sierra circulation

How To Disable Automatic Collection Agency Reports

To disable the automated generation and sending of New Submissions and Updated Submissions Reports to the collection agency:

* In SDA, go to Admin -> Parameters -> Circulation -> Collection Agency Settings
* Select a collection agency setting and click the Edit button

**NOTE:** Note your current settings for Auto New Submission and Auto Update Submission for future reference

* Change Auto New Submission to “no” and remove any numerical values (representing the days sent) from Auto Update Submission
* Click the Save button
* Repeat the Edit process above for each Collection Agency setting on your system
* Click the Close button to exit Collection Agency Settings.

This will stop automatic sending of new and update reports until the former settings are restored. Staff should not generate and send Collection Agency reports manually as the report will be sent to your Collection Agency if that occurs.

See [Collection Agency Settings Table](https://documentation.iii.com/sierrahelp/Default.htm#sril/sril_circ_param_collect.html) in the Sierra WebHelp for further information.

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