



# PERSONAL PROPERTY TAX

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## 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		
Seq#	Description	Answer
4009	Billing Year (RE/PP/MV)	2015

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 4762: Select Bills for Letters

Select Bills for Letters

Required: Bill Type  Real Estate  Personal Property

Required: Enter Pay Date Range From: \_\_\_\_\_ To: \_\_\_\_\_

Enter Minimum Balance Due to select \$x (1.00) 1

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

Figure 1 Before

Task 4762: Select Bills for Letters

Select Bills for Letters

Required: Bill Year 2015

Required: Bill Type  Real Estate  Personal Property

Required: Enter Pay Date Range From: \_\_\_\_\_ To: \_\_\_\_\_

Enter Minimum Balance Due to select \$x (1.00) 5000

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

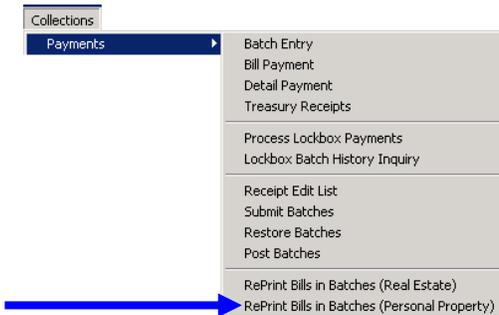
Figure 2 After

[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)**.



Ln	Year	Type	Bill#	Owner	Location
1	2015		100070-00	CHRIS REMILLARD	794 SOUTH MAIN ST
2	2014		100230-00	HATZOPOLLOS PHIL	90 PULASKI BV
3	2016		112353-00	CARDINAL HEALTH 110 INC	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

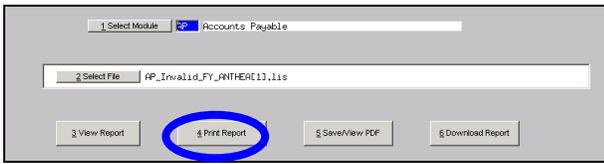


Figure 3 Before

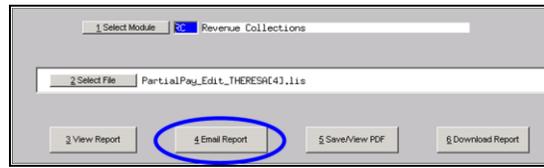
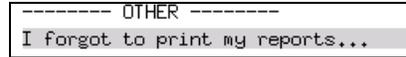


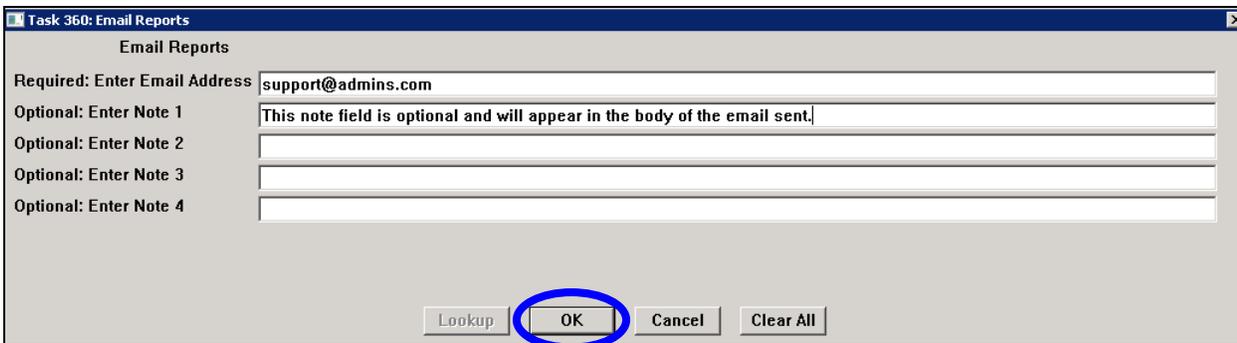
Figure 4 After

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:



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



In the example above, the report will be sent as a **pdf** file to the email address [support@admins.com](mailto:support@admins.com). 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 generated from the system.

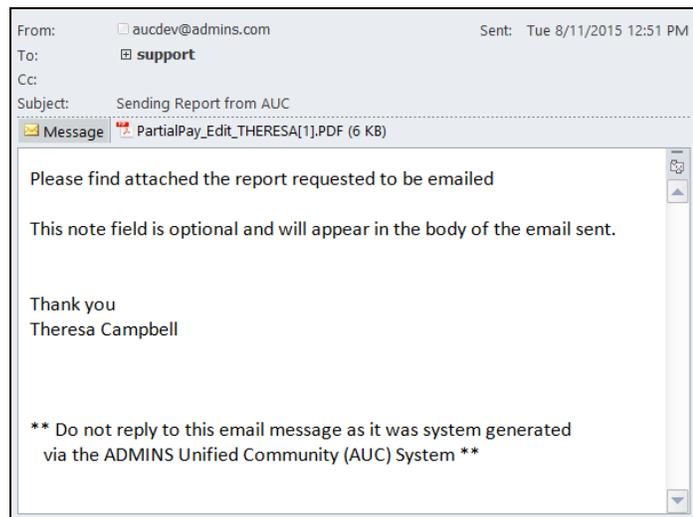
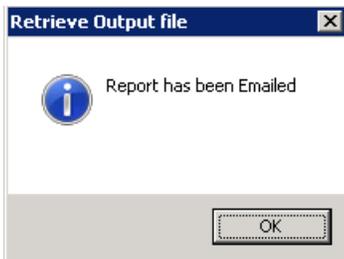


Figure 5 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  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...