

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

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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 <u>SY-175 Copy Live to Training</u> in the Help Reference Library for details.

	ADMINS Unified Community -	Please Sign In		-	. 🛛	X
ADMINS changed the location of the <i>Training Mode</i> option	ŗ			Before	ו	
to be <i>above</i> the Password field, to help users select it before entering the password.		Reset Password	Please Sign In: Username THERESA Theresa Password Login Exit Tra	ining Mode		

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 **O** No; typing the password and {Enter} will go to Live).

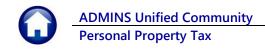
Now		
SP Fa	Please Sigr	ı In:
STATISTICS TO THE	Username Training Mode	THERESA Theresa
H Contraction of the second se	Password	
		Login Exit
Reset Passwor	d	

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

Press No 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@cccc.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.

Ledgers Help Referen	ce Libr	rary		
Reference Card	View	Send	Last Run	Date Run Time
GL-100 Finance User Help Documents Index	View	Email		-2023 09:47:50.87
ACCOUNT MAINTENANCE		-		
GL-120 Account Elements	View	Email	1	mail )24,46
[AUC] 27000-Ledgers Help Reference Library [theresa]				inal ×
Sending Reference via Email				
Optional: Enter Contact Name				
Optional: Enter Note				
Optional: Enter Note				
Required: Enter Email Address Laura				
Required: Enter Email Addres		_	can	
aL-260 Bank Table	View	Email	15-Jul	-2021 14:25:46.65
	View	Email Email	15-Jul 15-Jul	
3L-260 Bank Table 3L-265 Implementing a New Bank Account JOURNAL ENTRY				-2021 [14:25:46.65] [AUC] 27000-Ledgers Help Reference Library [theresa] X
1-265 Implementing a New Bank Account JOURNAL ENTRY 12-270 Enter One - Time Journal Entries	View	Email	15-Jul 15-Feb	
3L-265 Implementing a New Bank Account 	View View View	Email Email Email	15-Jul 15-Feb 15-Jul	(AUC) 27000-Ledgers Help Reference Library (theresa) X
3265 Implementing a New Bark Account 	View View View View	Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul	
2265 Implementing a New Bark Account JUBNAL ENTRY L-270 Enter Mournal Entries 3280 Budget Transfer Journals 3290 Enter Recurring Journal Entries JOUrnal Entries JOUrnal Entry Notes	View View View View View	Email Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul 15-Jul	(AUC) 27000-Ledgers Help Reference Library (theresa) X
2-255 Leptementing a New Bark Account 	View View View View View View	Email Email Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul 15-Jul 05-Dec	(AUC) 27000-Ledgers Help Reference Library (theresa) X
3.265 Ingelsenting a New Bark Account 	View View View View View View View	Email Email Email Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul 15-Jul 05-Dec 15-Jul	(AUC) 27000-Ledgers Help Reference Library (theresa) X  fundid Email address format : someone@someplace.domain  K  K  K  K  K  K  K  K  K  K  K  K  K
2-355 Leptementing a New Bark Recourt     20084 DBTR	View View View View View View View View	Email Email Email Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul 15-Jul 05-Dec 15-Jul 21-Aug	(AUC) 27000-Ledgers Help Reference Library (theresa) X  mailed final address formal: someone@someplace.domain  OK
3.265 Ingelsenting a New Bark Account 	View View View View View View View	Email Email Email Email Email Email Email	15-Jul 15-Feb 15-Jul 15-Jul 15-Jul 05-Dec 15-Jul 21-Aug	(AUC) 27000-Ledgers Help Reference Library (threesa) X  ministic Email address format someone@iomeplace.domans  OK

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.

📧 Task 4566: Statement of Account		×				
Statement of Account						
Optional: Enter Emai	I Address Laura	]				
Optional. Lines		]				
Optional: Enter Email Note 2		ĺ				
Optional: Enter Email Note 3		1				
Optional: Enter Email Note 4		j				
Run as O Preview O Print () If Printing use Duplex () Yes	PDF O No Lookup OK Cancel Clear All					

[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:

**ADMINS Unified Community** 

Personal Property Tax

#### Tax Billing-Personal Property Personal Propert Billing

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

Tangible Billing						
Description	Date	Start	End	Success		
Restart Process						
Verify Other Data is Ready						
Verify Billing Tables						
Calculate Taxes						
Load Appraisal	File 🔿					
Load / Procession	in the					
Calculate Taxes						
Modifications to Calculated Taxes						
Print Tax Summary						
Reprint Calculate Taxes Detail Report						
Tangible Bill Print File						
Post Billing Extract Notify Collector						
Generate Bills						
Generate Bills						
Print Commitment/Billing Register						
Post Billing						

📧 Task 5397: Load Appraisal File X
Load Appraisal File
Personal Property Extract File Format:      () Vision O Patriot O Cole L.T. O RRC (.CSV)  Enter Upload Filename (FILENAME.DAT
Enter Upload Filename (FILENAME.DAT Now the filename can be either a ".dat" or a ".txt" file
Lookup OK Cancel Clear All

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.

Billing Ac	quisition	×
i	File selected for Import is not of type .DAT Make sure the file being uploaded is a DAT file Upload Terminated	
	ОК	

[CRI-SUP-SAPLAUC-1186]

# 4 Help Reference Library New & Updated Content

System

### SY-170 System Administration Requirements Kit

[Updated]

[Updated]

### 4.1 New & Updated Content on ADMINS.com

SY-170 System Administration Requirements Kit

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