



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.

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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]

The screenshot shows the '2023 Personal Property Detail Payment Inquiry' screen. On the left sidebar, the 'Stmt of Acct' button is circled in blue. A blue callout box with an arrow points to this button, containing the text: "Find the Stmt of Account Button on the Detail Payment screen". The main table displays the following data:

Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjust	Balance	Pending
166.45				166.45	166.45				
166.45			13.47	166.45				166.45	
								13.47	
Totals				346.37	166.45			179.92	

At the bottom right of the screen, the 'Pmt Bal' is shown as 179.92, which is circled in blue. A callout box points to this value with the text: "179.92".

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].

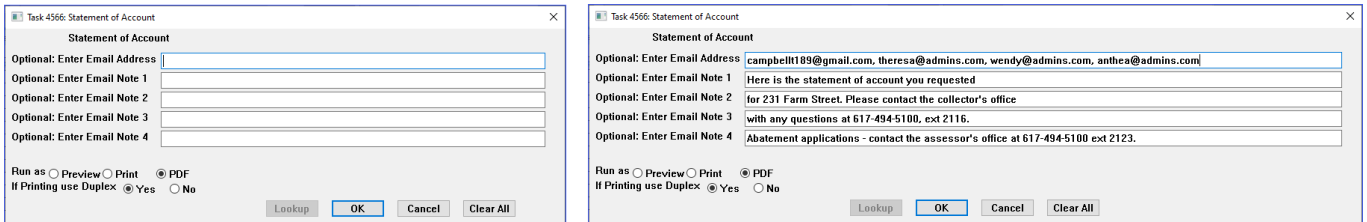


Figure 1 Above left, a statement will be printed Above right, the statement will be emailed with optional notes

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 : CHARLES 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]

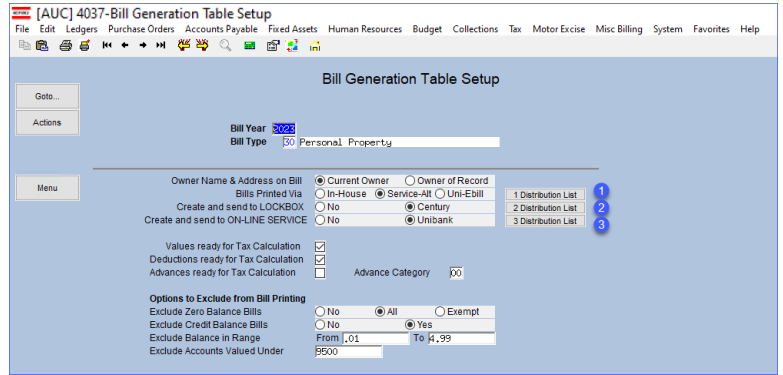


2 Email Distribution Lists for Tax Billing [Enhancement]

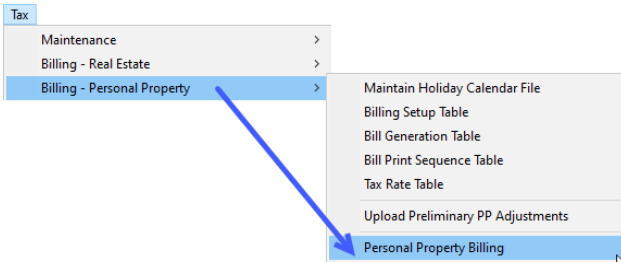
Tax ▶ Billing – Personal Property ▶ Bill Generation Table



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 PPRINT Email Distribution List will receive the email when the Generate Export Files step is run, as shown below in Figure 4.

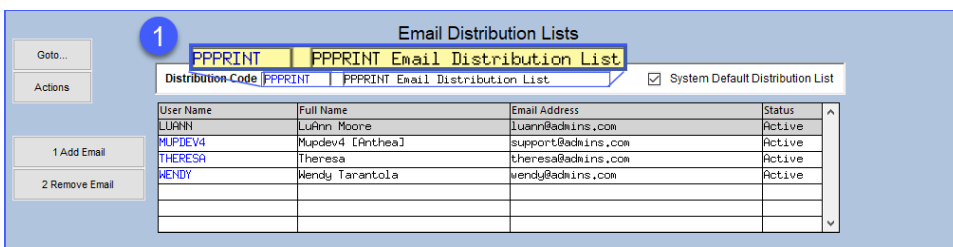
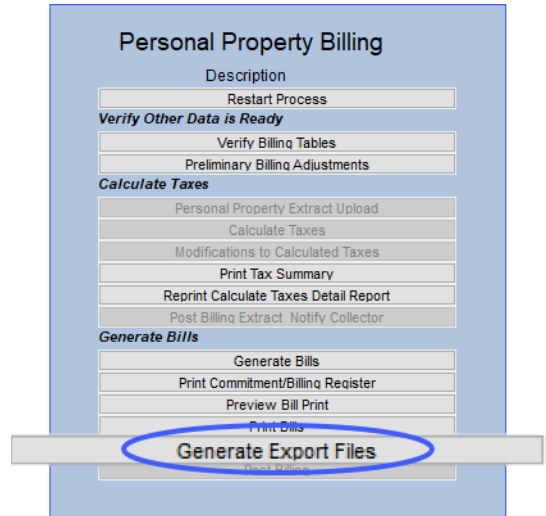


Figure 3 PPRINT Email Distribution List

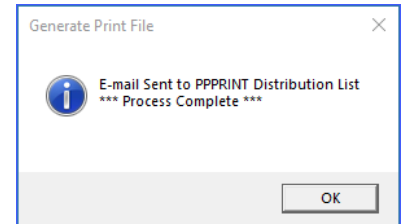
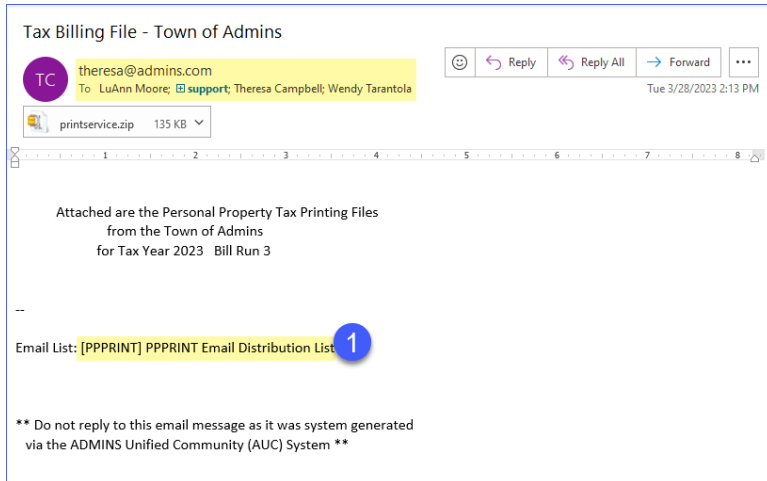


Figure 4 Email to the PPRINT Email Distribution List with the Personal Property Tax Printing Files

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

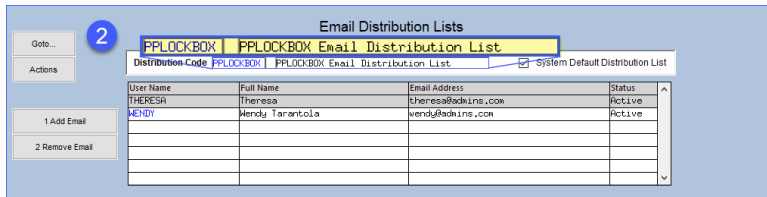


Figure 5 PPLOCKBOX Email Distribution List

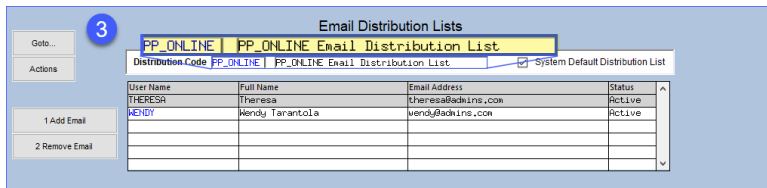
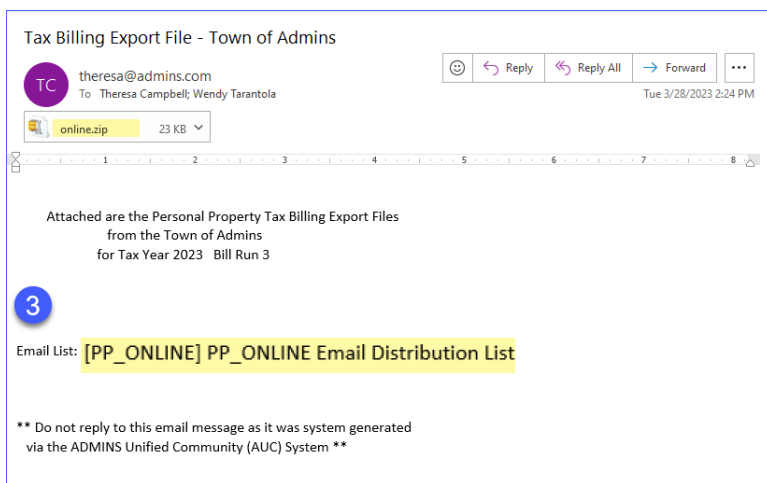


Figure 6 PP_ONLINE Email Distribution List



[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

Type	Description	Int Rate	Days in Yr	Min. Balance	Ovr Pay	Refund Int	Module	Avail	Util
10	Real Estate	.1400	365,00				RE		
15	Tax Deferral	.0800	365,00				RE		
20	Motor Excise	.1200	365,00				ME		
30	Personal Property	.1400	365,00				PP		
40	Water Utility								
50	Sewer Ut								
60	Trash Ut								
65	Stormwat								
70	Tax Titl	.15					TT		
87	Police B						HR		
90	Curbside						MB		
91	Toters						MB		
95	Misc Billing						MB		
98	Treasury Receipts						RC		
99	Utility NSF Charge								

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.



support@admins.com

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AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

<h3>Getting Started</h3> <ul style="list-style-type: none"> Logging In to AUC & Basics (7:00) Logging out of AUC (1:54) Reset AUC Password (2:00) Use the Training Area (2:04) Clear Data From A Field (1:17) Favorites Screen (2:23) Index Of Help Documents (0:51) Reprinting A Report (4:20) Optimize the PDF Viewer (3:37) Email Signatures (1:36) Quick Task & Report Button (2:12) Check for Record Locks (2:14) Attachments in AUC (4:20) How to Configure RDP for Local Printers (2:19) 	<h3>GL Training</h3> <ul style="list-style-type: none"> Add a New GL Account (4:07) Budget Transfers via a JE (2:55) Drill Down on Account (4:51) Transaction History Queries (7:07) General Ledger Reports (10:09) Expenditure Summary Report (4:04) Set Up A New Fund (9:17) Automate Reports using Job Stream (24:28) How to Upload a Journal Entry (5:57) How to Reverse a Journal Entry (4:08) Fixed Assets Module (1 hour 21 minutes) Budget Transfers via a Journal Entry (HVMA) (3:00) 	<h3>AP/PO Training</h3> <ul style="list-style-type: none"> Approvals - The AP/PO Dashboard (3:49) Purchase Order Entry (7:28) Reprint Purchase Order (3:17) PO Change Orders (5:43) Request A PO Liquidation (2:34) Liquidate a PO (3:11) Create a Direct Payment Voucher (5:35) Create a Voucher from a PO (6:20) Voucher Change Orders (4:22) Liquidate a Voucher (4:16) Transfer AP Voucher Batch (4:22) Delete AP Vouchers/Batch (2:29) PO Queries (7:14) PO & Voucher Reports (2:47) Querying Vouchers (5:29) Add a New Vendor (2:54) Vendor Attachments (2:50) Add a Vendor Remit Address (3:20) Voucher Selection Error Report (2:59) AP Disbursement Process (10:45)
<h3>Collections & Tax</h3> <ul style="list-style-type: none"> Enter Bill Payment Receipts (7:14) Enter Treasury/ Departmental Receipts (10:57) Reprint a Bill (4:01) Bill Inquiry Screen (7:26) Bill Locator Screen (3:30) 	<h3>HR Training</h3> <ul style="list-style-type: none"> Create A Payroll Warrant (3:31) Timesheet Entry (7:34) HR Adjustment via Employee Maintenance Screen (3:49) How To "Uncalculate" A Warrant (2:14) Create A Recon File After Warrant Is Posted (1:10) Add Historical Salary Change Record (2:47) 	<h3>Power Users & IT Staff</h3> <ul style="list-style-type: none"> Email Distribution Lists (4:34) User Account Security (6:32)

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