

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:

Bank Account Management								
Goto	Bank: EAST							
Actions	BANK Last Ck# 0329346	View	Restric From	t View to Check Date				
3 Listing		Outstanding Check	s					
4 Clear Checks 5 To Bank	00000-0000	 Cleared Checks Voided Checks 						
		,						
1 Check 2 Check	Date Type Warrant Payable To	Amount	Status	Voided Cleared Det	ail			
4000210 15-Nov-	2018 No Chec 005831 AFL-CIO AFSCME LOCAL 747	20,00	Issued	22-Oct-2018 6 V	Viev			
4000211 15-Nov-	2018 No Chec 005831 AFLAC- DIS/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				
22-Oct-2018								
The system has automatically supplied a cleared date. To erase the d 22-Oct-2018								
data position the surger in the field and proce (Speecher) [[Enter]]								
date, position the cursor in the field and press {Spacebar} {Enter}								
				22-Oct-2018				
9001795 28-Sep-	2018 Wire Tr 005830 TOWN OF BELL-GROUP INS CL T F	208,74	Issued	22-0ct-2018				
4000210 15-Nov-	-2018 No theo 005831 HFL-LUO AFSUME LUCAL /4/	20,00	Issued	p2-0et-2018				
4000211 15-Nov-	-2018 No Linec pussasi IHFLHC- DISZDENTAL GA	63,57	Issued	P2-Uct-2018				
4000212 15-Nov-	-2018 No theo 005831 GREAT-WEST RETIREM SVC - WELLS	370,19	Issued					
4000213 15-Nov-	-2018 No Chec 1005831 JUREAL-WEST RETIREM SVC-WELLS	123,00	Issued	22-Oct-2018 6	View			
9001797 15-Nov-	-2018 Wire in possai Mutual of oMAHA Co	13,50	Issued	22-0ct-2018				

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:

ons Task Code PER Vindor ABA N Description ABA Number required For ACH Vendor Task Codes Code Description PAPA Rocourts Pegaba BMNK Vendor Bark Roco BMNK Vendor Bark Roco	wher Error Checks Action Code Warning Hard Erro To FError Checks Entry Error Checks Error Check	or ONo Message	Value 9	Buttons 1 Edit	
Description RBA Number required for ACH Vendor I Task Codes Code Description RBA Verdor RBA Number PA Accounts Payable BM4K Vendor Bark Roce BM4KACF Vendor Bark Roce	Action Code Warning Hard Error Ferror Checks Error Checks	ror ONo Message	Value Value	Buttons 1 Edit	
ABA Number required for ACH Vendor Image: Task Codes Code Description Image: Task Codes Page Number Image: Task Code Page Number	Warning Hard Errc Warning Hard Errc To To Fror Checks Entry Error Checks Error Check	No Message		1 Edit	
Code Code Code Code Pescription Pape Percent) To r Error Checks Error Checks Error Check				
Code Description HDA Vendor RDA Number AP Accounts Payable BMMK Vendor Bark Acco BMMKACT Vendor Bark Acco	To r Error Checks Entry Error Checks Error Check	of			
PANDO P	unt Error Check unt Tupe Error Check or Checks Order Entry Error Check no Checks r & Radiesse Error Checks error checks error checks or Checks or Checks Error Checks Error Checks ate Radress Errors ate Radress Errors	×			
OK Find Sea	arch Cancel Help Eo				

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 represe value. site must make determinations based on their business practice.



2.1 Personal Property Tax

x								
Maintenance	>							
Billing - Real Estate	>							
Billing - Personal Property	>		1					
Cranston Sewer and Pretreatment Billing	>			ETTER [AUC]	9008-Perso	nal Property	Site Spec	ific Error Check
Abatements	>							
Exemptions	>					Personal	Property	Site Specific Error Check
Sales History	>		ł	Goto		reisonai	riopenty	One opecine Endroneek
Betterments	>							I-
Liens	>			Actions			Code	Description
Omit/Revised/Suppl Billing	>					1 Goto Detail	PPUWN	PP Uwnership Update Hddress Errors
Demands	>						PPUWNUWN	PP Uwnership Update Uwner Errors
Queries	>						PRUADR	Property Address Error Checks
Reports	,						PROMST	Property Master Error Checks
Tabler	Ś						PROOWN	Property Owner Error Checks
Madula Maintananan	- (r	Paul Estate Madula Cantrol	1				PROVAL	Property Value Error Checks
Interfaces descerts	÷.	Real Estate Module Control						
interraces/imports	<u>í</u>	Real Estate Oser Defined Labels						
Site Specific	>	Real Estate Site Specific Error Checks						
Help Reference Library		Personal Property Module Control						
	N	Personal Property User Defined Labels						
		Personal Property Site Specific Error Check						

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	O Warning ⊙ Hard Error O No Message
	2	Blank Address Line 1	• Warning O Hard Error O No Message
	3	Blank City	• Warning O Hard Error O No Message
	4	Blank State	• Warning O Hard Error O No Message
	5	Blank Zipcode	O Warning O Hard Error ⊙ No Message
PPOWNOWN		PP Ownership Update Owner Err	
	1	No Ownership Record	O Warning ⊙ Hard Error O No Message
PROADR		Property Address Error Checks	
	1	Blank name	O Warning ⊙ Hard Error O No Message
	2	Blank Address Line	O Warning ⊙ Hard Error O No Message
	3	Blank city	O Warning ⊙ Hard Error O No Message
	4	Blank State	O Warning ⊙ Hard Error O No Message
	5	Blank Zip Code	O Warning ⊙ Hard Error O No Message
PROMST		Property Master Error Checks	
	1	Blank Street	• Warning O Hard Error O No Message
	2	Blank Number	• Warning O Hard Error O No Message
	3	Blank DBA Name	• Warning O Hard Error O No Message
PROVAL		Property Value Error Checks	
	1	Blank Use Code	O Warning ⊙ Hard Error O No Message
	2	Blank Property Value	• Warning O Hard Error O No Message
	3	Blank Account with Values	O Warning O 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]