



PERSONAL PROPERTY TAX

RELEASE NOTES – SEPTEMBER 2016

This document explains new product enhancements added to the ADMIN'S Unified Community for Windows PERSONAL PROPERTY TAX system.

Table of Contents

- 1. REPRINTING BILLS BY BATCH 1
- 2. TABLES 1
 - 2.1. Copy Tables at Year End 1
- 3. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY) 2
- 4. MENU AND TOOLBAR TIPS 2
- 5. HELP REFERENCE LIBRARY 2
 - 5.1. New or Updated Documentation 2

1. REPRINTING BILLS BY BATCH

There was an issue with mis-printed bills when issuing bill reprints by batch. This was corrected and patched to tax sites early in July and is included here to document the change.

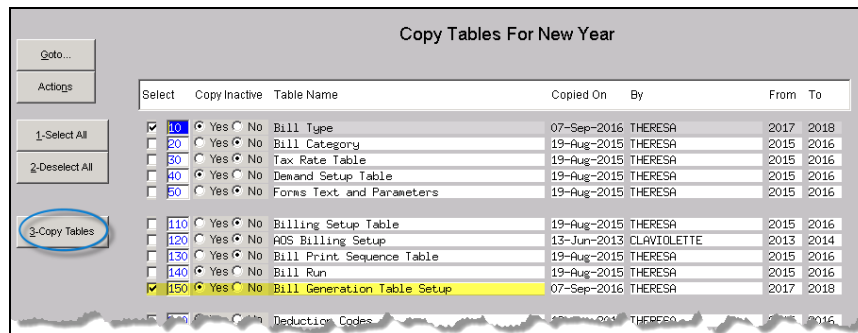
[ADM-AUC-RC-8324]

2. TABLES

2.1. Copy Tables at Year End

It was discovered that the "Exclude Accounts Valued Under" value was missing when the Copy Tables to New Year command was run. When the Bill Generation table is copied via the [Copy Tables] command, it is now confirmed that all values are being set in the new year record.

To run the command, select **Collections ▶ Tables ▶ Copy Tables for New Year ▶ [Copy Tables]**.



The images below now show the same data for both 2017 and 2018. Prior to the update, the value of \$1000 in the "Exclude Accounts Valued Under Field" was not being copied.



Bill Generation Table Setup

Bill Year: 2017
Bill Type: 50 Personal Property

Owner Name & Address on Bill Bills Printed Via
 Current Owner Owner of Record
 In-House Service-Alt Uni-Ebill
 Create and send to LOCKBOX No Century
 Create and send to ON-LINE SERVICE No Unibank

Values ready for Tax Calculation
 Deductions ready for Tax Calculation
 Advances ready for Tax Calculation Advance Category: 00

Options to Exclude from Bill Printing

Exclude Zero Balance Bills No All Exempt
 Exclude Credit Balance Bills No Yes
 Exclude Balance in Range From: .01 To: 1.00
 Exclude Accounts Valued Under: 1000

Bill Generation Table Setup

Bill Year: 2018
Bill Type: 50 Personal Property

Owner Name & Address on Bill Bills Printed Via
 Current Owner Owner of Record
 In-House Service-Alt Uni-Ebill
 Create and send to LOCKBOX No Century
 Create and send to ON-LINE SERVICE No Unibank

Values ready for Tax Calculation
 Deductions ready for Tax Calculation
 Advances ready for Tax Calculation Advance Category: 00

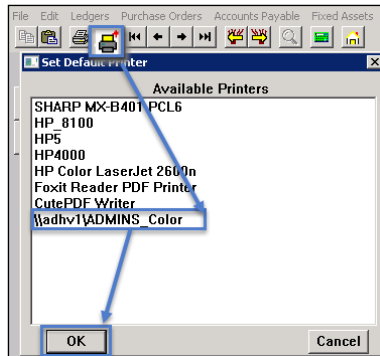
Options to Exclude from Bill Printing

Exclude Zero Balance Bills No All Exempt
 Exclude Credit Balance Bills No Yes
 Exclude Balance in Range From: .01 To: 1.00
 Exclude Accounts Valued Under: 1000

Figure 1 The “Exclude Accounts Valued Under Field” is copied to FY 2018

[PEA-SUP-SAPLAUC-381]

3. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)

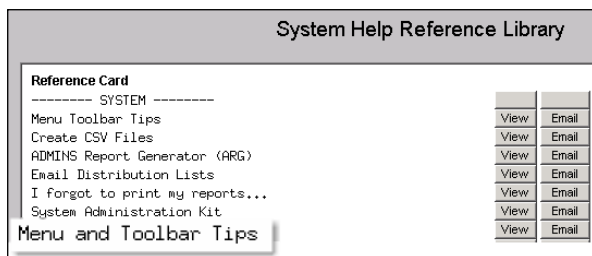


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the [Print] button on the toolbar; click to display the available printers. Click on the desired printer and click on [OK] to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

4. MENU AND TOOLBAR TIPS



A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- SYSTEM Menu and Toolbar Tips