



Personal Property Tax Billing

Release Notes

September 2024

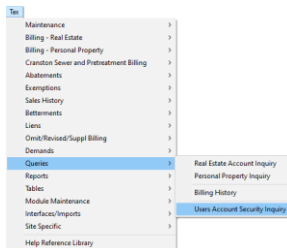
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

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1 User Account Security Query

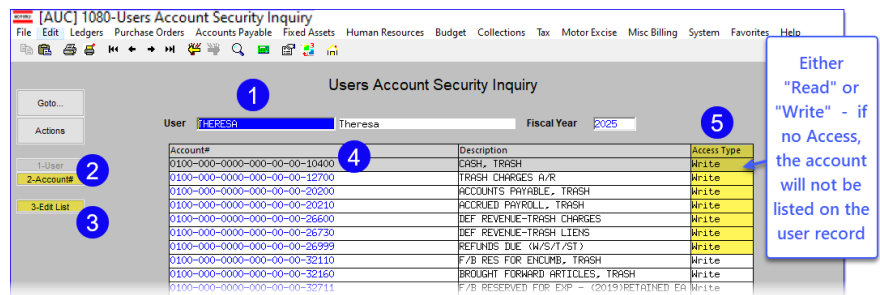
Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.



Find the information from the menu by selecting the module then:

Queries ▶ User Account Security Inquiry

1. The username is shown at the top of the screen



The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

When the screen is displayed by “Account #”, users and their permissions are listed.



- Click on the **[2 Account#]** to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.

Year	Account #	Description	User	Description	Access Type
2025	0100-000-0000-00-00-10400	CASH, TRASH	AN	Ar	Write
			AN	Ar	Write
			AN	au	Write
			AN	Ar	Write
			EL	EL	Write
			LU	LU	Write
			TH	TH	Write
			TH	TH	Write
			WE	WE	Write
			WE	WE	Write

- The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.

Task 1081: User Account Security Edit List

User Account Security Edit List

Required: Enter Username

Required: Enter Fiscal Year Range [ex: YYYY] From: To:

Run as ☐ Preview ☐ Print ☐ PDF ☐ CSV ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

User Name	User Description	FY	Account#	Account Description	Access Type
ELI	ELI	2025	0100-000-0000-00-00-10400	CASH, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-12700	TRASH CHARGES A/R	Write
ELI	ELI	2025	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-20210	ACCURED PAYROLL, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-26800	DEF REVENUE-TRASH CHARGES	Write
ELI	ELI	2025	0100-000-0000-00-00-26730	DEF REVENUE-TRASH LIENS	Write
ELI	ELI	2025	0100-000-0000-00-00-26999	REFUNDS DUE (W/S/T/S)	Write
ELI	ELI	2025	0100-000-0000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-32160	BROUGHT FORWARD ARTICLES, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Write
ELI	ELI	2025	0100-000-0000-00-00-35900	UNDES FUND BALANCE, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-35906	TRASH RETAINED EARNINGS	Write
ELI	ELI	2025	0100-000-0000-00-00-38200	RES FOR ENCUMB, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-39100	REVENUE, TRASH	Write
ELI	ELI	2025	0100-000-0000-00-00-40200	DEFERRED TRASH	Write

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

2 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.

2.1 Tangible Bills Supplemental Process Implemented

The site processed its first Supplemental Tangible Property Tax Bill since the software was implemented, with ADMINs helping to set up Bill Type 31.

[CRI-SUP-SAPLAUC-1222]



2.2 Bill Reprints

The site uses pre-printed stock featuring a new font color and highlight to easily identify the year. Occasionally, variations in the stock appearance necessitate changes. ADMINS updated the bill reprint forms to match the new pre-printed stock.

[CRI-SUP-SAPLAUC-1209]

3 New & Updated Content on ADMINS.com

We are adding content all the time so check back often; we also periodically send out a “Featured Video” email.