Real Estate Tax Billing

Release Notes September 2024

This document outlines the new enhancements to the **ADMINS Unified Community (AUC) REAL ESTATE TAX**, including the ability to reverse lockbox payment batches with error checking for parcels in tax title or deferral. Additionally, it lists new and updated documents available in the Help Reference Library and on the **ADMINS.com** website related to payments, reports, and posting reports.

Contents

1   Lockbox Batch Reversals for Parcels in Tax Title or Deferrals

Lockbox batches can include tax payments as well as payments for Betterments, Liens, and Fees. AUC offers an option to reverse a lockbox payment batch in case any errors have been made during entry. Error checking prevents reversing Real Estate payments for parcels in Tax Title or Deferral, with some exceptions. If the payment being reversed is for a year when the parcel *was not in Tax Title*, the reversal will proceed.

Deferrals are somewhat more nuanced. In certain cases, only taxes can be deferred while other categories of charges such as liens or fees cannot be deferred. If the payment falls within a bill year that is deferred, the system examines down to the bill run and category level to determine which category is in deferral. If the category's payment is deferred, it cannot be reversed. The reversal process will halt.

1.1   Why was this changed?

The problem at hand involves a payment made for Real Estate Tax on a parcel that was subsequently transferred to Tax Title. The initial payment was processed through a lockbox before the parcel was taken into Tax Title, and there was an attempt to reverse this Real Estate Tax payment after the taking. However, the reversal is not permitted.

More information about the Reversal Process is available in **RC–205 Reversing a Posted Batch** in the Help Reference Library.

[ADM-AUC-RE-5717]

2   User Account Security Query

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.
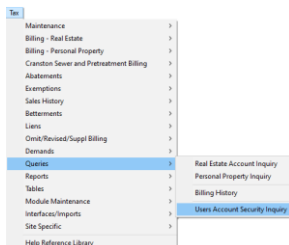
Find the information from the menu by selecting the module then:

Queries ▶ User Account Security Inquiry

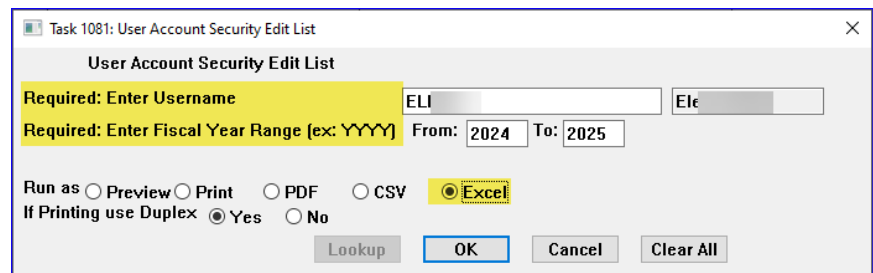1. The username is shown at the top of the screen

The account Number is shown, with the description within the grid. The Access Type will be either "Write" or "Read" – if there is no access, the account will not appear in the user's list.

When the screen is displayed by "Account #", users and their permissions are listed.

2. Click on the **[2 Account#]** to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.
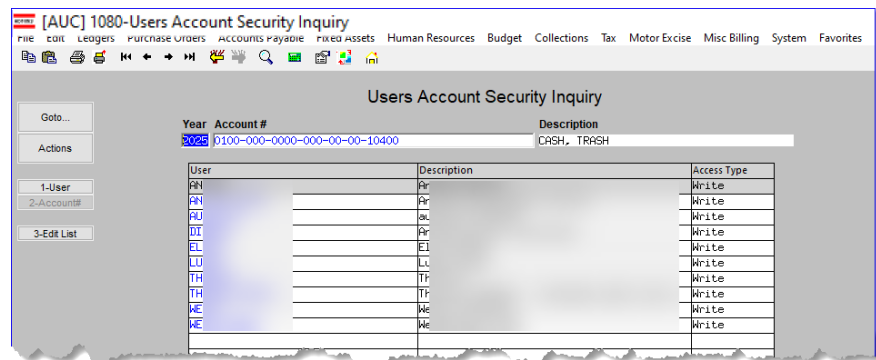
3. The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

3 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website, related to the topics of payments, reports, and posting reports. The documents were added to the Help Reference Library and content to **ADMINS**.com:

3.1   New & Updated Documentation in the Help Reference Library

Billing	RE–210 Q1 Tax Billing – Personal Property & Real Estate	[Updated]
Site Specific	RC–1680 Bellingham, MA Accounts Receivable Reconciliation	[New]

3.2   New Content on ADMINS.com

Add New Treasury Receipt Code (4:37)	[New]
Transfer a Collections Batch (2:10)	[New]
Remove Unused Collections Batches (4:26)	[New]