



# REAL ESTATE TAX BILLING

## RELEASE NOTES – MARCH 2019

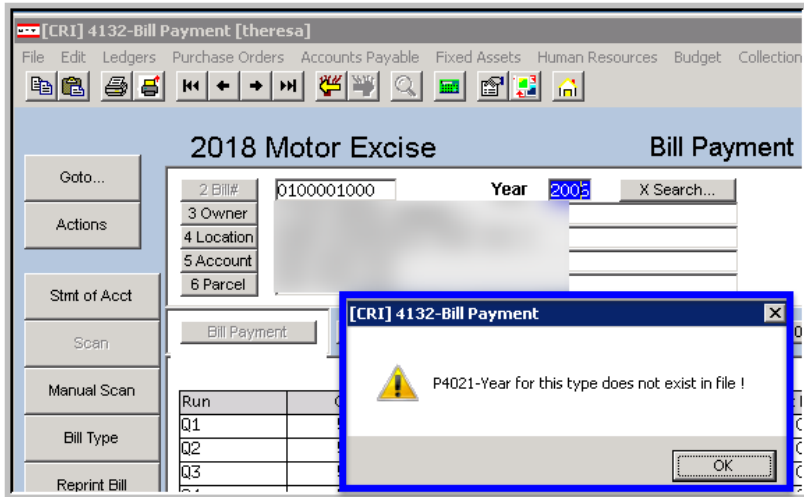
This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **REAL ESTATE TAX** system.

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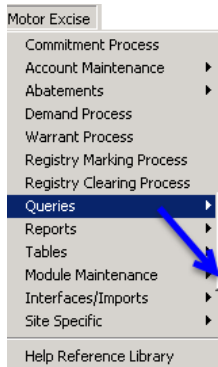
# 1. SITE SPECIFIC ► CRANSTON, RI



The Cranston, RI Remove Old Tax Year from Collections process runs during the Sunday overnight job each week.

This process removes the “old” Bill records **only** from the **Collections** files for Real Estate, Tangibles, Motor Excise and Sewer / Pretreatment.

Figure 1 Collections Bill Query screen message



For example, if Bill Year **2006** is removed – the process will remove all reference to **2006** bills in **Collections** (as shown in Figure 1) for all bill types. If the year 2006 is entered, the system will display a message that the year for this type does not exist in the file.

For **Motor Excise** – while the process removes the bills from **Collections** – the **Motor Excise ► Queries ► Excise Account Inquiry** screen will still show the information for **OLD** years but create an adjustment to any outstanding balance in that old year so that the balance is **zero** as shown in Figure 2.

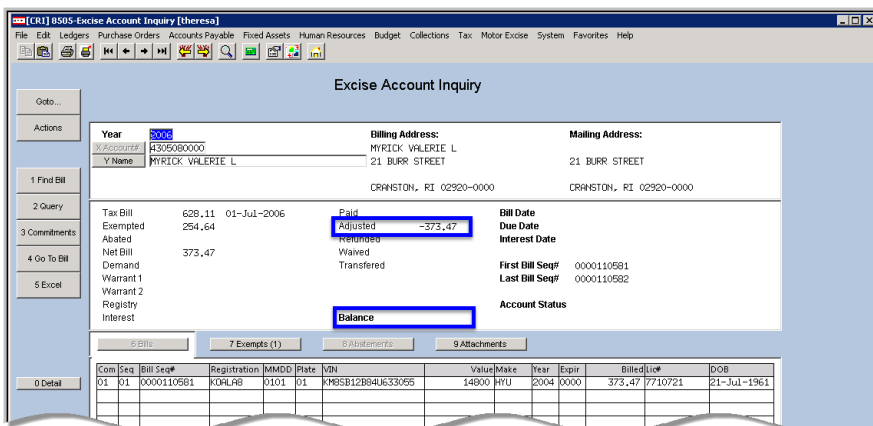


Figure 2 Excise Account Inquiry screen shows history and a zero balance

[CRI-AUC-TAX-91]



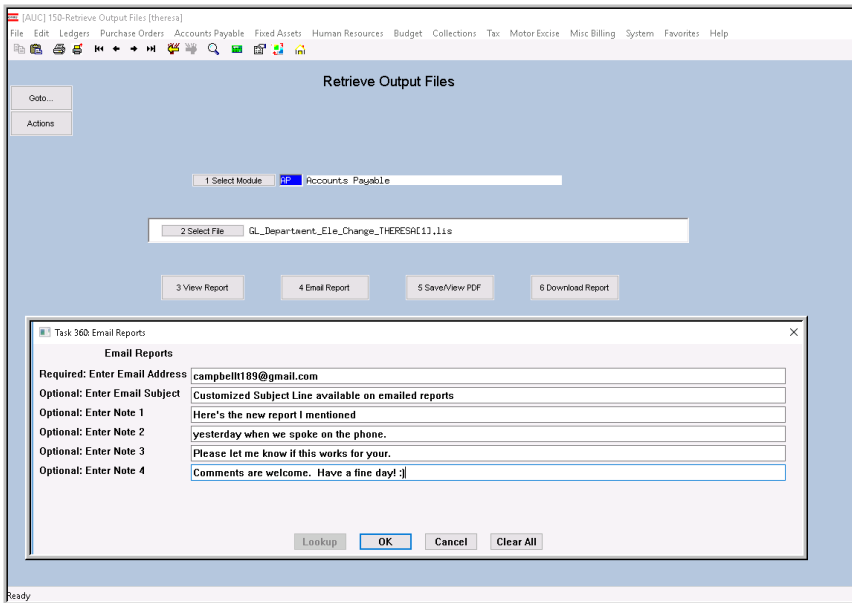
## 2. REPORTS



reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

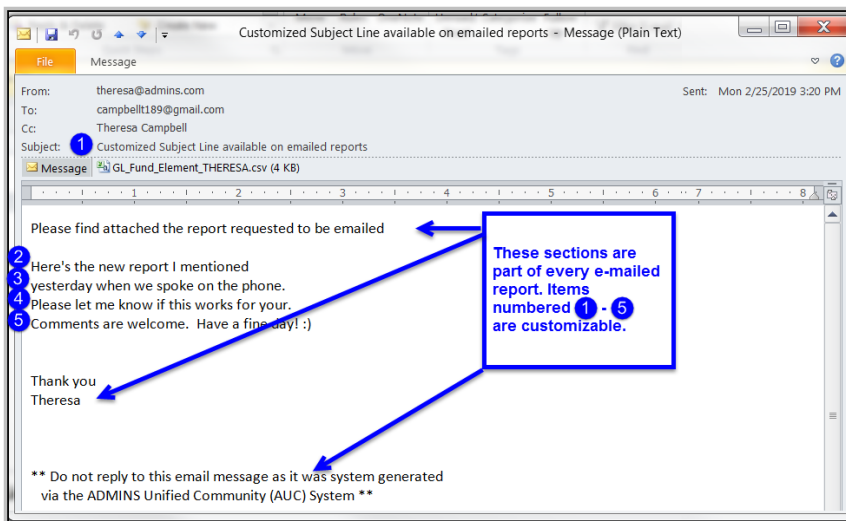
### 2.1. Retrieve Output Files [Enhancement]



**ADMINS** offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a customized subject line for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 3.

Figure 3 New Subject Line field is an optional field on the Email Reports form



The result is shown in Figure 4. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 4 Email with attached file

[ADM-AUC-SY-8084]



### 3. HELP REFERENCE LIBRARY

The following new or updated documentation was added to the help reference library:

#### 3.1. New or Updated Documents

- SITE SPECIFIC RE-689 Cranston, RI Remove Old Tax Year From Collections [New]
- OTHER RE-715 Favorites Screen [New]