 4080				2,000.00		2,000.00		
12																	
13	9902441	1612	2,636,699	2026	7/25/2025	SCHPSAT	5095-000-0000-00-00-42001 FEES						3,000.00		3,000.00		20,000.00
14									Total Fund: 5095				3,000.00		3,000.00		
15																	
16	9902441	1612	2,636,689	2026	7/25/2025	ATHREV	5100-000-0000-00-00-42001 USER FEES						50.00		50.00		20,000.00
17	9902441	1612	2,636,690	2026	7/25/2025	ATHREV	5100-000-0000-00-00-42001 USER FEES						50.00		50.00		20,000.00
18	9902441	1612	2,636,691	2026	7/25/2025	ATHREV	5100-000-0000-00-00-42001 USER FEES						50.00		50.00		20,000.00
19	9902441	1612	2,636,692	2026	7/25/2025	ATHREV	5100-000-0000-00-00-42001 USER FEES						50.00		50.00		20,000.00
20									Total Fund: 5100				200.00		200.00		
21																	
22	9902441	1612	2,636,700	2026	7/25/2025	SILVERL	6120-000-0000-00-00-42001 BEACH PASSES/FEES						4,000.00		4,000.00		20,000.00
23									Total Fund: 6120				4,000.00		4,000.00		

The information at the top of the Posted Receipts by GL Posting # (same as 4012) report now shows in columns Q – Y.

4617-RCRECPSTRPT.REP

Printed 28-Jul-2025 at 15:15:48 by ANTHEA

Town of Admins

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Posted Receipts by GL Posting # (same as 4012)

Batch In Balance		Will Post			
Batch#	: 1612	Deposit Date	: 25-Jul-2025	Bank	: CRB CHARLES RIVER BANK
GL Postings#	: 8902441	Pay Trx Date	: 25-Jul-2025	Entered By	: ANTHEA
Entered	: \$ 20,000.00	GL Effective Date	: 25-Jul-2025	Batch Owner	: ANTHEA
Expected	: \$ 20,000.00	Batch Notes	:		
BATCH NOTES for batch 1612 to test excel on report					

Q	R	S	T	U	V	W	X	Y
Entered \$	Deposit Date	Pay Trx Date	GL Effective	Bank	Bank Name	Entered By	Batch Owner	Batch Notes
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..
20,000.00	7/25/2025	7/25/2025	7/25/2025	CRB	CHARLES RIVER BANK	ANTHEA	ANTHEA	BATCH NOTES for batch 1612 to test excel on report ..

[ADM-AUC-RC-8699]

4 User Batch added to Work In Progress Transactions [Enhancement]

Navigate To: Ledgers > Posting Control > Review Work in Progress Transactions

Recently Work In Progress (WIP) Transactions for Treasury Receipts were added. However, it was hard to track these WIP transactions back to the original Treasury receipt. Additional information has now been added to the WIP transactions to make it easier to drill down to the original transactions.

The user batch has been added to these transactions so you can get the information from Treasury receipts by user batch.

[illegible]

The User Batch column/field has been added.

In the View By section of the screen,  can be selected to export the on-screen data to Excel®.

[illegible]

The Excel[®] export now includes the User Batch in the results.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Year	Account	Description	Trx Date	Code	UserBatch	Ref #	Line	Gline	Entry User	Amount	Type
2	2026	0200-000-0000-000-00-00-20200	ACCOUNTS PAYABLE, WATER	25-Aug-2025	AP02	18629	524071	1	1	ANTHEA	10.00	CR
3	2026	0200-000-0000-000-00-00-20200	ACCOUNTS PAYABLE, WATER	29-Aug-2025	AP02	18633	524087	1	1	WENDY	50.00	CR

[ADM-AUC-GL-8579]



5 Import Treasury Receipts from Template [Enhancement]

The upload template has been updated to include Bank Code and Deposit Date fields. This enhancement allows multiple transactions with different bank codes and/or multiple deposit dates to be uploaded simultaneously within a single file.

If the Bank Code is left blank in the template it uses the bank codes setup on the Department Group selected during the upload. Same for the Deposit Date, if left blank in the template it will use the deposit date from the upload screen.

Navigate To: Collections > Treasury Receipts > Upload Treasury Receipts from a Template

Task 4593: Upload Template CSV File

Upload Template CSV File

Required: Enter Department Group

Required: Enter Deposit Date (mmddyyyy)

Enter Import Path and File

Optional: Enter Batch Note

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Import file Print Verification List showing the new (highlighted) field in the import file.

4594-RCREP:RCTRUPLODRPT.REP Printed 18-Sep-2025 at 22:05:34 by CHRIS
Town of Admins
Print Verification Edit List

Page 1

Department Group: ADM
Batch Note :
Upload File : D:\AUC_Development\admhome\FilesToTestUploads\TR\filestouploadnoerrorsdate.csv

Row	Trx Date	TR Code	Line Note	Qty	Amount	Pay Type	Bank
Deposit Date : 15-Sep-2025							
2	15-Sep-2025	385SOLRINT	May Interest	1	128.23	CK	EAST
3	15-Sep-2025	ANPDEINT	May Interest	1	358.25	CK	EAST
4	15-Sep-2025	CAMPVC4INT	May Interest	1	4,687.29	CK	EAST
5	15-Sep-2025	CDBGINT	May Interest	1	18,732.59	CK	EAST
6	15-Sep-2025	DNINTEREST	May Interest	1	3,452.69	CK	EAST
7	15-Sep-2025	INT8134	May Interest	1	5,431.58	CK	EAST
8	15-Sep-2025	INTDUH7674	May Interest	1	9,248.29	CK	EAST
9	15-Sep-2025	INTLDS4019	May Interest	1	7,845.29	CK	EAST
*** Batch Total					49,884.21		
Deposit Date : 15-Sep-2025							
10	15-Sep-2025	CENTERINT	May Interest	1	25,678.23	CK	MELN
11	15-Sep-2025	CNTRYCLINT	May Interest	1	45,763.25	CK	MELN
12	15-Sep-2025	INTMOORE	May Interest	1	15,734.65	CK	MELN
*** Batch Total					87,176.13		
*** Grand Total					137,060.34		

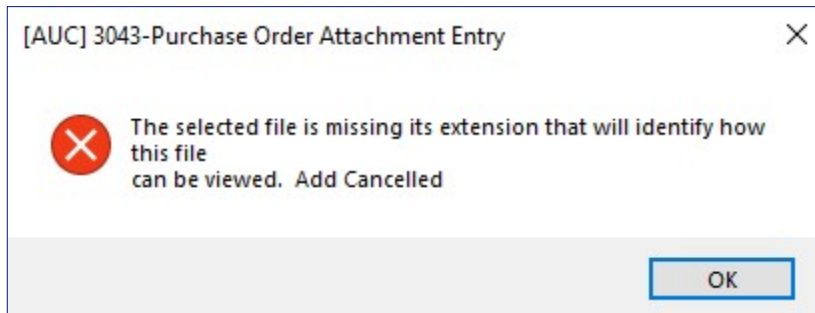
[ADM-AUC-RC-8700]



6 Attachment Filename Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



7 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[June 2025 Product Release Notes](#)

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[September 2025 Product Release Notes](#)

Ledoers	Motor Excise	Collections	Svstem
Accounts Pivable	Real Estate	Budoet	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



8 Import Treasury Receipts from Template [Enhancement]

The upload template has been updated to include Bank Code and Deposit Date fields. This enhancement allows multiple transactions with different bank codes to be uploaded simultaneously within a single file.

Navigate To: Collections > Treasury Receipts > Upload Treasury Receipts from a Template

Task 4593: Upload Template CSV File

Upload Template CSV File

Required: Enter Department Group

Required: Enter Deposit Date (mmddyyyy)

Enter Import Path and File

Optional: Enter Batch Note

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

[ADM-AUC-RC-8700]



9 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

9.1 New & Updated Documentation in the Help Reference Library

9.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)