



REAL ESTATE TAX BILLING

RELEASE NOTES – SEPTEMBER 2017

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

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1. BILLING RECONCILIATION WITH CASS REPORTS

The reports generated from AUC will be easier to reconcile with the CASS reports generated from AccuZip® for sites that print and mail bills. In each report, the number of bills reported is the same, 5884.

5622- Printed 07-Sep-2017 at 14:07:55 by THERESA
Town of ADMINS
Create CASS Files

Bills to be CASS certified

2017	007838-00	SCALIA, DANIELLE M	99 FARM ST
2017	007839-00	ANDREWARTHA, MICHAEL I & LISA	52 HIXON ST
2017	007840-00	HALL, RANDALL E	48 HIXON ST
2017	007841-00	DOWNS, JOHN & HAZEL	PO BOX 28

Records: 5,884 # Bills with Errors:

Errors:
A = Missing Owner Name
B = Missing 1st Address Line

Figure 1 Report 65622 Issued with the Create CASS Files step

United States Postal Service
Postage Statement - First-Class Mail and First-Class Package Service
Use this form for First-Class Mail and First-Class Package Service.

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Mailer	Permit Holder Name, Address, Email, Telephone Admins, Inc.		Mailing Agent (if other than permit holder) Name, Address, Telephone Admins, Inc.		Mail Owner (if other than permit holder) Name, Address Admins, Inc.		
	CAPS Cust. Ref. No. N/A CRID N/A		CRID N/A		CRID N/A		
Mailing	Post Office of Mailing BOSTON MA 02205	Mailer's Mailing Date 09/07/2017	Federal Agency Cost Code N/A	Statement Seq. No. N/A	Permit #	No. and type of Containers 6 - 1'MM Trays 18 - 2'MM Trays	
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Processing Category <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	For Mail Enclosed within Another Class <input type="checkbox"/> Marketing Mail Bound <input type="checkbox"/> Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail	Weight of a Single Piece 0.0500 pounds	SSF Transaction ID#		Parcels Only Hold For Pickup (HFPU) No. of pieces
	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA ^{1/2} <input type="checkbox"/> ACS	Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format	Combined Mailing <input type="checkbox"/> Single Class	Total Pieces 5,884	Total Weight 294.2000		Customer Generated Electronic Labels <input type="checkbox"/> SigCon
	Letter or flat-size mailpieces contain: <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk.			This is a Political Campaign Mailing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			For Automation Price Pieces, Enter Date of Address Matching and Coding 09/07/2017
			This is Official Election Mail <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Figure 2 Page one of the E-documentation Report issued from AccuZip®



	A	B	C	D	E
5881	ZOOK KEVIN L & LOUIS A	32 ROGER ST	9,586	004489-00	0070 -0002 -0000
5882	ZUKAS, PETER J	177 CAROLINE DR	7,544	002272-00	0029 -0176 -0000
5883	ZULAWNIK, KEITH & RENEE	31 SADDLEBACK HILL RD	8,833	003680-00	0054 -0018 -0000
5884	ZULLO, ALFRED A + GAIL M	17 HORSESHOE DR	8,092	002849-00	0040 -0009 -0000
5885	ZWICKER, KEN P	59 DAVID RD	8,619	003458-00	0050 -078D -0000
5886					
5887	# Bills:		5,884		
5888					

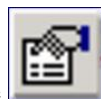
Figure 3 Real Estate Bill Print Sequence List issued with the Generate Bills Step

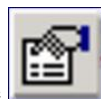
[ADM-AUC-RE-5535]

2. QUICK REPORT SELECTOR [NEW]

ADMINS is pleased to announce a new system-wide feature available across all AUC modules.

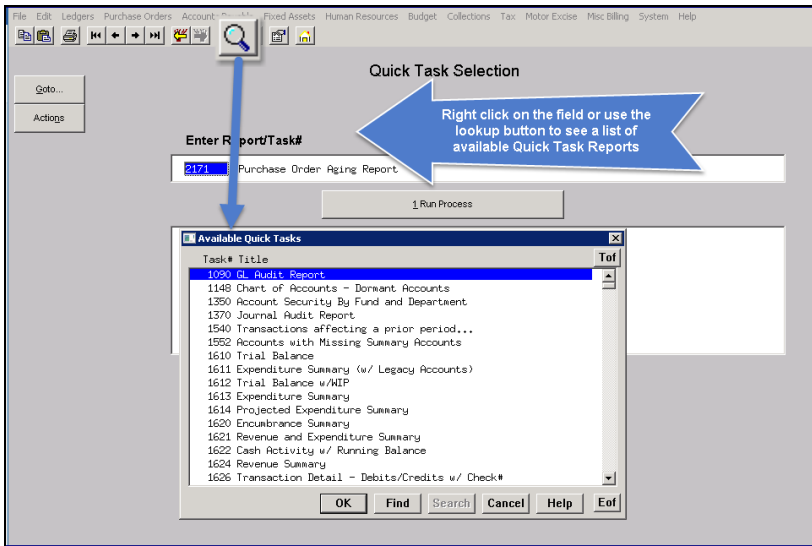
A new toolbar button has been added to AUC. This feature will allow a user to run any report in AUC quickly from any module rather than having to go to the report library for each module.



From any screen, click the  toolbar button and type in the report# as displayed on the top left hand corner of the report and click **Run Report**. For example, the 2171 report shown below was run in August.

PO#	PO Date	Vendor Name	Department	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
3202731	02-Jul-2015	000133 AAA MOBILE WAREHOUSING	1400				180.00	180.00
Vendor Total							180.00	180.00
3204969	15-Mar-2016	000222 ANDERSON MOTORS	1307				79.41	79.41
Vendor Total							79.41	79.41
3204038	16-Nov-2015	000306 ADMINS INC	1116				42,500.00	42,500.00
3204491	12-Jan-2016	000306 ADMINS INC	1116				23,160.00	23,160.00
3204492	12-Jan-2016	000306 ADMINS INC	1116				23,280.00	23,280.00
3204493	12-Jan-2016	000306 ADMINS INC	1116				43,260.00	43,260.00
Vendor Total							138,200.00	138,200.00

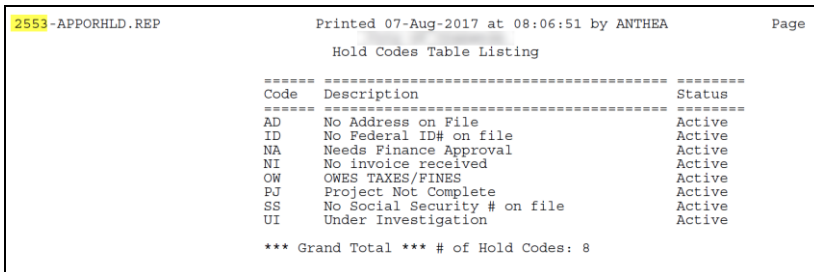
To re-run the report, use the new button on the toolbar and type in 2171. If you do not know the report #, open a report lookup window by either a right-click of the mouse on the **Enter Report/Task #** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button.



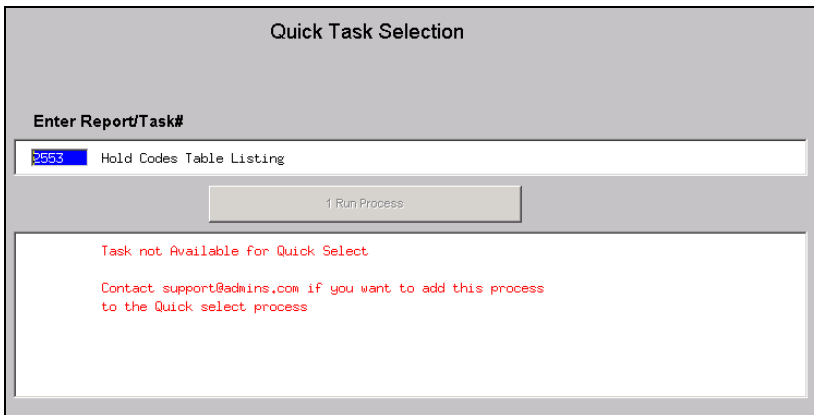
This process checks if you have permission to run the report. If you don't have permission you will see the following message:

You dont have permission to run this process

Contact your system admin to grant you access or support@admins.com



In some cases, the report will not be available for the Quick Select button. Follow the instructions to request adding a report.



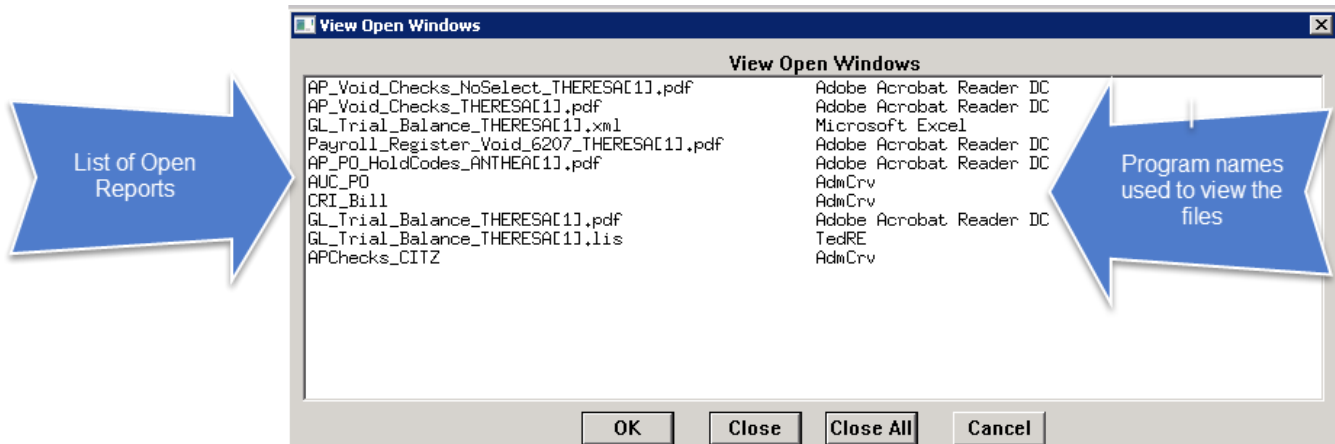
[ADM-AUC-SY-8020]

3. NEW BUTTON TO SHOW "HIDDEN" REPORTS [NEW-V9.2]

Some users notified ADMINS that reports become "hidden" behind the screen. Other users reported that they are trying to do a bill re-print and get an error because they already have a bill re-print open. To show all reports open in AUC and maintain the security of a restricted desktop, a new button is introduced with this update.



The new Toolbar button will display a **View Open Windows** screen, and allow the user to select or close a report(s) or window.



- Select Process** Use your mouse to select the report/process you want to View/Close
- OK** Click **[OK]** to bring that process to the front & closes the **View Open Windows** screen
- Close** Click **[Close]** to close the selected process & close the **View Open Windows** screen
- Close All** Click **[Close All]** to close all open processes (the AUC application will remain open)
- Cancel** Click **[Cancel]** to exit the **View Open Windows** screen and do nothing

Once any selection is made, the **View Open Windows** screen will no longer be displayed. To re-display the View Open Windows list, click again on the new button. . *Note: This is only available to our ADMINS V9.2 Sites*

[ADM-AUC-SY-8022]

4. CRYSTAL REPORT TITLES UPDATED [NEW]

To allow users to identify which crystal report is listed in the **View Open Windows** screen described in section 3, titles were added to all crystal reports. This change may be noticed when displaying checks, bills and other reports in the **ADMINS Crystal Reports Viewer (AdmCrv)** window prior to printing. The upper right corner of the window will now show the report title and the **AdmCrv** text.



Figure 4 Before

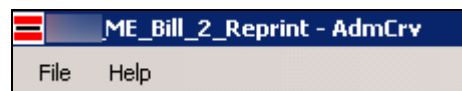


Figure 5 After

[ADM-AUC-CRYSTAL-104]



5. EMAIL USERS [NEW]

From **any** module, select **Module Maintenance ▶ Email Users**. This screen allows the entry of non-AUC user email addresses so that persons with a valid email address may receive reports from AUC.

Username	Name	Email Address	Alternate Email Address	Use Alternate Email
ABCDEF	test user			<input type="radio"/> Yes <input checked="" type="radio"/> No
TCATHOME	Theresa at home	campbellt189@gmail.com		<input type="radio"/> Yes <input checked="" type="radio"/> No
TEST	test testing	test@admins.com		<input type="radio"/> Yes <input checked="" type="radio"/> No

The **[1 Add User]** button presents a prompt. Prior to the software update, the prompt asked for neither an email address nor an alternate email address.

Figure 6 Before

Figure 7 After–Optional Email Address Entry

Now, users may enter the email address via the new prompt, or enter the email addresses directly on the screen once the Username and Name have been added via the prompt.



Note: if entering an alternate email address in the prompt, the alternate will be selected for use. That may be changed by selecting the “No” radio button on the Email Users screen for that entry.

More information regarding this screen is available in the **Accounts Payable ▶ Help Reference Library ▶ AP–865 External E-mail Addresses**.

[ADM-AUC-SY-8028]

6. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.

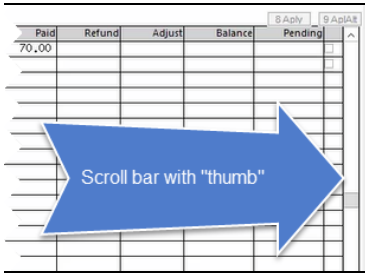


Figure 8 Before

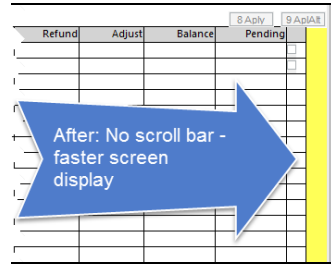


Figure 9 After

[ADM-AUC-RC-8369]

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

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

- **-100 User Help Documents Index [Updated]
 - OTHER
 - RE-745 External E-mail Addresses [New]
 - RE-750 Change AUC Screen Size [New]
 - RE-765 The Most Effective Way to Contact Support [New]