

## ABERDEEN ENTERPRIZE UPLOAD

Aug. 2024

### INITIAL SETUP

- 1- Open “File Maintenance” - “# 6 - Modify Parameter (Setup) File”.
- 2- At the bottom of the screen (just to the left of the “Save and Exit” command) is the question “Use AE Inc Format”. Enter “Y” and click on “Save and Exit”.

### TO BUILD A FILE

- 1- Click on “**Reports and Forms**” and open “**#22 - Unpaid Citations Rept**”.
- 2- Enter the range of dates and which date (citation, court, etc) should be used.
- 3- Make sure the box “**Report or file is being sent to a Collection Agy**” is checked.
- 4- Choose the “Sequence” of the report/file with choices being Docket# or Name.
- 5- Make sure the Collection date “**Include**” option is marked.
- 6- Check or uncheck the five “skip” and “include” boxes to either exclude or include types of citations. Note: if including juvenile citations you may enter an “on or before date” that would determine which juvenile citations to include. For example if user enters a date 18 years prior to the current date then the juvenile citations included would only be those whose defendant is now an adult.
- 7- To print a list to paper or screen to preview what would be in the file mark “**Print List Only**”.  
or  
To build a file mark “**Create File**” and make sure “**Use csv format**” is marked.
- 8- If you want to put a “Collection” date on each citation (to know when the file was last sent to the collection agy) check the “Collection date” box and enter the date.
- 9- Click on either “**Print List**” or “**Build File**” to begin.
- 10- If building a file it will be named “**UnpdCitn-AE.csv**” and will be stored in the folder “**Court.win**” (which will be on your local C drive or on your server if using a network). This is the file which needs to be sent to Aberdeen Enterprizes. Note: you can import the file into a spreadsheet program or open it using a text editor program if you want to view it. However if you open the file do not make any changes or save it.

**Note:** the program has the ability of skipping over citations that already have a “Collection date” stored at the bottom of the citation screen. So if a citation needs to be included in the file that has already has a Collection date on it make sure the Collection date “**Include**” option is marked - otherwise a citation will be skipped if “**Don’t Include**” is marked.