



REAL ESTATE TAX BILLING

RELEASE NOTES

SEPTEMBER 2020

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

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1. REAL ESTATE BILL REPRINTS

ADMS made some changes to the Bill Reprint process. Select **Collections** ▶ **Bill Query Screen** ▶ **[Reprint Bill]**.

1.1. Added Payments Information to Q1 Bill Reprints [Enhancement]

Some sites use a bill reprint format that did not include payment information on the quarter one bill reprints. This was decided at implementation time because the sites did not accept pre-payments on bills and thought the information would not be relevant.

This year, states extended the due dates due to the COVID19 pandemic and the resulting impact on taxpayers. **ADMS** added the payment information to the Quarter One bill reprint to provide taxpayers a more meaningful receipt.

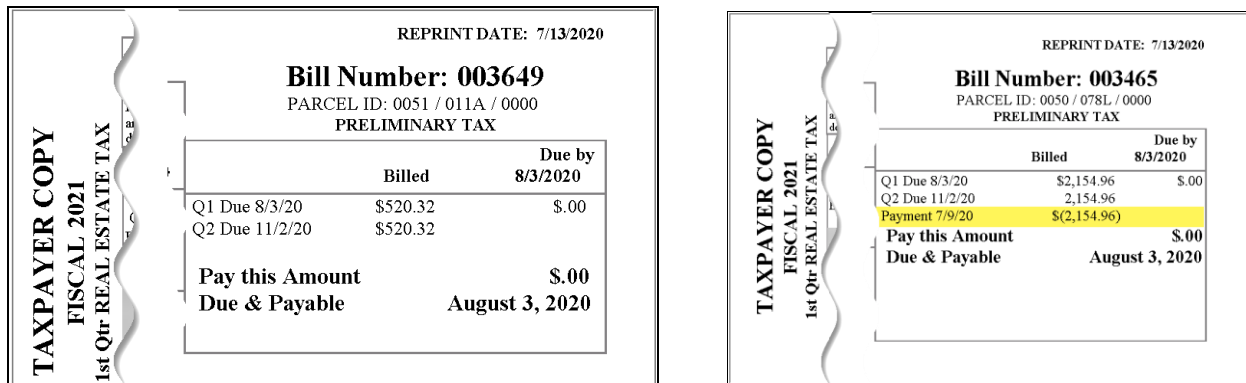


Figure 1 Quarter One Real Estate Bill Reprints now show any payments made since the original billing

Quarter Two, Three, and Four bill reprints have always shown payment(s) information.

[ADM-AUC-RE-5606]

1.2. Reprinting High Value Bills [Fix]

ADMS fixed an issue on the bill inquiry screen that was preventing the re-printing of Real Estate bills more than \$100,000.

[ADM-AUC-RE-5605]

2. QUICK REPORT SELECTOR [Enhancement]

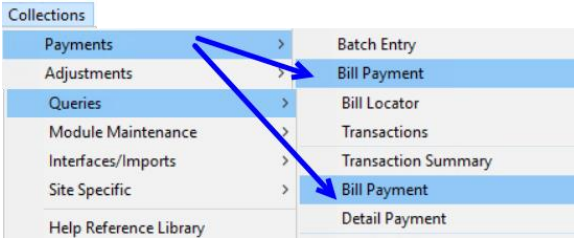
The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY-117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]



3. BILL PAYMENT SCREEN → Reports [Enhancement]



ADMINS added two new options under the [Reports] button on the Bill Payment screen. Access the bill payment screen in multiple ways; two are shown here:

- Collections ▶ Payments ▶ Bill payment
- or
- Collections ▶ Queries ▶ Bill Payment

The new reports are a history list and summary list. The data on the reports is shown for the currently selected bill. These reports are available for Real Estate, Motor Excise, and Personal Property/Tangible tax transactions.

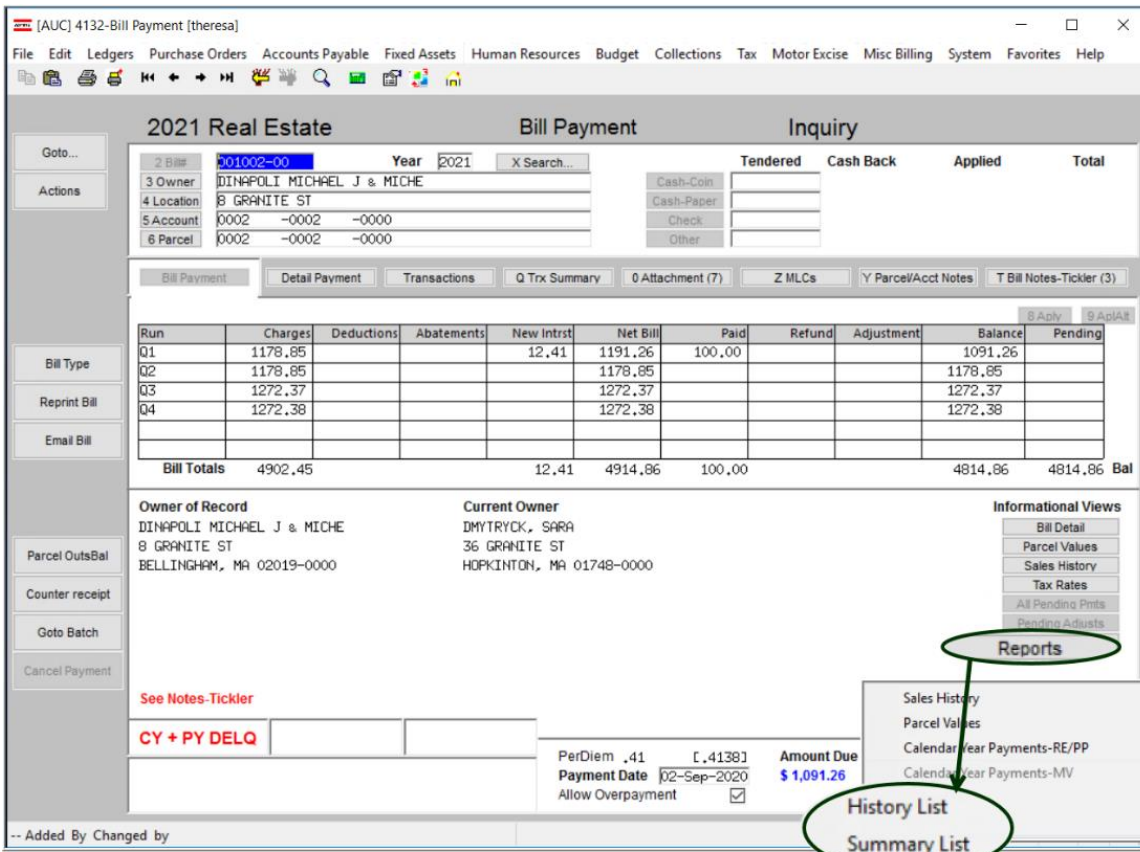


Figure 2 Bill Payment Inquiry screen with new Reports → History List, Summary List



3.1. #4635 Transaction History Listing

Select “History List” to display this prompt:

Task 4635: Transaction History Listing ✕

Transaction History Listing

Run as Preview Print PDF CSV Excel

If Printing use Duplex Yes No

TedRE - TrnHisDet_4635_THERESA[7].xls
File Edit Format Options

Courier New 8 B I U [Color] [Font] [Align] [List] [Print] [Help]

4635-RCTRNHISDET_AUC.REP Printed 14-Sep-2020 at 12:44:37 by THERESA Page 1
City of ADMINS
Transaction History Listing

Year: 2021
Type: 10 Real Estate
Bill#: 001005-00
Owner: [Redacted]
Parcel: 0002-0005-0000
Location: 225 FARM ST

Transactions posted on this account as of 12:44:37 on 14-Sep-2020

Date Billed	Date Due	Last InterestDate	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Transaction Balance
01-Jul-2020	03-Aug-2020	04-Aug-2020	Tax	Billing	01-Jul-2020	1,531.89						1,531.89
			Tax	Counter receipt	13-Jul-2020						1,531.89	-1,531.89
						1,531.89					1,531.89	
01-Oct-2020	02-Nov-2020	03-Nov-2020	Tax	Counter receipt	13-Jul-2020						1,531.89	-1,531.89
			Tax	Billing	01-Oct-2020	1,531.89						1,531.89
						1,531.89					1,531.89	
01-Apr-2021	01-May-2021	02-May-2021	Tax	Counter receipt	13-Jul-2020						936.22	-936.22
			Tax	Billing	01-Apr-2021	3,037.44						3,037.44
						3,037.44					936.22	2,101.22
01-Jul-2021	01-Aug-2021	02-Aug-2021	Tax	Billing	01-Jul-2021	3,037.45						3,037.45
						3,037.45						3,037.45
*** Grand Total ***						9,138.67					4,000.00	5,138.67

*** Please Note ***
If there is an outstanding balance due on this account then interest charges will accrue but are not displayed here.

Figure 3 Transaction History Listing for Real Estate Parcel transactions as run to Print/Preview/PDF®

TrnHisDet_4635_THERESA[7].xml - Excel Theresa Cam

Year	Bill Number	Owner	Parcel	Location	Run	Date Billed	Date Due	Last Int Date	Category	Transaction Description	Trx Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Trx Balance
2021	001005-00	[Redacted]	0002-0005-000	225 FARM ST	1	7/1/2020	8/3/2020	8/4/2020	Tax	Billing	7/1/2020	1,531.89						1,531.89
					1	7/1/2020	8/3/2020	8/4/2020	Tax	Counter receipt	7/13/2020						1,531.89	-1,531.89
					2	10/1/2020	11/2/2020	11/3/2020	Tax	Counter receipt	7/13/2020						1,531.89	-1,531.89
					2	10/1/2020	11/2/2020	11/3/2020	Tax	Billing	10/1/2020	1,531.89						1,531.89
					3	4/1/2021	5/1/2021	5/2/2021	Tax	Counter receipt	7/13/2020						936.22	-936.22
					3	4/1/2021	5/1/2021	5/2/2021	Tax	Billing	4/1/2021	3,037.44						3,037.44
					4	7/1/2021	8/1/2021	8/2/2021	Tax	Billing	7/1/2021	3,037.45						3,037.45
2021	001005-00	[Redacted]	0002-0005-000	225 FARM ST					Grand Total			9,138.67				4,000.00	5,138.67	

Figure 4 Transaction History Listing for Real Estate Parcel transactions as run to Excel®



3.2. #4639 Summary List

Select “Summary List” to display this prompt:

Task 4639: Transaction History Summary

Transaction History Summary

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

TedRE - TrnHisSum_4639_THERESA(7).lis

File Edit Format Options

Courier New 9

4639-RCTRHHISUM.REP Printed 14-Sep-2020 at 12:49:37 by THERESA City of ADMINS Transaction History Summary Page 1

Year: 2021
 Type: 10 Real Estate
 Bill#: 001005-00
 Owner: as of 12:49:37 on 14-Sep-2020
 Parcel: 0002-0005-0000
 Location: 225 FARM ST

Trx Date	Tax Charge	CPA Charge	Tax + CPA	Tax Abt/Exm	CPA Abt/Exm	Oth Abt/Exm	Liens	Betterments	Other Charges	Adjustments	Refunds	Payments	Description
01-Jul-2020	1,531.89	.00	1,531.89	.00	.00	.00	.00	.00	.00	.00	.00	.00	Billing
13-Jul-2020	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	Counter receipt
01-Oct-2020	1,531.89	.00	1,531.89	.00	.00	.00	.00	.00	.00	.00	.00	.00	Billing
01-Apr-2021	3,037.44	.00	3,037.44	.00	.00	.00	.00	.00	.00	.00	.00	.00	Billing
01-Jul-2021	3,037.45	.00	3,037.45	.00	.00	.00	.00	.00	.00	.00	.00	.00	Billing
	9,138.67	.00	9,138.67	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	

Figure 5 Summary List run for Real Estate in Print/Preview/PDF®

TnHisSum_4639_THERESA(8).xml - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

R14

1	Year	2021													
2	10	Real Estate													
3	Bill#	001005-00													
4	Owner														
5	Parcel	0002-0005-0000													
6	Location	225 FARM ST													
7															
8	Trx Date	Tax Charge	CPA Charge	Tax + CPA	Tax Abt/Exm	CPA Abt/Exm	Oth Abt/Exm	Liens	Betterments	Other Charges	Adjustments	Refunds	Payments	Description	
9	01-Jul-2020	1,531.89	0.00	1,531.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing
10	13-Jul-2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	Counter receipt
11	01-Oct-2020	1,531.89	0.00	1,531.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing
12	01-Apr-2021	3,037.44	0.00	3,037.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing
13	01-Jul-2021	3,037.45	0.00	3,037.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Billing
14		9,138.67	0.00	9,138.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	

Ready

Figure 6 Summary List run for Real Estate in Excel®

[ADM-AUC-RC-8488]



4. USERS MAY NOW CHANGE / SET AUC PASSWORDS [Enhancement]

ADMS added a **[Reset Password]** button on the login screen that allows users to reset their own **AUC** passwords. The feature requires an email address on the user profile for the user account.

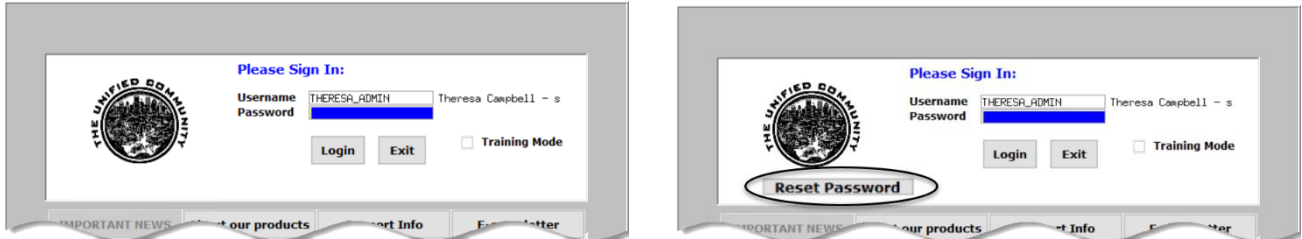
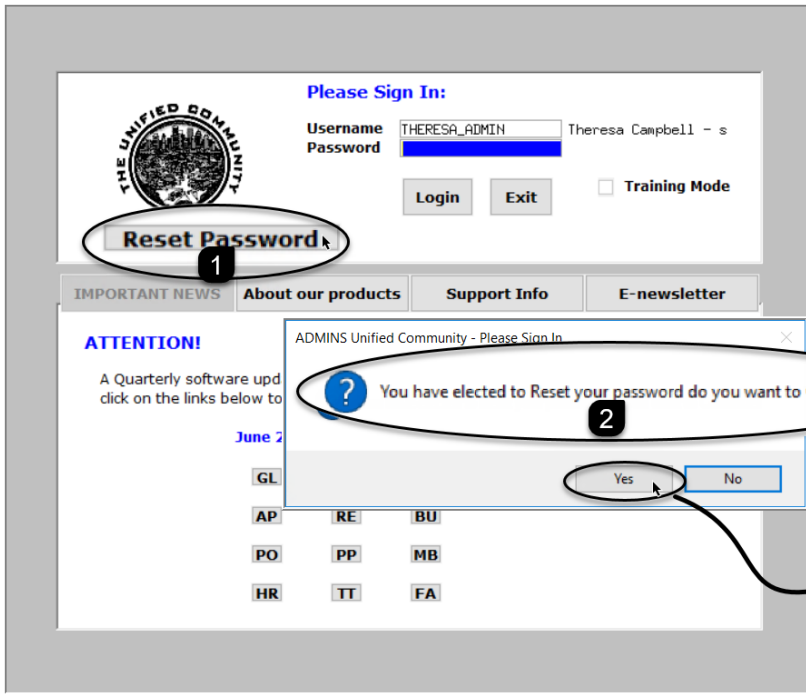


Figure 7 Before and After – the new Reset Password button on the login screen



Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.
2. Click **[Yes]** to the “You have elected to Reset your password do you want to Continue?” prompt.

3. Click **[OK]** to the popup showing where the email has been sent.

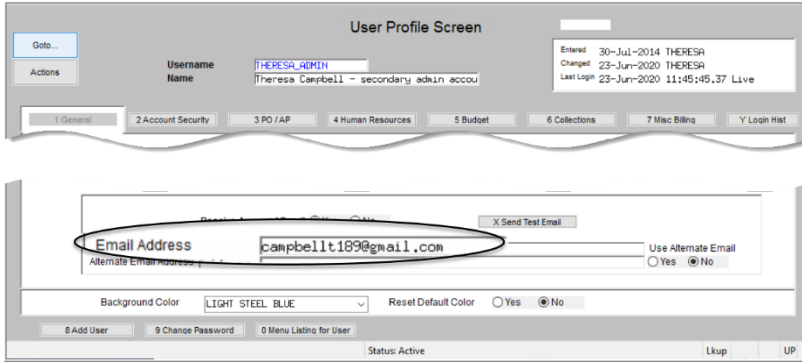


Figure 8 Set up email addresses for AUC users

The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for **AUC**.

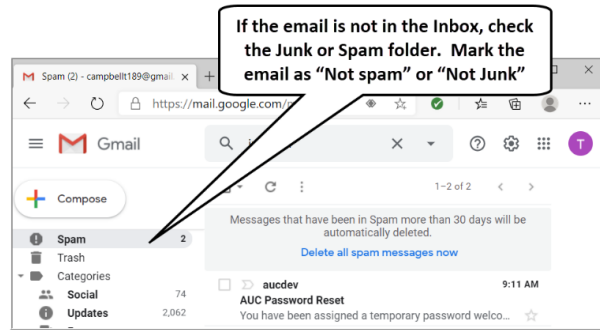
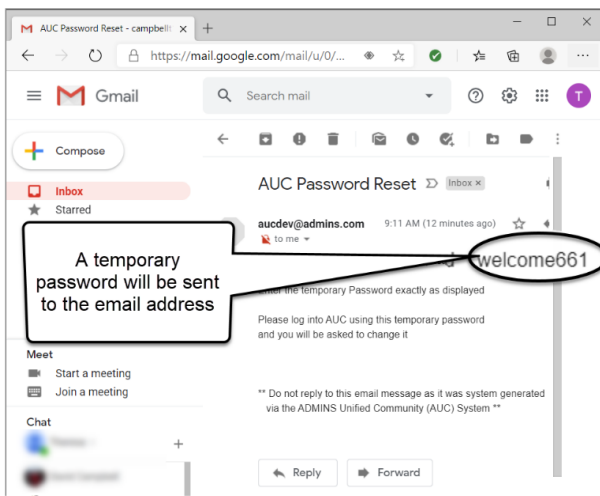


Figure 9 Sample email sent with temporary password

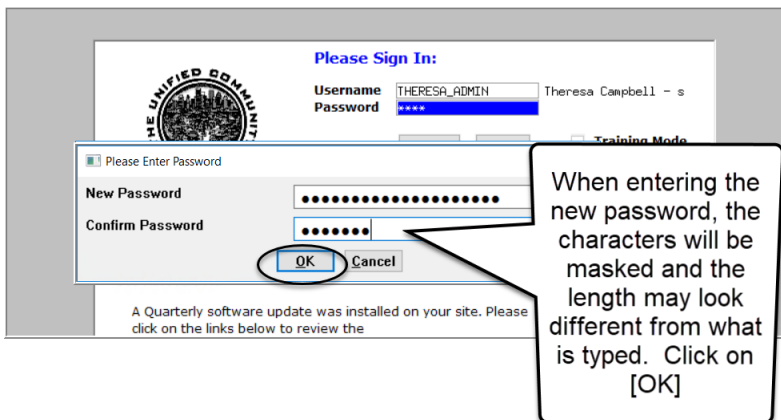
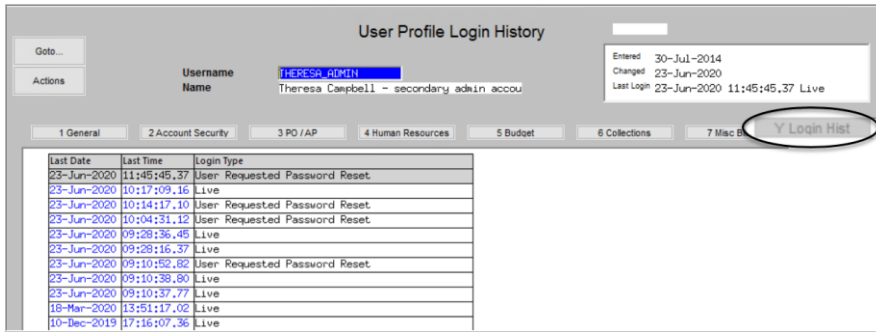


Figure 10 Entering a new password

If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

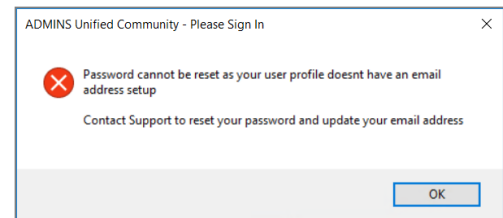


The super-user on the site may view the **User Profile** ► **[Y Login History]** tab to see logon and password reset activity.

Figure 11 Login History Screen for super-users

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.



[ADM-AUC-SY-8130]

4.1. New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the **[Reset Password]** button and to let users know that they may try again after five minutes.

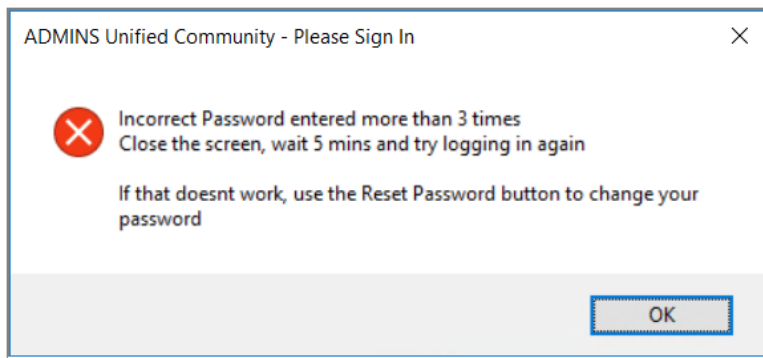


Figure 12 New "Incorrect Password" message

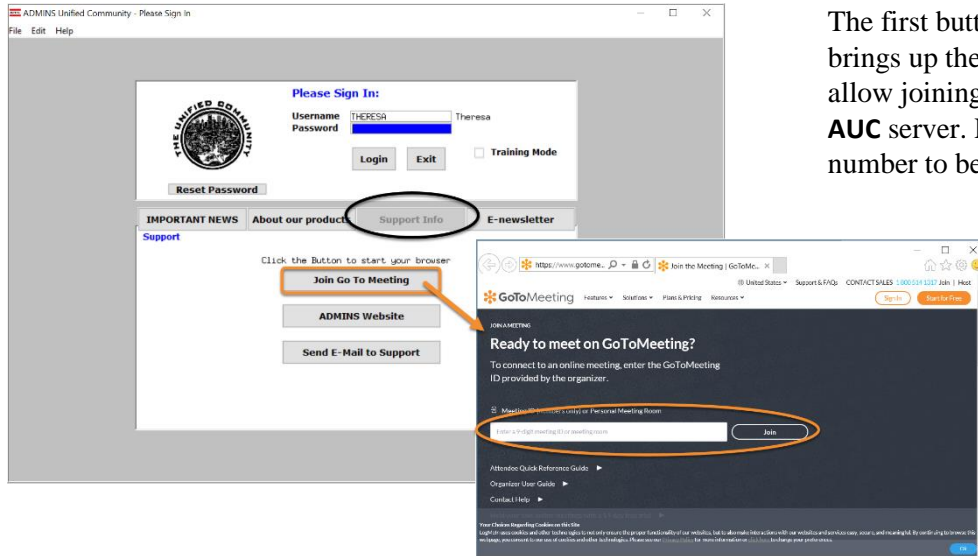
[ADM-AUC-SY-8159]

5. LOGIN SCREEN SUPPORT INFO TAB [Enhancement]

Many use this screen only to log in – but there are other features available. Click on the **[Support Info]** tab. There are three buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.



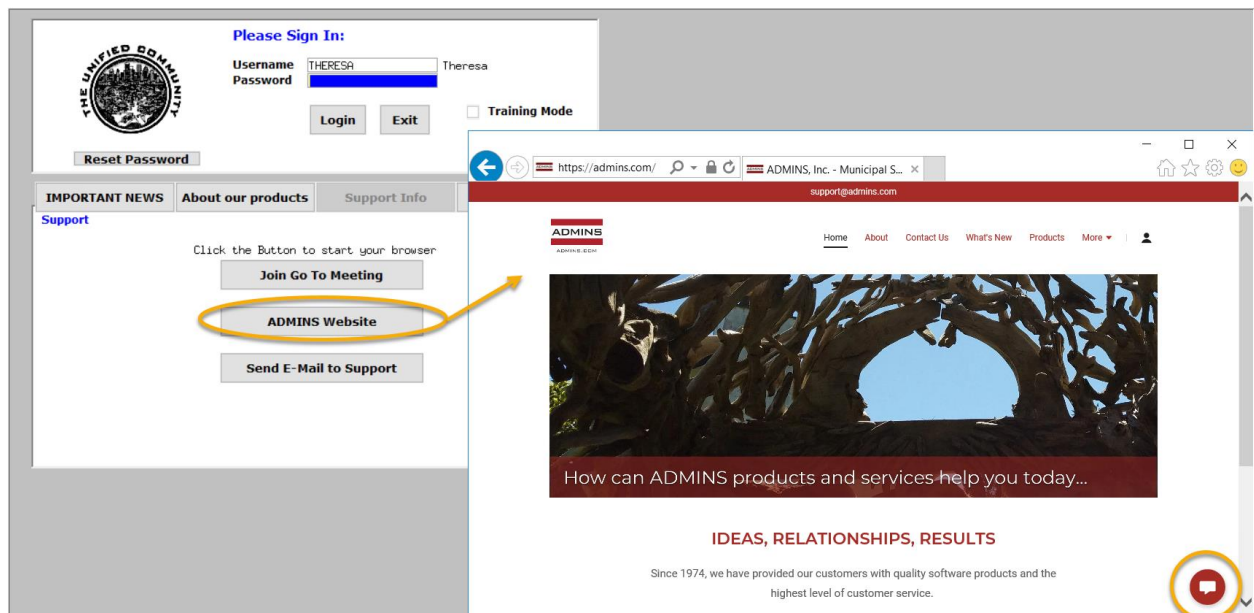
5.1. [Join Go To Meeting]



The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.

5.2. [ADMINS Website]

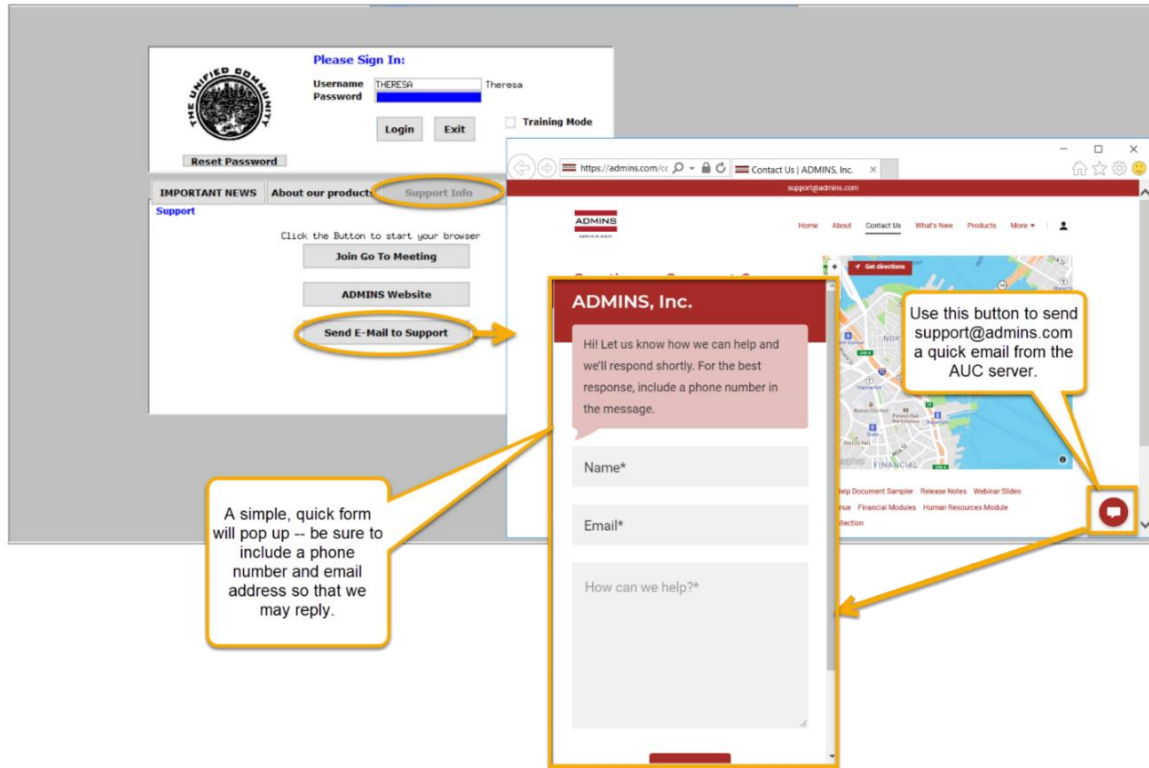
The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.





5.3. [Send E-Mail to Support]

The third button opens the **ADMINS “Contact Us”** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.



[ADM-AUC-SY-8154]

6. HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **“SYSTEM”** sections of each library were standardized for the help documents that are not specific to the module. See the **“SYSTEM”** bullet below for an example.

6.1. New or Updated Documents

- -----TOP LEVEL----- RE-100 Property Tax Help Documents Index [Updated]
- SYSTEM SY-117 Quick Report Selector [New]
- SY-145 Reset Password [New]