



# PERSONAL PROPERTY TAX BILLING

## RELEASE NOTES JUNE 2022

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

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## 1 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

### 1.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

In the example, the “No Check” #4000693 is to be voided. Go to:

**Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date**

The screenshot shows the 'Bank Account Management' interface. At the top, there are fields for 'Bank' (EAST), 'Last Ck#' (0329346), and 'View' options (All Checks, Outstanding Checks, Cleared Checks, Voided Checks). Below this is a table of checks with columns: 1 Check, 2 CheckDate, Type, Warrant, Payable To, Amount, Status, Voided, Cleared, and Detail. A callout box points to the 'Cleared' column of a row with check number 4000212, containing the text: 'The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}'.

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued	22-Oct-2018		6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DTS/DENTAL GA	63,57	Issued	22-Oct-2018		
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued	22-Oct-2018		
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123,00	Issued	22-Oct-2018		6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13,50	Issued	22-Oct-2018		

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]



## 2 SITE-SPECIFIC ERROR CHECKS

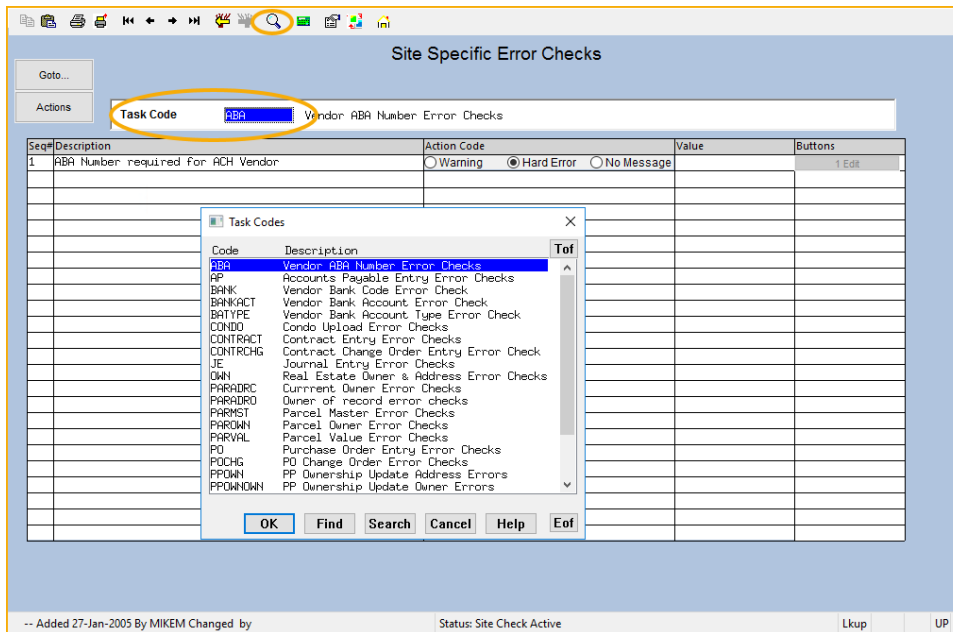
ADMINS offers **Site-Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the ones shown here are for illustration.

There are three action code options for each error check, if the system detects an error:

- Warning** –the user will be notified via a report, but the process will be allowed to continue
- Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- No Message** –no report is produced/no notification is made, and the process can continue

To access all the checks, from the menu, select:

**System ▶ Site-Specific Error Checks**



To find a code, use the lookup.

Select **Actions ▶ [Edit List]** to print a list of all site-specific error check options with the values for the current site.

All the screens have a column for Sequence #, Description, Action Code, Value, and Buttons.

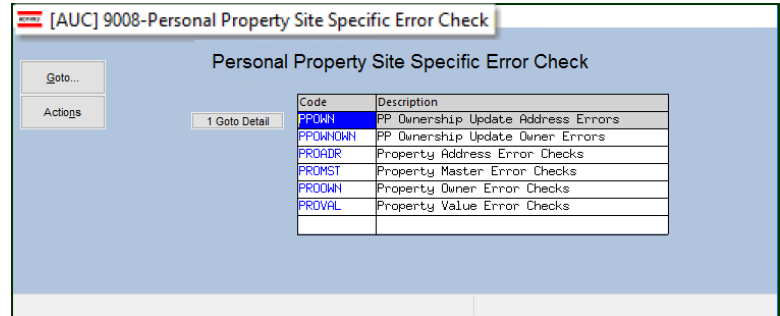
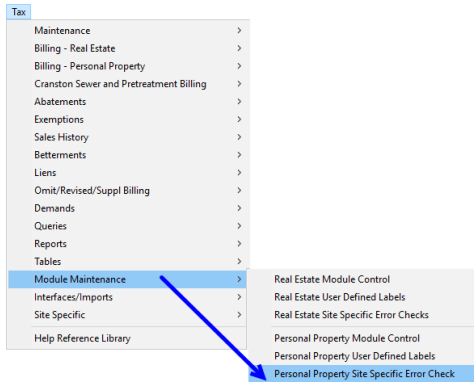
Select the sequence number and click on **[1 Edit]** in the buttons column to change a value.

The selected radio buttons shown in the action column are not recommendations but represent site must make determinations based on their business practice.



## 2.1 Personal Property Tax

### Tax ► Module Maintenance ► Personal Property Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error Checks. There are six categories of error checks for Personal Property: PPOWN, PPOWOWN, PROADR, PROMST, PROOWN, and PROVAL. Each screen is described in the table below.

Seq	Description	Action Code
<b>PPOWN PP Ownership Update Address Erro</b>		
1	Address Record does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank City	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
4	Blank State	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
5	Blank Zipcode	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
<b>PPOWOWN PP Ownership Update Owner Err</b>		
1	No Ownership Record	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROADR Property Address Error Checks</b>		
1	Blank name	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Address Line	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank city	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
4	Blank State	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
5	Blank Zip Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROMST Property Master Error Checks</b>		
1	Blank Street	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Number	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank DBA Name	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
<b>PROVAL Property Value Error Checks</b>		
1	Blank Use Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Blank Property Value	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
3	Blank Account with Values	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message

[ADM-AUC-SY-8238]



## 3 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library and updated content was published on **ADMINS.com**.

Tax ► **Help Reference Library**

### 3.1 New or Updated Documents

Abatements                      [RE-550 Abatement History Report](#)                      Updated

### 3.2 New Content on ADMINS.Com

This list of new videos on the **ADMINS.com** website shows the length of each video in [minutes:seconds].

<a href="#">Clear Data from a Field [1:17]</a>	[New]
<a href="#">Favorites Screen [2:23]</a>	[New]
<a href="#">How to Exit from AUC [1:54]</a>	[New]
<a href="#">Index of Help Documents [0:51]</a>	[New]
<a href="#">Log in to the Training Area [2:04]</a>	[New]
<a href="#">Quick Task Selector [2:12]</a>	[New]
<a href="#">Reset an AUC Password [2:00]</a>	[New]