Personal Property Tax Billing

Release Notes June 2023

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

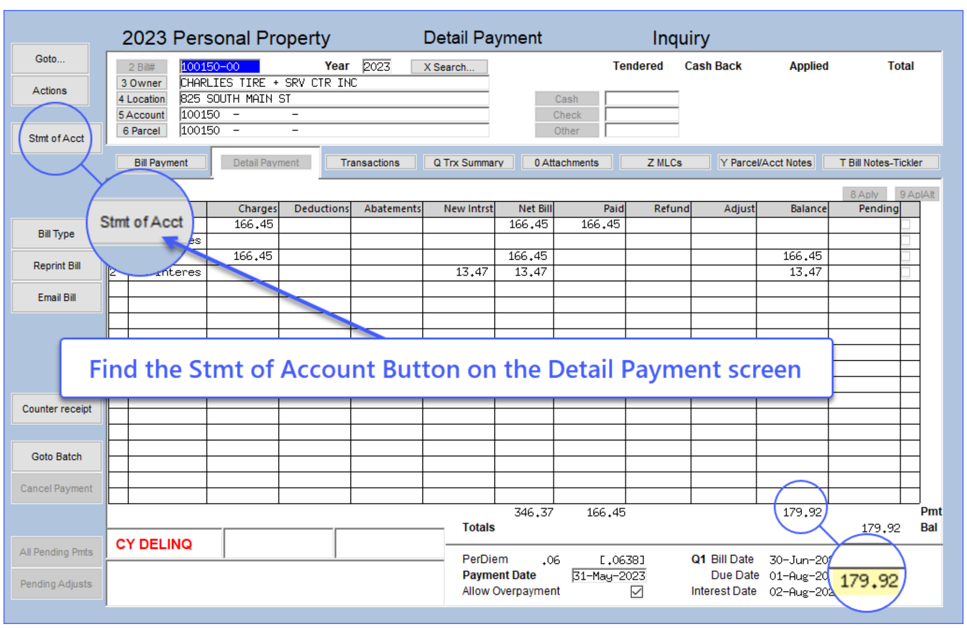
CONTENTS

1 Statement of Account [Information]

ADMINS offers a statement of account on the Bill Inquiry Detail screen. How is this used? It can be printed or emailed to any valid email address. There is a sample below.

To run a statement of account, from the menu, select:

Collections ▶ Queries ▶ Bill Inquiry ▶ [2 Details] ▶ [Stmt of Acct]

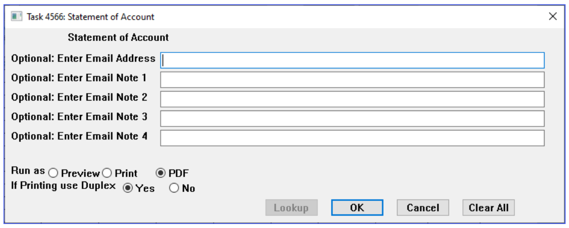


Click on the button to have the system display this prompt; to email the statement, enter any email address.

Note that the balance is $179.92 which matches the statement shown in Figure 2.

The only exception is for accounts with a credit balance. The statement only reports on ***outstanding*** balances and does not report a credit balance.

If the statement will just be printed, do not fill in any of the optional prompts; Run as ⦿ **PDF**, and click on **[OK]**.



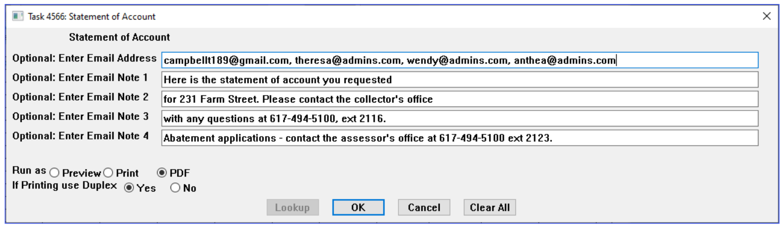


Figure 1 Above left, a statement will be printed Above right, the statement will be emailed with optional notes

The report shows the Type of Bill (e.g., Real Estate, Personal Property,) Bill Year, Bill Number, Net Charged, any Interest or Fees, Balance, the Bill Due Date, and the Amount Now Due for the account, along with the Owner, Parcel ID, and Location. The statement is sorted in descending order with the most recent bill year at the top of the report. The number of years listed depends on each site; some sites choose to retain only ten years of data; other sites keep data in perpetuity.

STATEMENT OF ACCOUNT

Page 1

Printed: **31-May-2023**

Your Payment Postmark: ____________________

Due to late payment, there are interest charges that your account(s) incurred.
This balance must be paid upon receipt to avoid further interest and/or penalties.

Owner : **CHARLIES TIRE + SRV CTR INC**
Account ID **100150 - -**
Location : **825 SOUTH MAIN ST**

Type	Year	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Now Due
Personal Property	2023	100150-00	$332.90	$13.47	$179.92	01-Nov-2022	$179.92
Personal Property	2022	100150-00	$665.80			02-Aug-2021	
Personal Property	2021	100150-00	$610.62			03-Aug-2020	
Personal Property	2020	100150-00	$655.42			01-Aug-2019	
Personal Property	2019	100150-00	$719.62			01-Aug-2018	
Personal Property	2018	100150-00	$756.39			01-Aug-2017	
Personal Property	2017	100150-00	$755.15			01-Aug-2016	
Personal Property	2016	100150-00	$553.81			03-Aug-2015	
Personal Property	2015	100150-00	$519.97			01-Aug-2014	
Personal Property	2014	100150-00	$484.75			01-Aug-2013	
Personal Property	2013	100150-00	$497.82			01-Aug-2012	
Personal Property	2012	100150-00	$488.76			01-Aug-2011	
Personal Property	2011	100150-00	$534.83			02-Aug-2010	
Personal Property	2010	100150-00	$620.85			03-Aug-2009	
Personal Property	2009	100150-00	$620.94			01-Aug-2008	
Personal Property	2008	100150-00	$521.08			01-Aug-2007	
Personal Property	2007	100150-00	$394.29			01-Aug-2006	
Personal Property	2006	100150-00	$319.95			01-Aug-2005	
Personal Property	2005	100150-00	$355.77			02-Aug-2004	
Personal Property	2004	100150-00	$317.39			01-Aug-2003	
Personal Property	2003	100150-00	$312.57			01-Aug-2002	
Personal Property	2002	100150-00	$324.61	$.01		01-Aug-2001	
Personal Property	2001	100150-00	$497.74			01-May-2001	
Personal Property	2000	100150-00	$472.64			02-Aug-1999	
Personal Property	1999	100150-00	$504.79			03-Aug-1998	
Personal Property	1998	100150-00	$700.76			01-Aug-1997	
Personal Property	1997	100150-00	$792.07			01-Aug-1996	
Personal Property	1996	100150-00	$420.04			01-Aug-1995	
Personal Property	1995	100150-00	$406.29			31-Jul-1994	
Personal Property	1994	100150-00	$401.54			01-Oct-1993	
Personal Property	1993	100150-00	$396.47			14-Nov-1992	
					$179.92		**$179.92**

Please contact this office if you have any questions regarding this notice.
Ph:

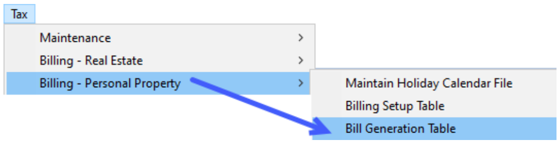
Mail To: **Admins Collector/Treasurer**
219 Lewis Wharf
Town of Admins

Figure 2 Sample of a Statement of Account for a Personal Property Account

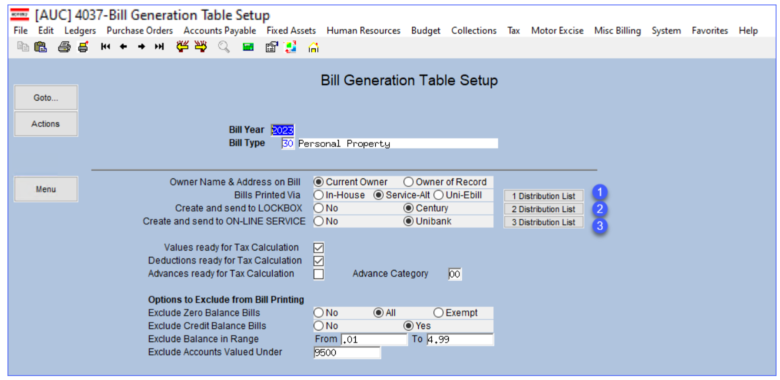
[ADM-AUC-RC-8582]

2 Email Distribution Lists for Tax Billing [Enhancement]

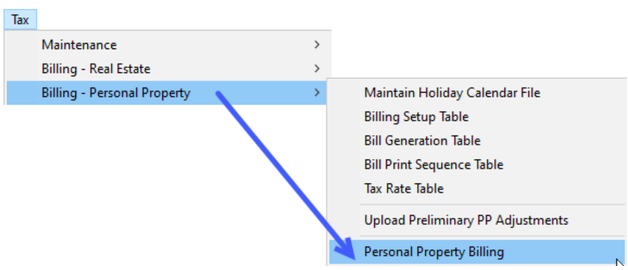
Tax ▸Billing – Personal Property ▸ Bill Generation Table



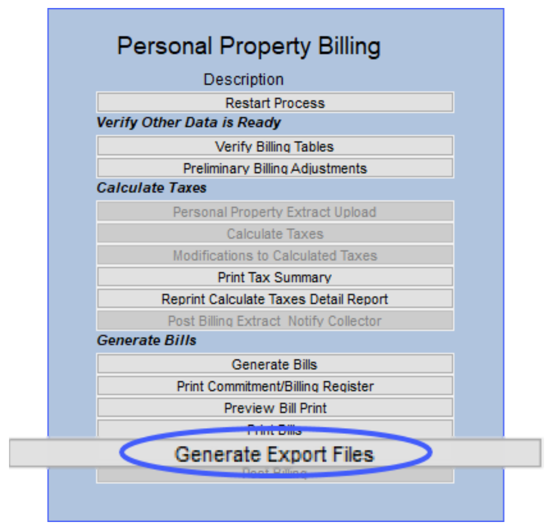
Before the software update, when the Export step was run during Personal Property Tax Billing, only the user running the process would receive the email with Personal Property Tax Printing Files. Use the **Bill Generation Table** button to take you directly to the distribution list.



Tax ▸Billing – Personal Property ▸ Personal Property Billing ▸ [Generate Export Files]



Now, all users on the PPPRINT Email Distribution List will receive the email when the Generate Export Files step is run, as shown below in Figure 4.



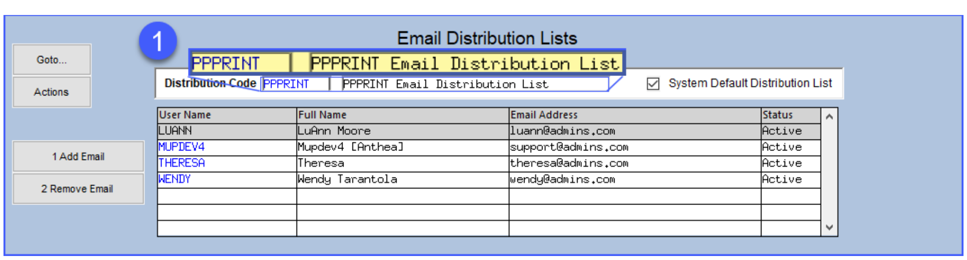
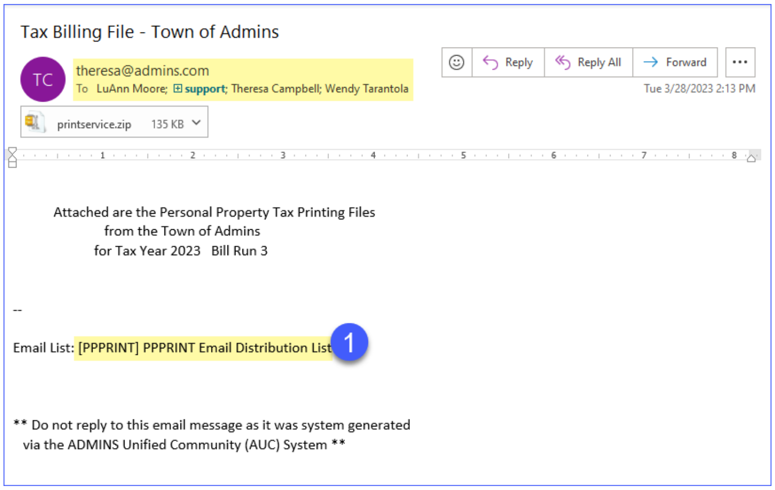


Figure 3 PPPRINT Email Distribution List



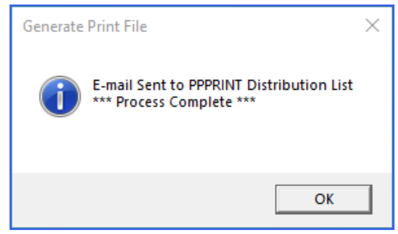


Figure 4 Email to the PPPRINT Email Distribution List with the Personal Property Tax Printing Files

Similarly, the emails for the lockbox and online services will be sent to the members of those distribution lists.

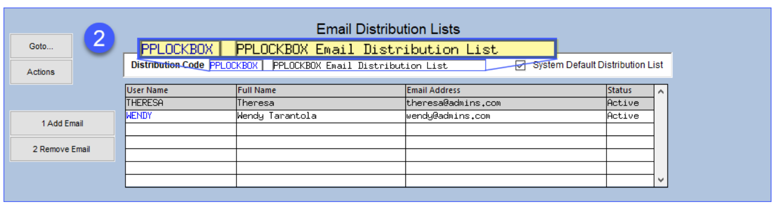


Figure 5 PPLOCKBOX Email Distribution List

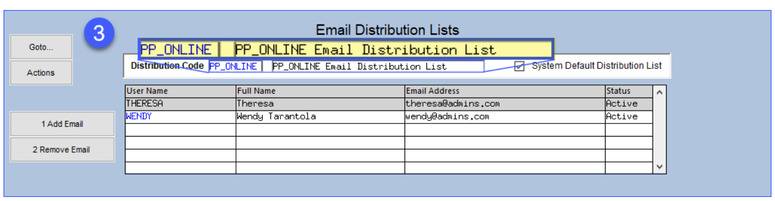
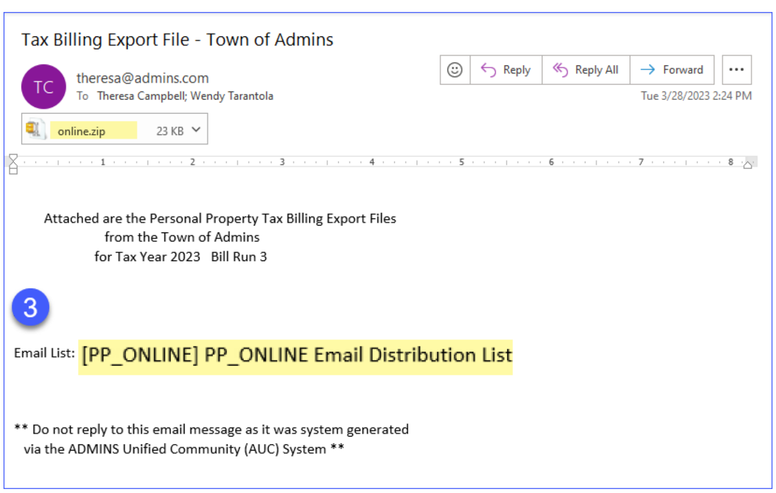


Figure 6 PP_ONLINE Email Distribution List



[ADM-AUC-PP-3872]

3 Interest Rates [Enhancement]

The interest rate in Tax and Collections has been updated to be a four-decimal field. The Bill Type screen illustrates this; to access the screen, from the menu, select:

Collections ▸ Tables ▸ Bill Type

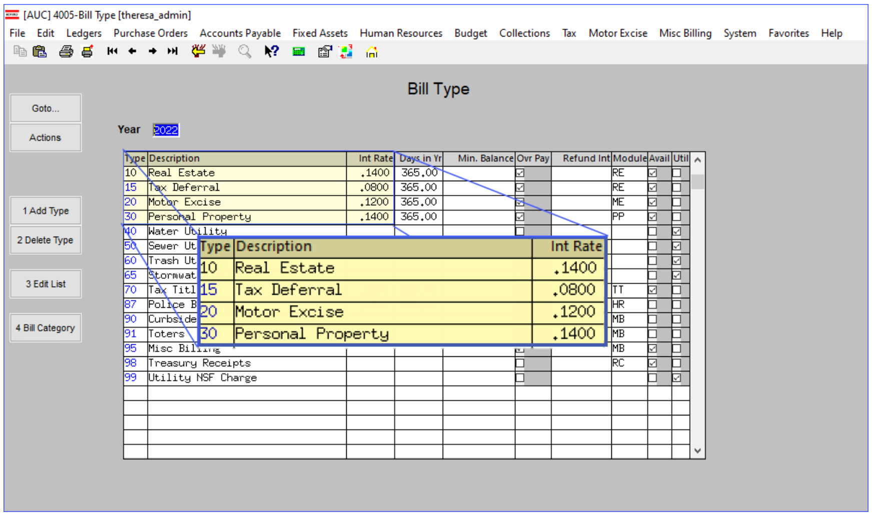


Figure 7 Interest Rates are now four decimal places on the Bill Type Table

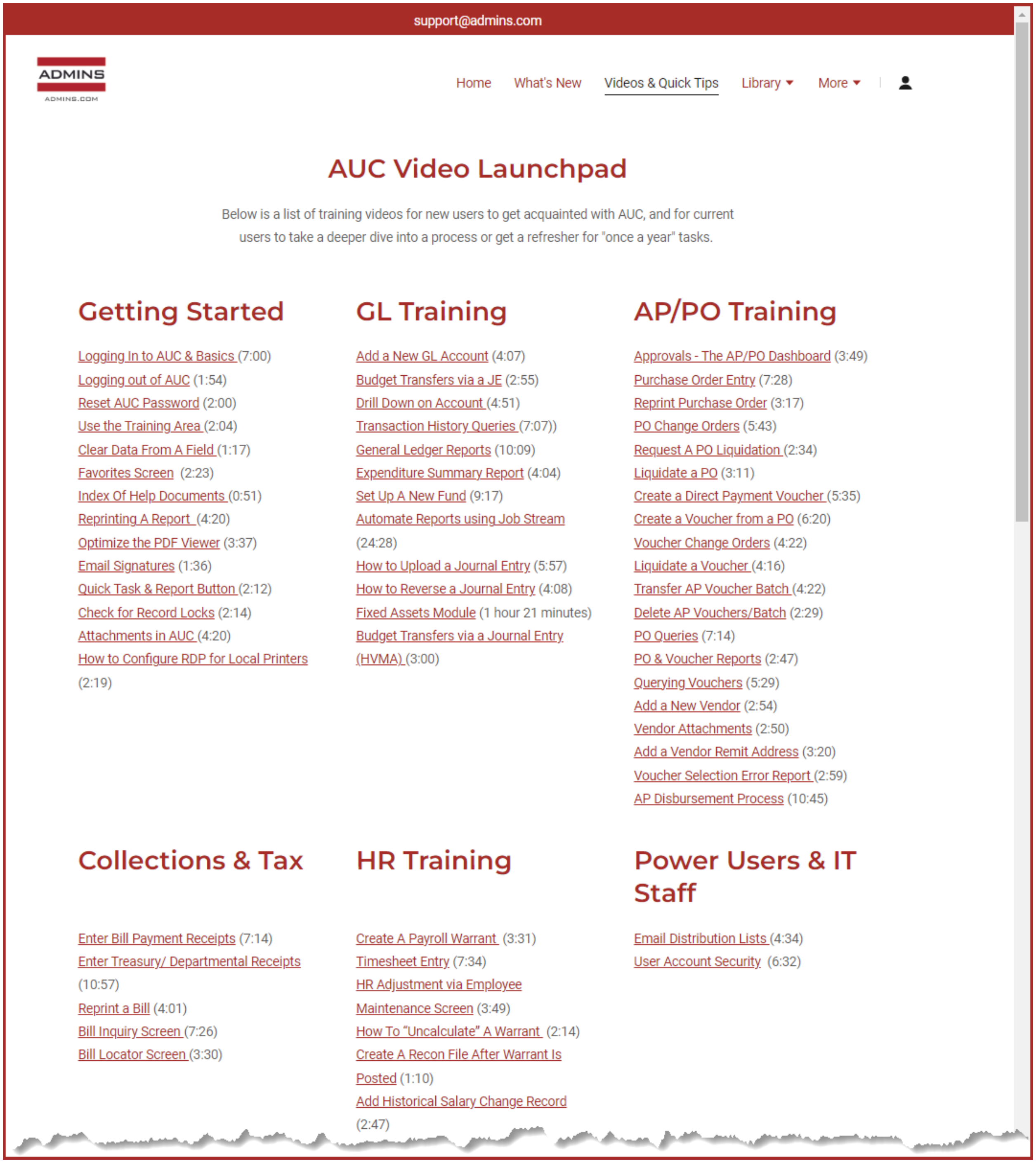
[ADM-AUC-RE-5664]

4 New Content on ADMINS.com

Attachments in AUC [New]
Maintaining Email Distribution Lists [New]
Printing to the Local Printer [New]

4.1 ADMINS Video Library

Please check out these Videos & Quick Tips (admins.com). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for “once in a while” tasks. The videos provide “just-in-time” training when new staff is coming aboard.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.