



Revenue Collections

Release Notes

December 2024

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

Lockbox Transaction History Report #4713: Identifies all posted transactions related to a specific lockbox upload, providing detailed payment information.

Treasury Receipts Code Lookup: A new "Suppl Appr" column indicates if a treasury receipt will create a Supplemental Appropriation journal entry.

Posted Collection Reports by GL Batch # Screen # 4022: Fixes an issue to ensure correct data display when entering a GL batch number.

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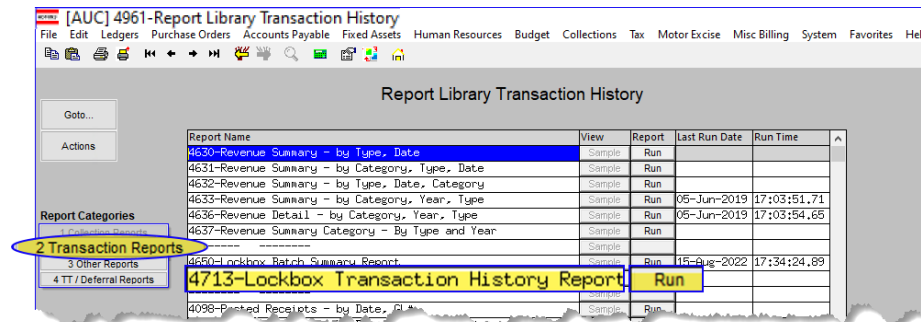
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1 Lockbox Transaction History Report #4713 [Enhancement]

ADMINS added a report that identifies all posted transactions in Collections related to a specific lockbox upload. This report provides detailed information on each payment made via a lockbox upload.

Collections ► Reports ► Report Library ► Transaction Reports



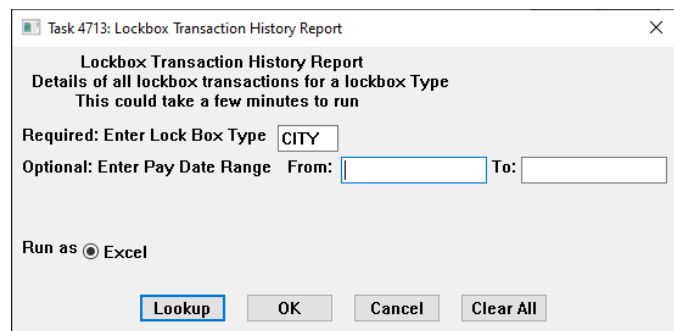
To run the report from the menu, select #4713 from the Transaction Reports library and click the **Run** button:

The system will present the prompt shown below:

Enter or select the required lock box type from the lookup.

Optionally, use the Pay Date Range fields to filter results. Leaving these fields blank will show all lockbox history for the selected type.

The report will be generated in Excel format.



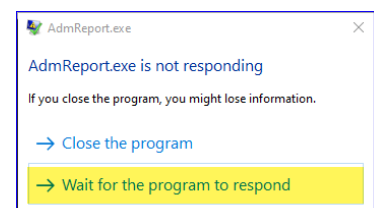
The system will show a progress bar while the report is being prepared:



Please be patient as the process completes—it will take some time. Using a Pay Date Range restriction will speed it up.

If this message is displayed, please click on “Wait for program to respond” to allow the report to finish.

A sample of the report is shown below.



[illegible]

The numbered items from the image are described here. All the columns are described in the table below.

- 1 is the User Batch number.
- 2 the original batch number if this is a reversal batch
- 3 lockbox filename
- 4 user uploading the lockbox
- 5 date & time of the lockbox upload – the filename, user, date & time are not shown for reversal batches

Table 1 Understanding the columns on the report

Column Label

Explained

Task 4200: Upload Lockbox

**Process Lock Box or Clearing House
Payment Upload**

Required: LockBox Upload Method

Enter Lock Box Date [MMDDYYYY]

Required: Enter Upload Filename [FILENAME.DAT]

Run as ☐ Preview ☐ Print ☒ PDF
 If Printing use Duplex ☒ Yes ☐ No

User-Batch

The lockbox batch number, starting with "LRC", is assigned upon file upload. Reversal batches start with "RVB".

4206-Maintain Lockbox Batch Dates

Update Lockbox Batch Pay Dates/Deposit Dates

Enter Override Date, Pay or Deposit Date if different from Batch Date

Goto...

Actions

1 Steps

Batch #	Batch Date	Override Date	Deposit Date	Pay Date	Expected Batch Total	Error Messages
0002	12-Aug-2022	22-Mar-2022	22-Mar-2022	22-Mar-2022	1044,91	

Expected Upload Total 1044,91

The batch date refers to the date of the batch, which could differ from the payment transaction dates. By default, it is set to the date the lockbox file was uploaded. The batch date displayed on the report will reflect any modifications made in the screen above, and the transaction history report will show the override date in the Batch Date column if applicable.

Type	The type of tax for this payment e.g., RE for Real Estate, PP for Personal Property



Column Label	Explained
Year	The bill year
Bill#	The bill number
Owner-Name	The owner name as supplied in the lockbox file
Amount	The dollar amount of the paymet
Pay-Date	If there are no paydates in the file, the pay date will default to the date of the upload. See above for the override notes.
Post-Date	The general ledger date of the posted transactions
Transaction-Description	The transaction description shows the type of bills in the lockbox file, the banking institution, the lockbox batch number assigned when the lockbox was uploaded, and the date of the payment or reversal.
Lockbox-File	The filename as downloaded from the banking institution. The filename is important as the process uses it to check for duplicates.
Lockbox-User	The username of the person uploading the lockbox
Date	The date the process was run
Time	The time the process was run

[ADM-AUC-RC-8676]

2 Treasury Receipts Code Lookup [Enhancement]


ADMINS added a “Suppl Appr” column to the three lookups available when selecting a treasury receipt code in the **Treasury Receipt (TR)** Entry screen. This new column indicates whether the treasury receipt will be used to create a Supplemental Appropriation (**SA**) journal entry. To see this new feature, enter treasury receipts, from the menu, select:

Collections ▶ Treasury Receipts ▶ Batch Entry

Once you have established a batch, click on "Enter Receipts".

Select "Treasury Receipts" from the list to display the TR entry screen:



the keyboard or the  button on the toolbar to select from the three available lookups.

Treasury Receipt Codes by Code for 2023											
Code	Description	AcctNo	ActDes	Yr	Aut	Dr*	PostGL	Suppl	Regr	Note*	Totl
100MISC	TEST (ADM-AC-TR-98)	0100-000-0000-000-00-48400	MISCELLANEOUS REV	30,00							
111PRFB	RENT TO BE PAID	2717-000-0000-0000-00-43300	OTHER STATE REVEN	900,00							
118RTE	118 REMOTE LEARNING TECH ESDSN	2717-000-0000-0000-00-43300	OTHER STATE REVEN								
125DEPOT	125 DEPOT ST PLANNING ID	6580-000-0000-0000-00-48695	125 DEPOT ST PLAN								
160HGHCON	160 HIGH ST - CON CURR REVEN	6580-000-0000-0000-00-48992	160 HIGH ST - CON	111,00							
160HGHSPW	160 HIGH ST - SPW REVEN	6580-000-0000-0000-00-48992	160 HIGH ST - SPW								
160HGHSPB	160 HIGH ST - PLANN BORD	6580-000-0000-0000-00-48991	160 HIGH ST - PLAN								
160HGHHR	160 HIGH ST - SPW ROAD INSPECT	6580-000-0000-0000-00-48863	160 HIGH ST - SPW								
160HGHGRS	160 HIGH ST - LOTS 1 & 2 SOUND S	6580-000-0000-0000-00-48863	160 HIGH ST - SPW								
160HGPVING	160 HIGH STREET PAVING	6580-000-0000-0000-00-48876	160 HIGH STREET PA								
160HGPSRD	160 HIGH STREET STREET SIGNS	6580-000-0000-0000-00-48876	160 HIGH STREET PA								
160HGLM	160 HIGH STREET MAPS & DIRECTIONS	6580-000-0000-0000-00-48876	160 HIGH STREET PA								
186MPSOL	186 MAPLE (SOLAR) - PERF BOND	8100-000-0000-0000-00-45064	186 MAPLE ST (SOL								
186MPSOL	Copy of 186MPSOL	8100-000-0000-0000-00-45064	186 MAPLE ST (SOL								
200MISC	TESTING ADM-AC-GL-8562	0100-000-0000-0000-00-48400	MISCELLANEOUS REV	30,00							
21410	MISS TEACHERS RETIRE	1000-000-0000-0000-00-21410	MISS TEACHERS RET								
21410	MISS TEACHERS RETIRE	1000-000-0000-0000-00-21410	MISS TEACHERS RET								
186MPSOL	186 MAPLE (SOLAR) - PERF BOND	8100-000-0000-0000-00-45064	186 MAPLE ST (SOL								
186MPSOL	Copy of 186MPSOL	8100-000-0000-0000-00-45064	186 MAPLE ST (SOL								
200MISC	TESTING ADM-AC-GL-8562	0100-000-0000-0000-00-48400	MISCELLANEOUS REV	30,00							

AcctNo	ActDesc	Code	Description	Default Amt	Dr?r?	PostGL	Suppl. Appr	Note?	Tof
0100-0000-0000-00-00-42015	TRASH REVENUE	TRASH	TRASH, MANUL. PAYMENTS						
0100-0000-0000-00-00-42016	TRASH BAGS REVENUE	TRASHBAGS	TRASH BAGS REVENUE						
0100-0000-0000-00-00-42017	TRASHINT	TRASHINT	TRASH ENTERPRISE INTERE		Yes				
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	RECYPROPRA	RECYCL. CTR-PROPANE TANKS				Yes		
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	RECYMETAL	RECYCL. CTR-METAL				Yes		
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	200MISC	200MISC	30.00			Yes		
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	TRASHMISC	TRASHMISC						
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	100MISC	100MISC						
0100-0000-0000-00-00-48400	MISCELLANEOUS REVENUE	RECYCOTR	RECYCL. CTR-OTHR						
0100-0000-0000-00-00-48999	OVERAGES AND SHORTAGES	TRASH	TRASH						
0100-0000-0000-00-00-49700	TRANSFER FROM GENERAL FUND	TRASH	TRASH						
0200-0000-0000-00-00-42502	P K PLASTER WATER PEE REVIEW	WATER	WATER						
0200-0000-0000-00-00-42502	WATER CHARGES	WATER	WATER						
0200-0000-0000-00-00-42505	WATER CHARGES	SALEWATER	SALE OF WATER						
0200-0000-0000-00-00-42582	WSP FEES, WATER-OPERATING	WATERCPTL	WATER CAPITAL						
0200-0000-0000-00-00-42200	WATER APP & CONNECTION FEE	CDN	WATER APP & CONN		Yes				
0200-0000-0000-00-00-44000	DRAIN/LAYER PERMIT/LICENSE FEES	RECYMETAL	RECYCL. CTR-METAL						
0200-0000-0000-00-00-44001	EARNINGS ON INVESTMENT	WATER	WATER						
0200-0000-0000-00-00-48018	WATER HOOK-UP FEES, WATER-OPER	WATER	WATER						

Description	Code	ActChgo	ActDesc	Default Amt	Dir?	Postal	Suppl Appr	Note?	Tot
0 SOUTH MAPLE PEER REVIEW	SMPL6580	6580-000-0735-00-00-00-48711	0 SOUTH MAPLE ST-PEER REVW				Yes	Yes	
1.25N ROAD REPAIRS	BOND	3531-000-0000-0000-00-00-49100	PROCEEDS FROM SALE OF BONDS, A						
111 ENHANCING DATA USE GRANT	DECE	1111-000-0000-0000-00-00-43100	FED REV PASS THRU STATE						
114-333 SUMMER AND WAC PLANNING	SUMWAC	2713-000-0000-0000-00-00-43300	OTHER STATE REVENUE, 114-133 S		Yes				
118 REMOTE LEARNING TECH ESSEN	118LRT	2617-000-0000-0000-00-00-43300	OTHER STATE REVENUE 118 LRT		Yes				
120 REMOTE PLANNING BD	120RPLB	1200-000-0000-0000-00-00-48625	125 REMO ST PLANNING SD					Yes	
140 TITLE IIA ED QUALITY GRANT	EDQUAL	0000-000-0000-0000-00-00-43100	FED REV PASS THRU STATE						
15 N MAIN ST CUTOFF FIRE SUP	CITQFF	0000-000-0000-0000-00-00-48682	15 NORTH MAIN CUTOFF - FIRE SUP						
160 HIGH ST - CON COMM REVIEW	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH ST - CON COMM REVIEW		Yes			Yes	
160 HIGH ST - IPRK REVIEW & INS	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH ST - IPRK REVIEW & INS					Yes	
160 HIGH ST - IPRK ROAD INSPECT	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH ST - IPRK ROAD INSPECT					Yes	
160 HIGH ST PLANNING BOARD	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH ST PLANNING BD					Yes	
160 HIGH ST LOTS 1 & 2 SOUND S	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH ST LOTS 1 & 2 SOUND S					Yes	
160 HIGH STREET PAVING	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH STREET PAVING (CAMPA					Yes	
160 HIGH STREET SPEED SIGNS	160HGR	6580-000-0000-0000-00-00-48682	160 HIGH STREET PEEK SPEED SIG					Yes	
161 & 163 MAPLE ST CONCERN	161&163	6580-000-0000-0000-00-00-48682	161 & 163 MAPLE STREET CONCERN					Yes	
18-063139 SUBWATERSHED	3823GRANT	3823-000-0000-0000-00-00-43300	OTHER STATE REVENUE					Yes	
189 MAPLE COLORADO - PEER BOND	189MPLB	8100-000-0000-0000-00-00-47654	189 MAPLE ST (COLORADO PROJECT)				Yes	Yes	
189 MECHANIC ST	6580A8672	6580-000-0000-0000-00-00-48672	189 MECHANIC ST					Yes	

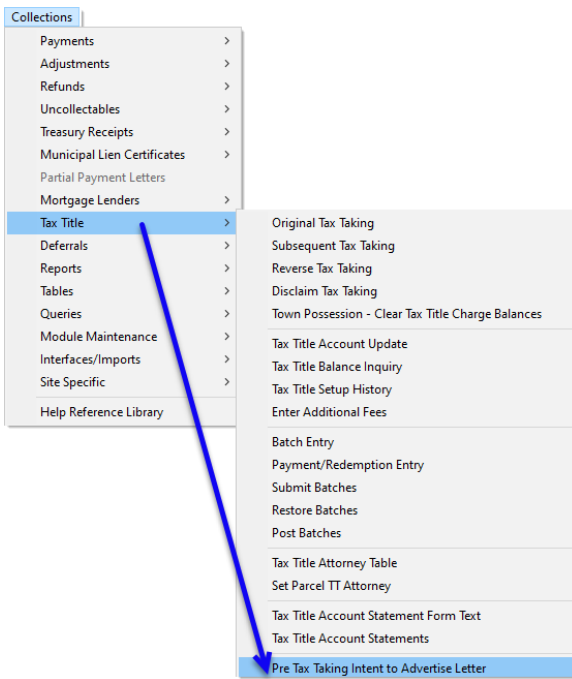
[ADM-AUC-GL-8565]



3 Pre Tax Taking Intent to Advertise Letter

ADMINS has a new letter for sending to taxpayers with unpaid bills who are at risk of having their property taken for non-payment of taxes. To create these letters from the menu, select:

Collections ▶ Tax Title ▶ Pre-Tax Taking Intent to Advertise Letter



Task 5961: Pre Tax Taking Intent to Advertise Letter

Pre Tax Taking Intent to Advertise Letters
Will include any Bill in the Year selected that has a balance of the minimum amount. Even if no demands have been issued for that Bill.

Required: Enter Bill Year

Required: Enter Tax Taking Date

Required: Enter As of date

Enter Minimum Balance Due to select \$x (1.00)

Attach Pre Tax Taking Letter to Bill ☒ Yes ☐ No


All fields are required; the Bill Year, the Tax Taking Date, the As of Date, and the minimum balance due. Select the ☒ Yes radio button to attach a copy of the letters to the taxpayer record.



It will select any bill with a minimum due balance, while tax title selects only bills with issued demands. This means more letters could be issued than for the original or subsequent tax taking.



The letter is suitable for mailing in a standard #10 window envelope and will look like this:

	THE COMMONWEALTH OF MASSACHUSETTS Town of Admins OFFICE OF THE COLLECTOR OF TAXES INTENT TO ADVERTISE Chris Collect, Treasurer/Collector 219 Lewis Wharf Boston MA02001 Phone Number: 617.494.5100 Office Hours: MON - TH 8:30-4:30 PM: FRI 8:30AM - 1:00PM																					
 GRA [REDACTED] 36 G [REDACTED] HOF [REDACTED]																						
 Re: Property Located at: [REDACTED] Parcel Identification Reference: [REDACTED]																						
<p>You have been previously notified that you owe outstanding real estate taxes for prior fiscal years. The Town will begin the legal process of recording a lien against your property at the County Registry of Deeds.</p> <p>If these outstanding balances are not paid, the Collector shall give notice by publication of the time and place of the tax taking for your land/or buildings in the newspaper and shall post similar notices at the Town Hall and Post Office on or about December 31, 2024.</p> <p>This advertisement of your tax delinquency shall result in a recorded lien against your property if full payment is not received. Additional charges shall be added to your account at that time.</p> <p>The balance on this statement reflects all payments received. BANK CHECKS AND CASH will be the only means of payment. Send one copy of this notice with payment to Town to avoid any further action.</p>																						
<p style="text-align: right;"><i>The balances reflected below are calculated through December 06, 2024</i></p> <table border="0"><thead><tr><th><u>Levy</u></th><th><u>Account</u></th><th><u>Tax</u></th><th><u>Liens/Betterments</u></th><th><u>Interest</u></th><th><u>Fees</u></th><th><u>Total</u></th></tr></thead><tbody><tr><td>2024</td><td>007533-00</td><td>6,692.11</td><td>0.00</td><td>795.21</td><td>0.00</td><td>7,487.32</td></tr><tr><td></td><td></td><td>6,692.11</td><td>0.00</td><td>795.21</td><td>0.00</td><td>7,487.32</td></tr></tbody></table>		<u>Levy</u>	<u>Account</u>	<u>Tax</u>	<u>Liens/Betterments</u>	<u>Interest</u>	<u>Fees</u>	<u>Total</u>	2024	007533-00	6,692.11	0.00	795.21	0.00	7,487.32			6,692.11	0.00	795.21	0.00	7,487.32
<u>Levy</u>	<u>Account</u>	<u>Tax</u>	<u>Liens/Betterments</u>	<u>Interest</u>	<u>Fees</u>	<u>Total</u>																
2024	007533-00	6,692.11	0.00	795.21	0.00	7,487.32																
		6,692.11	0.00	795.21	0.00	7,487.32																
<p style="text-align: right;">_____ Chris Collect, Treasurer/Collector</p>																						

[ADM-AUC-RC-8681]



4 Posted Collection Reports by GL Batch # Screen # 4022 [Fix]

Before the software update, entering a GL batch number in the field did not display the correct data. **ADMINS** corrected the error, and now entering a GL batch number directly into the field displays the correct GL batch reports. To access the screen from the menu select:

**Collections ► Queries ► Posted
Collection Reports by GL Batch #**

Seq#	Description	Filename	Buttons
1	Post Receipts	RectPat_4012_82.pdf	7 View 8 Email
2	Receipt Posting Summary Report	RectPatSum_4079_82.pdf	
3	Posting Report - Summary by GL#	RectPatGLSum_4084_8902326_82.pdf	
4	Post Receipt - Summary by Category	RectPatCatSum_4665_82.pdf	

[ADM-AUC-RC-8677]

5 A/R Reconciliation to the GL – Dates Matter [Enhancement]

Which dates are used for the reports that are run when reconciling Accounts Receivable (A/R) to the General Ledger (GL)? Check Module Control Sequence # 4031 to determine if your site uses the Transaction Date (Payment Date) or Deposit Date.

To view the value, from the menu, select:

Collections ► Module Maintenance ► Module Control

Seq#	Description	Answer	Buttons
4031	Date Used for Posting to Ledger - Transaction Date or Deposit	D	

This indicates that the Ledger Date will correspond to the date of deposit.

To reconcile Accounts Receivable (A/R) in the General Ledger (GL), use the correct report. A/R and GL will not reconcile unless payment and deposit dates match.

5.1 Report Names and Listing Order

There are two Trial Balance reports. To make it easier to choose the correct report for reconciliation, some reports in the collections report library have been reordered, and titles have been changed.



To see this change from the menu, go to:

Collections ► Reports ► Report Library

The reports are on the first screen of the Collections Reports Library #4960.

Report Name	View	Report	Last Run Date	Run Time	
4702-Bill Type - As of a Date	Sample	Run	28-Feb-2024	13:06:35,13	
4104-Real Estate Bills - As of a Date - By Parcel Type	Sample	Run	21-Nov-2023	09:09:36,70	
4705-Balances as of (Trial Balance)	Sample	Run	13-Nov-2024	11:46:26,32	
4706-Monthly Balances as of (Trial Balance)	Sample	Run	25-Jun-2024	10:19:13,05	
4171-Balances as of Deposit Date (Trial Balance)	Sample	Run			
4648-Projected Balances as of	Sample	Run	28-Feb-2024	13:09:16,65	
4614-Parcel Outstanding Balance	Sample	Run	28-Feb-2024	13:05:44,72	
4708-Aged Receivables Report	Sample	Run	15-Nov-2024	08:56:46,48	

- The title of report 4705 now includes the words “Payment Date.”
- Report 4171 has been moved to group both reports together; it is using “Deposit Date”.

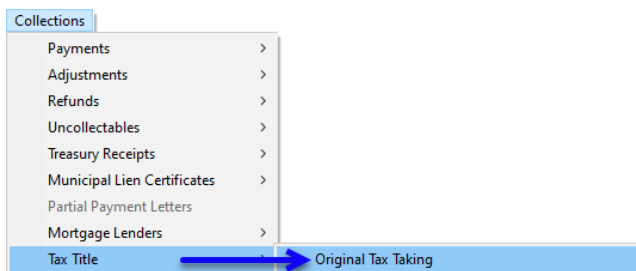
Report Name	View	Report	Last Run Date	Run Time	
4702-Bill Type - As of a Date	Sample	Run	28-Mar-2024	11:58:05,79	
4104-Real Estate Bills - As of a Date - By Parcel Type	Sample	Run	09-Dec-2020	10:27:23,42	
4705-Balances as of Payment Date (Trial Balance)	Sample	Run	29-Jul-2024	17:14:08,18	
4171-Balances as of Deposit Date (Trial Balance)	Sample	Run	07-Apr-2020	13:50:58,09	
4706-Monthly Balances as of Payment Date(Trial Balance)	Sample	Run			
4648-Projected Balances as of	Sample	Run			
4705-Balances as of Payment Date (Trial Balance)					
4171-Balances as of Deposit Date (Trial Balance)					
4706-Monthly Balances as of Payment Date(Trial Balance)					

- Report 4706 has been moved below report 4171 and its title now includes the words “Payment Date”.

[ADM-AUC-RC-8682]

6 Format Changes for Final Notice & Instrument of Taking

ADMINS now generates the Tax Taking Final Notice and the Instrument of Taking in a more polished and professional format. To view these documents, execute the Tax Taking Original Taking process.



Description	Date	Start	End	Success
Restart Original Taking				
Tax Title Setup Table	05-Dec-2024	10:22:44,27	10:22:44,27	✓
Maintain Tax Title Fees				
Category Account Verification Report				
List Candidates for Original Taking				
Build Workfile of Original Candidates	05-Dec-2024	10:23:58,21	10:24:14,36	✓
Original Candidates Sales History				
Edit Workfile of Original Candidates	05-Dec-2024	10:24:40,15	10:24:42,90	✓
Notices				
Issue Preliminary Notice CSV (Optional)				
Issue Final Notice and CSV File				
Issue Advertisement Notice CSV File				
Issue Final 30/7 Post Taking				

New format for Final Notice (suitable for mailing in a #10 window envelope):

Instrument of Taking



ADMINs Town of Admins
219 Lewis Wharf
Boston, MA 02001

FINAL NOTICE
20-Dec-2024

Assessed Owner: _____

Final notice is hereby given of delinquent and outstanding 2023 real estate taxes due to the Town of Admins on property that, according to our records, is in your name. Below is the property and taxes due plus interest and other charges.

Parcel: _____
Location: _____
Bill#: 002210-00
Year: 2023

Real Estate Tax:	4,390.02
Lien:	0.00
Betterments:	0.00
Prior Interest:	3.52
Prior Payments:	(4,356.17)
Interest:	8.59 through 20-Dec-2024
Fees:	106.00
Total Due:	151.96

This amount is figured as of 20-Dec-2024. Accordingly, I herewith make demand upon you for the full payment of the above mentioned taxes, liens, betterments, interest, and other charges that must be paid to my office by 20-Dec-2024 such payment to be made by CASH or CERTIFIED CHECK only.

If you fail to make full payment, I will advertise the Town's intent to take said property by Tax Title

Chris Collect, Treasurer/Collector
Phone Number: 617.494.5100
Email: support@admins.com

State Tax Form 301
ADMINs COMMONWEALTH OF MASSACHUSETTS
Town of Admins
Office of the Collector of Taxes
219 Lewis Wharf
Boston, MA 02001

INSTRUMENT OF TAKING

I, Chris Collect for the City/Town of Town of Admins acting under General Laws Chapter 60, Sections 53 and 54, hereby take for the city/town the real property described below:

DESCRIPTION OF PROPERTY
(The description must be sufficiently accurate to identify the property and must agree with the notice of taking. In the case of registered land, the Certificate of Title Number and the Registration Volume and Page must be given.)

Property: Land and Building(s) containing 10,019 Sq.Ft. (more or less)
Location: _____
Parcel: _____
Registry: _____
Land Court: _____

This land is taken because taxes, as defined in Chapter 60, Section 43, assessed on the property to Owner of Record BUNNELL MARKE & LORRAINE for the fiscal year 2023 were not paid within 14 days after a demand for payment was made on BUNNELL MARKE & LORRAINE on July 14, 2023. After notice of intention to take the land was given as required by law, they remain unpaid along with interest and incidental expenses and costs to the date of taking as follows:

Fiscal Year 2023 Taxes Remaining Unpaid	\$37.37
Interest to Date of Taking	\$8.59
Incidental Expenses and Costs to Date of Taking	\$106.00
Total for which Land is Taken	\$151.96

Executed as a sealed instrument on December 25, 2024 _____
Signature of Collector of Taxes
Chris Collect

THE COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss. December 25, 2024
On this December 25, 2024, before me, the undersigned notary public, personally appeared Chris Collect, proved to me through satisfactory evidence of identification, which were _____
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as Collector of Taxes for the City/Town of Admins.

My commission expires _____ Notary Public - Justice of the Peace
_____, 20____, at _____ o'clock and _____ minutes _____ M.
Received and entered with _____ Registry of Deeds,
Book _____ Page _____ Document No _____ Certificate of Title No _____
Attest: _____

[ADM-AUC-RC-8680]

[ADM-AUC-RC-8683]



7 Email Notice of Intent to Suspend an Account [Enhancement]

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be “suspended” or “marked inactive” on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

Two emails are sent to allow for users on vacation, etc., to have time to respond. Log in before the expiration date to prevent the suspension.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

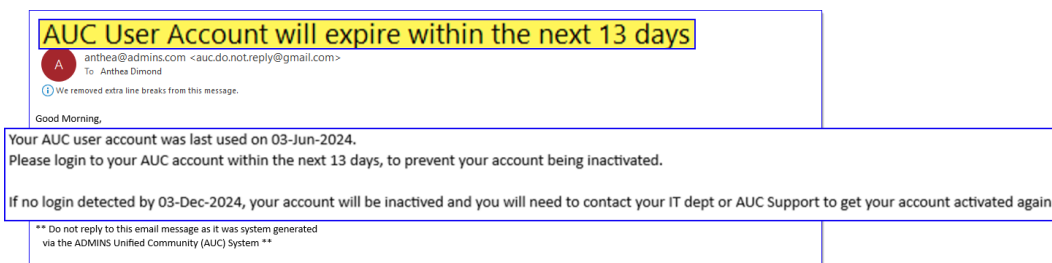


Figure 1 Email example sent two weeks before the username expiration date

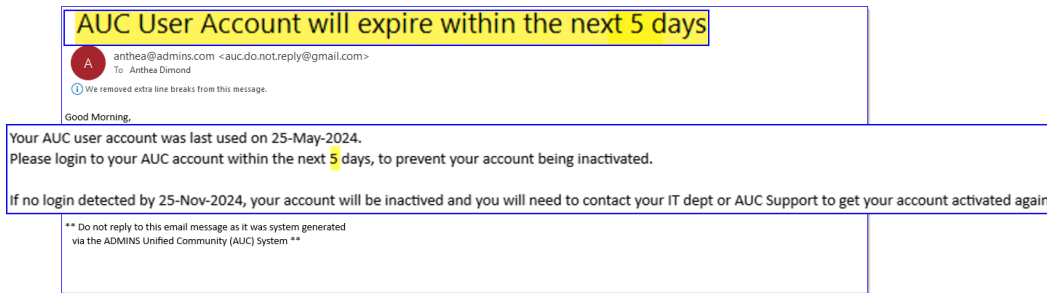


Figure 2 Email example sent the following week

[ADM-AUC-SY-8356]

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

7.1 New & Updated Documentation in the Help Reference Library

Treasury Receipts	RC-1320 Treasury Receipts	[ADM-AUC-RC-8660] [Updated]
	RC-1355 Supplemental Appropriations JE from a TR	[Updated]

7.2 New Content on ADMINS.com

RC-1355, Supplemental Appropriations Journal Entry from a Treasury Receipt	[Updated]
User Account Security Inquiry Screen (2:38)	