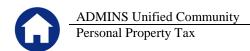
PERSONAL PROPERTY TAX RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PERSONAL PROPERTY TAX** system.

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1. DEMANDS

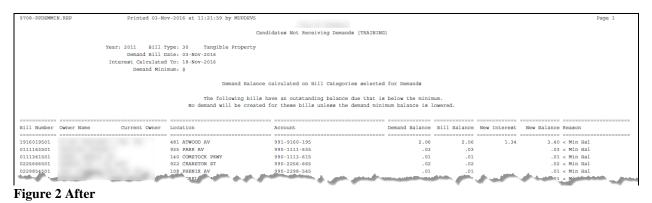
During Demand processing, a list of taxpayers not receiving demands required is produced.

1.1. Candidates Not Receiving Demands [Fix]

The report of Candidates Not Receiving Demands was changed from portrait to landscape to fix truncation.

9708-PPDEMMIN.REP	Printed 03-Nov	7-2016 at 10:56:43 by MUPDEV5				
		Cand	idates Not Receiving Demands	[TRAINING]		
		Demand Balance	calculated on Bill Categories	selected for Demands		
			ave an outstanding balance du for these bills unless the de			
Bill Number Owner Name	Current Owner	Location	Account	Demand Balance	Bill Balance	New Int
1916019501		481 ATWOOD AV	991-9160-195	2.06	2.06	
0111163501		935 PARK AV	990-1111-635	.03	.03	
0111361501		140 COMSTOCK PKWY	990-1113-615	.01	.01	
0225666501		922 CRANSTON ST	990-2256-665	.02	.02	
0229854501	and the second designed and the second designed and the second designed and the second designed and the second	108 PHENIX AV	990-2298-545	.01		ليدخل

Figure 1 Before–Columns are missing on the right



[CRI-AUC-TAX-24]

2. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

2.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 3 shows a sample of the new numbering scheme. For example, a Taxpayer may ask for the total of taxes paid for the calendar year. Support staff will refer the user to the help document **"RC-270 Calendar Year Payments for Tax Returns"**, and the document is found in numerical order in the Help Reference Library.

	Collections Help Ref	erence Library
<u>G</u> oto		
Actions	Reference Card	Last Run Time
	RC-100 Collector/Treasurers Help Documents Index	View Email 10-Dec-2016 14:57:31.51
	PAYMENTS	View Email 14-Oct-2016 14:24:30.65
	RC-120 How to Enter Bill Payments	View Email 05-Dec-2016 13:46:26.47
	RC-130 How to Find a Bill	View Email 17-Oct-2016 10:42:47.42
lelp Categories	RC-140 How to Locate a Supplemental Bill	View Email 17-Oct-2016 10:27:19.43
1 Ledgers	RC-150 Motor Excise - Collector	View Email 17-Oct-2016 10:30:47.68
2 Purchasing	RC-160 Bill Notes / Tickler	View Email
<u>3</u> Accounts Payable	RC-170 Overriding Interest Calculations	View Email 14-Oct-2016 14:26:48.98
<u>4</u> Human Resources	RC-180 How Much Is Due On An Account	View Email 29-Nov-2016 11:47:34.21
5 Budget	RC-190 Payment Hierarchy	View Email 14-Oct-2016 14:28:19.72
6 Collections	RC-200 Lockbox Processing	View Email 05-Dec-2016 13:09:56.90
<u>7</u> Property Tax	RC-210 Batch# on Payment Entry Screen	View Email 14-Oct-2016 14:28:30.40
8 Motor Excise	RC-220 How to Remove Unused RC Batches	View Email 14-Oct-2016 14:28:36.17
<u>9</u> Misc Billing	RC-230 Re-print Bills (1 at a time)	View Email 17-Oct-2016 16:27:15.65
<u>0</u> System	RC-240 Re-Print Bills (by Batch)	View Email 14-Oct-2016 14:29:42.86
D Product Demos	RC-250 Outstanding Balance Register	View Email 14-Oct-2016 14:30:25.15
Release Notes	C 970 Calender Vare Devrate Car Tay D	Email 14-Oct-2016 14:30:36.46
Ledgers	C- <mark>270 </mark> Calendar Year Payments for Tax R	Email 02-Nov-2016 11:55:58.64
Purchasing		
Accounts Payable	RC-310 About the Notes Field	View Email 29-Nov-2016 11:16:31.18
Human Resources	RC-320 Adjustment Processing	View Email 06-Dec-2016 15:29:14.25
Budget	RC-330 NSF Checks	View Email 17-Oct-2016 11:06:11.11
Collections	TAX TITLE	
Property Tax	RC-410 Tax Title Redemption	View Email 14-Oct-2016 14:33:33.81
Misc Billing	RC-420 Tax Title Historical Entry	View Email 17-Oct-2016 11:46:25.31
System	RC-450 Original Tax Taking	View Email 14-Oct-2016 14:34:14.80
Other	RC-440 Tax Taking Add Fee	View Email 17-Oct-2016 11:45:50.66
	RC-430 Subsequent Tax Taking	View Email 14-Oct-2016 14:34:20.70
	RC-510 Historical Entry	View Email 17-Oct-2016 11:46:14.05
	RC-520 Deferral Processing	View Email 14-Oct-2016 15:52:02.48

Figure 3 New numbering scheme and alphabetical index

2.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document. Each user may have a unique perspective on how to search for help on a given topic; as such, we encourage you to submit suggestions for additional entries or terminology to <u>support@admins.com</u> so that we may build these links into upcoming software releases.

	ASURER
HELP DOCUMENTS INC	DEX
-A- Abatements – Names on Abatements &	-F-G-
<u>Refunds</u> RC-940	Fee WaiversRC-1020
About Pay/Transaction Date vs.	Find a BillRC-130
Deposit Date RC-1820	Find a Supplemental BillRC-140
Account BalancesRC-180	
Addresses on A/P Vouchers for RefundsRC-940	-H-
AdjustmentsRC-320 Apply Payments to Tax, Interest, Fees, etc RC-190	Hierarchy of PaymentsRC-190

Figure 4 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

- c -	
Controlling Access to the BudgetBU-130	
Cost Breakdown Reports	>
Create CSV Files from Excel Templates BU-310	
Create CSV Files from Excel Templates BU-310	

ADMINS Unified Community

Personal Property Tax

¹ Refers to a Release Note, for the cited month and
year – in this case, Budget Release Notes for
December of 2016.

Figure 5 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

2.3. New or Updated Documentation

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

• RE-100 Property Tax Help Documents Index [New]