



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.

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Candidates Not Receiving Demands [TRAINING]

Year: 2011 Bill Type: 30 Tangible Property
Demand Bill Date: 03-Nov-2016
Interest Calculated To: 18-Nov-2016
Demand Minimum: \$

Demand Balance calculated on Bill Categories selected for Demands

The following bills have an outstanding balance due that is below the minimum.
No demand will be created for these bills unless the demand minimum balance is lowered.

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	
01111361501			140 COMSTOCK PKWY	990-1113-615	.01	.01	
0225666501			922 CRANSTON ST	990-2256-665	.02	.02	
0229854501			108 PHENIX AV	990-2298-545	.01	.01	

Figure 1 Before—Columns are missing on the right

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Candidates Not Receiving Demands [TRAINING]

Year: 2011 Bill Type: 30 Tangible Property
Demand Bill Date: 03-Nov-2016
Interest Calculated To: 18-Nov-2016
Demand Minimum: \$

Demand Balance calculated on Bill Categories selected for Demands

The following bills have an outstanding balance due that is below the minimum.
No demand will be created for these bills unless the demand minimum balance is lowered.

Bill Number	Owner Name	Current Owner	Location	Account	Demand Balance	Bill Balance	New Interest	New Balance Reason
1916019501			481 ATWOOD AV	991-9160-195	2.06	2.06	1.34	3.40 < Min Bal
0111163501			935 PARK AV	990-1111-635	.03	.03		.03 < Min Bal
01111361501			140 COMSTOCK PKWY	990-1113-615	.01	.01		.01 < Min Bal
0225666501			922 CRANSTON ST	990-2256-665	.02	.02		.02 < Min Bal
0229854501			108 PHENIX AV	990-2298-545	.01	.01		.01 < Min Bal

Figure 2 After

[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 Reference Library

Reference Card	View	Email	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
RC-140 How to Locate a Supplemental Bill	View	Email	17-Oct-2016	10:27:19.43
RC-150 Motor Excise - Collector	View	Email	17-Oct-2016	10:30:47.68
RC-160 Bill Notes / Tickler	View	Email		
RC-170 Overriding Interest Calculations	View	Email	14-Oct-2016	14:26:48.98
RC-180 How Much Is Due On An Account	View	Email	29-Nov-2016	11:47:34.21
RC-190 Payment Hierarchy	View	Email	14-Oct-2016	14:28:19.72
RC-200 Lockbox Processing	View	Email	05-Dec-2016	13:09:56.90
RC-210 Batch# on Payment Entry Screen	View	Email	14-Oct-2016	14:28:30.40
RC-220 How to Remove Unused RC Batches	View	Email	14-Oct-2016	14:28:36.17
RC-230 Re-print Bills (1 at a time)	View	Email	17-Oct-2016	16:27:15.65
RC-240 Re-Print Bills (by Batch)	View	Email	14-Oct-2016	14:29:42.86
RC-250 Outstanding Balance Register	View	Email	14-Oct-2016	14:30:25.15
RC-270 Calendar Year Payments for Tax Returns	View	Email	14-Oct-2016	14:30:36.46
----- ADJUSTMENTS -----				
RC-310 About the Notes Field	View	Email	29-Nov-2016	11:16:31.18
RC-320 Adjustment Processing	View	Email	06-Dec-2016	15:29:14.25
RC-330 NSF Checks	View	Email	17-Oct-2016	11:06:11.11
----- TAX TITLE -----				
RC-410 Tax Title Redemption	View	Email	14-Oct-2016	14:33:33.81
RC-420 Tax Title Historical Entry	View	Email	17-Oct-2016	11:46:25.31
RC-450 Original Tax Taking	View	Email	14-Oct-2016	14:34:14.80
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
----- DEFERRALS -----				
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

[\[More\]](#)

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 support@admins.com so that we may build these links into upcoming software releases.




 AUC COLLECTOR/TREASURER HELP DOCUMENTS INDEX	
-A-	
Abatements – Names on Abatements & Refunds	RC-940
About Pay/Transaction Date vs. Deposit Date	RC-1820
Account Balances	RC-180
Addresses on A/P Vouchers for Refunds	RC-940
Adjustments	RC-320
Apply Payments to Tax, Interest, Fees, etc.	RC-190
-F-G-	
Fee Waivers	RC-1020
Find a Bill	RC-130
Find a Supplemental Bill	RC-140
-H-	
Hierarchy of Payments	RC-190
How Much is Due on	RC-180

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 Budget	BU-130
Cost Breakdown Reports	DEC-2016 ¹
Create CSV Files from Excel Templates	BU-310

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]