

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

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		User only processes Treasury Receipt set to "Yes"	
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# **1. CREDIT BALANCE CHARGES REDISTRIBUTION**

llections		
Payments	>	
Adjustments	>	Batch Entry
Refunds	>	Adjustment Entry
Uncollectables	>	Transfer Entry
Treasury Receipts	>	
Municipal Lien Certificates	>	Credit Balance Payment Redistribution (Q2 - Q4)
Partial Payment Letters		Credit Balance Charge Redistribution (Q3 - Q4)

**ADMINS** now offers a way to redistribute credit balance *charges* on Real Estate (RE) and Personal Property (PP) bills. The process will move credit charges for the same bill category from one bill run to another. This is useful when there is a *preliminary* bill, but no *actual* bill issued to the taxpayer. The **AUC** system has always provided a way to rebalance *payments* between quarters. Now, there is a way to rebalance *charges*.

This will only re-distribute charges to the same bill. The process does not cross years or different bill types.

From the menu, select:

Task 5013: Credit Balance Charge Redistribution (Q3 - Q4)	$\times$
Credit Charge Redistribution This process will move credit charges for the same bill category from one bill run to another. This is useful when there is a preliminary bill but no actual bill.	
Required: Enter Bill Year 2020	
Required: Bill Type	
Run as ⊛ Preview ○ Print ○ PDF If Printing use Duplex ⊛ Yes ○ No	
Lookup OK Cancel Clear All	

#### Collections Adjustments Credit Balance Charge Redistribution (Q3-Q4)

The system will prompt for a **Required Bill Year** and ⊙ **Bill Type**. Eligible Bill Types for **Credit Balance Charges Redistribution** are Real Estate and Personal Property.

Click on **[OK]**; the process will display a report of the bills meeting the selection criteria. Review the report for accuracy.

Click **[Yes]** to continue processing; click **[No]** to terminate the process without making any changes to bills.

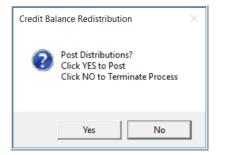
- TedRE - ReCreBalance_5014_T	THERESA[1].lis				- 0	) ×
File Edit Format Options Courier New 9	• B/U■• ≣ ∉∉ ≣	8 3 6				
5014-RECREBALANCE.REP		9:16 by THERESA ity of ADMINS distribution Process			Page 1	
	Credit Amounts Av	vailable for Redistri	bution			
	Bill# Location	Owner	Category Description	Qtr#	Amount	
2020 Real Estate         001           2020 Real Estate         001           2020 Real Estate         004           2020 Real Estate         005	1668-00 70 FARM ST 1668-00 70 FARM ST 4814-00 LANCSHORE DR 4815-00 INDIAN RUN RD 4815-00 INDIAN RUN RD 4915-00 552 LANE ST 4915-00 552 LANE ST 5591-00 1110 FULASKI BV **** Grand Total *** by Bill Type	MAIETIA, ELIZABETH MAIETIA, ELIZABETH LAFLAMME, FRANK LAFLAMME, FRANK LAFLAMME, FRANK WHITE, ARTHOR E L/E WHITE, ARTHOR E L/E VIVIEROS, FAUL VIVIEROS, FAUL VIVIEROS, FAUL	Tex Tex Tex Tex Tex Tex Tex Tex Tex Tex	3 4 3 4 3 4 3 4 7	1023.07 1023.07 51.95 51.95 424.81 424.81 432.86 432.86 314.80 863.54 	
	Bill Type Count Real Estate 10	λmount 5043.72	YesNo			

The system produces report #5015 showing the redistributed credit charges:



Courier New 💽	9 <b>B / U T</b> E F				
5015-RECREBALANCET.		: 12:52:55 by THERESA City of ADMINS Lit Redistribution Process			Page 1
		Redistributed Credits			
Wear Bill Type	Bill# Location	Owner	Category Description	Qtr#	Adjust Amount
2020 Real Estate	001688-00 70 FARM ST	MAIETTA, ELIZABETH	Tax	2	-1,023.07
2020 Real Estate	001688-00 70 FARM ST	MAIETTA, ELIZABETH	Tax	3	1,023.07
2020 Real Estate	004814-00 LAKESHORE DR	LAFLAMME, FRANK	Tax	1	-51.95
2020 Real Estate	004814-00 LAKESHORE DR	LAFLAMME, FRANK	Tax	2	-51.95
2020 Real Estate	004814-00 LAKESHORE DR	LAFLAMME, FRANK	Tax	3	51.95
2020 Real Estate	004814-00 LAKESHORE DR	LAFLAMME, FRANK	Tax	4	51.95
2020 Real Estate	004815-00 INDIAN RUN RD	LAFLAMME, FRANK	Tax	1	-424.81
2020 Real Estate	004815-00 INDIAN RUN RD	LAFLAMME, FRANK	Tax	2	-424.81
2020 Real Estate	004815-00 INDIAN RUN RD	LAFLAMME, FRANK	Tax	3	424.81
2020 Real Estate	004815-00 INDIAN RUN RD	LAFLAMME, FRANK	Tax	4	424.81
2020 Real Estate	004915-00 352 LAKE ST	WHITE, ARTHUR E L/E	Tax	1	-432.86
2020 Real Estate	004915-00 352 LAKE ST	WHITE, ARTHUR E L/E	Tax	2	-432.86
2020 Real Estate	004915-00 352 LAKE ST	WHITE, ARTHUR E L/E	Tax	3	432.86
2020 Real Estate	004915-00 352 LAKE ST	WHITE, ARTHUR E L/E	Tax	4	432.86
	005591-00 1110 PULASKI BV	VIVIEROS, PAUL	Tax	2	-563.03
2020 Real Estate	005591-00 1110 PULASKI BV	VIVIEROS, PAUL	Tax	3	314.80
2020 Real Estate	005591-00 1110 PULASKI BV	VIVIEROS, PAUL	Tax	4	248.23
		*** Total *** Year 2020			
	*** Grand Total *** by Bil	l Type			
	Bill Type Count	Adjust Amount			

Then the system prompts to post the redistribution:



Click on **[Yes]** to post the distribution; click **[No]** to terminate the process. The posting process produces two reports:

- #4084 Posting Summary by GL#, and
- #5016 Credit Distribution Process

## **1.1. Posting Reports**

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File E	dit Format (	Options					
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	<mark>4</mark> -recpstgl_s		Printed 12-Aug-2021 at 12:57:01 by TH City of Posting Rep			Page 1	
Posti	ng#: 8886616	5					
FY			Account#	Description	Debit	Credit	
	12-Aug-2021 12-Aug-2021	CATS		DEF REVENUE-RE & PP TAXES 2020 REAL ESTATE A/R	3405.34 3405.34		
				BALANCE SHEET	6810.68	6810.68	
				*** GRAND TOTAL *** Balance Sheet Subsidiary Ledger	6810.68	6810.68	

Figure 1 #4084 Posting Report – Summary by GL # showing the posting is a wash



**Revenue Collections** 

	rmat Optio							
Courier New	-	9	• <u>B</u> / <u>U</u>		## E E E E 🖶			
016RECREE	NUNCEC D	E D	Decise	ed 12 Jun 2	021 at 12:57:01 by THERESA			Page 1
I U I U KECKEL	DALAINCEC. RI	LF	Print	ed 12-Aug-2	City of			rage 1
					Credit Distrib			
					CIEdic Distili	acton Process		
GL Batch#								
Pay Trx Dat GL Effectiv								
Deposit Dat					Real Estate Credit Bala	nce Redistribution		
User			Payment		0	Bill		Distributed
			Date	Number		Category	Distribute	
CAT3					MAIETTA, ELIZABETH	02 01-Tax		-1023.07
CAF2	LLOUDUL				MAIETTA, ELIZABETH	Q3 01-Tax	-1023.07	
CAT3	2250552				MAIETTA, ELIZABETH	Q3 01-Tax		1023.07
CAF2		2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q4 01-Tax	-1023.07	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q1 01-Tax		-51.95
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q2 01-Tax		-51.95
CAF2					LAFLAMME, FRANK	Q3 01-Tax	-51.95	
CAT3					LAFLAMME, FRANK	Q3 01-Tax		51.95
CAF2		2020			LAFLAMME, FRANK	Q4 01-Tax	-51.95	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q4 01-Tax		51.95
CAT3					LAFLAMME, FRANK	Q1 01-Tax		-424.81
CAT3	2250554				LAFLAMME, FRANK	Q2 01-Tax		-424.81
CAF2 CAT3	2250554				LAFLAMME, FRANK LAFLAMME, FRANK	Q3 01-Tax O3 01-Tax	-424.81	424.81
CAF2	2230334				LAFLAMME, FRANK	QS 01-14X 04 01-Tax	-424.81	
CAT3					LAFLAMME, FRANK	Q4 01-Tax Q4 01-Tax	-424.01	424.81
CAT3	2250555	2020	12 300 2021	004015-00	WHITE, ARTHUR E L/E	01 01-Tax		-432.86
CAT3					WHITE, ARTHUR E L/E WHITE, ARTHUR E L/E	Q2 01-Tax Q2 01-Tax		-432.86
CAF2	2200000				WHITE, ARTHUR E L/E	03 01-Tax	-432.86	102.00
CAT3	2250555				WHITE, ARTHUR E L/E	Q3 01-Tax		432.86
CAF2					WHITE, ARTHUR E L/E	Q4 01-Tax	-432.86	
CAT3					WHITE, ARTHUR E L/E	Q4 01-Tax		432.86
CAT3					VIVIEROS, PAUL	Q2 01-Tax		-563.03
CAF2					VIVIEROS, PAUL	Q3 01-Tax	-314.80	
CAT3	2250556				VIVIEROS, PAUL	Q3 01-Tax		314.80
CAF2	0050555				VIVIEROS, PAUL	Q4 01-Tax	-863.54	
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax		248.23
						*** Grand Total ***	-5043.72	

Figure 2 #50	16 Credit I	Distribution	Process	report
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## **1.2.** Effect on the Bills

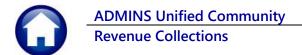
2020 Real	Estate		Bill Pa	yment		Inqui	iry		
2 Bill# 001688 3 Owner 4 Location 5 Account 6 Parcel	<u>3-00 </u> Y	ear  2020	X Search	Cash Ch	-Coin Paper eck her	ndered C	ash Back	Applied	Total
Bill Payment	Detail Payment Charges	Transactions	Q Trx Sumn			Z MLCs	Y Parcel/A		otes-Tickler (1)
Q1	1023.07	Abatements	New Intrst	Net Bill 1023.07	Paid	Refund	Adjustment -1023.07		cing
Q2	1023.07			1023.07			-1023.07		
Q3	-1023.07			-1023.07			1023,07		-
Q4	-1023.07							-1023.07	7
Bill Totals							-1023.07	-1023.07	-1023.07 Bal

Running the process often results in a zero-balance bill; no further action is required. The process could result in a bill with a credit balance on Quarter 4.

Using bill #001688 as an example, the credit balance of \$(1,023.07) shows on Quarter 4.

The credit balance is now available to the **Collections** Refunds process.

[ADM-AUC-RE-5584]



# 2. TABLES

Total MLC Groups that were setup in the Bill Category table were not being copied from year to year with all the other groups. To access the Bill Category table, select:

[AUC] 4004		Bill Category	Lien Categories 5-14 Betterment Categories 15-26
Goto Actions	Year Type Description 2021 10 Real Estate		_
	Categories 1 Accounting 2	Associations 3 Groups 4	Sub-Category S Flags G
	Category & Description	Trx Charge Group Category Group ML	LC Charge Group MLC Payment Group MLC Total Group
	01 Tax	1 Taxes 00 00:	1 Tax 190 Payments 299 TOTAL UNPAID
5 Add Type		1 Taxes 00 00: 2 CPA 00 00	11 Tax 190 Payments 299 TOTAL UNPAID 10 No Group 000 No Group 200 TOTAL UNPAID
5 Add Type 6 Add Category	01 Tax	1 Taxes 00 00: 2 CPA 00 00	1 Tax 190 Payments 299 TOTAL UNPAID
	01 Tax 02 CPA	1         Taxes         00         00           2         CPA         00         000           1         Taxes         00         000	11 Tax         190 Payments         299 TOTAL UNPAID           10 No Group         000 No Group         299 TOTAL UNPAID           11 Tax         190 Payments         299 TOTAL UNPAID
	01 Tax 02 CPA 03 Revised Tax	1         Taxes         00         00           2         CPA         00         000           1         Taxes         00         000           1         Taxes         00         000           1         Taxes         00         001           1         Taxes         00         001	ITax         190 Payments         299 TOTAL UNPAID           10 No Group         000 No Group         299 TOTAL UNPAID           11 Tax         190 Payments         299 TOTAL UNPAID           10 Tax         190 Payments         299 TOTAL UNPAID           10 Detern Lian         190 Payments         299 TOTAL UNPAID           10 Untern Lian         190 Payments         299 TOTAL UNPAID
6 Add Category	01 Tax 02 CPA 03 Revised Tax 04 Unused	1         Taxes         00         00           2         CPA         00         000           1         Taxes         00         000           1         Taxes         00         000           1         Taxes         00         001           1         Taxes         00         001	11 Tax         130 Pagments         299 TOTAL UNPAID           10 No Group         000 No Group         299 TOTAL UNPAID           11 Tax         130 Pagments         299 TOTAL UNPAID           10 Other Tax         190 Pagments         299 TOTAL UNPAID

Figure 3 Bill Year 2021

In the image, Real Estate Categories 1, 2, and 3 are marked as MLC Total Group 299. Prior to the software update, this information was not copied to the next year.

### 2.1. Bill Category Table Copy Includes MLC Total Group [Fix]

**ADMINS** corrected this with the software update.

Initiate the copy from the **Bill Category** table either via the **[Copy Bill Year]** button or from the **[Actions]** > Copy Records feature.

		Bil	l Cate	egory				ategories 5-14 hent Categorie					
Goto	Year Type Description						Douton	ient outogone					
Actions	2021 10 Real Estate		-										
	Categories 1 Accounting 2	Associations	3	Groups 4	Sub-Catego	ory S	Flags G	3					
	Categ Comu From To	×	b Cate	egory Group ML	.C Charge Group		avment Grou	p MLC Total G	roup				
	Categ 01 Ta Copy From-To	~	00		1 Tax		aynents	299 TOTAL					
5 Add Type	02 CF From Bill Year 20	122	00	00	0 No Group	000 Nc	o Group	000 No Gro					
6 Add Category	03 Re	122	00	00		190 Pa	ayments	299 TOTAL	UNPAI				
	04 Ur To Bill Year 20	121	00	01	0 Other Tax		aynents	000 No Gro	oup				
7 Delete Type	05 W		00	03			ater Lien	000 No Gro					
8 Delete Category	06 Wk J OK Cancel		00	04			onmitted Ir						
			00		1 Sever Lien		ewer Lien	000 No Gro		_			
Clear Order	08 Sever LICI	3 Liele	00	04			onmitted In			- 1			
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Copy Bill Ye Copy Bill Type	12 Demolition Ln CI	3 Liens	20	Goto	Year T	una Dae	ecription			E	Bill Cate	egory	
Copy Bill Type	12 Demolition Ln CI 13 Stormwater Lien	3 Liens 3 Liens	- 20	Goto	Year T		scription			E	Bill Cat	egory	
	12 Demolition Ln CI 13 Stormwater Lien 14 Stormwater Ln CI	3 Liens 3 Liens 3 Liens	00	Goto Actio	2021		<b>scription</b> al Estate			E	Bill Cate	egory	
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Copy Bill Type 9 Edit List 0 Bill Type Table D Excel Post Order	12 Beelition Ln CI 13 Stornwater Lien 14 Stornwater Ln CI 15 Sever Bett 15 Sever Bett CI 17 Title 5 Bett CI 19 Title 5 Bett CI 19 Title 5 Bett CI 20 Title 5 Bett CI 21 Betternent 4 Consitted Interest 23 Betternent 5 Committed Interest 24 Betternent 5 Committed Interest 25 Jurusd Betternent 5 Committed Interest	3     Liens       3     Liens       4     Betterment       4     Betterment	00 00 00 00 00 00 00 00 00 00	Actio coactive Add W Add Ne Delete Clear O Clear A	ns c ate Record w Type w Type Category Type Category Inder It Order ecords	ategories 1 Desi d Ta Lien Lien Lien Lien	al Estate	to Another	Trx ( 1 1 2 0 1 1 3 L 3 L 3 L 3 L 3 L 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Association Charge Gr axes PA axes iens iens iens iens iens iens iens ie	ns 3  roup Cat  00  00  00  00  00  00  00  00  00	Groups 4	000 N 001 Ta 010 C 030 I 040 Cc 031 Se 040 Cr

Figure 4 The MLC Total Group values will be copied with the rest of the table data



🏧 [AUC] 4004	-Bill Category					
Goto Actions	Year Type Description 2022 10 Real Estate	Bill C	Category			tegories 5-14 ent Categories 15-26
	Categories 1 Accounting 2	Associations 3	Groups 4	Sub-Category	y S Flaqs G	
	Category & Description	Trx Charge Group	Category Group	MLC Charge Group	MLC Payment Group	MLC Total Group
	01 Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
5 Add Type	02 CPA	2 CPA	00	000 No Group	000 No Group	
6 Add Category	03 Revised Tax	1 Taxes	00	001 Tax	190 Payments	299 TOTAL UNPAID
	04 Unused	1 Taxes	00	010 Other Tax	190 Payments	299 TOTAL UNPAID
7 Delete Type	05 Water Lien	3 Liens	00	030 Water Lien	130 Water Lien	
8 Delete Category	06 Water Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group
	07 Sewer Lien	3 Liens	00	031 Sewer Lien	131 Sewer Lien	000 No Group
Clear Order	08 Sewer Ln CI	3 Liens	00	040 Committed In	140 Committed In	
Clear Alt Order	09 Trash Lien	3 Liens	00	032 Trash Lien	132 Trash Lien	000 No Group
	10 Trash Ln CI	3 Liens	00	040 Committed In	140 Committed In	000 No Group
and the second s	and share the second	Z	0000	a hadron and the	Peno. L	to the second state and

Figure 5 Bill Year 2022

The MLC Totals Group values will be included in the copy. This copy will now work from any of the tabs on the Bill Category screen. Prior to the software update, the copy only worked from the **[Categories 1]** tab.

[ADM-AUC-RC-8518]

# 3. TREASURY RECEIPT USERS [Enhancement]

Some sites use only the Treasury Receipt function for collections while other sites use both Tax and the Treasury Receipt modules. On sites that use both, there can be many departments exclusively entering Treasury Receipts. To make it easier for departmental receipts data entry users, the Collections Profile tab now has a setting. Select:

#### System ▶ User Menu ▶ User Profile ▶ [6 Collections]

### 3.1. User only Processes Treasury Receipts set to "No"

For users that should have access to both Tax payments and departmental receipts, set the radio button to **O** No.

[AUC] 3-User Profile Scre	een	User Profile Screen	
Goto Actions Use Nam	r Name  THERESA 1e  Theresa		Entered 07-Sep-2009 MLPIEV1 Changed 17-Sep-2021 THERESA LastLogin 17-Sep-2021 14:38:58.59 Live
1 General 2 Account S	ecurity 3 PO / AP	4 Human Resources 5 Budget	et 6 Collections 7 Misc Billing Y Login Hist
		Collection Defaults	
Restrict User to process their ow Batch Entry screen - Set button to Include in the List of SEND TO n	O Submit	No     Default Bank     O     No     No	(FOA)
User only processes	Treasury Receipts	O Yes (	● No
Validator - Receipt Printer EEGT	STER10		
Background Color	LIGHT STEEL BLUE	<ul> <li>Reset Default Color</li> </ul>	⊖Yes  ●No
8 Add User 9 Chanc	e Password 0 Menu Listing fo	or User	
			Status: Active

Users with the radio button set to **O** No will see a drop-down menu when clicking on the **[2 Enter Receipts]** button on the Collection Batch Entry screen.



		on butt	h Entry		Col	lection	Batch Entry		Profile not	restricted		
Goto Actions	Batch Bank Pay-Trx D Deposit D TR#	ate	1010 80A 03-Sep-2021 03-Sep-2021		Batch Type Receipt Adjustment A/O/S		Edit Note No text available		Real Estate Tax Deferral Motor Excise Personal Property			
2 Enter Rec	Check Other		900	0.00		Entered 900.00	Balance		Tax Title Treasury Receipts	2		
Bill Payr Treasury									1			
Tax Title	Payment	/pe			Bill#/TR Code	Descript		Cash	Check	Other		
Deferral	Payment				REFUND3		RIATION REFUND		400,00		Edit	Up
6 Post Batch		reasury	y Receipts	2022	REFUND8	APPROP	RIATION REFUND		500.00		Edit	

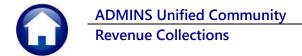
## 3.2. User only processes Treasury Receipt set to "Yes"

[AUC] 3-User Profile Screen							
	User Profile Screen						
Goto User Name Name	Parat		Entered 07-Sep-2009 MUPDEV1 Changed 17-Sep-2021 THERESA LastLogin 17-Sep-2021 14;38;58,59 Live				
1 General 2 Account Security	3 PO /AP 4 Human Resources	5 Budget 6	Collections 7 Misc Billing Y Login Hist				
	Collectio	on Defaults					
Restrict User to process their own batch Batch Entry screen - Set button to Include in the List of SEND TO names	es ONLY Yes ONO Submit Send To Yes No	Default Bank 🛛 🕫	A				
User only processes Treas	sury Receipts 💿	Yes 🔿 No					
Validator - Receipt Printer EEGISTER10							
Background Color LI	GHT STEEL BLUE V	Default Color 🔿 Yes 💿 M	No				
8 Add User 9 Change Passw	ord 0 Menu Listing for User						
			Status: Active				

Users only processing Treasury Receipts will go directly to the Treasury Receipts screen without seeing the drop-down menu.

www. [AUC	] 4006-Treasu	ry Receipts		
	_		Tr	easury Receipts
Goto			2-Edit Note	
Actions	Username	THERESA	No text available	Cash-Coin
Actions	Batch	1040		Cash-Paper
1-Batch	Pay-Trx Date Deposit Date	€ 17-Sep-2021		Check
Enter Rec		2	Į	Other
Year Tr	x Date Code	Account Nur	nber	Note
2022 17-5	ep-2021	0000-000-0	000-000-00-00-00000	
Accepted	Receipts 5-A	pply TR#	6 Add Batch Attachments	
Year Trx D	ate Code	Account Num	ber	Note
0000		0000-000-0	000-000-00-00000	

[ADM-AUC-TR-96]



## 4. TAX TITLE

Prior to the software update, during an original Tax Title taking, accounts with an interest balance were not properly adjusted in the Real Estate module. There was also an issue with the adjustment of the tax taking fee. **ADMINS** corrected both issues.

[ADM-AUC-TT-3872]

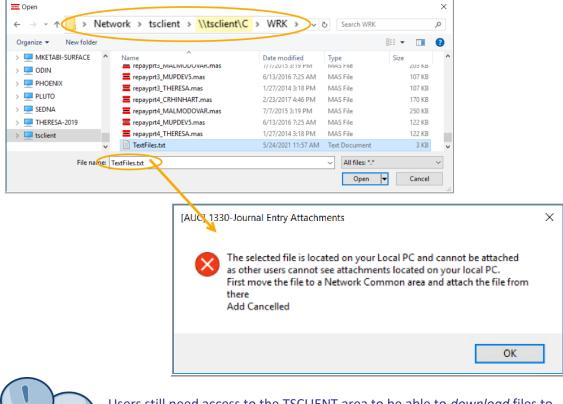
## 5. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

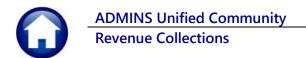
## 5.1. Prevent Attaching Files Residing on Local Workstations

ADMINS made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has "TSCLIENT" in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3<sup>rd</sup> parties.



#### 5.1.1. Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	Access Via the Menu Path:
4107	Attach Documents to Treasury Receipt	Treasury Receipts Entry ▶ [3 Accept] ▶ [ATTACH]
4108	Treasury Receipt Attachments	Treasury Receipts > Treasury Receipts History > [ATTACH]
4138	Attachments	Queries  Bill Payment  (0 Attachments)
4217	Add Attachments to Posted Batch	Treasury Receipts > Add Attachments to Posted Batch
4286	TR Batch Attachments	Treasury Receipts Entry 🕨 [6 Add Batch Attachments]
4306	MLC History - Attachments	Municipal Liens Certificates ► MLC History ► [6 Attachments]
4315	Attorney Attachments	Tables Attorney Table [2 Attachments]

[ADM-AUC-SY-8206]

#### 5.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

- 1. If attachments are system generated, or
- 2. If **"TSCLIENT"** is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the **ADMINS** account running the process does not necessarily have access.

The weekly error check report is sent to the members of the **BROKENATT** email distribution list. To add users to the list, follow the instructions found in **SY-150 AUC Email Distribution Lists** in each Help Reference Library. If the weekly process identifies missing **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact <u>support@admins.com</u>.

📼 [AUC] 20-Em	ail Distribution I	lists					
		Email Dis	tribution Lists				
Goto							
Actions	Actions Distribution Code BROKENATT Broken Attachments List						
	User Name	T MOT Y YARDON A	(L) 100	Status 🔥			
	MUPDEV2	ADMINS, Inc. [LuAnn]	support@admins.com	Active			
	THERESA	Theresa	theresa@admins.com	Active			
1 Add Email	WENDY	Wendy Tarantola	Wendy@admins.com	Active			
2 Remove Email							

[ADM-AUC-SY-8206]

# 6. HELP REFERENCE LIBRARY

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

#### 6.1. New or Updated Documents

SYSTEM

SY-123 Department Groups

[New]