

REVENUE COLLECTIONS

RELEASE NOTES – JUNE 2020

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

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1. PAYMENT & ADJUSTMENT BATCH TRANSFERS [Enhancement]

ADMINS now ensures that there will not be any preselected batches when doing a batch transfer and added an option to **CC: the originator** of a Batch Transfer on the email that is sent notifying the "original" and "current" batch owners of the transfer.

1.1. Selecting Batches for Transfer [Fix]



No batches will be pre-selected when the screen of batches available for transfer is displayed.

Select Batches to Transfer (ALL TYPES)												
Sel	T	1 Select All	2 Deselect All	3 Trans	fer Bato	hes						
	4 Batch	5 User	Status	Trx Date	Rec	Adj	TR	Bank	Batch Total 🔺			
	9252019TR	THERESA	In-Process	25-Sep-2019			10	BANK OF AMERICA 1	7135.00			
	44	THERESA_ADMIN	In-Process	08-Jan-2019			2	BANK OF AMERICA 1	100,00			
	45	WENDY	In-Process	08-Jan-2019			3	CHARLES RIVER BANK	500.00			
	46	THERESA_ADMIN	In-Process	08- Ian-2019			2	CHORLES RIVER BONK	123456789062			
	48	THERESA_ADMIN WENDY	No bat	ches are j	ore-	sele	ecte	ed when the scr	een .53			
			🔄 is disp	olayed (no	t ev	en	bat	ches owned by	the			
14	803		la l	user per	forn	nin	g tl	ne transfer)				
	1805	WENDY	1					_				
	D6	WENDY	In-Process	28-Jun-2019		2		CHARLES RIVER BANK				
	09	WENDY	In-Process	05-Jul-2019			5	ALLY BANK	25220,00			
	10	anthea	In-Process	10-Jul-2019		4		CHARLES RIVER BANK	~			

[ADM-AUC-RC-8484]

Once selections are made, the system will prompt for the user to whom the batches will be transferred:

I Task 4466: Process Batch Transfers	Х
Process Batch Transfers	
Required: Enter Transfer TO User MIKE Mike Tuthill	
Send Copy of Email to myself Yes O No	
Lookup OK Cancel Clear All	

The example shows several batches with different owners being transferred to the new owner "Mike".

This provides a record of the transfer when the user performing the transfer is neither an original nor a current batch owner. In the example, user "Theresa" is transferring batches from four other users to "Mike".



File Message Help Tell me what you want to do Image:	ଅ୨୦↑↓	➡ The Following Red	ceipt Batches have been tra	nsferred	Ŧ			×				
Image: Image	File Message He	p Q Tell me v	what you want to do									
The Following Receipt Batches have been transferred paul@admins.com To Mike Contress Campbell Transfer process run by THERESA The following Receipt Batches have been transferred User Batch Total Entered From To 744 100.00 WENDY MIKE 746 123456789062. LUANN MIKE 748 1500.00 ANTHEA MIKE 748 1500.00 ANTHEA MIKE 749 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **	Ŵ · Ξ №··	$\varsigma \ll \rightarrow \xi$	켰 ‱ ┡ · Ѥ		Find			~				
<pre>paul@admins.com To Mike Cc Theresa Campbell</pre>	The Following Receipt Batches have been transferred											
Transfer process run by THERESA The following Receipt Batches have been transferred User Batch Total Entered From To 744 100.00 746 123456789062. LUANN MIKE 748 1500.00 794 197.94 PAUL MIKE ****Please DO NOT Respond to this Message as it was System_Generated**** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **	$\begin{array}{c c} & & & \\ \hline \\ \hline$											
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User Batch Total Entered From To 744 100.00 WENDY MIKE 746 123456789062. LUANN MIKE 748 1500.00 ANTHEA MIKE 794 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **	The following Rece	eipt Batches have	e been transferred									
744 100.00 WENDY MIKE 746 123456789062. LUANN MIKE 748 1500.00 ANTHEA MIKE 794 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** *** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **		User Batch	Total Entered	From		1210		То				
746 123456789062. LUANN MIKE 748 1500.00 ANTHEA MIKE 794 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** *** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **		744	100.00	WENDY	ζ.			MIKE				
748 1500.00 ANTHEA MIKE 794 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **		746	123456789062.	LUANN	1			MIKE				
794 197.94 PAUL MIKE ***Please DO NOT Respond to this Message as it was System_Generated*** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **		748	1500.00	ANTHE	EA			MIKE				
<pre>***Please DO NOT Respond to this Message as it was System_Generated*** ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **</pre>		794	197.94	PAUL				MIKE				
	***Please DO NOT F ** Do not reply to this er System **	Respond to this I nail message as it wa	Message as it was s system generated via t	System_Gene he ADMINS Ur	erated ³ nified Co	*** ommun	nity (AU	ic)				

Figure 1 Sample of email sent when transferring batches

[ADM-AUC-RC-8483]

2. REFUNDS [Fix]

Select Collections Refunds

When **Refunds** are processed and automatically create vouchers in AP, **ADMINS** limits the number of vouchers in a batch to a manageable 99 vouchers. **ADMINS** fixed an issue where the 99th Voucher in a batch had multiple transactions and the process tried to split the transaction over two batches.

[ADM-AUC-RC-8485]

3. POSTING TRANSACTIONS Prematurely to the General Ledger (Fix)

ADMINS corrected an issue that allowed sites to post transactions to the General Ledger *prior* to the completion of the Revenue Collections posting. This happened every so often for postings with many transactions.

[ADM-AUC-RC-8475]

4. TREASURY RECEIPTS [Enhancement]

ADMINS added the transaction and batch number to the attachments screen. Access the screen by selecting **Treasury Receipts** ▶ **Treasury Receipt History** ▶ **[ATTACH]**.



Goto	Vear 2000 Try Dat	OF Non 0000 Code (E)NOTHETE, IF NO MOTH CT - FT	DE DEVIT
	Account 6590-000-0000	= 05-Mar-2020 Code 15MMHINFIR 15 NU MHIN SI - FI	RE REVI
Actio	Line Note no individual	attachments	
Seq#	Description	Filename	Buttons
1	First batch attachment	foo10.txt	7 View 8 Email 9 Remove
1	Second batch attachment	foo9.txt	
	Third batch attachment	foo8.txt	
	Fourth batch attachment	foo7.txt	
5	attached after posting #1	foo4.txt	
	attached after posting #2	foo5.txt	
7	attached after posting #3	foo6.txt	
		+	

Figure 2 Before – the Attachment screen did not display the batch and transaction number

Goto	Treasury Receip	ot History		
Actions 9-Edit List 0-Excel	Year Code ISHMAINFIR 15 NO MAIN ST - FIRE REV	IEW Page		
1-Year	2-Batch 3-Receipt 4-Pay Date	5-Code 6-Trx Number 7-TR#		
Pay Date 05-Mar-2020 06-Dec-2019	Tix# Account Number Batd 1902996 6589-000-0000-00-00-00-48508 871 1902956 6590-000-000-00-00-00-48508 860	Payment AmilTransaction Note 15,00 no individual attachments 15,00 trx date default to batch	ATTACH	
			Treasury Receipt Attachments	
8-Batch Info	Total Record(s) 2 Tota Cash Check 15,00 Other Code CK TR# #Attachments 7	Geto Actions Year 2020 Trx-Date Account 6590-000-0000-0 Line Note no individual a	05-Mar-2020 Code 15NMRINFIR 15 NO MAIL 1000-00-00-48508 tttachments	1902986 Batch 871
	Check• Card• ExpDate 0000 Receipt 46517 Note; no indiv	Stat Description 1 First batch attachment 2 Second batch attachment 3 Ihurd batch attachment 4 Fourth batch attachment 5 attached after posting #1 6 attached after posting #2 7 attached after posting #3	Filename Fool J. Arc Fool J. Arc	Buttons A 7 View 8 Email 9 Remove
		0 History 6 Add Att	achment	

Figure 3 After - Attachment screen now displays Transaction # and Batch #

[BLG-SUP-SAPLAUC-1273]

5. REPORTS

ADMINS fixed an issue with the Balances as of (Trial Balance) and added a new report. Select Collections ▶ Reports ▶ Report Library ▶ Collections Reports to access the menu.

Report Library Collections										
Report Name	View	Report								
4702-Bill Type - As of a Date	Sample	Run								
4705-Balances as of (Irial Balance)	le	Run								
	le	Run								
4/06-Monthly Balances as of (Trial Balar	nce)	Run								
4614-Parcel Outstanding Balance	Sample	Run								
4708-Aged Receivables Report	Sample	Run	T I							
4616-Outstanding Balance by Parcel for an Account	Sample	Run	1							



5.1. #4706 Monthly Balances as of (Trial Balance) [Enhancement]

ADMINS added a new report of Monthly Balances summarized by **Year**, **Month** and **Bill Category**. The report selects all transactions prior to the **As Of** date entered on the prompt, then allocates the transactions into the months they should be accounted for in a fiscal year. This report may be used when reconciling receivables.

Task 4706: Monthly Balances as of (Trial Balance)	Х
Monthly Balances as of (Trail Balance)	
Required: As of Date (mmddyyyy) 03282020	
Required: Enter Bill Year Range From Year: 2018 To Year: 2020	
Required: Enter up to 9 Bill Types Edit 3 values: 10, 30, 20,	
Run as Preview Print PDF Excel If Printing use Duplex Print No Lookup OK Cancel Clear All	

Table 1 Fields on the Prompt for the Report – all fields are required

Field (all fields are required)	Description / How used
As of date	This determines which transactions are to be included.
	This also determines the fiscal year used to generate the
	months to be used in the report
Bill Year Range	Which bill years to review in report. Note – the larger
	the range of years the longer the report will take to run
Bill Types	Specify which bill types should appear on the report.
	Each bill type generates a separate report.
Run as OPreview O Print O PDF [®] O Excel [®]	Select the run as option.
If Printing user Duplex ⊙ Yes O No	Print double or single sided

E.g. As of Date 03/28/2020 the fiscal year is from 07/01/2020 through the As Of date 03/28/2020

Table 2 Examples of where transactions for Bill Year 2019 will be shown, depending on transaction date

		Transaction Dated	
Month	1/1/2020	5/25/2019	8/1/2019
July 2019		\checkmark	
August 2019		\square	\checkmark
September 2019		\square	\square
October 2019		\square	M
November 2019		M	M
December 2019		V	M
January 2020	\square	\checkmark	\checkmark
February 2020	M	V	M
March 2020	M	V	M



The transaction dated 01/01/2020 will not be included in any bucket prior to January 2020 because the transaction did not exist prior to that. This produces an **Excel**[®] or **PDF**[®] output.

Monthly Balances as of (Trial Balance)	-	×
File Help		
Starting step 18		^
Summarize Transactions		~

Figure 4 Progress Bar shown while the transactions are being summarized

5.1.1. Excel[®] Output

On the Excel® report – Abatements, Deductions, Deferrals, and Tax Title are shown in separate columns.

	A	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	P	Q	R
1	Bill-Year	Туре	Category	Description	Charges	Prelim Adjmts	Abatements	Deductions	Adj-Oth	Deferrals	TaxTaking	Refunds	Payments	Balance	Bankruptcy Bal	Prelim Abate	GL Balance	
2	2009	10	01	Tax	23,489,166.46		221,504.66	170,394.76	-32,430.26		-265,276.07	138,300.86	22,937,812.09	49.48			49.48	
3	2009	10	05	Water Lien	105,210.17		1,756.46				-9,679.10		93,806.06	-31.45			-31.45	
4	2009	10	06	Water Ln Cl	3,333.24						-105.13		3,229.19	-1.08			-1.08	
5	2009	10	07	Sewer Lien	42,938.36						-5,776.43		37,210.23	-48.30			-48.30	
6	2009	10	08	Sewer Ln Cl	1,609.57						-117.51		1,493.86	-1.80			-1.80	
7	2009	10	09	Trash Lien	109,400.43		340.00				-10,903.55		98,496.89	-340.01			-340.01	
8	2009	10	15	Sewer Bett	27,919.92						-2,419.32	-80.15	27,223.78	-1,803.33			-1,803.33	
9	2009	10	16	Sewer Bett Cl	22,770.30								20,966.97	1,803.33			1,803.33	
10	2009	10	17	Title 5 Bett	21,090.17								21,101.21	-11.04			-11.04	
11	2009	10	18	Title 5 Bett CI	5,931.08								5,920.04	11.04			11.04	
12	2009	10	33	Demand	4,535.00				-290.00		-830.00		3,420.00	-5.00			-5.00	
13	2009	10	40	Tax Interest	102,486.65						-20.28		102,502.14	-35.77			-35.77	
14				Total As Of 31-Jul-2019	23,936,391.35		223,601.12	170,394.76	-32,720.26		-295,127.39	138,220.71	23,353,182.46	-413.93			-413.93	
15																		

Figure 5 Monthly Balances as of (Trial Balance) sample Run as Excel®

Table 3 Columns on the report

Column Label	Description								
Bill-Year	The year the bill was issued								
Туре	The bill type (10=Real Estate, 20=Motor Excise, 30=Pe	ersonal Property							
Category	The category number for this bill type – as described in column D								
Description	The category for the charges								
Charges	Dollar amount of the charges								
Prelim_Adjmts	Total of preliminary Adjustments for this bill type and	l category							
Abatements	Total of Abatements for this bill type and category	Combined with Deductions on							
Deductions	Total of Deductions for this bill type and category	Print/Preview/PDF® Report							
Adj-Oth	Total of any other adjustments								
Deferrals	Total deferrals	Combined with Tax Taking on							
TaxTaking	Total in tax taking	Print/Preview/PDF [®] report							
Refunds	Total Refunds for this bill type and category								
Payments	Total Payments for this bill type and category								
Balance	Balance for this bill type and category								
Bankruptcy_Bal	Bankruptcy balance for this bill type and category								



Column Label	Description
Prelim_Abate	Preliminary Abatements for this bill type and category
GL_Balance	General Ledger Balance for this bill type and category

Due to space limitation on the printed page for **PDF**[®] output, **Abatements** and **Deductions** are combined into a single column, as are **Deferrals** and **Tax Title**. Each Bill Year will start on a new page.

5.1.2. Print/Preview/PDF[®] Output

4706-RCTRN_BYCAT_MON.REI	P Printed 07	7-Apr-2020 at 10:	29:36 by THERESA							Page 1
				Town of .	Admins					
				Monthly Balances as	of (Trial Balance)					
Bill Type: 20	Motor Excise	Ar	Of 03282020							
Category	Charges	Drelim Adimate	Abate/Deduct	Mdi-Oth Defer/Tax	Taking Refund	te Daymente	Dalance	Pankruptov Bal	Drolim Abate	GL Balance
cacegory	chargee	- FIGTIN Adjunco	Abace/ Deddec	Ruj-Och Derer/10x	Tuxing Nerun	zo raymonea	Durance	bankrapcey bar	Provin Abace	ob barance
Bill Year: 2018										
			260.00				(260.00)			(260.00)
01 Tax	2749729.22		67440.78		37323.3	2564781.47	154830.36			154830.36
11 Demand	19350.00			(210,00)		13159.94	11050.00			6190.06
12 Warranti	22550.00			(210.00)		11087.51	(20.00)			(20.00)
14 Regisciy	3280.00			(28, 52)		3300.00	(20.00)			2.27
40 Inceleac 80 Inceleac	225.00			(20.52)		175.00	50.00			50.00
95 Miscellaneous	110.00					1/0.00	110.00			110.00
*** Total As Of	21711-2019		67700.78	(238.52)	37323.3	2600574.36	172156.18			172156.18
10cal Mb OL	51-001-2015	,								
			260.00				(260,00)			(260,00)
01 Tax	2740720 22		67440 79		27222.20	2564791 47	154930.34			154930 36
11 Demand	19350 00		0/440.70		5752515.	13159.94	6190.06			6190.06
12 Warrant1	22550.00			(210,00)		11087 51	11252 49			11252 49
14 Registry	3280.00			(220.00)		3300.00	(20.00)			(20.00)
40 Interest	8102.23			(28.52)		8070.44	3.27			3.27
80 Insufficient Funds	8 225.00					175.00	50.00			50.00
95 Miscellaneous	110.00						110.00			110.00
*** Total As Of	31-Aug-2019		67700.78	(238.52)	37323.3	2600574.36	172156.18			172156.18
4706-RCTRN BYCAT	MON.REP Prim	nted 07-Apr-2020	at 10:29:36 by THE	RESA						Page 4
				то	wn of Admins					
				Monthly Balanc	es as of (Trial Bala	nce)				
Bill Type: 20	Motor Excise		As Of 03282020							
Category	(Charges Prelim Ad	ijmnts Abate/Dedu	ct Adj-Oth Def	er/Tax Taking	Refunds Pa	ayments Ba	alance Bankrupt	cy Bal Prelim	Abate GL Balan
Bill Year: 2019										
01 Tax	21735	542.50					217319	91.04		2173191.0
*** Total be Of 3	1-Oct-2019 21730	542 50					217310	1 04		2173191 0
IUCAL AS OL 3.										21/3151.0
01 Tax	21735	542.50	351.4	6			217319	91.04		2173191.0
*** Total As Of 3	0-Nov-2019 21735	542 50	351 4	6 · · · · · · · · · · · · · · · · · · ·			217310	1 04		2173191 0
LOUGE NO OL ST										
Selection Legend:										
	Bill Year: 2018 to	2020								
	Bill Type: 20									

Figure 6 Monthly Balances as of (Trial Balance)



Please Note: Consider the time when running this report; it takes a long time to run for multiple bill years. It can take about 2.5 minutes for a single bill type for one year, to about one hour 45 minutes for three bill types for 12 years. Start with a single bill year and bill type to gauge the time required to run the report.

[ADM-AUC-RC-8476]

5.2. Transaction Reports

	Report Name	View	Report
Actions	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
eport Categories	4636-Revenue Detail - by Category, Year, Type	Sample	Run
	ummary Category - By Type and Year	Sample	Run
<2 Transaction	on Reports	Sample	
3 Other Reports	465U-Lockbox Batch Summary Report	Sample	Rur
4 TT / Deferral Reports		Sample	
	4098-Nosted Receipts - by Date, GL#	Sample	Rur
	172/-Cash activity - uspusit wants re ge	Sample	Ru
	4731-Cash Activity Reports - By Payment Date	Sample	Rur
	4101-Cash Activity by Deposit Date/Batch	Sample	Rur
	4444707-Statistics - How our Bills	are Pa	id
	4638-Transaction History for a Parcel	Sample	Rur
		Sample	
	4770-Tax Deposits by Deposit Date and Type	Sample	Rur
	4771-Departmental Departs by Date and Patch	Somelo	Due

5.2.1. #4707 Statistics – How our Bills are Paid

ADMINS installed a new report that provides a breakdown by type of payment (e.g. check, counter, lockbox) and provides the count of each payment type as well as the percentages.

Run the report by selecting Collections ▶ Reports ▶ Report Library ▶ Transaction Reports ▶ #4707 Statistics – How our Bills are Paid.

Task 4707: Statistics - How our Bills are Paid	×
Payment Analysis by Type	
Required: Enter Bill Type 10 Real Estate Required: Enter Effective (Pay/Trx) Date Range From: 01-JUL-2017 To: 06302018	
Run as Preview Print PDF Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All	

The report is available as **Preview/Print/PDF**[®] format or may be run as **Excel**[®].

Courier New 💌 9 💌 🛽	BIIU■▼ ≞ ₫	<u>휘</u> () : : : : : : : : : : : : : : : : : :	1 2									
												_
707-RCPAYTRNCOD.REP	Printed 16-Apr-202	20 at 10:13:3	9 by THERESA	Tour of	Idmine						Page 1	
			Statisti	TOWN OF	r Bills are Da	14						
			50401501		a birth die ru							
			B111	Type: 10	Real Estate							
aid By	Qtr_1		Qtr_2		Qtr_3	8	Qtr_4	4	Percentage	Total		
Added Fees					1	.01	1	.01	.01	2		
LT BILL TRUST PAYMENTS	106	1.51	114	1.58	110	1.49	93	1.28	1.46	423		
COD RECEIPT	2,331	33.09	2,452	33.90	2,630	35.75	2,703	30.10	35.25	10,104		
EP ESCROW - TERETTA	2,042	2 23	164	2 27	2,730	2 21	2,125	2 29	2 25	11,140		
NEG ESCRON - WELLS FARGO	378	5.37	371	5.14	389	5.27	390	5.38	5.29	1.528		
IS Insufficient Funds	4	.06	5	.07	6	.08	5	.07	.07	20		
CZ TAX - CITIZENS	1,134	16.10	1,127	15.62	1,141	15.46	955	13.17	15.08	4,357		
UB TAX - UNIBANK	93	1.32	166	2.30	173	2.34	156	2.15	2.04	588		
				-		-						
*** Grand Total ***	7,045		7,216		7,379		7,252			28,892		

Figure 7 Preview/Print/PDF® format



ADMINS Unified Community Revenue Collections

X	🖌 🤊 - C								Paymer	nt_Analysis	_THERESA[1].xr	nl - Microsoft E	xcel
	File Hon	ne Insert Page Layout Fo	ormulas Da	ata Revie	w View								
	P19	▼ (• f _x											
- 4	A	В	С	D	E	F	G	Н		J	K	L	М
1	Bill Type:	10 Real Estate											
2													
3	Code	Paid_By	Qtr_1	%	Qtr_2	<u>%</u>	Qtr_3	%	Qtr_4	%	Average_%	Total	
4	AF	Added Fees					1	0.01	1	0.01	0.01	2	
5	BILT	BILL TRUST PAYMENTS	106	1.51	114	1.58	110	1.49	93	1.28	1.46	423	
6	CRC	Counter receipt	2,331	33.09	2,452	33.98	2,638	35.75	2,763	38.10	35.25	10,184	
7	ECOR	ESCROW - CORELOGIC	2,842	40.34	2,817	39.04	2,758	37.38	2,723	37.55	38.56	11,140	
8	ELER	ESCROW - LERETTA	157	2.23	164	2.27	163	2.21	166	2.29	2.25	650	
9	EWFG	ESCROW - WELLS FARGO	378	5.37	371	5.14	389	5.27	390	5.38	5.29	1,528	
10	INS	Insufficient Funds	4	0.06	5 5	0.07	6	0.08	5	0.07	0.07	20	
11	TXCZ	TAX - CITIZENS	1,134	16.10	1,127	15.62	1,141	15.46	955	13.17	15.08	4,357	
12	TXUB	TAX - UNIBANK	93	1.32	166	2.30	173	2.34	156	2.15	2.04	588	
13		***_Grand_Total_***	7,045		7,216		7,379		7,252			28,892	
14													
15													

Figure 8 Excel[®] format

[ADM-AUC-RC-8478]

5.1. #4705 Balances as of (Trial Balance) [Fix]



Fully paid bills were always excluded from the report when run in
O Summary, even if the O No radio button was selected. This caused an issue with the GL balance column.
ADMINS corrected the report.

[ADM-AUC-RC-8476]

6. COPY LIVE TO TRAINING [Enhancement]

The process was enhanced to send an email to the members of the SYUPDTRAIN Distribution List on

🖫 🗇 ↑ ↓ ≂ [PLUTO-AUC] Update Training from Live has been COMPLETED - M 🖬 — 🗆 🗙	
File Message Help Q Tell me what you want to do	
$\widehat{\blacksquare} \ \cdot \ \boxdot \ \textcircled{2}_{\circ} \ \land \ \backsim \ \checkmark \ \ragged \ \ \ragged \ \ \ragged \ \ \ragged \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	
[PLUTO-AUC] Update Training from Live has been COMPLETE	Đ
TC Theresa Campbell Do Theresa Campbell Mon 4/6/2020 2:01 PM	
The Update Training from Live process has been completed on 06-Apr-2020	
Email List: [SYUPDTRAIN] Submit Copy Live to Training to Batch	
** Do not reply to this email message as it was system generated	
via the ADMINS Unified Community (AUC) System **	
٠ <u> </u>	

completion.

Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list. This change was installed on sites in April 2020 and is included here to document the change.

Figure 9 Email notification that the update of the training area is complete

See SY-175 Copy Live to Training (Batch) for details on this feature.

[ADM-AUC-SY-8114]



7. HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library:

7.1. New or Updated Documents

- MUNICIPAL LIENS CERTIFICATE
- OTHER

RC-710 MLC Processing[Updated]RC-1812 Open, View, and Edit .CSV files for AUC Uploads[New]RC-1865 Pivot Tables - Analyze AUC Data in Excel[New]