



REAL ESTATE TAX BILLING

RELEASE NOTES

JUNE 2022

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

CONTENTS

- 1 CLEARING DATA FROM A FIELD [INFORMATION] 1**
 - 1.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable..... 1
- 2 SITE-SPECIFIC ERROR CHECKS..... 2**
 - 2.1 Real Estate 2
- 3 HELP REFERENCE LIBRARY..... 3**
 - 3.1 New & Updated Documentation 3
 - 3.2 New Content on ADMINS.Com 3

1 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

1.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

In the example, the “No Check” #4000693 is to be voided. Go to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

The screenshot shows the 'Bank Account Management' interface. At the top, there are navigation buttons like 'Goto...', 'Actions', '3 Listing', '4 Clear Checks', and '5 To Bank'. Below these, there's a 'Bank:' dropdown set to 'BAST' and a 'Last Ck#' field with '0329346'. There are also 'View' and 'Restrict View to Check Date' options. The main part of the screen is a table with columns: '1 Check', '2 CheckDate', 'Type', 'Warrant Payable To', 'Amount', 'Status', 'Voided', 'Cleared', and 'Detail'. Several rows are highlighted in yellow, including one with check number 4000212 and amount 370.19. A callout box with a black border and white background points to the 'Cleared' column of the highlighted row. The text in the callout box says: 'The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}'. Arrows from the callout box point to the 'Cleared' field in the table and the 'View' options above it.

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]



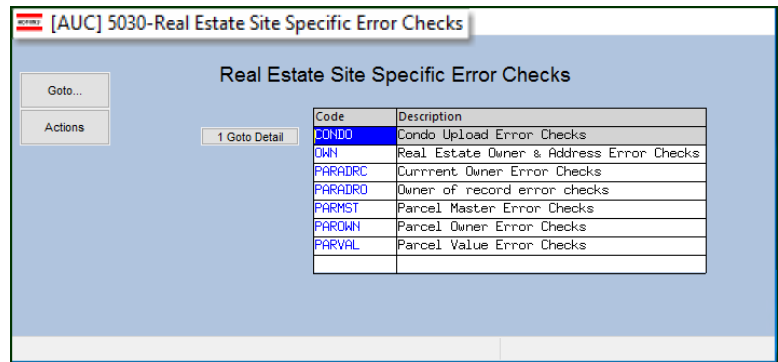
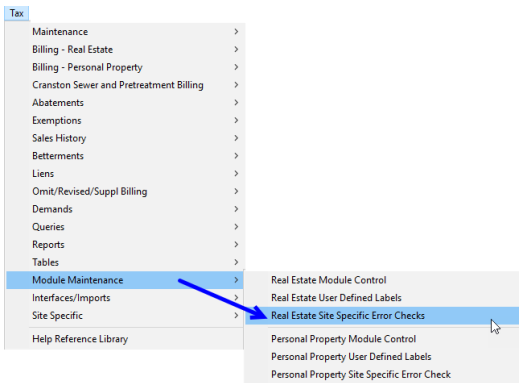
2 Site-Specific Error Checks

ADMINS offers **Site-Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the ones shown here are for illustration.

There are three action code options for each error check; if the system detects an error:

- Warning** –the user will be notified via a report, but the process will be allowed to continue
- Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- No Message** –no report is produced/no notification is made, and the process can continue

Tax ▶ Module Maintenance ▶ Real Estate Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error. There are seven categories of error checks for Real Estate Tax: CONDO, OWN, PARADRC, PARADRO, PARMST, PAROWN, and PARVAL. The sequences for each screen are shown below.

2.1 Real Estate

Code	Seq	Description	Action Code
CONDO		Condo Upload Error Checks	
	1	Parcel does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
OWN		Real Estate Owner & Address Error Checks	
	1	Address Record does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Owner	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank city	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank State	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank USA Zip Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	Foreign Country with Zip	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
PARADRC		PARADRC-Current Owner Error Checks	
	1	Blank Owner	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank City	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank state	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank Zip Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank Location	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message



Code	Seq	Description	Action Code
	7	Incorrect Country Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	8		<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
	9		<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
PARADRO		PARADRO-Owner of Record Error Checks	
	1	Blank Owner	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Address Line 1	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank City	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	4	Blank State	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	5	Blank Zip Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	6	Blank Location	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	7	Incorrect Country Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
PARMST		PARMST-Parcel Master Error Checks	
	1	Allow Blank Use Code	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Blank Street	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Street Number	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Missing Square Footage	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
PAROWN		Parcel Owner Error Checks	
	1	Blank Book	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	2	Book/Page Format	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Blank Page	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Zero Amount	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	6	No Sale Date	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
PARVAL		Parcel Value Error Checks	
	1	Check Values (Land+Imp+Bldg=Assessed)	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
	2	Tolerance Level	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	3	Appraised Value zero	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
	4	Assessed not less/equal zero	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message

3 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library and new videos were added to **ADMINS.com**.

3.1 New & Updated Documentation

Abatements [RE-550 Abatement History Report](#) Updated

3.2 New Content on ADMINS.Com

This list of new videos on the **ADMINS.com** website shows the length of each video in [minutes:seconds].

- [Clear Data from a Field \[1:17\]](#) [New]
- [Favorites Screen \[2:23\]](#) [New]
- [How to Exit from AUC \[1:54\]](#) [New]
- [Index of Help Documents \[0:51\]](#) [New]
- [Log in to the Training Area \[2:04\]](#) [New]
- [Quick Task Selector \[2:12\]](#) [New]
- [Reset an AUC Password \[2:00\]](#) [New]