



REAL ESTATE TAX BILLING

RELEASE NOTES – DECEMBER 2019

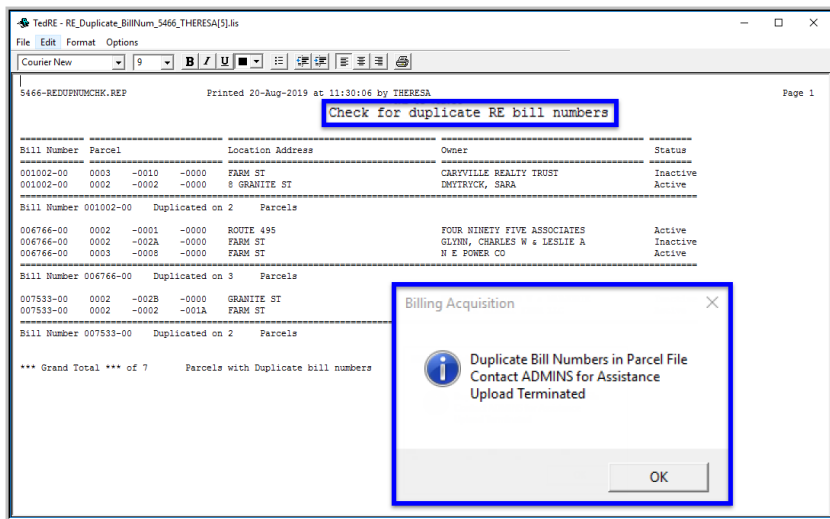
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) REAL ESTATE TAX** system.

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1. REAL ESTATE BILLING ► Duplicate Bill # Report [Enhancement]

This report was introduced in the last software update but is described here in edited form for clarification and timeliness.



The acquire bills program assigns bill numbers. If a “new” parcel in the uploaded extract is assigned an existing (inactive) bill number, the same bill number can appear on two different parcels (in different years).

The re-purposed number will be included in the uploaded file, trigger the error report / pop-up message, and terminate the upload.

If this **Billing Acquisition** notice pops up, click **[OK]** and contact support@admins.com for assistance.

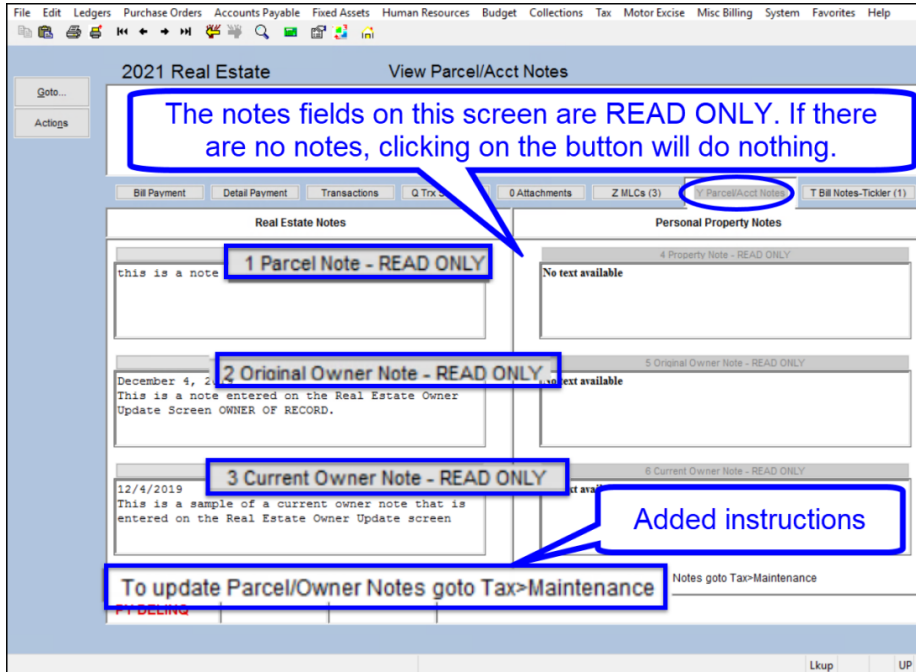
Figure 1 Report of Duplicate Bill Numbers

If no duplicate bill numbers are found, the process will prompt the user to click **[OK]** to continue.

[TOC-SUP-SAPLAUC-3030]



2. QUERIES ► [Y Parcel/Acct Notes] Screen [Enhancement]



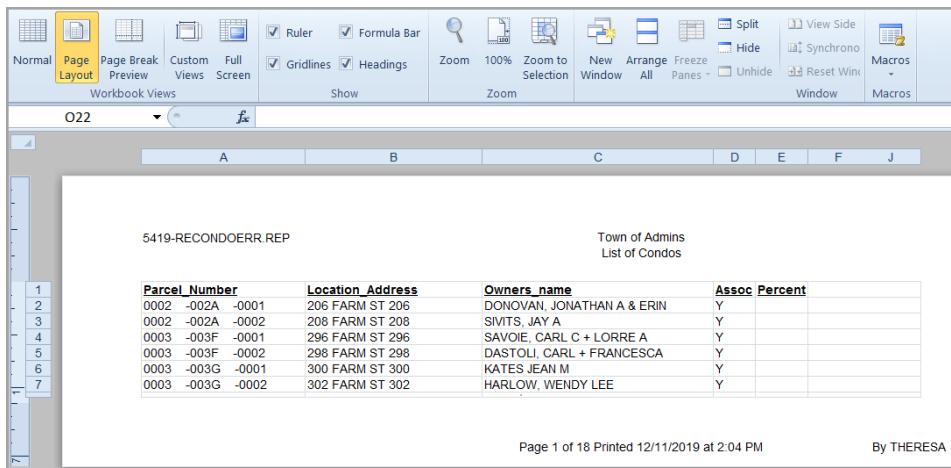
ADMINS added descriptive text on the screen to signify that the notes fields are “**Read Only**”, and to direct the user to where notes may be added or edited. If there is no note for a given field, clicking on the button will do nothing.

Go to the **Tax ► Maintenance ► * Update** screens to add notes.

Select **Collections ► Queries ► Bill Payment ► [Y Parcel/Acct Notes]** to see this enhancement.

[ADM-AUC-RC-8453]

3. EXCEL® REPORTS [Enhancement]



Users frequently ask for assistance to re-run an **Excel®** report – and provide an image or photocopy sample that was produced around the same time last year. To help support@admins.com staff provide quicker answers, many **AUC Excel®** reports will now include the **report number and name** in the upper left corner of the report, similar to what is shown

on reports run as **Print/Preview/PDF®**.

To see this information while working on the **Excel®** spreadsheet, select **View ► Page Layout** view. **ADMINS** also now includes the **username** at the bottom right of the reports. Another example is below; this information is also available on the **preview or printed** output.



5419-RECONDOERR.REP

Town of Admins
List of Condos

Parcel Number	Location Address	Owners name	Assoc	Percent
0002 -002A -0001			Y	
0002 -002A -0002			Y	
0003 -003F -0001			Y	
0003 -003F -0002			Y	
0003 -003G -0001			Y	
0003 -003G -0002			Y	
0004 -0061 -0000			Y	
0004 -0061 -0001			Y	
0004 -0061 -0002			Y	
0004 -046A -0000			Y	
0004 -046A -0001			Y	
0008 -0002 -0001			Y	
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By THERESA

[ADM-AUC-SY-8133]

4. HELP REFERENCE LIBRARY

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

4.1. New or Updated Documents

- SYSTEM RE-770 System Administration Kit [Updated]