



TAX - PERSONAL PROPERTY

RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Personal Property** system. The ADMINS Support staff will be installing these changes to your system on **June 21, 2014**.

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1. REPORTS

1.1. Commitment Register

Modified the commitment register to include all bills on the tax roll. Prior to this software update, any bills that had credits on a previous quarter where those credits were applied to the current billing resulting in a \$0 bill would cause those bills to be excluded from the commitment register. This has been corrected.

[ADM-AUC-PP-3832]

1.2. Personal Property Added / Omitted / Supplemental Report

Modified the existing report to allow selection of either Real Estate or Personal Property bills. Prior to this update, the report was limited to just Real Estate bills.

The screenshot shows the 'Report Library Assessment Reports' window with a list of reports. The report '5811-Rev/Omit/Suppl Bills Issued for a Year' is highlighted. A blue arrow points from this report to the 'Task 5811: Rev/Omit/Suppl Bills Issued for a Year' dialog box. In the dialog box, the 'Required: Enter Bill Year' field is set to '2014'. The 'Include Bill Type' section has radio buttons for 'Real Estate' and 'Personal Property', with 'Personal Property' selected. Other options include 'Run as Preview', 'Print', 'PDF', and 'Printing use Duplex' (Yes/No).

Printed 03-Jun-2014 at 17:45:57 by MARY

Town of ADMINS
Rev/Omit/Suppl Bills Issued for a Year
For Bill Year: 2014

Printed by Type then Bill#

Year	Bill#	Bill Date	RE Parcel# / PP Account#	Location	Owner Name	Total Charges
2014	112288-00	01-Jul-2013	112240 -	251A HARTFORD AV	GOLFSMITH INTERNATIONAL INC	256.00
2014	112289-00	01-Jul-2013	112250 -	229 HARTFORD AV	HOME DEPOT USA 2651	380.06
*** Total *** Omitted						636.14
2014	112285-00	01-Jul-2013	106990 -	209 HARTFORD AV	TOYS R US - DELAWARE INC	126.90
2014	112290-00	01-Jul-2013	112260 -	151 NORTH MAIN ST	UBS REALTY INVESTORS LLC	259.60
*** Total *** Revised						386.50
2014	112286-00	01-Jul-2013	110640 -	728 SOUTH MAIN ST	EXECUTIVE AUTO CENTER	164.78
2014	112287-00	01-Jul-2013	112230 -	253 HARTFORD AV	JOS. A BARK CLOTHIERS, INC.	84.68
*** Total *** Supplemental						249.46
*** Total *** Personal Property						1,272.10
*** Grand Total *** 6						1,272.10

[ADM-AUC-RC-8216]

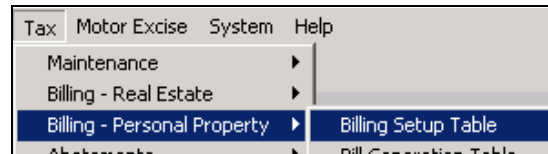
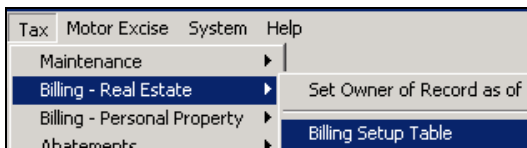


2. TAX BILLING (APPLIES TO RE & PP)

2.1. Billing Setup Table

2.1.1. Cannot Change Bill Date after process Started

Modified the Tax Roll process for both RE and PP to alert users if they have generated billing files but subsequently change the BILL DATE in the Billing Setup table. The billing files are generated using the Bill Date in the table at the time the records are created. You may not change the Bill Date after the fact without implications. If you need to change the Bill Date then you must restart the process and build the tax roll with a new **BILL DATE**.



[AUC] 4105-Billing Setup Table [Mary]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise System Help

Billing Setup Table

Type	Year	Description
30 Personal Property	2014	Two Bills, 2 Payment Stubs.

Q1	Q2
Bill Date 01-Jul-2013 Due Date 01-Aug-2013 Ledger Date 01-Jul-2013	Bill Date 01-Oct-2013 Due Date 01-Nov-2013 Ledger Date 01-Jul-2013

Printed 01-Jul-2013
Posted 01-Jul-2013
Demand 30-May-2014

Estimated Billing
Include Exemptions
Include Liens
Include Betterments

Est % Increase

Est % Increase

New Prior No

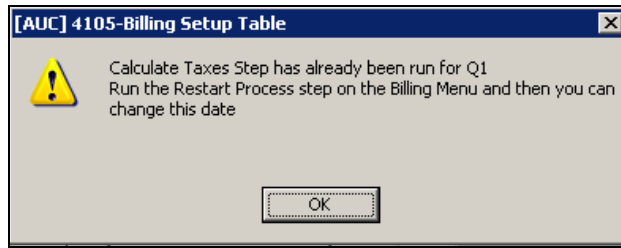
New Prior No

BILL DATE

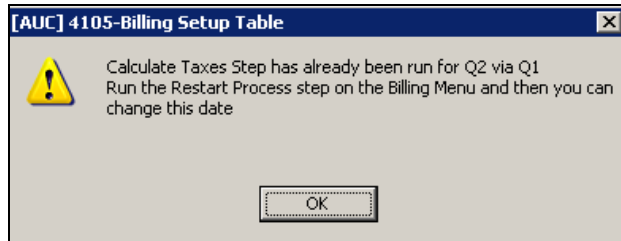
If the Bill Date is changed after the **CALCULATE TAXES** step is run, then this message will be displayed.



If you are processing **Q1 or Q3** bills then you will see this message:



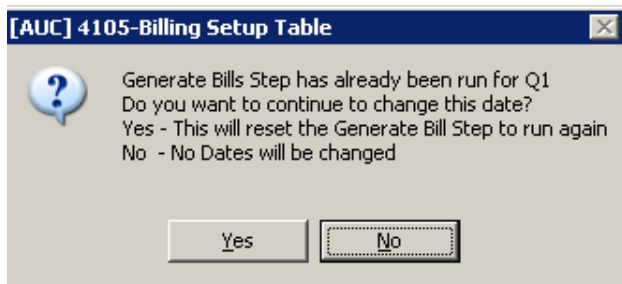
If you are processing **Q2 or Q4** bills (where the Calculate Taxes step does not apply) then you will see this message:



DUE DATE

If you have run the **GENERATE BILLS** step and then you decide to change the DUE DATE, the following message will be displayed.

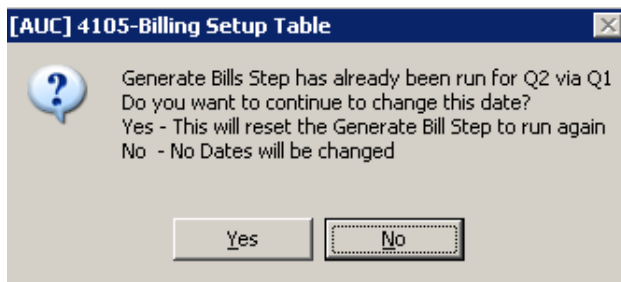
If you are processing **Q1 or Q3** bills then you will see this message:



If **NO** is clicked, then the date will revert back to the prior date and no changes will be applied.

If **YES** is clicked, the Generate Bills step (and any steps after that) will have the Date/Start/End and Success flag cleared out allowing you to re-run those steps.

If you are processing **Q2 or Q4** bills and the Due Date is changed then you will see the following message:



As with the Bill Date change. You can only change the due date field for Q2/Q4 during the Q1/Q3 processing.

[ADM-AUC-PP-3831]