

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

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1. PAYMENTS

At times, taxpayers may make partial payments of taxes due. Rather than waiting until the bill is past due to send a demand, a notice of partial payment (or "Partial Payment Letter") can be sent to the taxpayer indicating that a balance is still owed. **ADMINS** provides a mechanism for issuing Partial Payment Letters, which are a statement of account.

- This process does not consider any payment agreements established with the taxpayer. It will select all partial payments; manually remove any partial payments that are the result of a payment agreement.
- No calculated interest is included; the letters show what was paid and what is still outstanding on the account and does not include new interest.

Detailed instructions are in Help Reference Library RC-260 Partial Payment Letters.

[ADM-AUC-DOC-206]

2. ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to <u>\\tsclient\C</u>, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the <u>September 2021 Release Notes</u> for a list of the screens this change will impact.

[ADM-AUC-SY-8225]

3. UPLOAD LOCKBOX [Enhancement]

Collections > Payments > Process Lockbox Payments

Goto Actions	Process Lockbox Payments Description Restart Lockbox Upload Upload Lockbox Maintanceceox sectors Lockbox Edit Reports Post Lockbox	
In Task 4200: Upload Lockbox		×
Process Lock Box or Clearing House Payment Upload		
Required: LockBox Upload Method	TXUB TAX UNIBANK PAYMENTS	
Enter Lock Box Date (MMDDYYYY)	10-DEC-2021	
Required: Enter Upload Filename (FILENAME.DA		
Run as Preview Print PDF If Printing use Duplex Yes No		
	Lookup OK Cancel Clear All	

ADMINS added error checking to the lockbox upload. If attempting to upload a file type other than the valid file types for the current lockbox upload method, this message will be displayed:

Upload Lockbox	×
D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\LOCKBOX121021.XLSX File selected for Upload is not of a type that can be uploaded Make sure the file is a .CSV, .TXT or other text file Upload Terminated	
ОК]

[ADM-AUC-RC-8527]

4. HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

4.1. New or Updated Documents

• Payments

RC-260 Partial Payment Letter

[Updated]