



REAL ESTATE TAX BILLING

RELEASE NOTES – SEPTEMBER 2016

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

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1. REPRINTING BILLS BY BATCH

There was an issue with mis-printed bills when re-printing bills by batch. This was corrected and patched to tax sites early in July and is included here to document the change.

[ADM-AUC-RE-8324]

2. SALES HISTORY UPLOAD

2.1. Additional Columns Added to Excel Spreadsheet

The spreadsheet used to upload sales history into AUC has changed. There are two new columns added which pertain only to Cranston, Rhode Island. Column X (NAMEID) is for an 8-digit account number. Column Y (NOTE) is used for any notes to be associated with a particular deed.

Although the spreadsheet will contain these two columns for all non-Cranston sites, columns X and Y will be ignored during the upload.

	Q	R	S	T	U	V	W	X	Y
1	Address Line 4	Address Line 5	City	State	Zip Code (#####-####)	Country	Ownership Percentage (.01 - 100.00)	Account Number (#####)	General Note
2	L04ADDR	L05ADDR	CITY	STATE	XZIPCODE	COUNTRY	OWNPCT	NAMEID	NOTE
3									

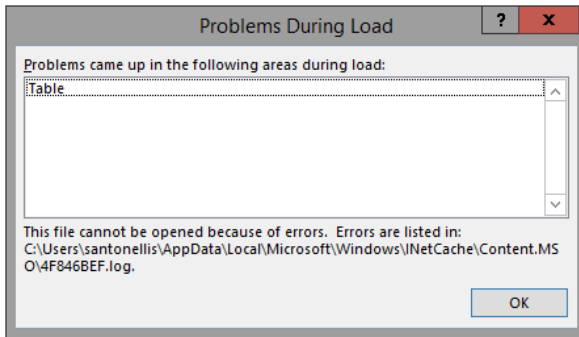
[CRI-AUC-TAXPROJ-6]

3. ABATEMENT HISTORY REPORT

Due to an error with the alignment of the columns in the excel output, sometimes “Problem During Load” table error showed when running the **Abatement History Report to Excel**[®]. Run the report by selecting **Tax ▶ Abatements ▶ RE Abatement History Report**.

The image shows a screenshot of the 'Tax' menu with 'Abatements' selected, leading to 'RE Abatement History Report'. To the right is a screenshot of the 'Task 5344: RE Abatement History Report' dialog box. The dialog box contains the following fields and options:

- Optional: Abatements Effective Between (mmdyyy) From: [] To: []
- Optional: Abatements Entered between (mmdyyy) From: [] To: []
- Optional: Post Date Range (mmdyyy) From: [] To: []
- Optional: Enter up to 9 Abatement Codes Edit [] 0 values:
- Optional: Enter Tax Year [2016]
- Sort Report By: Abt Eff Date User Abate Code Parcel#
- Run as: Preview Print PDF Excel
- Buttons: Lookup, OK, Cancel, Clear All



This was corrected.

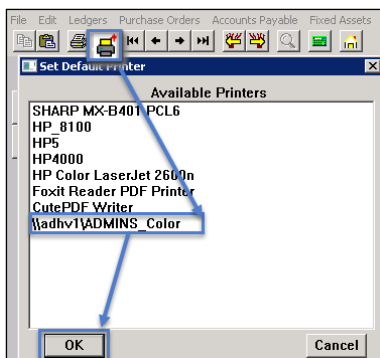
Figure 1 Before


Bill#	Owner Name	Parcel#	Abate Date	Code	Code Description	Amount	Cert#	User	Entered	GL Effective	Post Dat
413	Total Parcel					174.03					
414	015121-00	109-339	2/18/2016	ABTC	CPA ABATEMENT	2.54	16,302		2/19/2016	2/19/2016	2/19/2016
415	Total Parcel					2.54					
416	015121-00	109-339	2/18/2016	ABTR	REAL ESTATE ABATEMENT	253.90	16,301		2/19/2016	2/19/2016	2/19/2016
417	Total Parcel					253.90					
418	015172-00	109-393	2/11/2016	ABTC	CPA ABATEMENT	1.74	16,282		2/16/2016	2/16/2016	2/16/2016
419	Total Parcel					1.74					
420	015172-00	109-393	2/11/2016	ABTR	REAL ESTATE ABATEMENT	174.03	16,281		2/16/2016	2/16/2016	2/16/2016
421	Total Parcel					174.03					
422	015257-00	114-044	2/11/2016	DENIA	DENIAL				2/16/2016	2/16/2016	2/16/2016
423	Total Parcel										
444	016367-00	124-146	1/14/2016	DENIA	DENIAL				1/19/2016	1/19/2016	1/19/2016
445	Total Parcel										
446	016371-00	124-150	2/18/2016	DENIA	DENIAL				2/19/2016	2/19/2016	2/19/2016
447	Total Parcel										
448	Report Total					189,720.79					
449											
450	Parcel										

Figure 2 After

[ADM-AUC-RE-5520]

4. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)

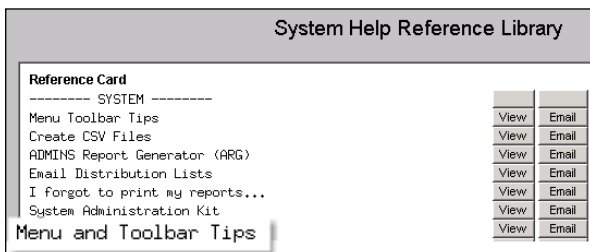


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the  **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

5. MENU AND TOOLBAR TIPS



A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]



6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

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

- SYSTEM Menu and Toolbar Tips