



# PERSONAL PROPERTY TAX BILLING

## RELEASE NOTES    SEPTEMBER 2021

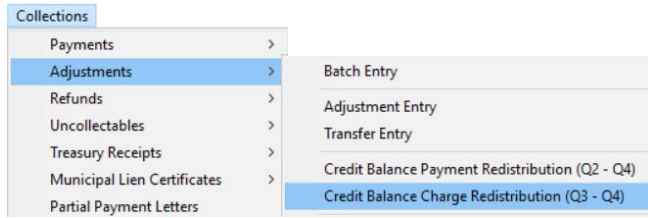
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

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# 1. CREDIT BALANCE CHARGES REDISTRIBUTION

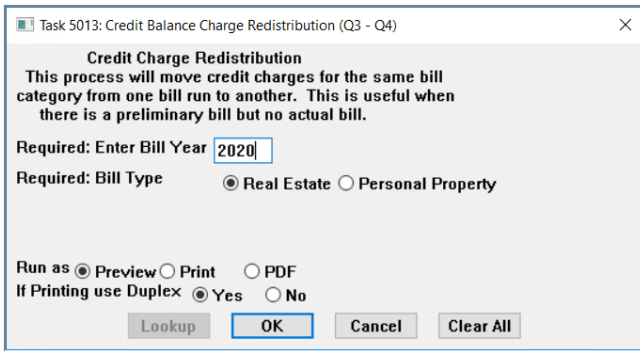


ADMINS now offers a way to redistribute credit balance **charges** on Real Estate (RE) and Personal Property (PP) bills. The process will move credit charges for the same bill category from one bill run to another. This is useful when there is a **preliminary** bill, but no **actual** bill issued to the taxpayer. The AUC system has always provided a way to rebalance **payments** between quarters. Now, there is a way to rebalance **charges**.

*This will only distribute charges to the same bill.  
The process does not cross years or different bill types.*

These examples show Real Estate; Personal Property works the same way. From the menu, select:

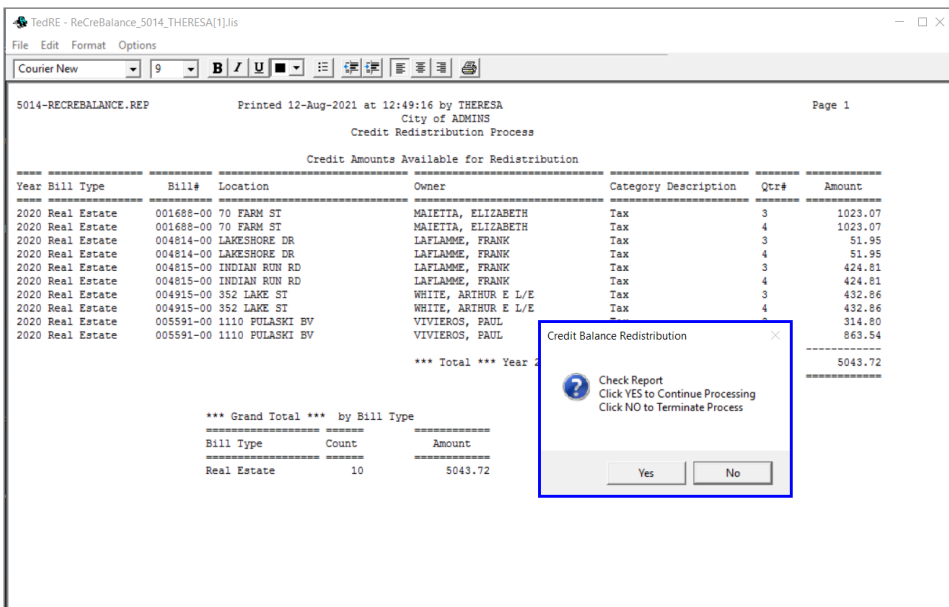
**Collections ▶ Adjustments ▶ Credit Balance Charge Redistribution (Q3-Q4)**



The system will prompt for a **Required Bill Year** and  **Bill Type**. Eligible Bill Types for **Credit Balance Charges Redistribution** are Real Estate and Personal Property.

Click on **[OK]**; the process will display a report of the bills meeting the selection criteria. Review the report for accuracy.

Click **[Yes]** to continue processing; click **[No]** to terminate the process without making any changes to bills.



The system produces report #5015 showing the redistributed credit charges:



TedRE - ReCreBalanceT\_5015\_THERESA[1].iis

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5015-RECREBALANCET.REP Printed 12-Aug-2021 at 12:52:55 by THERESA City of ADMINS Credit Redistribution Process Page 1

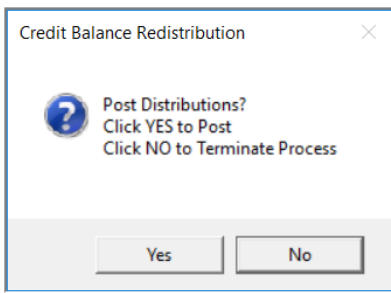
Redistributed Credits

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Adjust Amount
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	2	-1,023.07
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	3	1,023.07
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	1	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	2	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	3	51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	4	51.95
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	1	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	2	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	3	424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	4	424.81
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	1	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	2	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	3	432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	4	432.86
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	2	-563.03
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	3	314.80
2020	Real Estate	005591-00	1110 PULASKI BV	VIVIEROS, PAUL	Tax	4	248.23
*** Total *** Year 2020							

\*\*\* Grand Total \*\*\* by Bill Type

Bill Type	Count	Adjust Amount
Real Estate	17	

Then the system prompts to post the redistribution:



Click on **[Yes]** to post the distribution; click **[No]** to terminate the process. The posting process produces two reports:

- #4084 Posting Summary by GL#, and
- #5016 Credit Distribution Process

### 1.1. Posting Reports

TedRE - RectPstGLSum\_4084\_THERESA[1].iis

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4084-RECPSTGL\_SUM.REP Printed 12-Aug-2021 at 12:57:01 by THERESA City of ADMINS Posting Report - Summary by GL# Page 1

Posting#: 8886616

FY	Date	Batch#	Account#	Description	Debit	Credit
2022	12-Aug-2021	CAT3	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES	3405.34	3405.34
2022	12-Aug-2021	CAT3	1000-000-0000-000-00-40-12200	2020 REAL ESTATE A/R	3405.34	3405.34
BALANCE SHEET					6810.68	6810.68
*** GRAND TOTAL ***						
Balance Sheet					6810.68	6810.68
Subsidiary Ledger						

Figure 1 #4084 Posting Report – Summary by GL # showing the posting is a wash



TedRE - ReCreBalanceC\_S016\_THERESA[1].jis

File Edit Format Options

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5016 RECREBALANCEC.REP Printed 12-Aug-2021 at 12:57:01 by THERESA City of ADMINS Page 1

**Credit Distribution Process**

GL Batch# : 8886616  
Pay Trx Date : 12-Aug-2021  
GL Effective Date: 12-Aug-2021  
Deposit Date : N/A

Real Estate Credit Balance Redistribution

User Batch#	Trx#	Year	Payment Date	Bill Number	Owner	Bill Category	Credit To Distribute	Distributed Amount	
CAT3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q2 01-Tax		-1023.07	
CAF2	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax			1023.07	
CAT3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax			
CAF2	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q4 01-Tax		-1023.07		
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q1 01-Tax		-51.95	
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q2 01-Tax		-51.95	
CAF2	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q3 01-Tax		-51.95		
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q3 01-Tax		51.95	
CAF2	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q4 01-Tax		-51.95		
CAT3	2250553	2020	12-Aug-2021	004814-00	LAFLAMME, FRANK	Q4 01-Tax		51.95	
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q1 01-Tax		-424.81	
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q2 01-Tax		-424.81	
CAF2	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q3 01-Tax		-424.81		
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q3 01-Tax		424.81	
CAF2	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q4 01-Tax		-424.81		
CAT3	2250554	2020	12-Aug-2021	004815-00	LAFLAMME, FRANK	Q4 01-Tax		424.81	
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q1 01-Tax		-432.86	
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q2 01-Tax		-432.86	
CAF2	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q3 01-Tax		-432.86		
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q3 01-Tax		432.86	
CAF2	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q4 01-Tax		-432.86		
CAT3	2250555	2020	12-Aug-2021	004915-00	WHITE, ARTHUR E L/E	Q4 01-Tax		432.86	
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q2 01-Tax		-563.03	
CAF2	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax		-314.80		
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax		314.80	
CAF2	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax		-863.54		
CAT3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax		248.23	
*** Grand Total ***								-5043.72	

Figure 2 #5016 Credit Distribution Process report

## 1.2. Effect on the Bills

2020 Real Estate Bill Payment Inquiry

2 Bill# 001688-00 Year 2020 X Search...

3 Owner  
4 Location  
5 Account  
6 Parcel

Tendered Cash Back Applied Total

Cash-Coin  
Cash-Paper  
Check  
Other

Bill Payment Detail Payment Transactions Q Trx Summary 0 Attachments Z MLCs Y Parcel/Acct Notes T Bill Notes-Tickler (1)

Run	Charges	Abatements	New Intrst	Net Bill	Paid	Refund	Adjustment	Balance			
Q1	1023.07			1023.07			-1023.07				
Q2	1023.07			1023.07			-1023.07				
Q3	-1023.07			-1023.07			1023.07				
Q4	-1023.07			-1023.07				-1023.07			
Bill Totals								-1023.07	-1023.07	-1023.07	Bal

Running the process often results in a zero-balance bill; no further action is required. The process could result in a bill with a credit balance on Quarter 4.

Using bill #001688 as an example, the credit balance of \$(1,023.07) shows on Quarter 4.

The credit balance is now available to the **Collections ▶ Refunds** process.

[ADM-AUC-RE-5584]



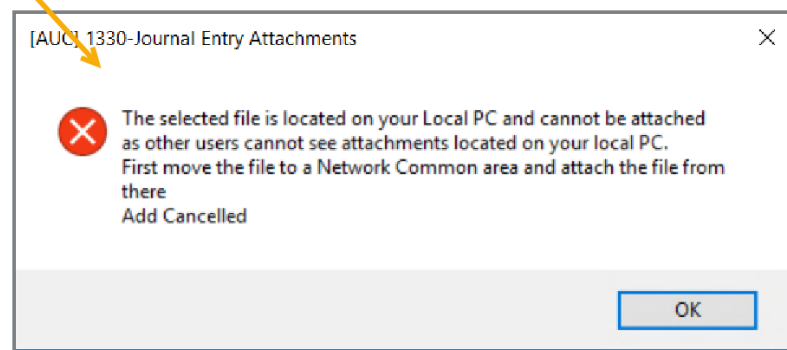
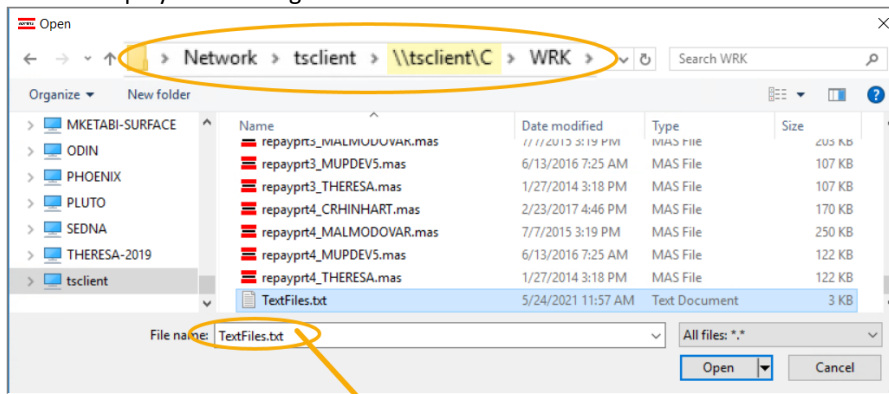
## 2. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

### 2.1. Prevent Attaching Files Residing on Local Workstations

**ADMINS** made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3<sup>rd</sup> parties.

#### 2.1.1. Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	
4321	Billing History	Tax ▶ Queries ▶ Billing History [6 Add Attachment]
9160	Abatement History	Tax ▶ Abatements ▶ PP Abatements History ▶ [2 Attachments]

[ADM-AUC-SY-8206]



## 2.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

1. If attachments are system generated, or
2. If "TSCIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.

The weekly error check report is sent to the members of the BROKENATT email distribution list. To add users to the list, follow the instructions found in SY-150 AUC Email Distribution Lists in each Help Reference Library. If the weekly process identifies missing TSCIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact [support@admins.com](mailto:support@admins.com).

The screenshot shows the 'Email Distribution Lists' interface. At the top, there's a breadcrumb trail: [AUC] 20-Email Distribution Lists. The main heading is 'Email Distribution Lists'. On the left, there are buttons for 'Goto...', 'Actions', '1 Add Email', and '2 Remove Email'. The main area contains a form with 'Distribution Code' set to 'BROKENATT' and 'Broken Attachments List' selected. Below this is a table with columns for 'User Name', 'User Name', 'Email Address', and 'Status'. The table contains three rows of data.

User Name	User Name	Email Address	Status
MUPDEV2	ADMINS, Inc. [LuAnn]	support@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active

[ADM-AUC-SY-8206]