PERSONAL PROPERTY TAX

RELEASE NOTES – SEPTEMBER 2019

This document explains new product enhancements added to the **ADMINS Unified Community for Windows PERSONAL PROPERTY TAX** system.

CONTENTS

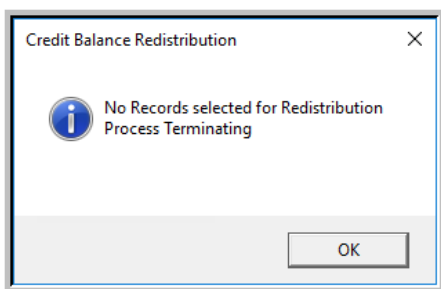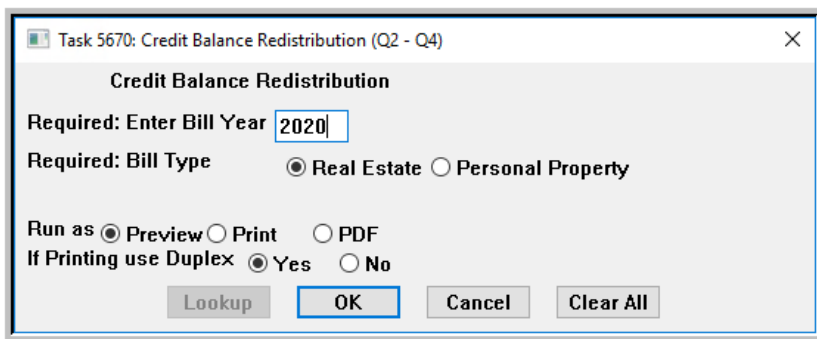# 1. CREDIT BALANCE REDISTRIBUTION [ENHANCEMENT]

ADMINS added a new document to the **Property Tax Help Reference Library** that describes the **Credit Balance Redistribution** process. This process is available to move credits from one quarter or category to offset the dollars owed in another quarter or category. See below and **RE–150 Credit Balance Distribution**.

The Credit Balance Re-Distribution process should be run prior to the billing for Quarters 2, 3, and 4. The intent is to move any credit balance amounts and apply them to outstanding amounts or in some cases, amounts to be billed.
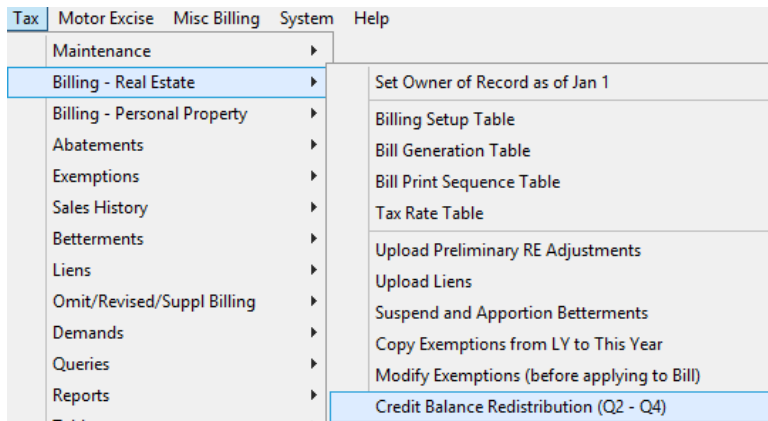
1.1. Run the command

To begin, select **Tax ▶ Billing–Real Estate ▶ Credit Balance Redistribution (Q2-Q4);** enter the bill year at the prompt and select the ⊙ **Real Estate** or ⊙ **Personal Property** Bill Type. This example shows the Real Estate bill type.

If no bills have credit balances, the system will pop up a message that indicates that No Records were selected for Redistribution and the process will terminate.

If bills with credit balances are found, a list of bill #s with credit amounts that are available for redistribution will be produced, as shown in Figure 1

Figure 1 Report #5604 List of Credit Amounts Available for Redistribution

1.2. Review the Report of Bills with Credit Amounts

Review the report, and click on **[Yes]** to continue with the posting. Click on **[No]** to terminate the process if there are bills that require investigation or correction before proceeding.

When clicking on **[Yes]** to continue with the posting, the next prompt will pop up, to confirm posting the distribution. Click on **[Yes]** to continue.

1.3.   Report of Re-Distributed Credits

The system generates a report of the redistributed credits.

Figure 2 Report of Redistributed Credits

1.4.   Seeing the Effect on the Bill Query Screen

Three bills were affected by the redistribution; one is shown in the Bill Query screen capture in Figure 3.

1.4.1.   Redistribution within the Same Quarter

In this example for bill #505193 the quarter 1 tax is delinquent, and the $167.21 of CPA had been overpaid (three payments total, so had been overpaid by $334.42). The CPA overpayment is applied to the tax and tax interest for quarter one.

Figure 3 Bill # 505193 showing the overpayment to CPA moved to Tax and Tax Interest

If the quarter 1 tax was fully paid, the credit would have been applied to quarter 2. The system applies payments according to the site's established rules, as defined on the bill category table posting order.

1.5. System Created GL Batch

The system creates a revenue collections batch, which will be found in the GL unposted file. This batch is necessary, for example, as payments are moved from tax to interest, or from CPA to tax, even though the payments are moved within the same bill, the dollars move within accounts.

Figure 4 General Leger Batch created

1.5.1. Finance Posts the Batch

Notify the accountant or finance director that the process was run so that they may post the batch.

[ADM-AUC-DOC-172]

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2. QUERIES

To allow users to readily access history regarding real estate and personal property billing processes, the reports generated for each billing quarter are now available in a single Billing History screen.

2.1.   Billing History Query [Enhancement]

Select **Tax ▶ Queries ▶ Billing History**. The query screen will be blank until a billing for the quarter is run; once the billing is posted; enter the **bill type, year** and **bill run** to see a list of the reports generated for each billing.
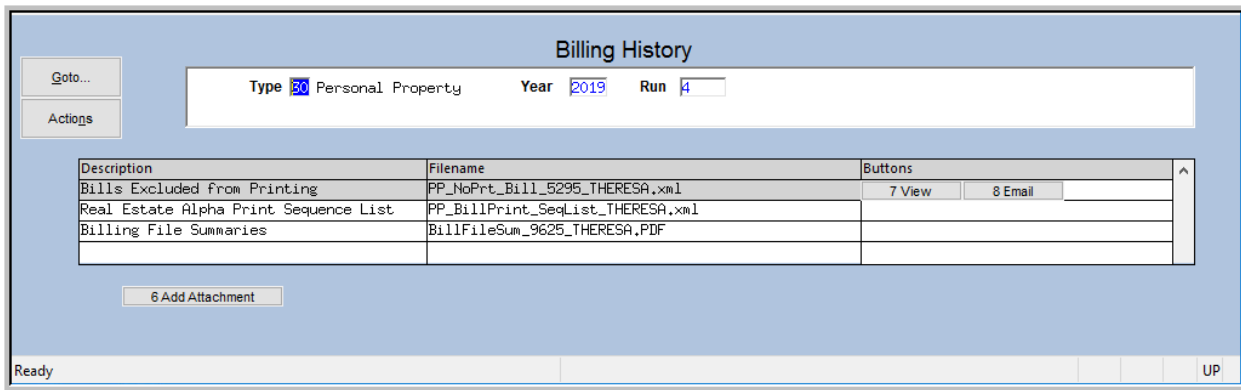

Figure 5 The Billing History screen before and after running the 2019 Quarter 4 billing

2.1.1.   Billing History Screen Components

There are three buttons always visible on the screen, and a fourth button used only to remove user-supplied attachments:

Button Label	How Used
[7 View]	Click on this button to view a pdf file of the report.
[8 Email]	Click to email a pdf file to any valid email address. Fill in the contact name and two lines of notes (optional); the email address is required. Sample email is shown in **Figure 6.**
[6 Add Attachment]	Click on this button to include additional attachments. For example, the extract file as provided by the appraisal software that was used to update information may be attached for future reference.

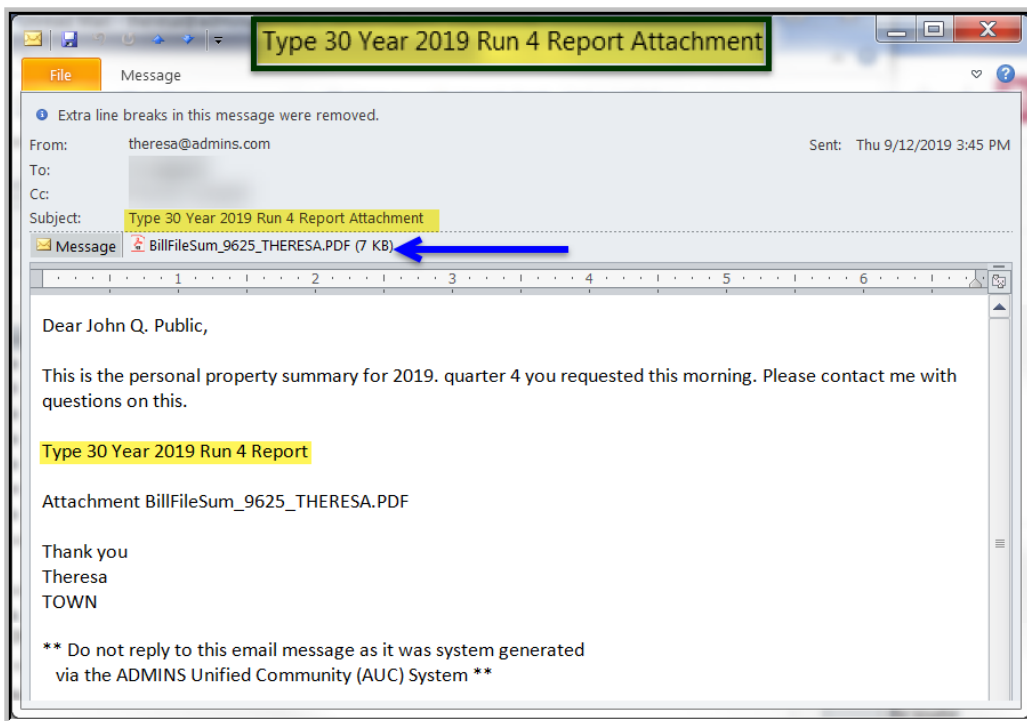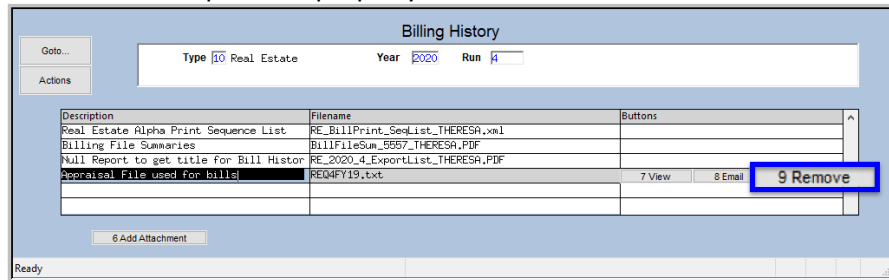|	
[9 Remove Attachment]	This button is only available for user supplied attachments; system generated attachments are not removable. The image shown is for real estate; the same features are available for personal property.

Figure 6 Sample email with an attachment as sent from the Billing History screen

[ADM-AUC-RE-5573]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documents

- OTHER   RE–725 Training Mode   [New]
- SYSTEM   RE–770 System Administration Kit   [Updated]

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Page 7 of 7