



PERSONAL PROPERTY TAX BILLING

RELEASE NOTES DECEMBER 2021

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 [\\tsclient\C](#), 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.

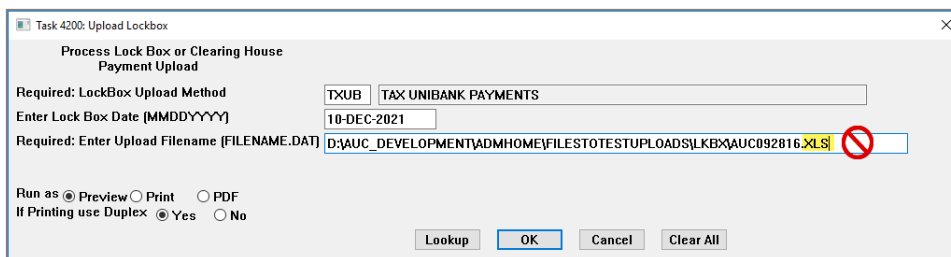
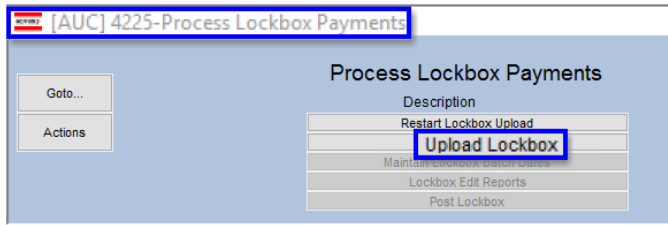
Please see the [September 2021 Release Notes](#) for a list of the screens this change will impact.

[ADM-AUC-SY-8225]

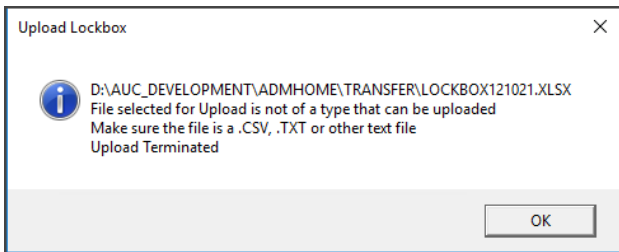


3. UPLOAD LOCKBOX [Enhancement]

Collections ▶ Payments ▶ Process Lockbox Payments



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:



[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]