



# REAL ESTATE TAX BILLING

## RELEASE NOTES

DECEMBER 2021

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

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# 1. PARTIAL PAYMENTS LETTERS

At times, taxpayers may make partial payments of taxes due. Rather than waiting until the bill is past due to send a demand, a notice of partial payment (or “Partial Payment Letter”) can be sent to the taxpayer indicating that a balance is still owed. **ADMINS** provides a mechanism for issuing Partial Payment Letters, which are a statement of account.

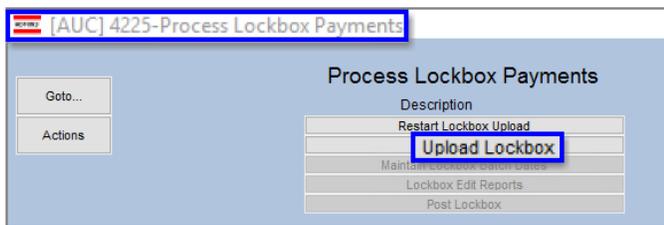
- This process does not consider any payment schedules established with the taxpayer. It will select all partial payments; manually remove any partial payments that are the result of a payment agreement.
- **No calculated interest is included**; the letters show what was paid and what is still outstanding on the account and **does not include new interest**.

Detailed instructions are in Help Reference Library RC–260 Partial Payment Letters.

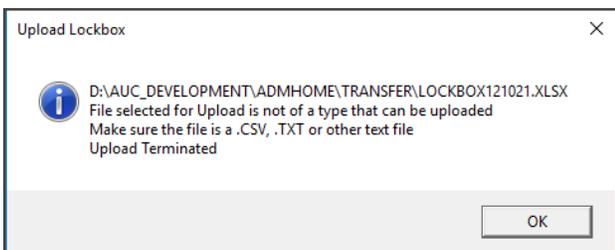
[ADM-AUC-DOC-206]

## 1.1. Upload Lockbox [Enhancement]

Collections ▶ Payments ▶ Process Lockbox Payments



**ADMINS** added error checking to the lockbox upload. If attempting to upload a file type other than the valid file types for the current lockbox upload method, this message will be displayed:



[ADM-AUC-RC-8527]

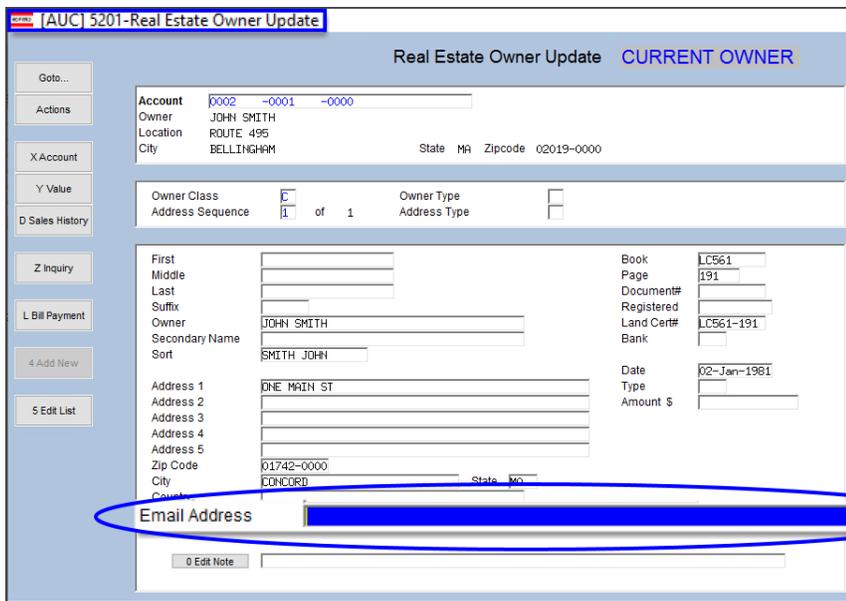


## 2. UPLOAD SALES HISTORY – REMOVES EMAIL ADDRESS



Parcels can be set for electronic billing, so that bills are sent to the taxpayer via email rather than a printed bill sent via postal mail. **ADMINS** improved the Upload Sales History process by removing any existing email in the current owner record when sales are uploaded for a parcel has an email address.

### 2.1. Email Removed When Parcel Sold [Enhancement]



A homeowner signed up for e-billing and then sold the house, but the new owner was not getting a paper copy of the bill or the email.

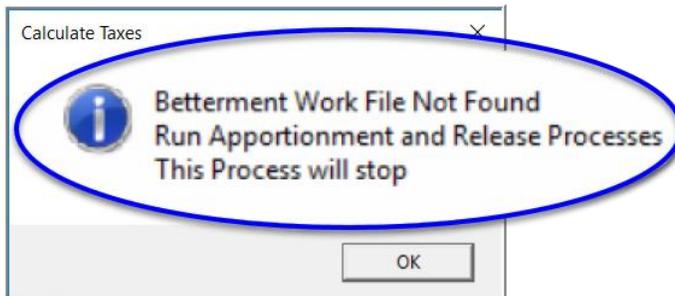
Now, the process will automatically unflag e-billing upon a sale by removing the email address from the current owner record.

The Email Address field will be blank and available to input the new homeowner's email if they elect e-billing.

[ADM-AUC-RE-4641]

## 3. BILLING & “Betterment Work File Not Found”

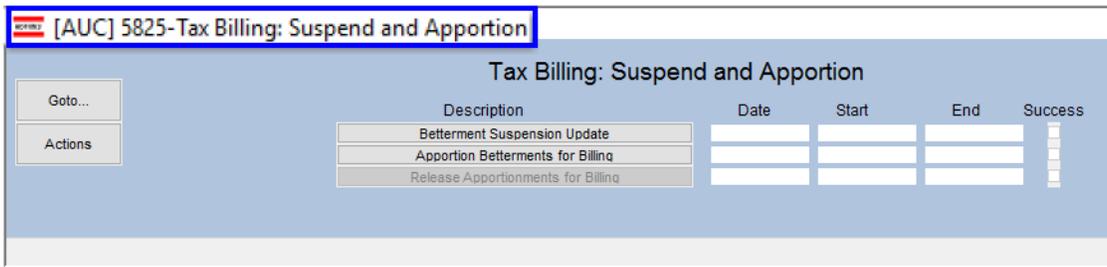
While billing Real Estate, the Calculate Taxes step will stop if the **Betterment Work File** is not found.





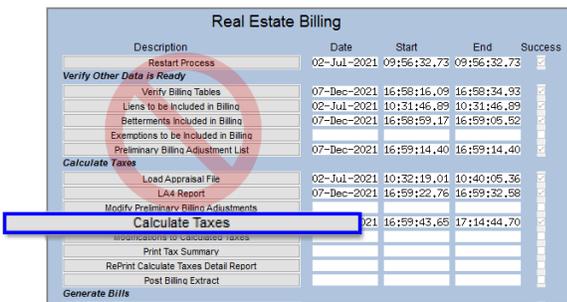
To remedy this, from the menu, select:

**Tax ► Betterments ► Suspend and Apportion Betterments**



Run the **Apportion Betterments for Billing** [Apportion Betterments for Billing] step.

Then run the **Release Apportionments for Billing** [Release Apportionments for Billing] step.



The **Betterment Work File** will now exist; proceed with the **Calculate Taxes** step in the Real Estate Billing menu.



*Do not restart the Billing Steps Menu from the top at this point – that step will delete all the work files, including the one created via the Tax Billing: Suspend and Apportion process.*

More information regarding this is found in the [December 2020 Real Estate Release Notes](#) as well as in the [RE-490 Betterments Suspend/Apportion](#) document in the Help Reference Library.

[TOC-SUP-SAPLAUC-3132]

## 4. ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to `\\tsclient\C`, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the [September 2021 Release Notes](#) for a list of the screens this change will impact.

[ADM-AUC-SY-8225]

## 5. HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

### 5.1. New or Updated Documents

- Payments RC-260 Partial Payments Letters [Updated]