PERSONAL PROPERTY TAX RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PERSONAL PROPERTY TAX** system and installed on your site in September 2015.

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1. PARTIAL PAYMENT LETTERS

A year field is now required in the Partial Payment Letters selection prompt. The year will default to the value in module control **4009**, **Billing Year**.

		System Module Control					
S	Seq#	Description	Answer				
	4009	Billing Year (RE/PP/MV)	2015	1 Edit			

To create Partial Payment Letters, select **Collections Partial Payment Letters** to display the steps menu.

Partial Payment Letters						
Description	Date	Start				
Restart Process						
Select Bills for Letters						
Modify Selected Bills						
Edit List						
Print Letters						

When clicking on "Select Bills for Letters" the prompt will appear with the current bill year filled in by default. The default year may be typed over with a prior year when needed. This allows municipalities to issue partial payment letters for prior year bills.

Task 4	X
Select Bills for Letters	
Required: Bill Type	y
Required: Enter Pay Date Range	
Enter Minimum Balance Due to select \$× (1.00)	
Run as @ Preview Print PDF If Printing use Duplex @ Yes No	
Lookup	

Figure 1 Before

🔜 Task 4762: Select Bills for Letters	×
Select Bills for Letters	
Required: Bill Year	2015
кединеа: вні туре	💿 Real Estate 🔿 Personal Property
Required: Enter Pay Date Range	From: To:
Enter Minimum Balance Due to select \$× (1.00)	5000
Run as © Preview C Print C PDF If Printing use Duplex © Yes C No	
Lookup	OK Cancel Clear All



[ADM-AUC-RC-8287]



2. BILL REPRINTS

AUC offers the option to reprint several tax bills by batch instead of one at a time. This feature is useful when the collector receives funds for deposit with no attached copy of the bills being paid. To use this option, select **Collections** Payments RePrint Bills in Batches (Personal Property).

Collections						
Payments 🔸	Batch Entry Bill Payment Detail Payment Treasury Receipts					
	Process Lockbox Payments Lockbox Batch History Inquiry	int Current Balance Bills by Bat Purchase Orders Accounts Paya ₩ ← → ₩ ₩ ₩ ₩ ₩ ♀	th [theresa] able Fixed Asset:	s Human Resources Budget Collections T	ax Motor Excise	Misc Billing System Help
	Receipt Edit List Submit Batches	Personal Proper	ly	Print Current Balance Bills	by Batch	
	Post Batches	Ln Year Type	Bill# (Owner	L	ocation
	RePrint Bills in Batches (Real Estate) RePrint Bills in Batches (Personal Property)	1 2015 2 2014 3 2016	100070-00 100230-00 112353-00	CHRIS REMILLARD HATZOPOULOS PHIL CARDINAL HEALTH 110 INC	7 9 1	94 SOUTH MAIN ST 10 PULASKI BV 11 CENTENNIAL DR

The batch printing for Personal Property bills was not working. This has been corrected and was patched the week of June 19, 2015. It is mentioned here to document the change.

[ADM-AUC-PP-3841]

3. POSTING

3.1. Suspense Transactions

There was an issue with the PP and RE billing posting that created suspense transactions shown on the posting report. This has been corrected and patched to sites and is included here to document the change.

[ADM-AUC-PP-3843]

3.2. Blank Posting Report

There was a timing issue that produced a blank posting report during the PP and RE posting. It was corrected so now the report comes immediately after the GL posting files are updated.

[ADM-AUC-PP-3842]

4. REPORTS

4.1. Retrieve Output Files Email Option Added

Prior to the software update, the Retrieve Output Files function offered options to:

View a Report Print a Report Save & View a Report as a PDF Download a Report



1 Select Module 37 Accounts Payable	
2 Select File AP_Invalid_FY_ANTHEAE13.lis	
3 View Report	§ Seve/View PDF § Download Report

1 Select Mo	odule 🛛 🔃	Revenue Co	llections			
2 Select File	PartialPa	w_Edit_THERE	SA[4].lis			
3 View Report		4 Email Report		5 Save/View PDF	<u>6</u> Dov	wnload Report

Figure 3 Before

Figure 4 After

----- OTHER -----

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports** > **Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled: I forgot to print my reports...

Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):

🔝 Task 360: Email Reports		×
Email Reports		
Required: Enter Email Address	support@admins.com	
Optional: Enter Note 1	This note field is optional and will appear in the body of the email sent.	
Optional: Enter Note 2		
Optional: Enter Note 3		
Optional: Enter Note 4		
	Lookup OK Cancel Clear All	

In the example above, the report will be sent as a **pdf** file to the email address <u>support@admins.com</u>. A message will appear confirming that the report was emailed. The body of the email message will include the text "Please find attached the report requested to be emailed" followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close "Thank you" and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically genrated from the system.

Retrieve Output file 🛛 🗙						
1	Report has been Emailed					
	С					

From:	aucdev@admins.com Sent: Tue 8/11/2015 12:51	PM
То:	⊞ support	
Cc:		
Subject:	Sending Report from AUC	
🖂 Message	PartialPay_Edit_THERESA[1].PDF (6 KB)	
Please find attached the report requested to be emailed This note field is optional and will appear in the body of the email sent.		
Thank you Theresa C	u Campbell	
** Do not via the A	reply to this email message as it was system generated ADMINS Unified Community (AUC) System **	

Figure 5 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking <u>3 View Report</u> and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

4.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

• OTHER I forgot to print my reports...