



REVENUE COLLECTIONS

RELEASE NOTES

March 2024

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

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1 Bill Payment & Bill Query Screen

ADMINS enhanced a report available from these screens.

1.1 # 4635 Transaction History Detail Report [Enhancement]

ADMINS added four new columns to the Excel® version report. To run this report, from the menu, go to:

Collections ▶ Bill Payment screen ▶ [Transactions] or [Trx Summary]

Run the # report by clicking on the [History List] button on the left side of the [Transactions] or [Trx Summary] screen, or from the Informational Views ▶ Reports button of the Bill Payment tab.

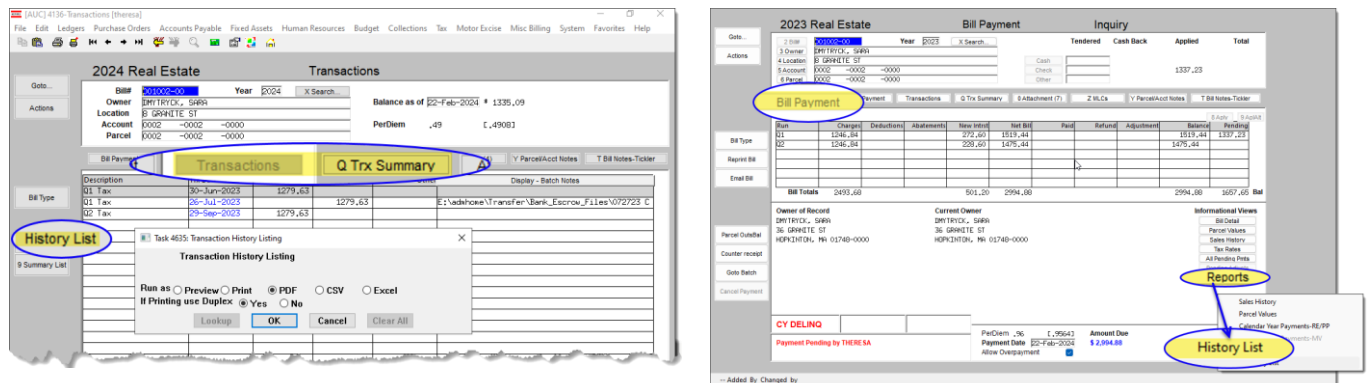


Figure 1 The History List can be accessed via the Transactions, TRX Summary screens, and the Bill Payment screen

Parcel	Location	Run Date	Date Billed	Date Due	Last Int Date	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Trx Balance
0002-0002-000	8 GRANITE ST	9/30/2022	8/1/2022	8/2/2022		Tax	Billing	6/30/2022	1,246.84						1,246.84
0002-0002-000	8 GRANITE ST	9/30/2022	11/1/2022	11/2/2022		Tax	Billing	9/30/2022	1,246.84						1,246.84
							Grand Total		2,493.68						2,493.68

Figure 2 Before – no information on User Batch, Posted Date, Username, & Transaction Description

Year	Bill Number	Open Parcel	Loc Desc	Date Billed	Date Due	Last Int Date	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Trx Balance	User Batch	Posted Date	User	Transaction Description
2024	01002-00	0002-0002-000		6/30/2023	8/1/2023	8/2/2023	Tax	Billing	6/30/2023	1,279.63					1,279.63		RE2024BILL	6/27/2023	LJONES	BILL Q1 Due 01-Aug-2023
2024	01002-00	0002-0002-000		6/30/2023	8/1/2023	8/2/2023	Tax	ESCROW - CORELOGIC	7/26/2023	-1,279.63							LRC07262	7/31/2023	LJONES	ESCROW CORELOGIC,COR-1,LRC07262/26-Jul-2
2024	01002-00	0002-0002-000		9/29/2023	11/1/2023	11/2/2023	Tax	Billing	9/29/2023	1,279.63					1,279.63		RE2024BILL	6/27/2023	LJONES	BILL Q2 Due 01-Nov-2023
							Grand Total			2,559.26					1,279.63					

User Batch	Posted Date	User	Transaction Description
RE2024BILL	6/27/2023	LJONES	BILL Q1 Due 01-Aug-2023
LRC07262	7/31/2023	LJONES	ESCROW CORELOGIC,COR-1,LRC07262/26-Jul-2
RE2024BILL	6/27/2023	LJONES	BILL Q2 Due 01-Nov-2023

Figure 3 After – Columns added for User Batch, Posted Date, Username, & Transaction Description

Note: Selected sites already had the Post Date; those sites will have three additional columns.

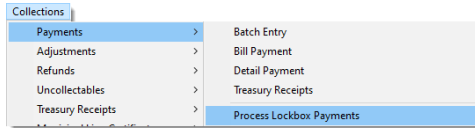
[ADM-AUC-RC-8633]



2 Lockbox Processing [Fix]

To run the lockbox process, from the menu, select:

Collections ▶ Payments ▶ Process Lockbox Payments



The lockbox process abnormally terminated when two people ran the upload lockbox step at the same time. **ADMINS** changed the process to make it “username” based. This allows multiple users to run the process simultaneously while ensuring the integrity of the files.

Process Lockbox Payments				
Description	Date	Start	End	Success
Restart Lockbox Upload				
Upload Lockbox	22-Feb-2024	15:15:25.53	15:15:37.64	<input checked="" type="checkbox"/>
Maintain Lockbox Batch Dates	22-Feb-2024	15:15:52.44	15:15:53.84	<input checked="" type="checkbox"/>
Lockbox Edit Reports	22-Feb-2024	15:21:08.41	15:21:10.16	<input checked="" type="checkbox"/>
Post Lockbox				

[ADM-AUC-RC-8630]

2.1 #4202 Lockbox Edit List [Enhancement]

The lockbox edit list detail report was changed to provide sub-totals by batch number and sort the transactions within the batch in the same order as the report that the bank provides. This makes it easier to spot check the amounts and accounts.

This change was made only to selected sites. Most sites will use the original version of the report. Each version of the report is shown below:

Original version – in descending order by Bill Number

“New” version sorted in the same order as the bank file.

Bill #	Amount
001449-00	1.1
001505-00	1.1
001505-00	1.2
001562-00	1.2
001562-00	2.0
001562-00	1.6

Bill #	Description	Amount
005583-00	Real Estate	1,032.07
003013-00	Real Estate	1,911.55
003013-00	Real Estate	1,911.55
001449-00	Real Estate	1,186.60
001449-00	Real Estate	2,048.98
002075-00	Real Estate	1,186.60

Figure 4 Shows the two versions of the report

[ADM-AUC-RC-8634]

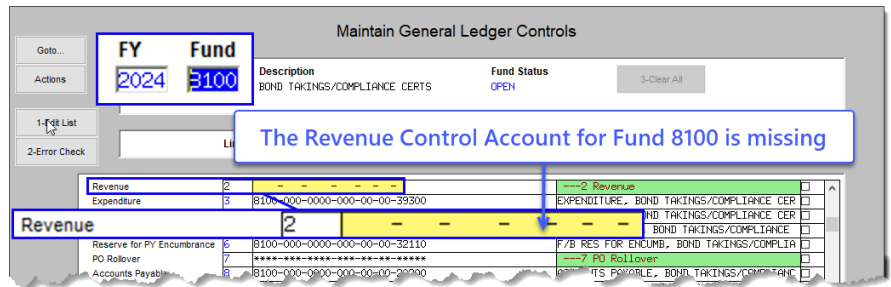
3 Posting Receipt Batches [Enhancement]

Occasionally a Receipt without a valid Revenue or Expenditure Control account created an unbalanced GL Batch for posting to the General Ledger. The issue was not evident to the user because it had to do with Control Accounts, which many Collections Users are unaware of.



In this image, the Revenue Control account for Fund 8100 is missing:

When a receipt batch is posted, the posting process now checks that the account in the Chart of Accounts has a corresponding entry in the General Ledgers Control Account for the fund or for the account.



To trap Control Account errors, the error code "L" in the error report identifies if there is a Revenue or Expenditure Control Account missing.

If an error exists a message will pop up, and the error will be reported on the Receipt GL Posting Error Report.



The user attempting to post the receipt batch should notify the Finance Office of the error and provide a copy of the Posting Error Report.

The Finance Office staff should update the control account table and ask the posting user to try again.

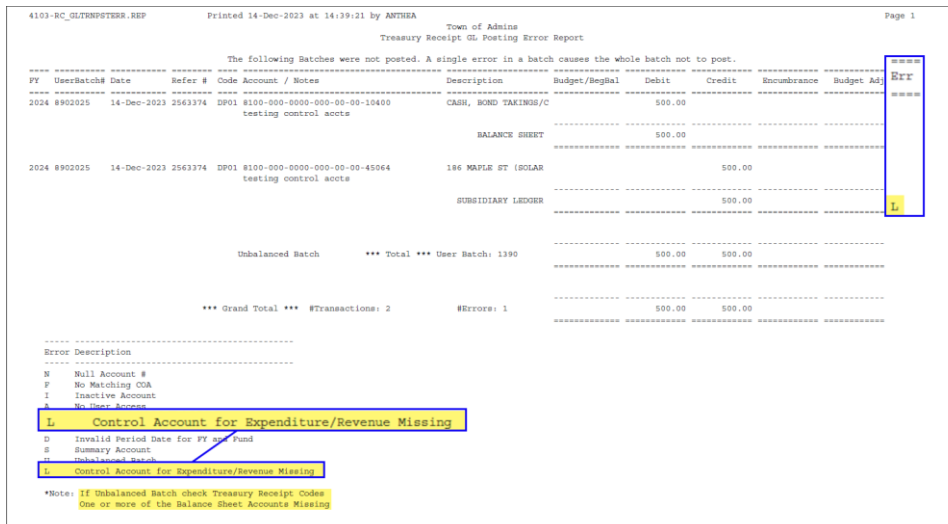
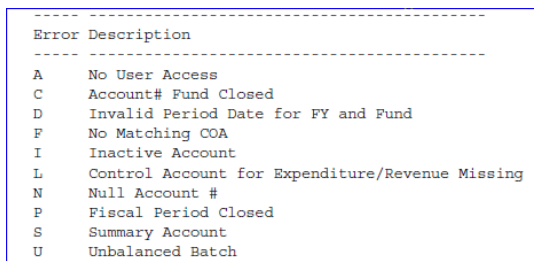


Figure 5 Before – the list of errors in random order

[ADM-AUC-RC-8626]



Before the software update, the errors were listed at the bottom of the report in order of when the error checking was added. Now the errors are listed in alphabetical order to make the descriptions easier to find.

[ADM-AUC-RC-8638]

Figure 6 After – the errors are listed in alphabetical order



4 Treasury Receipts

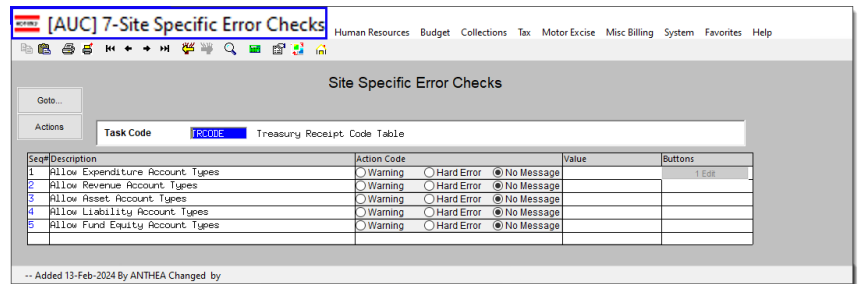
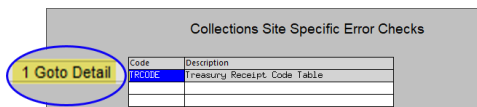
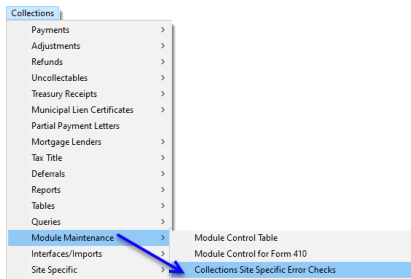
ADMINS incorporated error checking of Treasury Receipt (TR) **codes** in this software update and updated the TR Code error report to identify existing TR codes that do not meet the new optional site-specific restrictions.

4.1 TR Code Site Specific Error Checking

To access the new screen, from the menu, select:

Collections ▶ Module Maintenance ▶ Collections Site Specific Error Checks

There is a “TRCODE” set up on the table. Click on the Goto Detail button to see the five available checks within the code. Each corresponds to whether TR codes can use one of the five account types (A, L, F, R, & E). This controls which account types will be allowed when creating a code and setting up the accounting on the Treasury Receipt Code table.



When installed with the software update, the Site-Specific Error Checks for TRCODE will all be set to No Message. Set them up accordingly.

4.2 Impact on TR Code Setup

To illustrate how this works, I have set up the table with a:

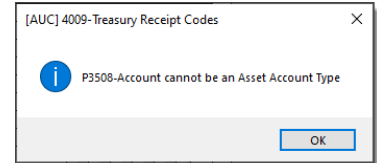
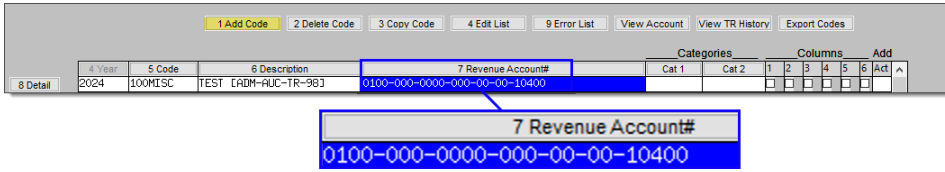
Hard Error for Asset, Liability, and Fund Equity account types, a

Warning for Expenditure Account types, and

No Message for Revenue Account types.

Seq#	Description	Action Code	Value	Buttons
1	Allow Expenditure Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Allow Revenue Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
3	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
4	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
5	Allow Fund Equity Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		

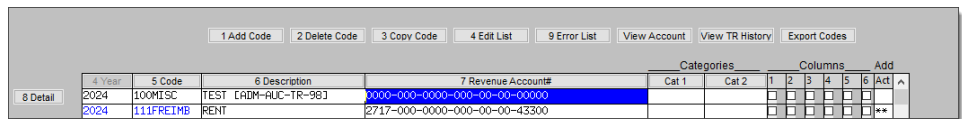
In this case warnings and hard errors are treated the same way. They will both stop entry of that account type on the TR code table.



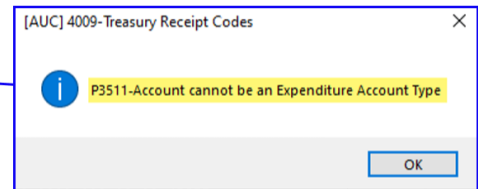
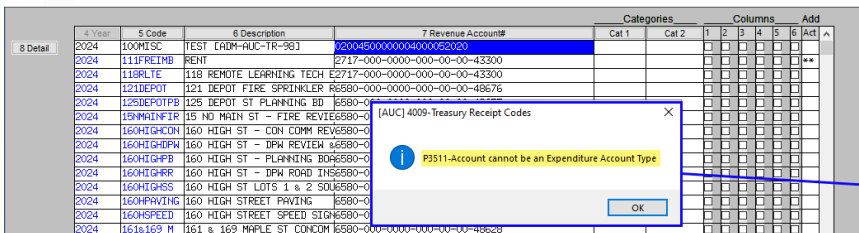
If I enter an **Asset** account, (above the "Cash" account is entered, which is an Asset Account), the system will pop up a message that the Account entered cannot be an Asset Account Type.

I click **OK** on the pop up.

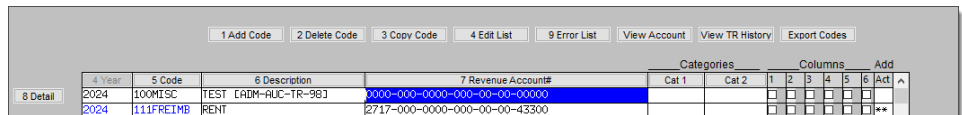
The account number is cleared out so that I may try again.



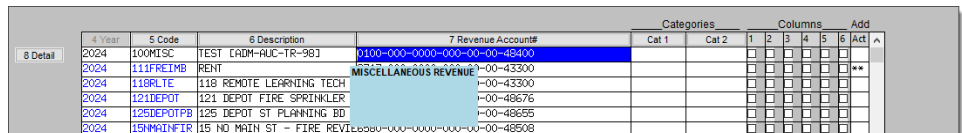
This time, I entered an **Expenditure** account. Since Expenditure account types are set to a **Warning**, the system does not allow using it.



The account number is cleared out and I try again.



This time, I use a **Revenue** account. The account number shows on the Summary TR Code screen.



The same restrictions apply to the account numbers entered on the Detail screen.

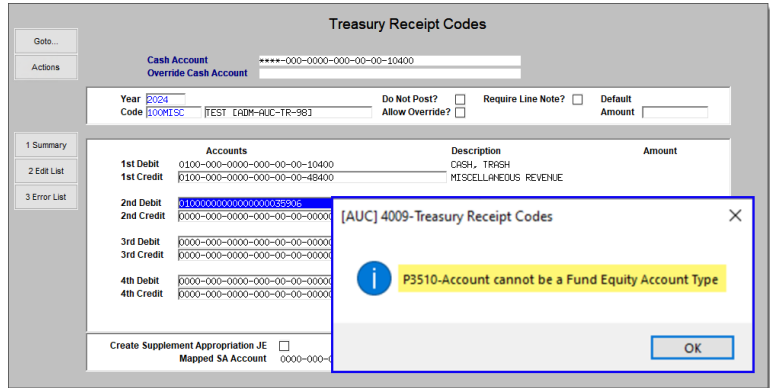


4.2.1 The TR Code Detail Screen

In this example, I entered a **Fund Equity** account on the 2nd Debit line.

The system popped up a message that the Account cannot be a Fund Equity Account type.

This error checking is done on all the account lines when creating a Treasury Receipt Code. The error checking is not retroactive; existing codes with accounts are not checked.



[ADM-AUC-TR-98]

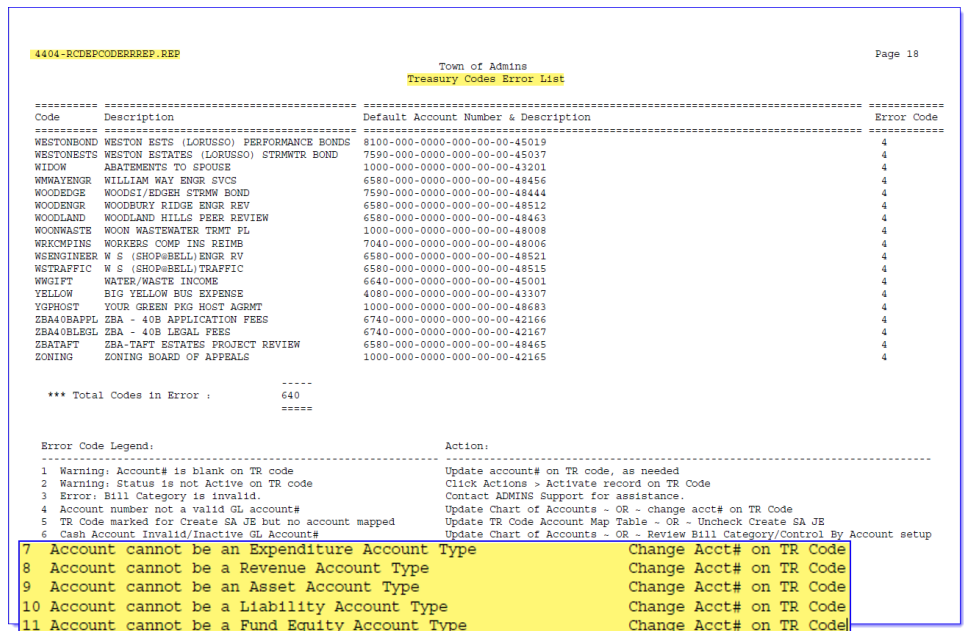
4.3 # 4404 TR Code Error List [Enhancement]

ADMINS enhanced the TR Codes Error List with five new error codes.

Before the software update, the error list identified only errors 1 through 6.

The report now checks to see if any of the existing TR codes have accounts that are not of the allowable type(s) as described in section 4.1 above.

Error Codes 7 through 11 identify **existing** TR Codes that have disallowed account types. This way once the site-specific error checking is set up, it is easy to identify codes that do not meet the criteria.



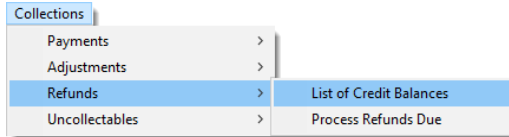
[ADM-AUC-TR-99]

5 Reports [Enhancement]

ADMINS has thousands of reports and continually enhances existing reports and adds new reports with each quarterly software update. The following describes the reports affected by the software update.

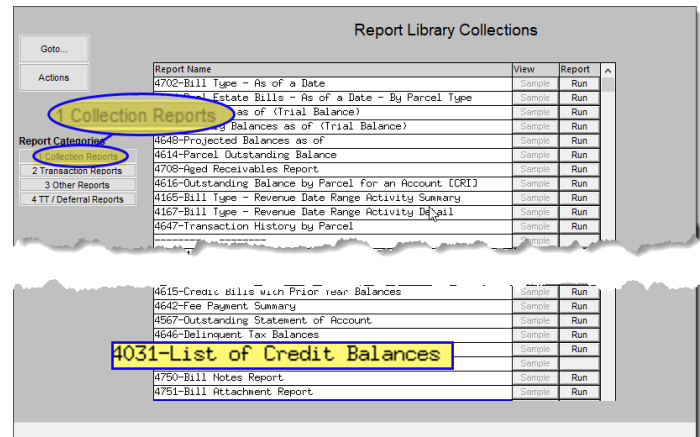
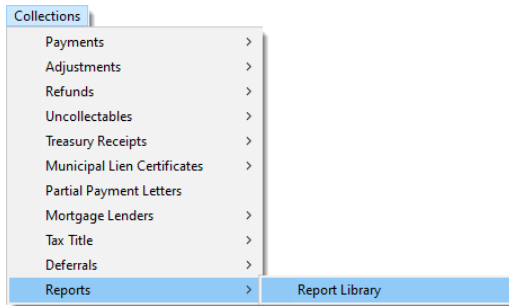


5.1 # 4031 List of Credit Balances [Enhancement]



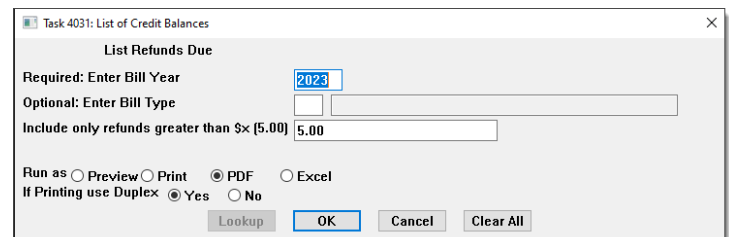
Before—The list was only available via the above menu

This report was originally restricted to Collections staff who accessed it from the menu shown on the left.



After – Now it is available to users with access to the **Collections > Reports > Report Library** menu.

- Enter the required **four-digit Bill Year**.
- If desired, restrict the list to a single Bill Type (use the lookup to select the Bill Type)
- Set a **dollar amount** for the minimum refund.
- Select either PDF® or Excel® and click .



The PDF version is shown below.

ADMINS Unified Community
Town of Adms
List of Credit Balances

Page 1

Type	Year	Bill#	Parcel#	Name	Billing Address	City/State/Zip	Category	Refund Due	Encesed Amt	Reg Bal by		
RE	2023	003506-00	0050-099B-0038	GERGES, KIRILOS F & SELVANA	36 CRYSTAL WY	BELLINGHAM MA 02019-0000	Q4-Tax	26.39	26.39	Counter receipt		
RE	2023	004149-00	0064-0080-0000	COUGHLIN, PHYLLIS	16 FLORANCE ST	BELLINGHAM MA 02019-0000	Q4-Tax	20.61	20.61	TAX - CITIZENS		
RE	2023	006420-00	0095-0057-0000	21 WRENTHAM ROAD LLC	150 E CENTRAL ST	NATICK MA 01760-0000	Q4-Tax	254.47	254.47	Other		
RE	2023	007540-00	0075-0016-0002	DODDAPANENI, VENKAT	5 WHITERHALL WY	BELLINGHAM MA 02019-0000	Q4-Tax	7.03	7.03	Counter receipt		
									Real Estate Totals	308.50		
									*** Grand Total ***	#Bills 4	#Tms: 4	308.50

Selection Legend:
Bill Year : 2023
Minimum Amount: 5.00

[ADM-AUC-RC-8615]

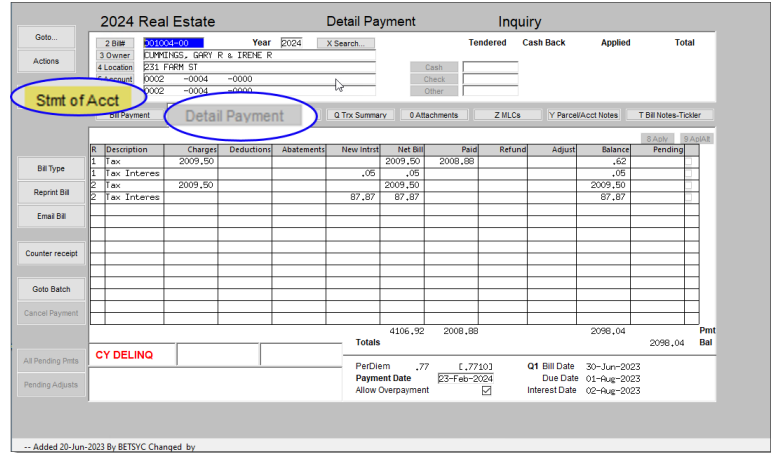


5.2 # 4567 Statement of Account [Fix]

The Statement of Account is produced from the [Detail Payment] tab of the Bill Payment and Bill Inquiry screens. Pretreatment bills (considered part of Real Estate) can have a Parcel/Account# that is not in the Real Estate Parcel Maintenance table.

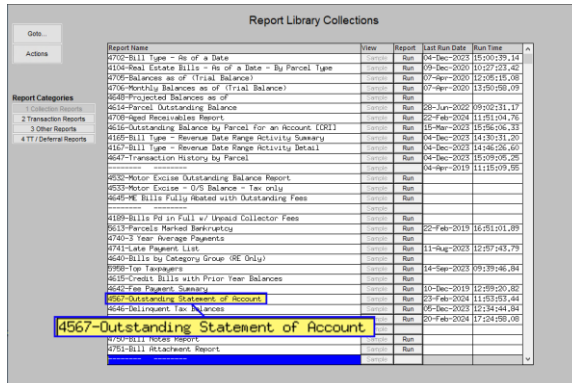
The Statement of Account showed the wrong data for the Address & Owner on the Statement of Account for customers with Pretreatment Bills without a Parcel.

ADMINS fixed the issue and Statements of Account for Pretreatment Bills will show the correct Owner and Address.

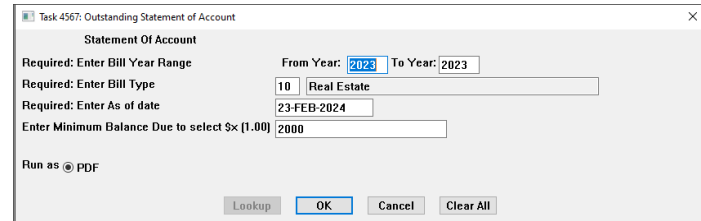


To run the Statements of Accounts for multiple bills, from the menu, go to:

Collections ▶ Reports ▶ Report Library ▶ [1 Collection Reports]



Enter a bill year range, the bill type, the As of date, and the minimum balance due.



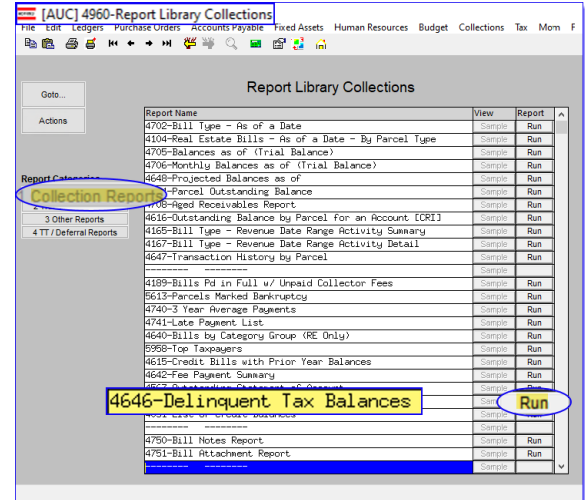
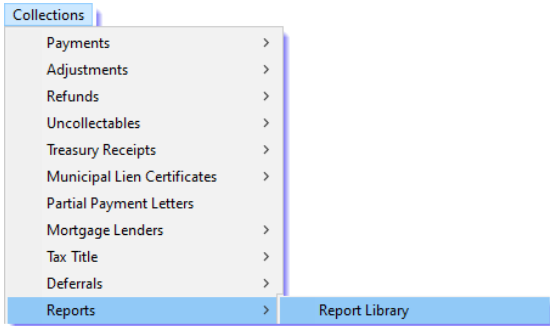
[CRI-SUP-SAPLAUC-1161]



5.3 # 4646 Delinquent Tax Report [Enhancement]

ADMINS updated the way this report is run to allow reporting on a single tax type. To run this report, from the menu, select:

Collections ▶ Reports ▶ Report Library



Select #4646 Delinquent Tax Balances from the menu and click on **Run**.

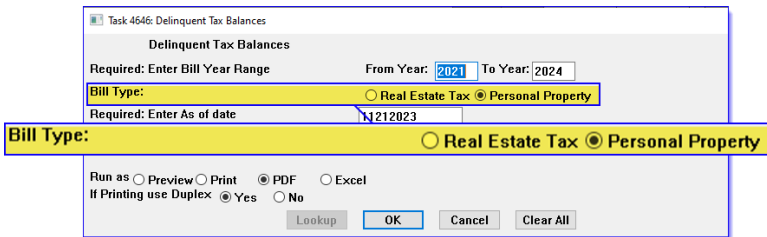


Figure 7 Before: The Bill Type was limited to just RE Tax or Personal Property.

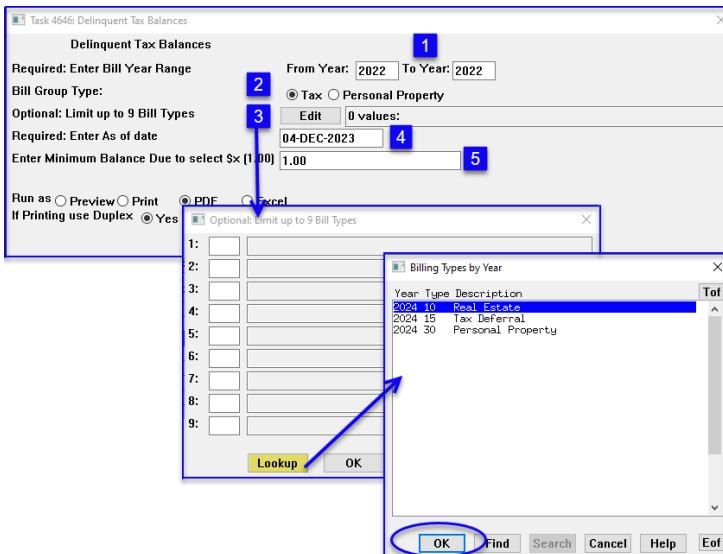


Figure 8 After: The Tax type “Tax” includes multiple Tax types.

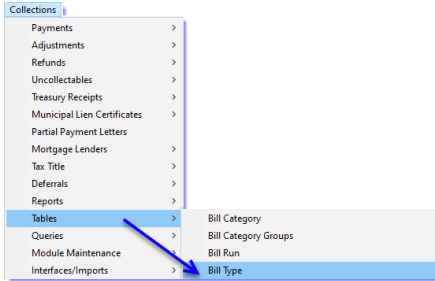
1. Enter the **Bill Year Range**. For a single year, enter the same year in the “From” and “To” fields
2. Select the **Bill Group Type**
3. Use the **[Edit]** button to select up to nine types. *On some sites, the RE tax type includes RE Tax, RE Supplemental, PreTreatment, PT Supplemental, SEwer, and SE Supplemental.*
4. Enter the “As of” date or select it from the lookup
5. Enter a minimum balance due (use two decimal places)

This allows running the report for a single tax type within a module, e.g., just the “Sewer” type can be reported on.



To view the Bill Type table, from the menu, select:

Collections ▶ Tables ▶ Bill Type



Bill Type

Goto...
Actions

Year: 2024

Type	Description	Int Rate	Days in Yr	Min. Balance	Ovr Pay	Refund Int	Module	Avail	Util
10	Real Estate	.1400	365,00		<input checked="" type="checkbox"/>		RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Tax Deferral	.0800	365,00		<input checked="" type="checkbox"/>		RE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Motor Excise	.1200	365,00		<input checked="" type="checkbox"/>		ME	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Personal Property	.1400	365,00		<input checked="" type="checkbox"/>		PP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Water Utility				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
50	Sewer Utility				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
60	Trash Utility				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
65	Stormwater Utility				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
70	Tax Title	.1600	365,00		<input checked="" type="checkbox"/>		TT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
87	Police Billing	.1200	365,00		<input checked="" type="checkbox"/>		PR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
90	Curbside				<input checked="" type="checkbox"/>		MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
91	Foters				<input checked="" type="checkbox"/>		MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
96	Misc Billing				<input checked="" type="checkbox"/>		MB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
98	Treasury Receipts				<input type="checkbox"/>		RC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99	Utility NSF Charge				<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>

The two-character Module code determines which Bill Types are in the "Tax" category vs. the Personal Property or other types.

[CRI-SUP-SAPLAUC-1038]

5.4 # 4708 Aging Report [Enhancement]

ADMINS added a "Current" balance column on the aging report which lists amounts that are not yet due. The due date is in the future of the report date and the aging is based on the due date of a transaction. To run this report, from the menu, select:

Collections ▶ Reports ▶ Report Library ▶ [1 Collection Reports]

Report Library Collections

Goto...
Actions

Report Name	View	Report
4702-Bill Type - As of a Date	Sample	Run
4104-Real Estate Bills - As of a Date - By Parcel Type	Sample	Run
4705-Balances as of (Trial Balance)	Sample	Run
4706-Monthly Balances as of (Trial Balance)	Sample	Run
4648-Projected Balances as of	Sample	Run
4614-Parcel Outstanding Balance	Sample	Run
4708-Aged Receivables Report	Sample	Run
4616-Outstanding Balance by Parcel For an Account [CRI]	Sample	Run
4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run
4167	Sample	Run
4647	Sample	Run
-----	Sample	Run
4532-Motor Excise Outstanding Balance Report	Sample	Run
4533-Motor Excise - O/S Balance - Tax only	Sample	Run
4645-ME Bills Fully Abated with Outstanding Fees	Sample	Run
-----	Sample	Run
4199	Sample	Run

Task 4708: Aged Receivables Report

Aged Receivables Report
Select Receivables with balances that are passed the Bill Date. If selection not restricted to a single year then report could take a while to run

Required: Enter Bill Year Range
From Year: 2020 To Year: 2020

Required: Enter As of date
11162020

Required: Enter Number of days between Aging Breaks
30

Include Categories that do not post to A/R? (e.g. Fees) Yes No

Print Summary Detail

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All



1	Type	Year	Bill#	Parcel/Account#	Person-Billed	Under 30 Days	30 to 60 Days	60 to 90 Days	Over 90 Days	Total
717	20	2020	019540-00	--	GOLDERSLEEVE, MIA L	10.00	0.00	0.00	0.00	10.00
718	20	2020	019554-00	--	GONZALEZ, MADELINE	10.00	0.00	0.00	0.00	10.00
719	20	2020	019569-00	--	HADLEY, BRENT D	10.00	0.00	0.00	0.00	10.00
720	20	2020	019571-00	--	HALL, MARYBELLE	10.00	0.00	0.00	0.00	10.00
721	20	2020	019581-00	--	HATCH, JILLIAN S	10.00	0.00	0.00	0.00	10.00
722	20	2020	019592-00	--	HICKEY, JAMES H	10.00	0.00	0.00	0.00	10.00
723	20	2020	019668-00	--	MAYANGELA-DUTAN, LUIS R	10.00	0.00	0.00	0.00	10.00
724	20	2020	019772-00	--	PEAK FOOD & TRADING CO	10.00	0.00	0.00	0.00	10.00
725	20	2020	019960-00	--	WAY, JONATHAN COREY	10.00	0.00	0.00	0.00	10.00
726					Total for Type Motor Excise	1,920.77	2,075.00	1,301.54	22,169.75	27,407.06

Figure 9 Before – the Aging report did not include a “Current” or “Not Yet Due” column

1	Type	Year	Bill#	Parcel/Account#	Person-Billed	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total	DueDate	#Days
219	20	2020	020932-00	--	GORMAN, CLARICE A	21.65	0.00	0.00	0.00	0.00	21.65	22-Mar-2021	-126
220	20	2020	020996-00	--	INDREBANO, DANIEL R	0.61	0.00	0.00	0.00	0.00	0.61	22-Mar-2021	-126
221	20	2020	021008-00	--	MARKOW, DAVID A	0.61	0.00	0.00	0.00	0.00	0.35	22-Mar-2021	-126
222	20	2020	021044-00	--	NERT LLC	0.35	0.00	0.00	0.00	0.00	0.03	22-Mar-2021	-126
223	20	2020	021068-00	--	PETTIT, MARK A	0.03	0.00	0.00	0.00	0.00	0.01	22-Mar-2021	-126
224	20	2020	021113-00	--	SONNTAG, STEVEN	0.03	0.00	0.00	0.00	0.00	33.64	22-Mar-2021	-126
225	20	2020	021153-00	--	VELASQUEZ RUANO, LEON	0.03	0.00	0.00	0.00	0.00	20.92	22-Mar-2021	-126
226	20	2020	021166-00	--	WOODMAN, REBECCA ALE	0.01	0.00	0.00	0.00	0.00	20.70	22-Mar-2021	-126
227					Total for Type Motor Excise	0.01	1,175.84	0.00	1,064.30	19,185.90	21,908.53		
228													
229	30	2020	102930-00	102930--	STEARNS WARREN	33.64	0.00	0.00	0.00	3,122.89	3,122.89	03-Feb-2020	287
230	30	2020	107650-00	107650--	REGAL ENTERTAINMENT C	20.92	0.00	0.00	0.00	0.00	-307.09	03-Feb-2020	287
231	30	2020	107780-00	107780--	GAP INC & SUBS	20.92	0.00	0.00	0.00	0.00	-0.05	03-Feb-2020	287
232	30	2020	108130-00	108130--	RUBBER CHICKEN COMICS	20.70	0.00	0.00	0.00	231.53	231.53	03-Feb-2020	287
233	30	2020	109910-00	109910--	JOE'S TREE SERVICE	482.49	0.00	0.00	0.00	165.31	165.31	03-Feb-2020	287
234	30	2020	111480-00	111480--	NEAL FAULKNER	0.00	0.00	0.00	0.00	0.00	-99.01	03-Feb-2020	287
235	30	2020	111890-00	111890--	BOB'S DISCOUNT FURNIT	0.00	0.00	0.00	0.00	0.00	-2,283.53	03-Feb-2020	287
236	30	2020	112000-00	112000--	THREDS UNLIMITED	0.00	0.00	0.00	0.00	237.32	237.32	03-Feb-2020	287
237	30	2020	112290-00	112290--	151 NORTH MAIN STREET APT INVE	0.00	0.00	0.00	0.00	15.89	15.89	03-Feb-2020	287
238	30	2020	112371-00	112340--	BELLINGHAM NURSERY AND GARDEN	0.00	0.00	0.00	0.00	350.28	350.28	03-Feb-2020	287
239	30	2020	112374-00	112370--	MURRAY JOHN P	-18.27	0.00	0.00	0.00	0.00	-18.27	03-Feb-2020	287
240	30	2020	112384-00	112470--	EMERALD FARM EQUESTRIAN CENTRE	0.00	0.00	0.00	0.00	119.08	119.08	03-Feb-2020	287
241	30	2020	112432-00	101150--	DANIEL MANDEVILLE	0.00	0.00	0.00	0.00	234.23	234.23	03-Feb-2020	287
242	30	2020	112462-00	112640--	VICTORY PACKAGING LP	-1,971.11	0.00	0.00	0.00	0.00	-1,971.11	03-Feb-2020	287
243					Total for Type Personal Prope	-4,879.06	0.00	0.00	0.00	4,476.53	-202.53		
244													

Figure 10 After – the Aging report has a “Current” or “Not Yet Due” column

The headers for the remaining columns were changed to clarify in which date ranges the amounts were due, for example:

“Under 30 Days” to “1 to 30 Days”, and “30 to 60 Days” to “31 to 60 Days”, and so forth.

[ADM-AUC-RC-8628]

6 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com:

6.1 New & Updated Documentation in the Help Reference Library

Municipal Liens Certificates System

RC-710 MLC Processing
[SY-170 System Administration Requirements Kit](#)

[Updated]
[Updated]

6.2 New Content on ADMINS.com

[Adjust Payments & Charges in Revenue Collections \(youtube.com\)](#) (6:17)

[New]