



Personal Property Tax Billing

Release Notes

June 2024

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

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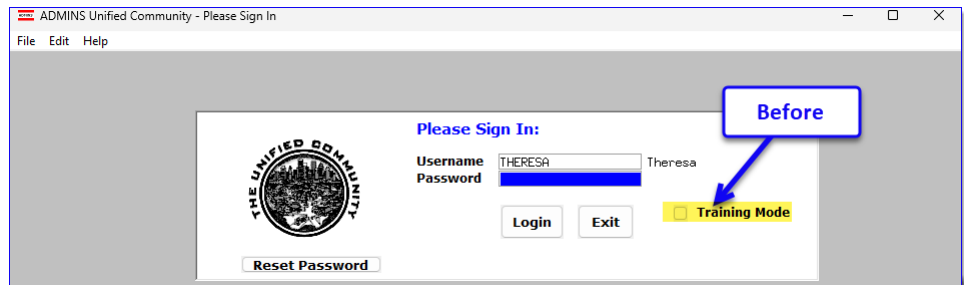
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1 Login to the Training Area [Enhancement]

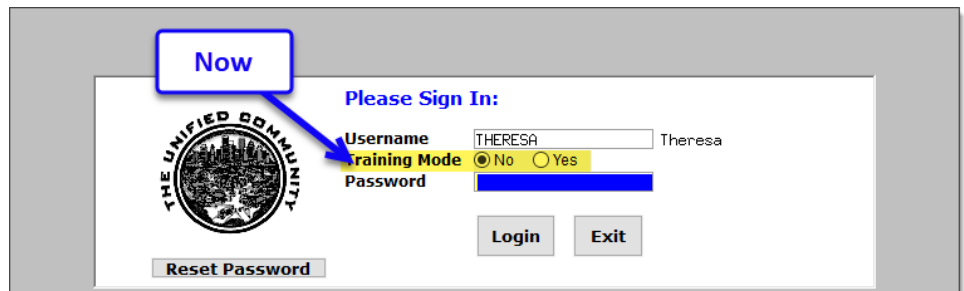
ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)* See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



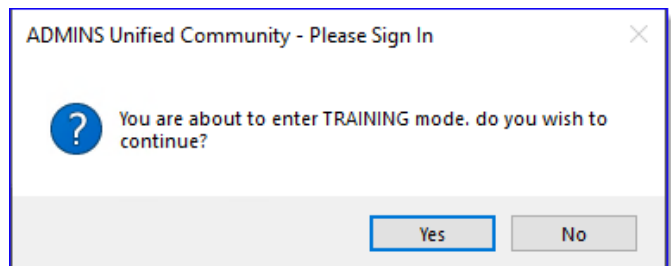
To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

*(The default is **No**; typing the password and {Enter} will go to **Live**).*



To proceed to Training mode, click on . The prompt will default to if the Training mode radio button is **Yes**, and will go straight to training by pressing {Enter} *(without clicking on any button)*.

Press to log in to live.



[ADM-AUC-SY-8323]



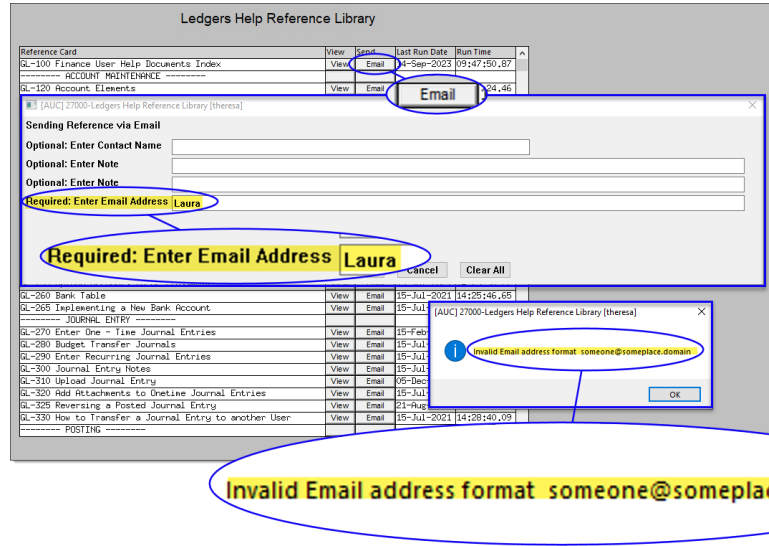
2 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

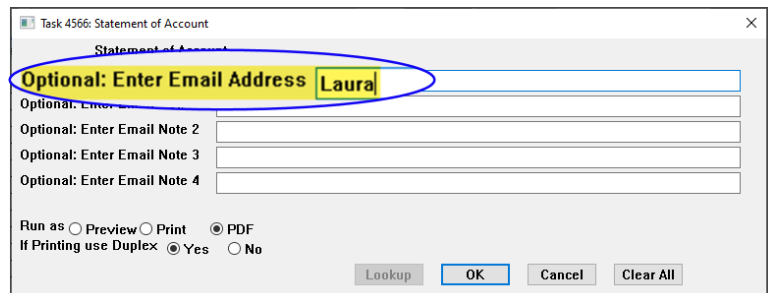
For example, "xxx@ccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]

3 Site Specific – Cranston, RI

The following are changes made to the Personal Property module for the Cranston, Rhode Island site; all other sites can safely disregard this section.

3.1 #5397 Upload Tangible Property Appraisal File– Vision [Enhancement]

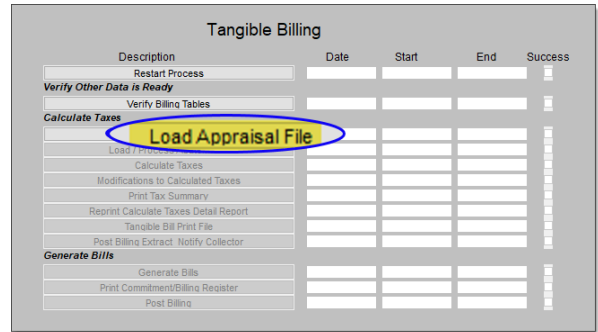
An improvement was made to allow this upload to have either a .TXT or .DAT extension.



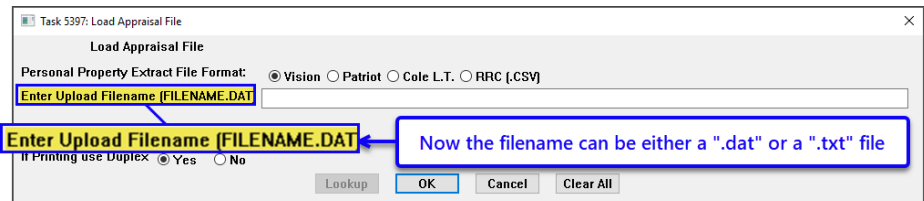
This upload is typically run in June each year to update the Tangible Property database.
To see this change, go to:

Tax ▶ Billing-Personal Property ▶ Personal Propert Billing

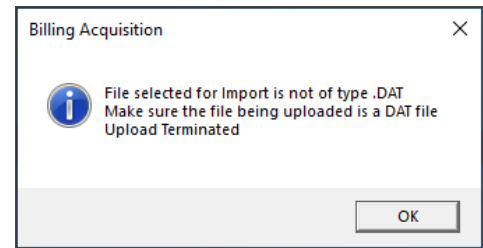
The Load Appraisal File step is first under the Calculate Taxes Section on the Tangible Billing menu.



Now ADMINS has improved this and the process will successfully upload either a “.dat” or a “.txt” file.



In the past, users faced an error message when they tried to upload a file from the Vision Appraisal software if the file had a “.TXT” extension.



[CRI-SUP-SAPLAUC-1186]

4 Help Reference Library New & Updated Content

System [SY-170 System Administration Requirements Kit](#) [Updated]

4.1 New & Updated Content on ADMINS.com

[SY-170 System Administration Requirements Kit](#) [Updated]

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