



REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2021

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

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1. PAYMENTS

At times, taxpayers may make partial payments of taxes due. Rather than waiting until the bill is past due to send a demand, a notice of partial payment (or “Partial Payment Letter”) can be sent to the taxpayer indicating that a balance is still owed. ADMINS provides a mechanism for issuing Partial Payment Letters, which are a statement of account.

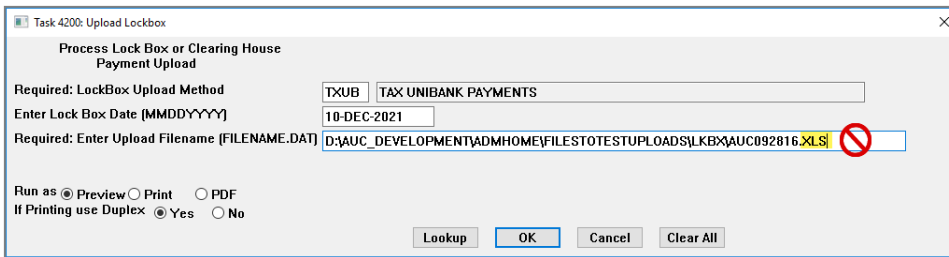
- This process does not consider any payment schedules established with the taxpayer. It will select all partial payments; manually remove any partial payments that are the result of a payment agreement.
- **No calculated interest is included;** the letters show what was paid and what is still outstanding on the account and **does not include new interest.**

Detailed instructions are in Help Reference Library RC–260 Partial Payment Letters.

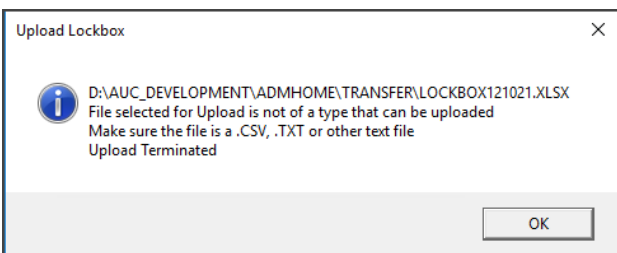
[ADM-AUC-DOC-206]

1.1. Upload Lockbox [Enhancement]

Collections ▶ Payments ▶ Process Lockbox Payments



ADMINS added error checking to the lockbox upload. If attempting to upload a file type other than the valid file types for the current lockbox upload method, this message will be displayed:



[ADM-AUC-RC-8527]



2. ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to `\\tsclient\C`, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the [September 2021 Release Notes](#) for a list of the screens this change will impact.

[ADM-AUC-SY-8225]

3. HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

3.1. New or Updated Documents

- Payments RC-260 Partial Payments Letters [Updated]