

This document explains new product enhancements added to the ADMINS Unified Community (AUC) for Windows SYSTEM LIBRARY.

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Anytime this symbol is used in the release notes, it indicates that the feature is "locked" and limited for use by "Super-Users" with a minimum security level of 20.

1 COPY ACCOUNT SECURITY [Enhancement]

ADMINS continues to enhance the *copy user security* process. The commands require a **"FROM"** and **"TO"** user to clarify the intent. In addition, once the copy command has finished, the **"TO"** user's security will be **automatically rebuilt** for a single year. Only active usernames are eligible to be the **"FROM"** or **"TO"** user – inactive users are neither found in the lookups, nor entered directly. If the security must be copied from an inactive user, activate the user prior to the copy. There are now two options when copying account security:

- 1. Copy (add-on) User Security
- 2. Copy (replace) User Security



Which one should be used? If additional access is required for the "TO" user, then use the Copy (add on). If trying to restrict or reduce the current access for the "TO" user, use the Copy (replace), selecting a "FROM" user with a more suitable set of account access.

1.1 Prerequisites for the Users





Figure 1 The [1 General] Tab Account Security radio button must be set to ⁽²⁾ Yes for both FROM & TO

User Profile Screen 1 Genera 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing Туре Access Type Ledaers Write Asset Expenditure No Write Fund Equity Liability Write Write Write Access to ALL Accounts Revenue Go To Main Security Background Color LIGHT GRAY - DEFAULT COLOR 🗸 Reset Default Color OYes ●No 8 Add Use 9 Change Password 0 Menu Listing for User Status: Active Lkun LIP

Select the User Profile Account Security to access the [Go to Main Security] button.

Figure 2 the [2 Account Security] Tab "Access to All Accounts" radio button must be set to ⁽²⁾ No for both FROM & TO

Click on the **[Actions]** button to select from the menu of options:

ADMINS Unified Community System

		Goto			Mainta	in Accoun	t Security		
Ooto	Maintain Account Security	Actions							
Actions	•		ild Security By User ild Security By FY	ame <mark>NEW_USER</mark>		Nev User			
Rebuild Security By User Rebuild Security By FY	PTEV5 MUPDEV5 CTHERESA CAMPBELL3		ild Security By User By Year		Ac	cess Codes	Defa	ault	
Rebuild Security By User By Year Rebuild Multiple User Security By Year	Access Codes Default		ild Multiple User Security By Year	nditure) Read) Read	O Write O Write	 No-Access No-Access 	^	
Update Default Record	C Read C Write C No-Access No-Rocess A C Read C Write C No-Access No-Rocess C Read C Write C No-Access No-Rocess		py (add-on) User Security	ility () Read) Read) Read	O Write O Write	No-Access No-Access No-Access No-Access		
Copy (add-on) User Security	C Read C Write C No.Access NorAccess		py (replace) User Security		Reau	O WINE	(IND-Access		
Edit List User Security Setup	rity Override setup on User Profile		it List er Security Setup Report	1 Fund Secu 2 Department S	ecurity Table				
3 Fi	Perfinent Security Table unction Security Table oprome Security Table		er security setup keport	3 Function Se 4 Program Se 5 Location Se	curity Table				
5 Le 6	Scebus Securty Table Veer Securty Table Diport Securty Table			6 Year Secu 7 Object Sec	rity Table				
Added 12-Mar-2007 By MUPDEV4 Changed 12-Nov-2009 by MUPD	DEVS Status: User Active Ukup UP	Added 09	Sep-2019 By THERESA Changed 24-Sep	-2019 by THERESA	St	atus: User Activ	e		.kup

Figure 3 Before & After – Maintain Account Security screen has enhanced selections under the [Actions] button

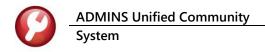
The options are described in detail in sections **1.2** and **1.3**; run the **User Security Setup Report** .before running the copy command to use in comparing the results.

1.2 Copy (add-on) User Security

This process will add the current account security **FROM** one user **TO** another. The new prompt requires a **"FROM"** and **"TO"** username.

Maintain Account Security Goto Actions 1	
Action Action Rebuild Security By User By Vari Access Codes By Back Security By User By Vari Access Codes By Back Security By User By Vari Access Codes By Back Security By User By Vari Access Codes By Back Security By User By Vari Access Codes By Back Security By User By Vari Access Codes Corp (replace) User Security Access Codes By Code dool User Security Access Codes Corp (replace) User Security Access Codes By Code dool User Security Access Codes Corp (replace) User Security Access Codes By Code dool User Security Access Codes Corp (replace) User Security Required: Enter TO Username Required: Enter TO Username Englined: States Back Security By Bill Box Security Notes Back Security By Bill Box Security States Back Security By Bill Box Security States Back Security By Bill Box Security Fill States Back Security By Bill Box Security States Back Security By Bill Box Security States Back Security Bill Box Security States	Click on [Lookup] to select a FROM username (or enter the Username directly, if known) Repeat for the "TO" Username Selecting from the lookup in both fields prevents selecting an ineligible username for the copy FROM or TO .
Added 08-Dec-2018 By ANTHEA Changed 13-May-2019 by THERESA Status: User Active Lkup 4	

Figure 4 The new prompt for the Copy (add on) User Security process



1.2.1 System Messages

If the usernames do not meet the stated criteria, that is, Active users, with Access to GL Accounts, but without the Account Security Override, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made.

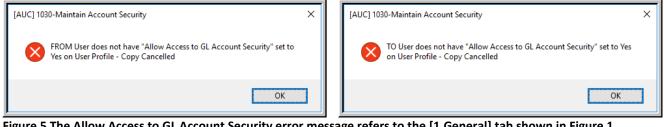


Figure 5 The Allow Access to GL Account Security error message refers to the [1 General] tab shown in Figure 1



Figure 6 Account Security Override error message refers to the [2 Account Security] Tab shown in Figure 2



If both usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in Error! Reference source not found. and the fiscal year will be rebuilt for the "TO" user. This ensures that the changes will be effective immediately on completion of the command.

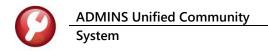
Figure 7 Rebuild Account Security for a User and Year will automatically prompt for the year once the copy is complete

1.2.2 **Checking Results**

Running the Actions User Security Setup Report (item #3 in Figure 3) before & after the copy shows the results.

745-FMREP:GLAC	TSECRPTSETUP.REP Printed <mark>09-Sep-2019 at</mark> Town of Admins User Account Security Setu		1745-FMREP:GI	ACTSECRPTSETUP.REP Printed 09-Sep-2019 at Town of Admins User Account Security Set		Page
			Element	Description	Access Type	
Element	Description			Description		
Element	Description	Access Type				
ser: TESTUSR1	test user 1		User: TESTUSE Dept: UNCLASS			
ept: UNCLASSIF.	160		Fund		After the Copy	
und		Before the Copy	0000		No Access	
0000		No Access	0100	TRASH-OPERATING	Write	
0100	TRASH-OPERATING	Write	0200	WATER-OPERATING	Write	
0200	WATER-OPERATING	Write	0300	SEWER-OPERATING FUND	Write	
0300	SEWER-OPERATING FUND	Write	1000	GENERAL FUND	Write	
1000	GENERAL FUND	No Access	2000	SPECIAL REVENUE	Write	
2000	SPECIAL REVENUE	No Access	2009	2009 SCHOOL GRANTS	Write	
2009	2009 SCHOOL GRANTS	No Access	2010	SCHOOL GRANTS	Write	
2010	SCHOOL GRANTS	No Access	2020	SCHOOL LUNCH PROGRAM	Write	
2020	SCHOOL LUNCH PROGRAM	No Access	2030	SCHOOL SECURITY 2013 GRANT	Write	
2030	SCHOOL SECURITY 2013 GRANT	No Access	2040	SCHOOL CHOICE, REC TUITION	Write	
2040	SCHOOL CHOICE, REC TUITION	No Access	2050	CPC (E.C.CH188)	Write	
2050	CPC (E.C.CH188)	No Access	2060	SPED EARLY CHILD GRANT	Write	
2060	SPED EARLY CHILD GRANT	No Access	2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write	
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access	2080	SPED EC PROGRAM IMPROVEMENT	Write	
2080	SPED EC PROGRAM IMPROVEMENT	No Access	2090	CIRCUIT BREAKER FUND	Write	
2090	CIRCUIT BREAKER FUND	No Access	2100	SPED 94-142 ALLOC	Write	
2100	SPED 94-142 ALLOC	No Access	2110	E C TRAINING: CURR & IEP STUDY	Write	
2110	E C TRAINING: CURR & IEP STUDY	No Access	2120	SCHOOL SPECIAL ASSISTANCE	Write	
2120	SCHOOL SPECIAL ASSISTANCE	No Access	2130	CPC ACCREDITATION GRANT	Write	
2130	CPC ACCREDITATION GRANT	No Access	2140	CPC LOCAL PLANNING & COORD GRT	Write	
2140	CPC LOCAL PLANNING & COORD GRT	No Access	2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Write	
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	No Access	2160	MA H S GRADUATION INITIATIVE	Write	

Figure 8 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds



1.3 Copy (replace) User Security

This process will copy the account security **FROM** one user **TO** another. The prompt requires a **FROM** and **TO** username. The account security for **NEW_USER** will *completely replace* the account security of **TESTUSR1**; any existing security access for will be deleted from the file, and be replaced by the copied security access.

[AUC] 1030-Maintain Account Securit	y [theresa]	×
Copy (replace) User Security		
Required: Enter FROM Username	TESTUSR1	test user 1
Required: Enter TO Username	NEW_USER	New User
Lookup	OK Cancel C	lear All

Click on **[Lookup]** to select the Username to be copied **"FROM"** (or enter the Username directly, if known)

Repeat for the "TO" Username

Figure 9 The Copy (replace) User Security

1.3.1 System Messages

If the usernames do not meet the stated criteria, that is, **Active users**, with **Access to GL Accounts**, but **without the Account Security Override**, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made. The error messages are shown in **section 1.2.1**.

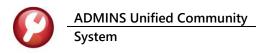


If both the **FROM** and **TO** usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in **Figure 10** for the fiscal year to be rebuilt for the **"TO"** user so that the changes will be *effective immediately on completion of the command*.

Figure 10 Rebuild Account Security for a User and Year will automatically prompt for the year once the copy is complete

1.3.2 Checking Results

In the example shown in **Figure 11**, **NEW_USER** had too much access, so a **Copy (replace)** was done. The result is that the **Write** access for the highlighted funds was replaced with **Read** access.



September 2019

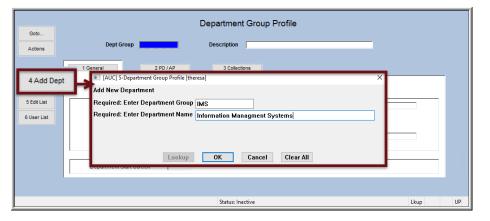
	Town of Admins User Account Security Setup			Town of Admins User Account Security Setu	
Element	Description	Access Type	Element	Description	Access Type
er: NEW_USE	R New User	Before the Copy	 User: NEW_USER Dept: ARTS	New User	After the Copy
ind			 Fund		
0000		No Access	0000		No Access
0100	TRASH-OPERATING	Write	0100	TRASH-OPERATING	Read
0200	WATER-OPERATING	Write	0200	WATER-OPERATING	Read
0300	SEWER-OPERATING FUND	Write	0300	SEWER-OPERATING FUND	Read
1000	GENERAL FUND	Write	1000 2000	GENERAL FUND	Read
2000	SPECIAL REVENUE	Write	2000	SPECIAL REVENUE	Read
2009	2009 SCHOOL GRANTS	Write	2009	2009 SCHOOL GRANTS SCHOOL GRANTS	Read
2010	SCHOOL GRANTS	Write	2010	SCHOOL GRANTS SCHOOL LUNCH PROGRAM	Read
2020	SCHOOL LUNCH PROGRAM	Write	2020	SCHOOL LONCH PROGRAM SCHOOL SECURITY 2013 GRANT	Read
2030	SCHOOL SECURITY 2013 GRANT	Write	2030	SCHOOL SECURITI 2013 GRANT SCHOOL CHOICE, REC TUITION	Read
2040	SCHOOL CHOICE, REC TUITION	Write Write	2050	CPC (E.C.CH188)	Read
2050 2060	CPC (E.C.CH188)	Write	2050	SPED EARLY CHILD GRANT	Read
2080	SPED EARLY CHILD GRANT BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write	2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Read
2080	SPED EC PROGRAM IMPROVEMENT	Write	2080	SPED EC PROGRAM IMPROVEMENT	Read
2090	CIRCUIT BREAKER FUND	Write	2090	CIRCUIT BREAKER FUND	Read
2100	SPED 94-142 ALLOC	Write	2100	SPED 94-142 ALLOC	Read
2110	E C TRAINING: CURR & IEP STUDY	Write	2110	E C TRAINING: CURR & IEP STUDY	Read
2120	SCHOOL SPECIAL ASSISTANCE	Write	2120	SCHOOL SPECIAL ASSISTANCE	Read
2130	CPC ACCREDITATION GRANT	Write	2130	CPC ACCREDITATION GRANT	Read
2140	CPC LOCAL PLANNING & COORD GRT	Write	2140	CPC LOCAL PLANNING & COORD GRT	Read
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Write	2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Read
2160	MA H S GRADUATION INITIATIVE	Write	2160	MA H S GRADUATION INITIATIVE	Read
2170	ARRA-SFSF FISCAL 2009	Write	2170	ARRA-SFSF FISCAL 2009	Bead
2180	ARRA-IDEA STIMULUS PROGRAM	Write	2180	ARRA-IDEA STIMULUS PROGRAM	Read
2190	SPED ALLOC GRANT	Write	2190	SPED ALLOC GRANT	Read
2200	SPED 94-142 TRANSITION	Write	2200	SPED 94-142 TRANSITION	Read
2210	DSAC SUPPORT/UNDER PERFORM DIST	Write	2210	DSAC SUPPORT/UNDER PERFORM DIST	Read
2220	ARRA-SFSF FISCAL 2010	Write	2220	ARRA-SFSF FISCAL 2010	Read
2230	ARRA-IDEA EARLY CHILD SPED	Write	2230	ARRA-IDEA EARLY CHILD SPED	Read
2240	ARRA-SFSF FISCAL 2011	Write	2240	ARRA-SFSF FISCAL 2011	Write
2250	DRUG FREE SCHOOLS	Write	 2250	DRUG FREE SCHOOLS	Write
2260	EDUCATION JOBS FUND	Write	 2260	EDUCATION JOBS FUND	Write
. 2270 .	PARTNERSHIPS FOR A SKILLED WORKFORCE, IN		 2270	PARTNERSHIPS FOR A SKILLED WORKFORCE, IN	Write

Figure 11 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds

Running the Actions User Security Setup Report before and after the copy shows the results.

[ADM-AUC-GL-8348]

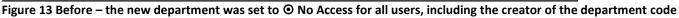
2 DEPARTMENT GROUP PROFILE

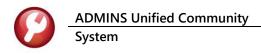


New departments are created by selecting **System Department Group Menu Department Group Profile [4 Add Dept]**, which creates a record in the **Department Group Security Table**. Prior to the software update, when adding a new department, the Security for the new Department Group was set to **O No Access**, even for the user creating the department.

Figure 12 Adding a new department group

	name THERESA	Theresa				
Depar						
	tment Description	Access Code		Status	On User	~
Copy Security IMS	Information Manage	ent Systems 🛛 Read-Only	O Access No-Access	Active		1
INDUS	T INDUSTRIAL DEVELOP	E O Read-Only	Access ONo-Access	Active		1
INSDE	D INSURANCE DEDUCTIB	E O Read-Only	Access ONo-Access	Active		1
INSEC	T INSECT/PEST CONTROL	- O Read-Only	Access ONo-Access	Active		1
INSPE	CTOR TOWN INSPECTOR	O Read-Only	Access ONo-Access	Active		1
INSUR	RANCE PROPERTY/CASUALTY	IN O Read-Only	Access ONO-Access	Active		1





Goto		Departm	ent Group Security					
Actions	Username	THERESA Theresa						
	Department	Description	Access Code		Status	On User		
1 Copy Security	IMS	Information Managment Systems	Read-Only Access	O No-Access			- ^ _	
	INDUST	INDUSTRIAL DEVELOPME	Read-Only Access	O No-Access	Active		1	
	INSDED	INSURANCE DEDUCTIBLE	Read-Only Access	O No-Access	Active		1	
	INSECT	INSECT/PEST CONTROL	Read-Only Access	O No-Access	Active	-	1	
	INSPECTOR	TOWN INSPECTOR	Read-Only Access	O No-Access	Active		1	
	INSURANCE	PROPERTY/CASUALTY IN	Read-Only Access	O No-Access	Active		1	
		Statu	s: User Active			Lku	ир	

Now, the department is set to **O** Access for the user creating the new department. All other users are set to **O** No Access on creation. That may be changed by the super user.

Figure 14 After – the new department is set to 👁 Access for the creator of the department code

[ADM-AUC-SY-8117]

2.1 DEPARTMENT GROUP SECURITY

The account security process has been enhanced to allow for one or more "power users" to have access to **ALL** Department Groups without manually managing the security tables each time a new department is added.

2.1.1 "Power User" Department Access for AP/PO

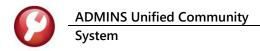
Currently, if a new **Department Group** is needed, the record is first added to the **Department Group** table:



Then the "Power User" will grant access to that group to each applicable user account:

				Purchase Orders	theresa) Accounts Payable Fixed Assets Human Resources 🎽 🎬 🔍 🖬 🚮 🛃 🝙	Budget Collections Tax	Motor Excise Misc	Billing System Favori	– Ø × tes Help
			Goto		Department	Group Security			
			Actions	Username		Arrent Code		tatur On Hear	
			1 Copy Security	TRNS	Transitional - K to 1	larrer (ode		Only Access	
System				UNCLASSIFI UNEPPINS VALLEYVOC VETERSINS ANSTE ANTER AUKCOMP AUMTP ZONING	E Inclement find Dependent Inclement Nelley vor Dependen Konnen in Senten Konnen in Senten Konnen in Senten Konnen in Senten Konnen in Senten Konnen in Senten Konnen in Senten	Read-Only Access Read-Only Access	No-Access No-Access No-Access No-Access No-Access No-Access No-Access	Active Control of Cont	
User Menu	>								
Department Group Menu	>	Department Group Profile						~	
Menu Group Setup		Department Group Security							

All user names specified in **Module Control #45** (see **Figure 15**) will be added to all Department groups automatically during the "weekly rebuild" of the account security features. For most sites, the weekly rebuild runs on Sunday.



This means that if new Department Groups are added to the system on Tuesday and Wednesday, they will not be automatically added to the "power users" until the weekly process runs on Sunday. If immediate access to those groups is needed, then set the access manually.

User Menu Department Group Menu	>	Goto	System Module Co	ontrol	
Menu Group Setup		Actions	Seq# Description	Answer	Edit Button
In-Use/Error Flags			25 PDF TK install location 30 [EMAIL] Site setup for E-Mail (Blat) [Y/N] 32 [EMACKP] # Days to retain backup files for	c:\pdftk Y Zi	1 Edit
Batch Job Maintenance			35 Default Option for Printing Duplex [0] No Duplex [1] Duplex [40 00 PD Optional Duplex [0] No Duplex [1] Duplex [1]	2 1 MIDDEVeONTHEORTHEDECORNENDVALUONNADTMONDAT	
Site Specific Error Checks			45 Department Group Security Override (Se	parate each name by #) MUPD	EV#DIMOND
Menu Maintenance	>		52 Does site use XML extension for EXCEL files 55 Network Location of Validator Printer	N \\WIN2K8ADMIN5\PD51	
System Module Control					
Field Logging - Module Control		Added 17-Aug-	2009 By ANTHEA Changed 03-Jan-2014 by ANTHEA		

Figure 15 Module Control Table parameter #45

[ADM-AUC-SY-7987]

3 USING THE TRAINING AREA

To enter training mode, at the log in screen,

- 1. click on the training mode checkbox,
- 2. enter the password:

ſ				
	IFIED DOA	Please Sig	gn In:	
	S	Username		
		2 Password		0
			Loain Exit	Training Mode

To have the training area updated, send an email to *support@admins.com*.

[ADM-AUC-DOC-173]

4 HELP REFERENCE LIBRARY

4.1 New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

4.1.1 Accounts Payable

DISBURSEMENTS AP-210 Implementing a New Bank Account [Updated]
 OTHER AP-805 Training Mode [New]
 SYSTEM AP-1110 System Administration Kit [Updated]



4.1.2 Budget

٠	OTHER	BU–200 Training Mode	[New]
٠	SYSTEM	BU–320 System Administration Kit	[Updated]

4.1.3 Fixed Assets

٠	OTHER	FA–705 Training Mode	[Updated]
•	SYSTEM	FA–820 System Administration Kit	[Updated]

4.1.4 Human Resources

٠	PAYROLL PROCESSING	HR–335 No-Time Warrant	[New]
٠	SPECIAL PROCESSING	HR–430 Manual Checks	[Updated]
٠	TABLES	HR–599 Implementing a New Bank Account	[Updated]
٠	SYSTEM	HR–815 Training Mode	[New]
		HR–850 Module Control	[Updated]
		HR–1110 System Administration Kit	[Updated]

4.1.5 Ledgers

٠	ACCOUNT MAINTENANCE	GL–205 Copy User Account Security	[New]
		GL–260 Implementing a New Bank Account	[Updated]
٠	YEAR END PROCESSING	GL–722 Create New Year Overnight in Batch	[Updated]
٠	OTHER	GL–1215 Training Mode	[New]
٠	SYSTEM (all modules)	GL–1310 System Administration Kit	[Updated]

4.1.6 Miscellaneous Billing

٠	OTHER	MB–515 Training Mode	[Updated]
٠	SYSTEM	MB–610 System Administration Kit	[Updated]

4.1.7 Motor Vehicle Excise

٠	OTHER	ME–305 Training Mode	[Updated]
٠	SYSTEM	ME-410 System Administration Kit	[Updated]

4.1.8 Purchase Order

٠	OTHER	PO–925 Training Mode	[Updated]
٠	SYSTEM	PO-1010 System Administration Kit	[Updated]

4.1.9 Property Tax

٠	OTHER	RE–725 Training Mode	[Updated]
٠	SYSTEM	RE–770 System Administration Kit	[Updated]

4.1.10 Revenue Collections & Tax Title

• OTH	ER	RC–1835 Training Mode	[Updated]
 SYS1 	EM	RC-1910 System Administration Kit	[Updated]
4.1.11	System		

 SYSTEM 	SY–125 Training Mode	[New]
	SY–170 System Administration Kit	[Updated]
	SY–185 Copy Account Security	[New]