



REAL ESTATE TAX

RELEASE NOTES – SEPTEMBER 2015

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

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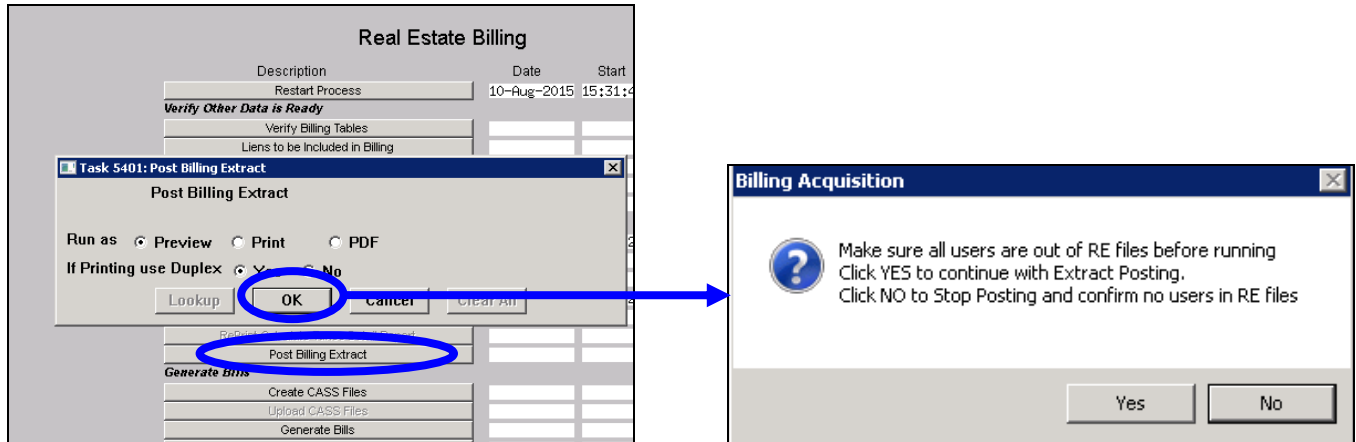
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1. BILLING

1.1. Post Billing Extract

A message was added when posting the billing extract, ensuring that the user is aware everyone needs to be out of the Real Estate files in order for the extract to post.



The user now may exit to make sure they check to see that everyone is out of RE files. If the user clicks no, the Post Billing Extract step will remain available in the menu to run.

[ADM-AUC-RE-5494]

1.2. Bill Posting

1.2.1. Suspense Transactions

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

[ADM-AUC-PP-3843]

1.2.2. Excluded Bills Report

For sites using Ebilling, the report of excluded bills will now list Ebills. This provides balancing totals.

[ADM-AUC-RE-5496]

1.2.3. Blank Posting Report

There was a timing issue that created a blank posting report during the PP and RE posting. This was corrected and now will produce the report immediately after the GL posting files are updated.

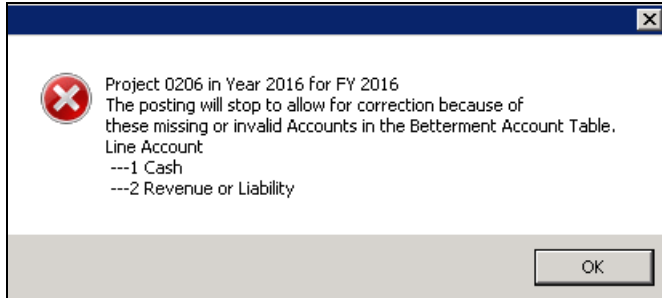
[ADM-AUC-PP-3842]



2. BETTERMENTS

2.1. Payoff Posting

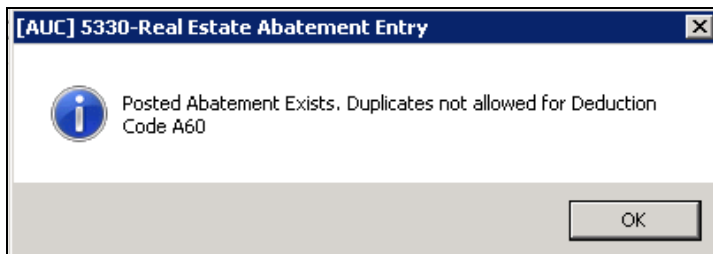
A false error was flagged during the betterment payoff posting. When a fee existed it was always setting the error flag even when the account existed and was valid. This was corrected.



[BLG-SUP-SAPLAUC-610]

3. ABATEMENTS & RESCISSIONS TO SUPPLEMENTAL BILLS

There was an issue when attempting to rescind and then re-do an abatement on a supplemental bill using the same deduction code. The user would see the following message:

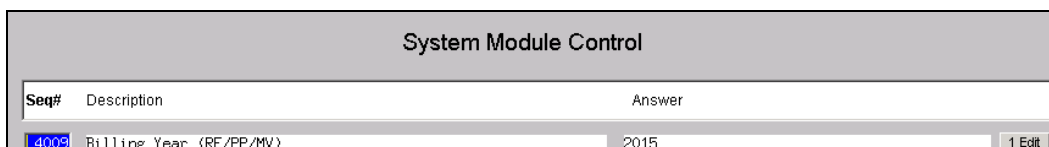


This has been corrected. Now, in the event that an error is made requiring that an abatement on a supplemental bill be rescinded, a subsequent abatement for the same deduction code will be allowed.

[ADM-AUC-RE-5495]

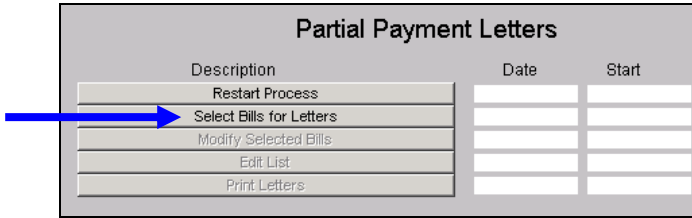
4. PARTIAL PAYMENT LETTERS

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**.





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



When clicking on “Select Bills for Letters” the prompt will appear. 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.

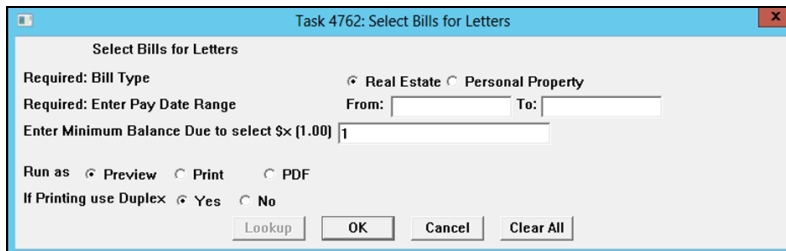


Figure 1 Before

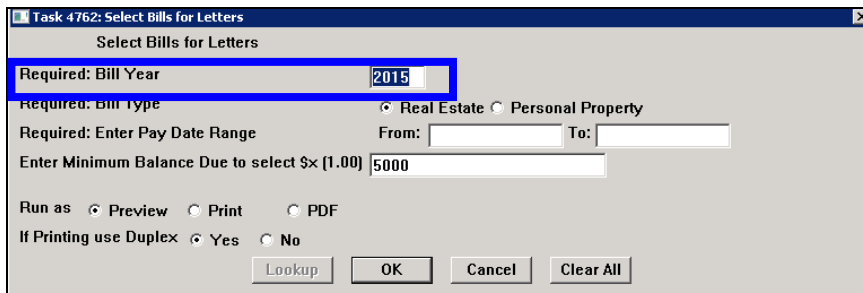


Figure 2 After

[ADM-AUC-RC-8287]

5. REPORTS

5.1. 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

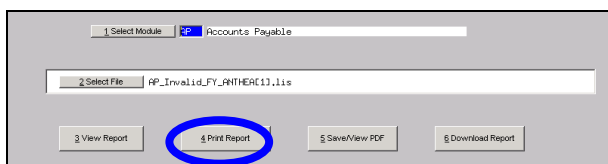


Figure 3 Before

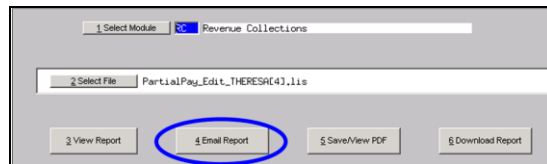
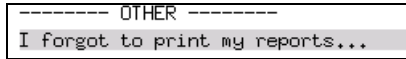


Figure 4 After



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. 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.

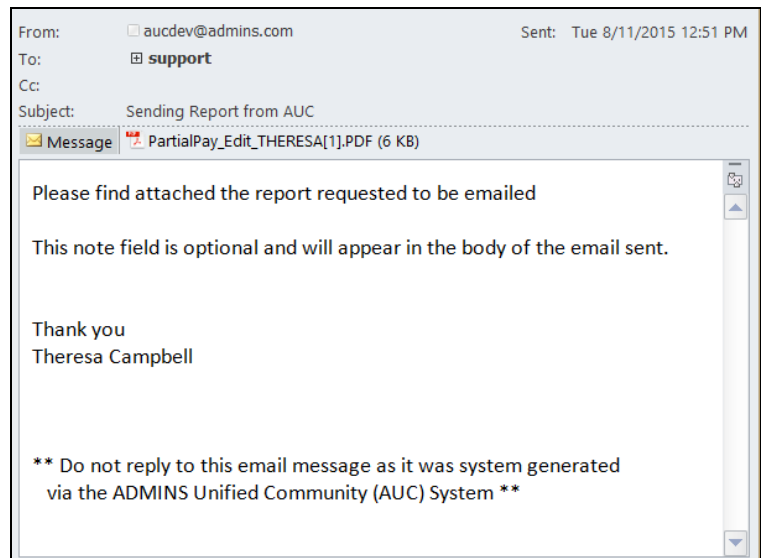
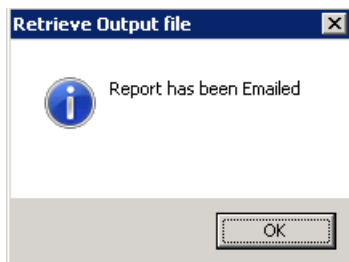



Figure 5 Example of email with an attached report



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]

5.2. 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]

6. TABLES

6.1. Bill Generation Table

6.1.1. Updating Current Owner Address

To clarify the meaning of the Update Current Owner Mailing Address checkbox, hover text was added to the screen. **“If you want the Current Owner Mailing Address to be updated from the billing extract file then CHECK this box. If box NOT checked then Current Owner will not be updated.”**

Bill Generation Table Setup

Bill Year
 Bill Type Real Estate

Owner Name & Address on Bill	<input checked="" type="radio"/> Current Owner	<input type="radio"/> Owner of Record	
Bills Printed Via	<input type="radio"/> In-House	<input type="radio"/> Service-Alt	<input checked="" type="radio"/> Uni-Ebill
Create and send to ESCROW	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="button" value="1 Distribution List"/>
Create and send to LOCKBOX	<input type="radio"/> No	<input checked="" type="radio"/> Century	<input type="button" value="2 Distribution List"/>
Create and send to ON-LINE SERVICE	<input type="radio"/> No	<input checked="" type="radio"/> Unibank	<input type="button" value="3 Distribution List"/>
			<input type="button" value="4 Distribution List"/>

Values ready for Tax Calculation	<input checked="" type="checkbox"/>	
Deductions ready for Tax Calculation	<input checked="" type="checkbox"/>	
Advances ready for Tax Calculation	<input type="checkbox"/>	Advance Category <input type="text" value="00"/>
Liens ready for Tax Calculation	<input checked="" type="checkbox"/>	
Betterments ready for Tax Calculation	<input checked="" type="checkbox"/>	
Update Current Owner Mailing Address	<input type="checkbox"/>	

If you want the Current Owner Mailing Address to be updated from the billing extract file then CHECK this box. If box NOT checked then Current Owner will not be updated.

Exempt

No Yes

Options to Exclude from Bill Printing

Exclude Zero Balance Bills

Exclude Credit Balance Bills

Exclude Balance in Range From To

[ADM-AUC-RE-5497]



7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

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

- BILLING Upload Sales History
- OTHER I forgot to print my reports...