

# **REAL ESTATE TAX BILLING**

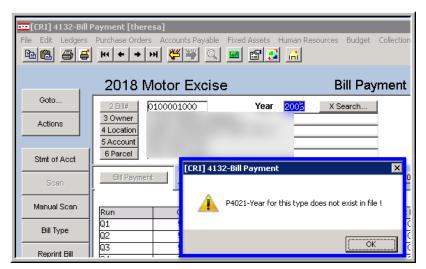
## **RELEASE NOTES - MARCH 2019**

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

### **CONTENTS**

1. SITE SPECIFIC ▶ CRANSTON, RI			. 2
		DRTS	
	_	Retrieve Output Files [Enhancement]	
		REFERENCE LIBRARY	
	3.1.	New or Updated Documents	. 4

## 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



Help Reference Library

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 Decrease 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.

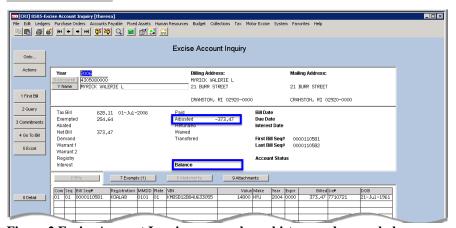


Figure 2 Excise Account Inquiry screen shows history and a zero balance

[CRI-AUC-TAX-91]



#### 2. REPORTS



A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®** 

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]

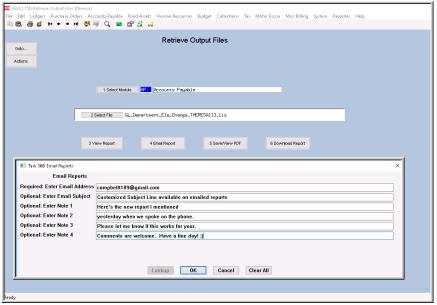


Figure 3 New Subject Line field is an optional field on the Email Reports form

Customized Subject Line available on emailed reports - Message (Plain Text) From: Sent: Mon 2/25/2019 3:20 PM campbellt189@gmail.com Theresa Campbell Subject: 1 Customized Subject Line available on emailed reports ☑ Message 💾 GL\_Fund\_Element\_THERESA.csv (4 KB) Please find attached the report requested to be emailed These sections are Here's the new report I mentioned part of every e-mailed yesterday when we spoke on the phone. report, Items Please let me know if this works for you Comments are welcome. Have a fine Thank you \*\* Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System 3

Figure 4 Email with attached file

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.

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.

[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]