Real Estate Tax Billing

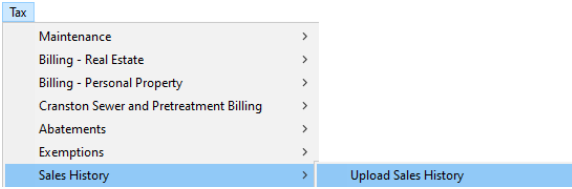## Release Notes   September 2023

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

Contents

1   Sales History Report [Enhancement]

ADMINS provides a method for uploading Sales History. From the menu, select:

Tax ▶ Sales History ▶ Upload Sales History

To indicate which file and method were used for a given upload, **ADMINS** added the file name and processing type to the report heading. The import option is fully described in the legend at the bottom of the report. Two reports are produced by the Upload Sales CSV File step; the #5177 Sales Upload Edit List and the #5183 Current Owner Changes from Deed Upload report.
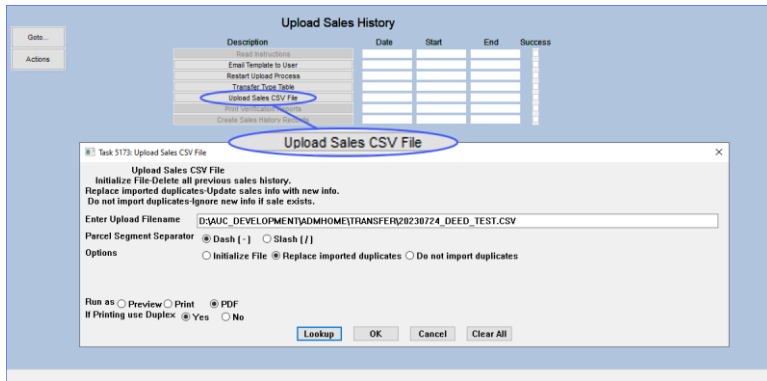

Figure 1 #5177 Sales Upload Edit List with new information in the header identifying Import File and Import Option
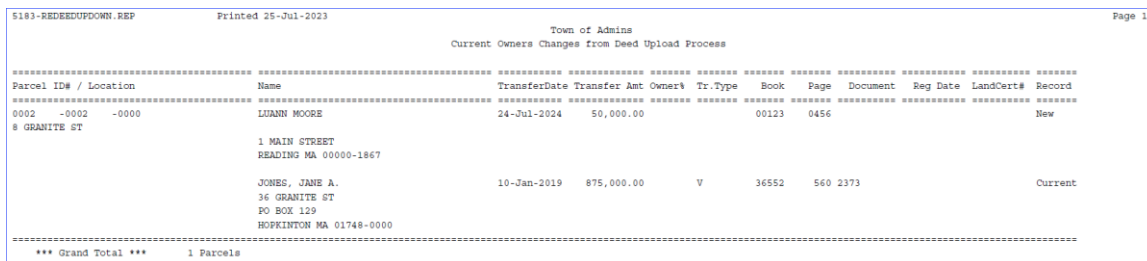

Figure 2 #5183 Current Owners Changes from Deed Upload Process is also produced in this step
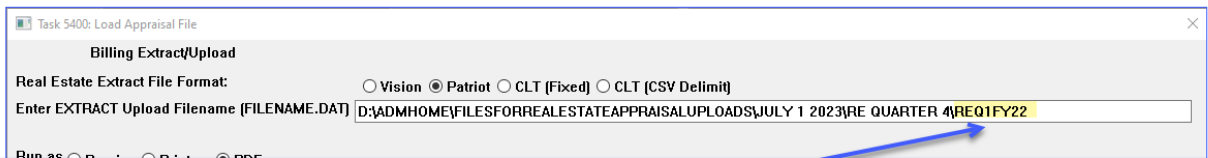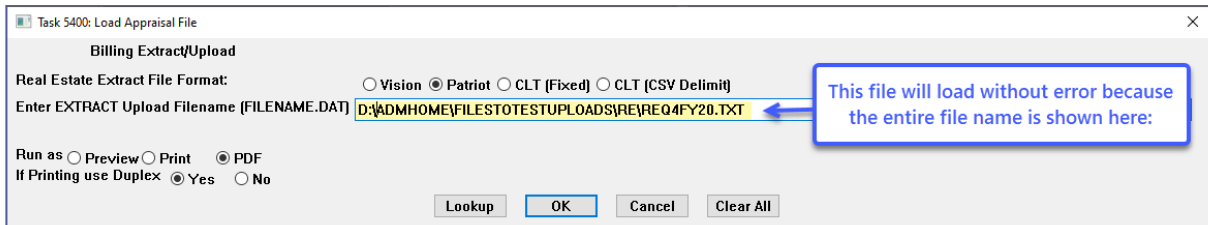
[ADM-AUC-RE-5677]

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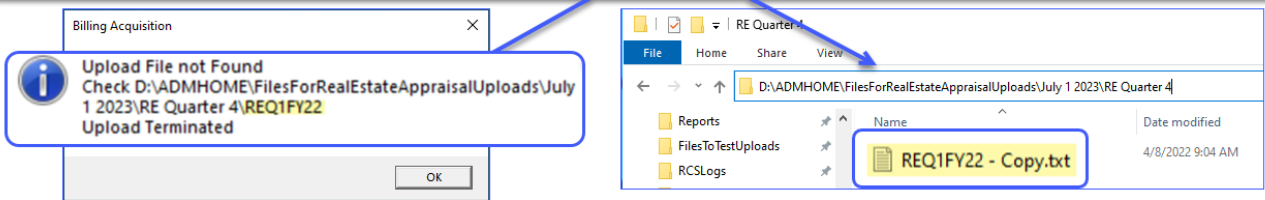# 2　Real Estate Billing Load Appraisal File Step [Fix]

Before the software update, if an appraisal file and path name were so long that the system truncated the filename, the Load Appraisal Step would abnormally terminate.

Now it gracefully terminates with a helpful error message if a file is not found. To run the step that loads the appraisal file, from the menu, select:

Tax ▶ Billing Real Estate ▶ Real Estate Billing Process ▶ Load Appraisal File

[ADM-AUC-RE-5673]

3　Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

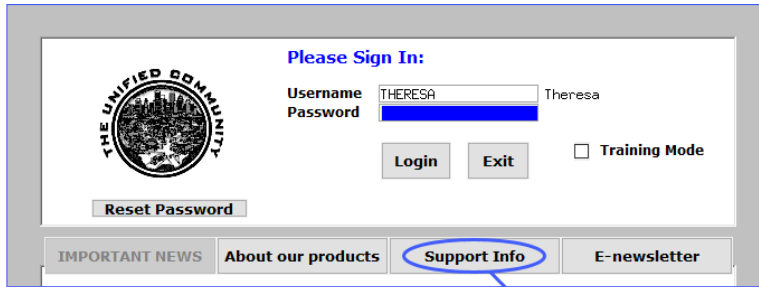## 3.1　New & Updated Documentation in the Help Reference Library
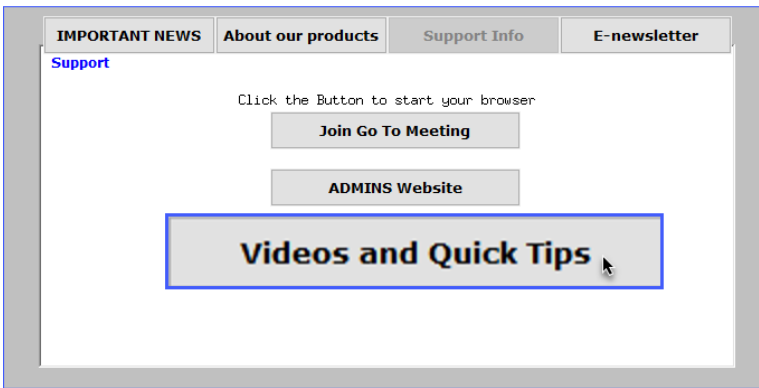
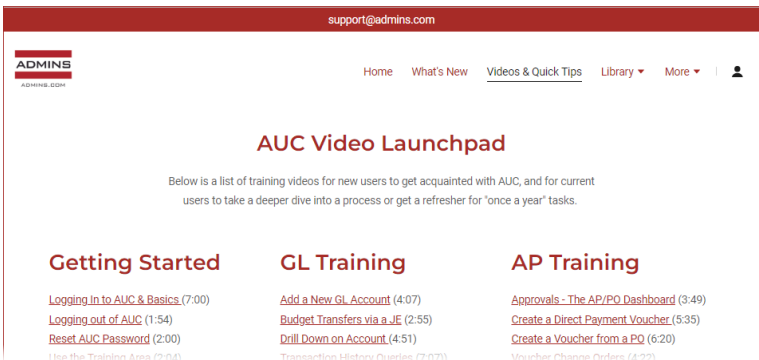| Interfaces	RE–670 CUSI Interfaces	[Updated]

3.2 Access Videos & Quick Tips from the AUC Login Screen

Click on the link to go to the Video Launchpad on the ADMINS website.

The website direct address is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.
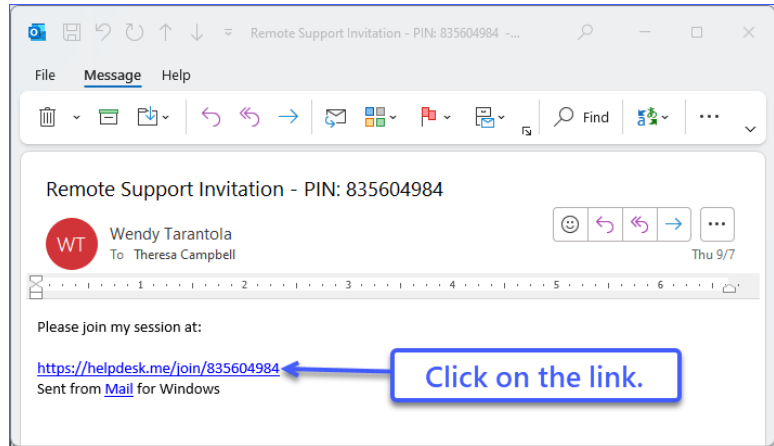
[ADM-AUC-SY-8305]
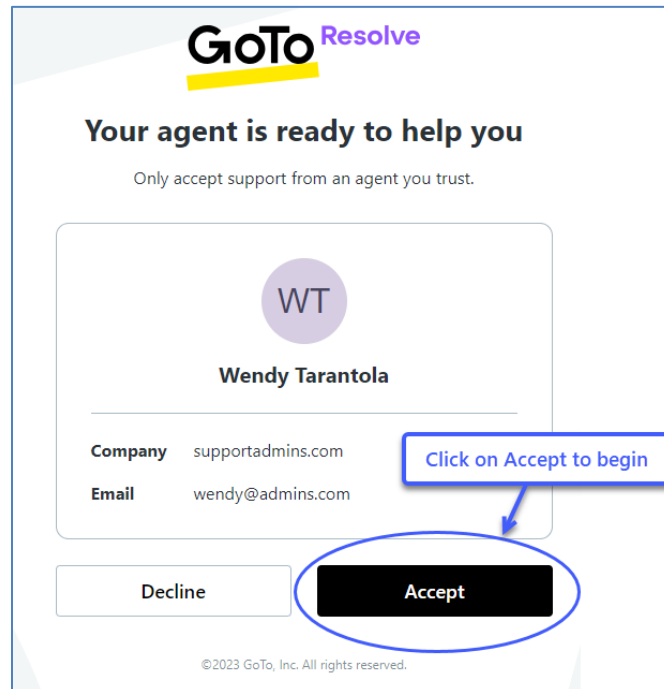
4 Using GoToResolve

AUC support staff will use a new tool called "GoToResolve" to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.

Clicking on the link will open a browser window that looks like this.
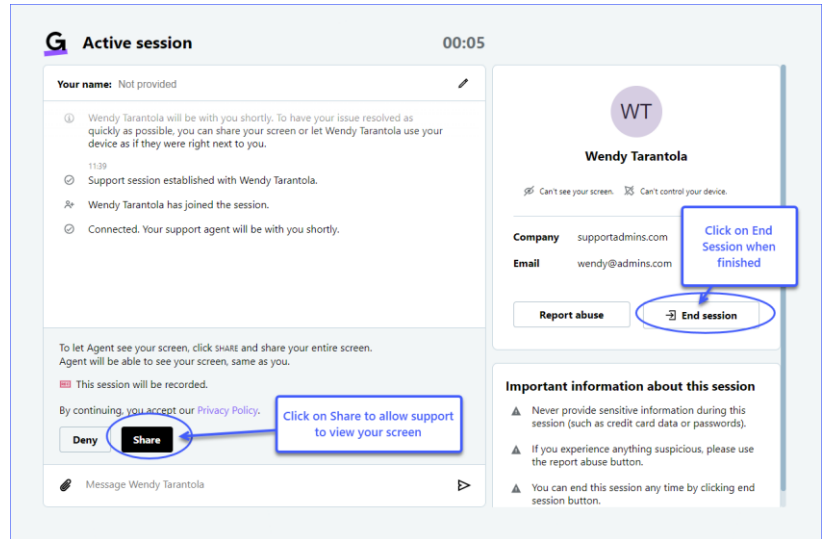
Click on the accept button to begin.

A browser window with instructions opens.
Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.

[ADM-ADM-ADM-6500]