



PERSONAL PROPERTY TAX BILLING

RELEASE NOTES JUNE 2021

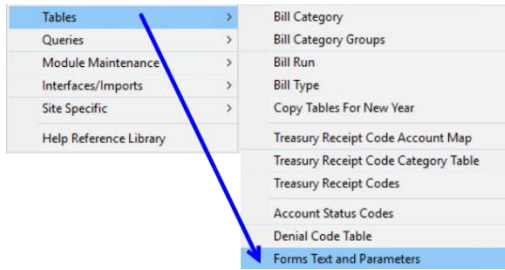
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

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1. FORMS TEXT AND PARAMETERS TABLE [Enhancement]



ADMINS changed the way that the **Forms Text and Parameters Table** works.

Previously, when making a change, the change had to be made multiple times because the table has a record for each bill year in the table. Now, if a change is made to a **current year** entry, for example, if there is a new phone number or a new Treasurer, all years will be updated with the new information.

In the image below, changes were made to the 2021 **General** Tab of the table. The system propagated the changes throughout all years, both past and future. (Future years may exist in the table if the Copy Tables and Parameters command was run to prepare for the coming fiscal year.) This ensures that the same information is printed on bills no matter what year the bill was issued.

If any year other than the current fiscal year as defined in module control #4009 is updated, the remaining years will not be updated. Only make changes to the current fiscal year record.



Note: The changes made apply to **each tab's** data – so if changing the **[1 General]** tab, all years for the **[1 General]** tab will have the same data as the current year. If changes are made to the **[2 Real Estate]** tab, the changes are applied only to the remaining years in the **[2 Real Estate]** tab – each tab stands alone.

The table has five tabs – **[1 General]**, **[2 Real Estate]**, **[3 Personal Property]**, **[4 Motor Excise]**, and **[5 Revenue Collections]**. Personal Property bill reprints, demands, and warrants use fields from the **[1 General]** and **[3 Personal Property]** tabs on the screen.

Forms Text and Parameters

Bill Year: 2021 * = Required

1 General | 2 Real Estate | 3 Personal Property | 4 Motor Excise | 5 Revenue Collection

Collector of Taxes *
 Collector Title: Alexander Hamilton
 Collector: Collector
 Email Address: collector@admins.com
 Phone#: 508-657-2848
 Fax#: 508-966-5804
 County: Norfolk
 Misc Bill Phone#: 508-657-2840

Accountant/Auditor
 Luca Pacioli
 Title: Chief Financial Officer
 Email Address: CFO@admins.com
 Phone#: 508-657-2807
 Fax#: 508-966-4425

Treasurer
 Janet Yellen
 Title: Treasurer
 Email Address: treasurer@admins.com
 Phone#: 508-657-2840
 Fax#: 508-966-5804

Assessor
 Mary Ellen Pleasant
 Assessor Title: Town Assessor
 Email Address: assessors@admins.com
 Phone#: 508-657-2862
 Fax#: 508-657-2894

Office Hours Line 1: Mon-Thur: 8:30AM-4:30PM
 Office Hours Line 2: FRI 8:30AM - 1:00PM

Website URL: admins.com

Status: Code Active Lkup UP

[ADM-AUC-RC-8498]

2. ATTACHMENTS HOVERTEXT [ENHANCEMENT]

ADMINS added more information to the hover text on attachments indicating when the attachment was made and by whom. If the **“Special Note”** begins with **“BURST”**, it identifies a **System-Created** attachment, which cannot be removed by the user.



Attachments without a “Special Note” are **user-supplied** and may be detached using the [Remove] button. To see this feature in the **Personal Property Tax Module**, go to the following screen.

2.1. #4138 – Personal Property Bill Attachments

Copies of Personal Property original bills and reprints can be attached by the system depending on the value of module control #5103 for original bill printing, and module control #5105 for bill reprints. If module control is set to “Y”, attach copies of original bills (5103) and copies of bill reprints (5105). Use the [9 Add Attachments] buttons to add a user-supplied attachment in this screen.

Collections ▶ Queries ▶ Bill Payment ▶ [0 Attachments]

2021 Personal Property Attachments

Bill# 100070-00 Year 2021 X Search... Balance as of 15-Apr-2021 \$ 46.50

Owner: [Redacted]
Location: [Redacted]
Account: 100070 - -
Parcel: 100070 - -

Bill Payment Detail Payment Transactions Q Trx Summary **0 Attachments** Z MLCs Y Parcel/Acct Notes T Bill Notes-Tickler

Case#	Description	Filename	Buttons
	Reprint of Bill on 15-Apr-2021	b_30_10007000_202104151019.pdf	
	Reprint of Bill on 15-Apr-2021	b_30_10007000_202104151045.pdf	
3	User supplied attachment w/ hovertxt	PLUTOInfo.txt	7 View 0 Email 8 Remove

File Location: D:\AUC_Development\admhome\Transfer\PLUTOInfo.txt

Entry User: [Redacted]
Entry Date: 15-Apr-2021
Entry Time: 10:45:56.22
Special Note:

User-supplied attachments will not have a "Special Note:" - System created attachments (such as copies of Bill reprints) will have the "BURST". Users may View, Email, and Remove user-supplied attachments; system created attachments cannot be removed.

Figure 1 If module control 5103 / 5105 is set to “Y”, system-supplied attachments will show on this screen



2.2. #9160 – Personal Property Deduction History Attach

Tax ▶ Abatements ▶ Personal Property Abatement History ▶ [2 Attachments]

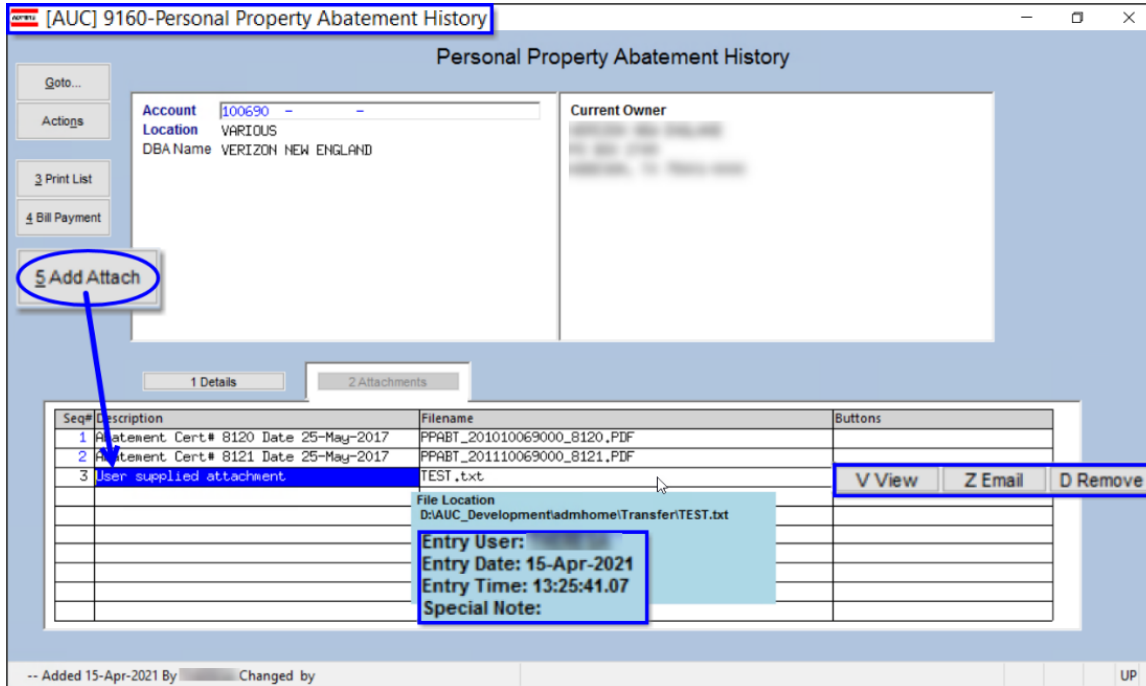


Figure 2 Both System and User-Supplied attachments on the Personal Property Abatement History screen

[ADM-AUC-SY-8171]

3. ADMINS.COM Training Videos

The ADMINS training videos were converted to provide the YouTube features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]



4. HELP REFERENCE LIBRARY

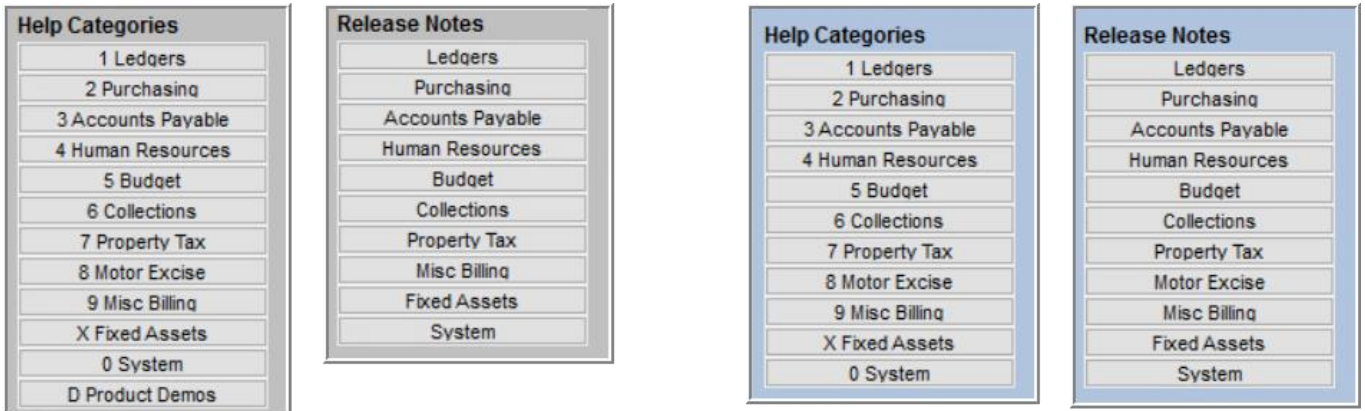
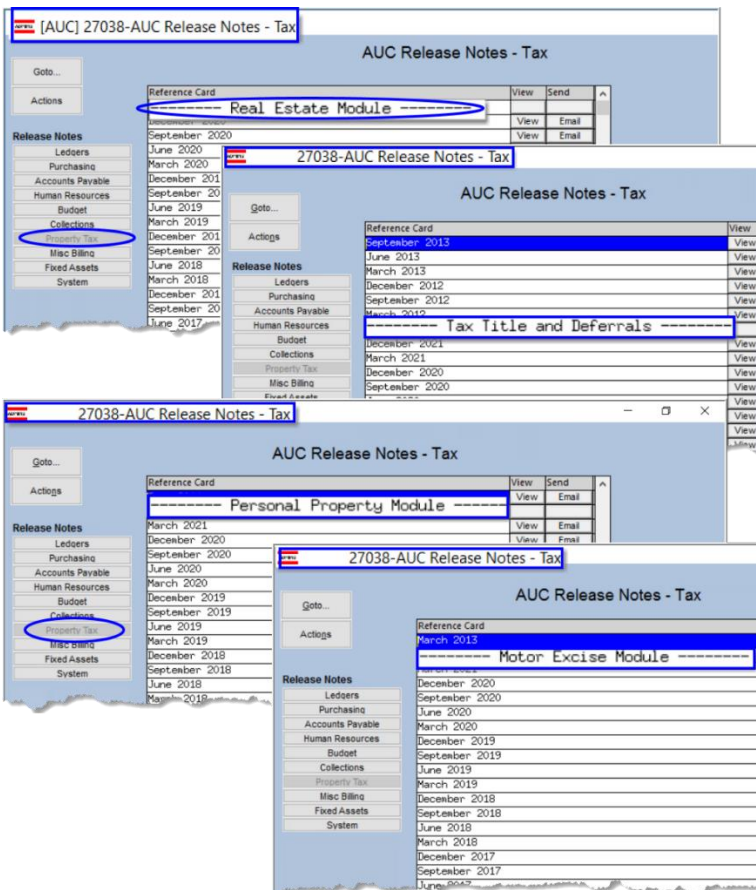


Figure 3 Before and After – Help Categories and Release Notes structure are now the same

ADMINS made changes to the **Tax** release notes library structure. Each quarter’s release notes are listed in chronological order, as shown in Figure 5 below, with the most recent at the top, making it easier to find the most recent documents.

4.1. Tax and Collections Release Notes Libraries [Enhancement]



Tax Title/Deferrals used to be included in the **Tax** release notes; they were moved to the **Collections** release note library.

Motor Excise release notes are now in their own library, separate from **Tax**. This new structure mimics that of the Help Reference Library as shown in Figure 3.

Real Estate and **Personal Property** release notes will be found in the **Tax** library.

Figure 4 Before – Real Estate, Tax Title, Personal Property and Motor Excise were all in the Tax Release Notes



[AUC] 27038-AUC Release Notes - Tax

AUC Release Notes - Tax

Reference Card		View	Send
June 2021	- Personal Property	View	Email
June 2021	- Real Estate	View	Email
March 2021	- Personal Property	View	Email
March 2021	- Real Estate	View	Email
September 2020	- Personal Property	View	Email
September 2020	- Real Estate	View	Email
June 2020	- Personal Property	View	Email
June 2020	- Real Estate	View	Email
March 2020	- Personal Property	View	Email
March 2020	- Real Estate	View	Email
December 2019	- Personal Property	View	Email
December 2019	- Real Estate	View	Email
September 2019	- Personal Property	View	Email

Instead of having the entire **Real Estate** section, followed by the **Personal Property** section, the release notes will now be sorted by month, with the most recent at the top.

Figure 5 After – Personal Property and Real Estate notes are in the “Tax” release note library, most recent at the top

[ADM-AUC-SY-8189]

4.2. New or Updated Documents

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

- SYSTEM SY-170 System Administration Kit [Updated]