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.

CONTENTS

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

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.
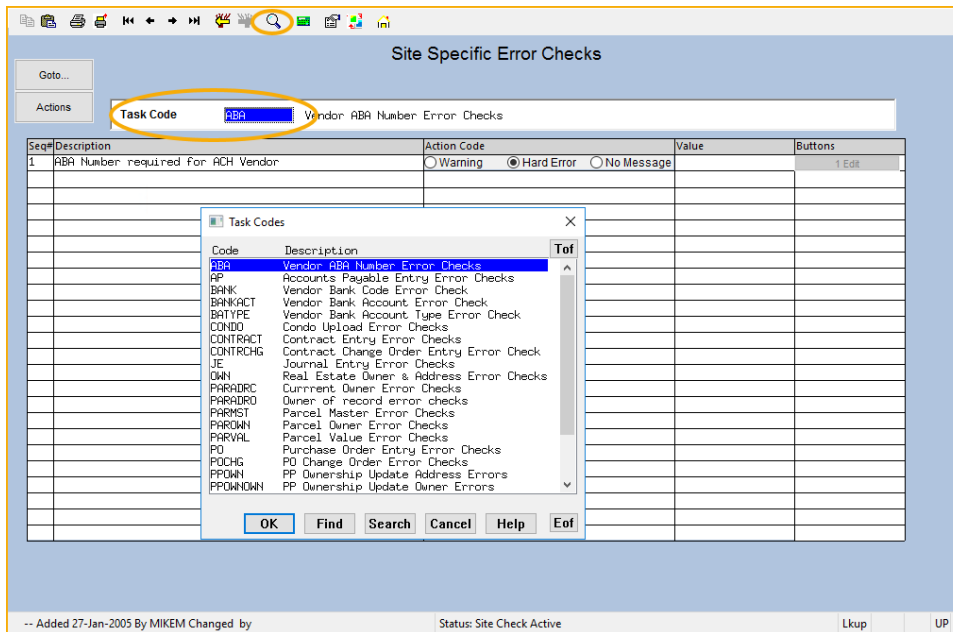
[ADM-AUC-SY-8242]

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.

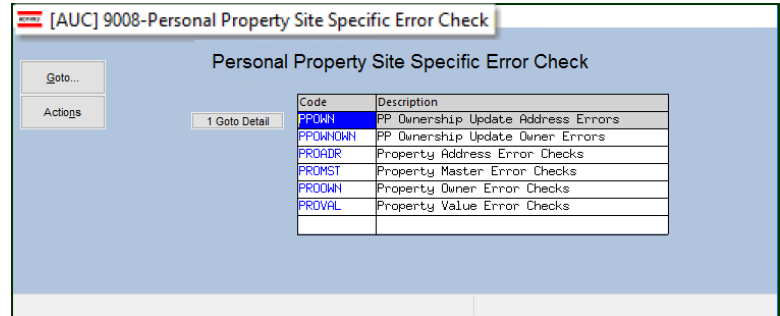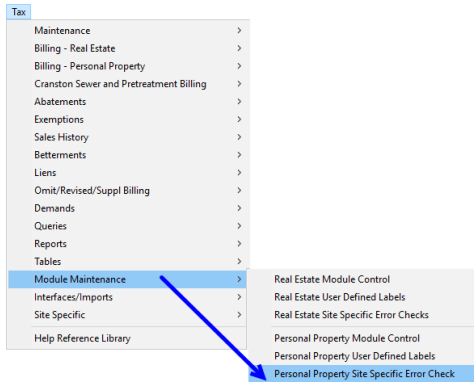All the screens have a column for Sequence #, Description, Action Code, Value, and Buttons.

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 represe͏ 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, PPOWNOWN, PROADR, PROMST, PROOWN, and PROVAL. Each screen is described in the table below.

Seq	Description	Action Code
PPOWN	**PP Ownership Update Address Erro**	
1	Address Record does not Exist	○ Warning ◉ Hard Error ○ No Message
2	Blank Address Line 1	◉ Warning ○ Hard Error ○ No Message
3	Blank City	◉ Warning ○ Hard Error ○ No Message
4	Blank State	◉ Warning ○ Hard Error ○ No Message
5	Blank Zipcode	○ Warning ○ Hard Error ◉ No Message
PPOWNOWN	**PP Ownership Update Owner Err**	
1	No Ownership Record	○ Warning ◉ Hard Error ○ No Message
PROADR	**Property Address Error Checks**	
1	Blank name	○ Warning ◉ Hard Error ○ No Message
2	Blank Address Line	○ Warning ◉ Hard Error ○ No Message
3	Blank city	○ Warning ◉ Hard Error ○ No Message
4	Blank State	○ Warning ◉ Hard Error ○ No Message
5	Blank Zip Code	○ Warning ◉ Hard Error ○ No Message
PROMST	**Property Master Error Checks**	
1	Blank Street	◉ Warning ○ Hard Error ○ No Message
2	Blank Number	◉ Warning ○ Hard Error ○ No Message
3	Blank DBA Name	◉ Warning ○ Hard Error ○ No Message
PROVAL	**Property Value Error Checks**	
1	Blank Use Code	○ Warning ◉ Hard Error ○ No Message
2	Blank Property Value	◉ Warning ○ Hard Error ○ No Message
3	Blank Account with Values	○ Warning ○ Hard Error ◉ 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].

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