PERSONAL PROPERTY TAX

RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PERSONAL PROPERTY TAX** system and installed on your site in June 2015.

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1. E-BILLING VIA UNIBANK

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). The following sections provide a broad overview of how this is implemented. A more detailed document specific to E-Billing Via Unibank will be added to the help reference libraries during the summer of 2015.

While many of the changes are not visible to the end-user, some of the overt changes include:

1.1.   Table Setup

A new option has been added to the Bill Generation table allowing the designation of bills being Printed and Emailed via Unibank. This means that a file of data will be produced and delivered to Unibank. Unibank will then load this file into their systems and distribute bills either via printed paper copy or email (based on the enrollees desired delivery method and the site specification).

1.2.   File Location

Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:

Seq#	Description	Answer	
5107	[Unibank] Upload E-Billing Import Folder	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER	1 Edit

1.3.   Upload the File

To upload the enrollee data from Unibank, select **Tax ▶ Interfaces Imports ▶ Unibank Ebilling Enrollee Upload**.

Interfaces/Imports ▶	Email Use Code Upload Template
	Upload Land Use Codes
	Unibank EBilling Enrollee Upload

You will see the following prompt:

Task 5143: Unibank EBilling Enrollee Upload

Unibank EBilling Enrollee Upload

Enter Upload Filename	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\UNIEBLPPSIGNUP.CSV
Parcel Segment Separator	⊙ Dash (-) ○ Slash (/)
Uploading	○ Real Estate ⊙ Personal Property

Lookup   OK   Cancel   Clear All

- Use the lookup to select the file received from Unibank
- Select the appropriate parcel segment separator
- Select Personal Property

Once you click on OK, a report will appear listing the enrollees. Click on OK to post the enrollees.

TedRE - Enrollee_Upload_Edit_5145_THERESA
File Edit Format Options

Courier New   11   **B** *I* U ▪ ▾

```
5145-REUNIEBLLODEDT.REP          Printed 03-Jun-2015 at 12:58:13 by THERESA          Page 1
                                   Town of ADMINS
                          Upload EBilling Enrollee Edit Report


====== =================================== ==================================================
                            Personal Property Enrollees
  Row Account                               Owner
====== =================================== ==================================================
    1 100020--                             PARADY CAROLE
    2 100070--                             CHRIS REMILLARD
    3 100080--                             BLOCH STEPHAN R

Total Enrollee Count        3
```

Upload Enrollee Records

Are you ready to post enollees?
Click YES to Post Enrollees
Click NO to cancel

Yes   No

When the file is processed in AUC, this flag is automatically set to indicate which accounts are receiving their Personal Property tax bill via e-mail. The email address (when supplied by Unibank) is updated.

1.4.   Interfaces/Imports

Subsequent to the initial enrollment, prepare a daily balance file and submit to Unibank.

This works the same way as the Create Unibank Daily Balance File.

[ADM-AUC-RC-8276]

2. REPORTS

2.1.   Report of Excluded Bills

The billing process generates a report of bills excluded due to low value or a zero balance. A charge column was added to the report to aid in balancing the billing.

Figure 1 Before

Figure 2 After

Here are the two reports being compared:

```
TedRE - BillFileSum_5557_KATHY[11]
File  Edit  Format  Options
[Courier New  ▼] [9  ▼]  B  I  U  ■ ▼   ☰   ⸬ ⸬   ☰ ☰ ☰   🖨

&11S
5557-RECREBILSUM.REP     Printed 02-Apr-2015 at 10:34:14 by KATHY     Page 1

                                     Town of ADMINS

To the City Auditor:

New amounts due for Real Estate Tax are listed below.  These amounts have been committed
to the City Treasurer/Collector for collection.

                          Q1              Q2              Q3              Q4            Total
                     ---------------  ---------------  ---------------  ---------------  ---------------
           Bill Date  01-Jul-2015      01-Oct-2015      02-Jan-2016      03-Apr-2016
           Due Date   03-Aug-2015      02-Nov-2015      02-Feb-2016      03-May-2016


  ASSESSMENT
            Tax    7,071,044.24     7,071,036.24     7,047,863.02     7,047,895.15     28,237,838.65
            CPA       73,026.79        73,026.79        75,750.49        75,781.20        297,585.27
                   ---------------  ---------------  ---------------  ---------------  ---------------
       Gross Tax   7,144,071.03     7,144,063.03     7,123,613.51     7,123,676.35     28,535,423.92
```

```
TedRE - RE_2016_4_ExportList_KATHY[1]
File  Edit  Format  Options
[Courier New  ▼] [9  ▼]  B  I  U  ■ ▼   ☰   ⸬ ⸬   ☰ ☰ ☰   🖨

&100
-                    Printed 02-Apr-2015 at 10:43:38 by KATHY                     Page 1
                                   Town of ADMINS

                                   REPORT TOTAL
                 Bill Year     2016              Bill Date      03-Apr-2016
                 Bill Run      4                 Due Date       03-May-2016
                 Count         6,387             Interest Date  04-May-2016

                     Quarter 1          Quarter 2          Quarter 3          Quarter 4            Total
                 ------------------ ------------------ ------------------ ------------------ ------------------
ASSESSMENT
            Tax   7,070,622.32       7,070,614.32       7,048,280.59       7,048,312.71     28,237,829.94
            CPA      73,026.33          73,026.33          75,750.49          75,781.18        297,584.33
                 ------------------ ------------------ ------------------ ------------------ ------------------
      Gross Tax   7,143,648.65       7,143,640.65       7,124,031.08       7,124,093.89     28,535,414.27

   Dropped Bills                                           6,588.10           6,588.15         13,176.25
                 ------------------ ------------------ ------------------ ------------------ ------------------
Escrow Gross Tax  7,143,648.65       7,143,640.65       7,130,619.18       7,130,682.04     28,548,590.52
```

The billing generates the Bill File Summary report and the Export List reports. The Gross Tax will differ by the amount of the charges due to dropped bills. By providing the Charges column with a total, the report may be used to validate the difference in these two reports.

$$
\begin{array}{r}
28,535,423.92 \\
28,535,414.27 \\
\hline
9.65 \\
\hline
\end{array}
$$

[ADM-AUC-PP-3838]

3. HELP REFERENCE LIBRARY

3.1.   New or Updated Documentation

Not applicable for this software update.