



# TAX – REAL ESTATE

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## RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows Tax system. The ADMINS Support staff installed these changes to your system on **June 21, 2014**.

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# 1. TAX ROLL

## 1.1. Change Bill# of Added/Omitted/Supplemental Bills

During the commitment process an AOS Bill is assigned a unique Bill# to insure they are readily identified. However, when a subsequent billing cycle occurs, those parcels are then assigned a “normal” bill# in line with all other bills loaded from the billing extract.

In other words, once an AOS bill has been added to the general tax roll of the City/Town, it is no longer considered a separate and distinct AOS bill.

Prior to this software update, an AOS bill assigned a unique bill# would retain that unique number making it appear as an AOS bill in subsequent years. This has been corrected.

[ADM-AUC-RE-5448]

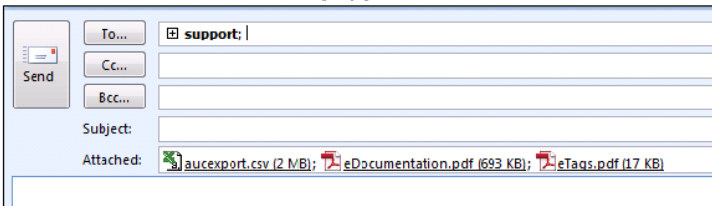
## 1.2. CASS Processing

### 1.2.1. Upload CASS Files

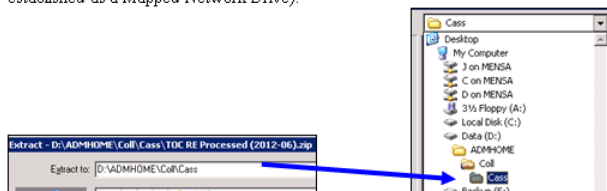
Modified the **Upload CASS Files** process to move the uploaded file from the import location and move it to the archive location (as specified in Module Control #4953 and #4954 – see below). This will prevent the user from loading an older file into the current billing cycle.

#### 6.2.2. Email from 3<sup>rd</sup> Party CASS Processor

You will receive an email back from the 3<sup>rd</sup> party processor that will resemble this:



You will need to save the CSV file to the following folder location on the **AUC Server** (you should have this established as a Mapped Network Drive):



You will also receive two PDF documents which are the reports needed for the post office.

Excerpt from Q# Billing  
Help Reference document.

The billing document  
explains where the “input”  
file must be stored in order  
for the Upload CASS Files  
step to function properly.

This software update modified the process shown below to locate, process and archive the CASS zip code database accordingly for this billing cycle:



**Real Estate Billing**

Description	Date
Restart Process	03-Jun
<b>Verify Other Data is Ready</b>	
Verify Billing Tables	
Liens to be Included in Billing	
Betterments Included in Billing	
Exemptions to be Included in Billing	
Preliminary Billing Adjustment List	
<b>Calculate Taxes</b>	
Load Appraisal File	03-Jun
LA4 Report	
Modify Preliminary Billing Adjustments	
Calculate Taxes	03-Jun
Modifications to Calculated Taxes	
RePrint Calculate Taxes Detail Report	
Post Billing Extract	
<b>Generate Bills</b>	
Create CASS Files	
Upload CASS Files	
Generate Bills	03-Jun

**Real Estate Module Control**

Seq#	Description	Answer
4951	CASS ZP4 Software Location	c:\zfp4
4952	CASS Work Directory Location	D:\AUC_Production\admhome\casswrk
4953	RE/PP CASS File Location	z:\admhome\cass
4954	RE/PP CASS Archive File Location	z:\admhome\cass\archive

ModCtrl#      Description  
#4953          This is the folder location identifying where the “Input” or “Import” files are currently located.

Example

Path:



File:



#4954          This is the folder location identifying where the file that was just processed should be archived to.

Path:



File:



[ADM-AUC-RE-8233]

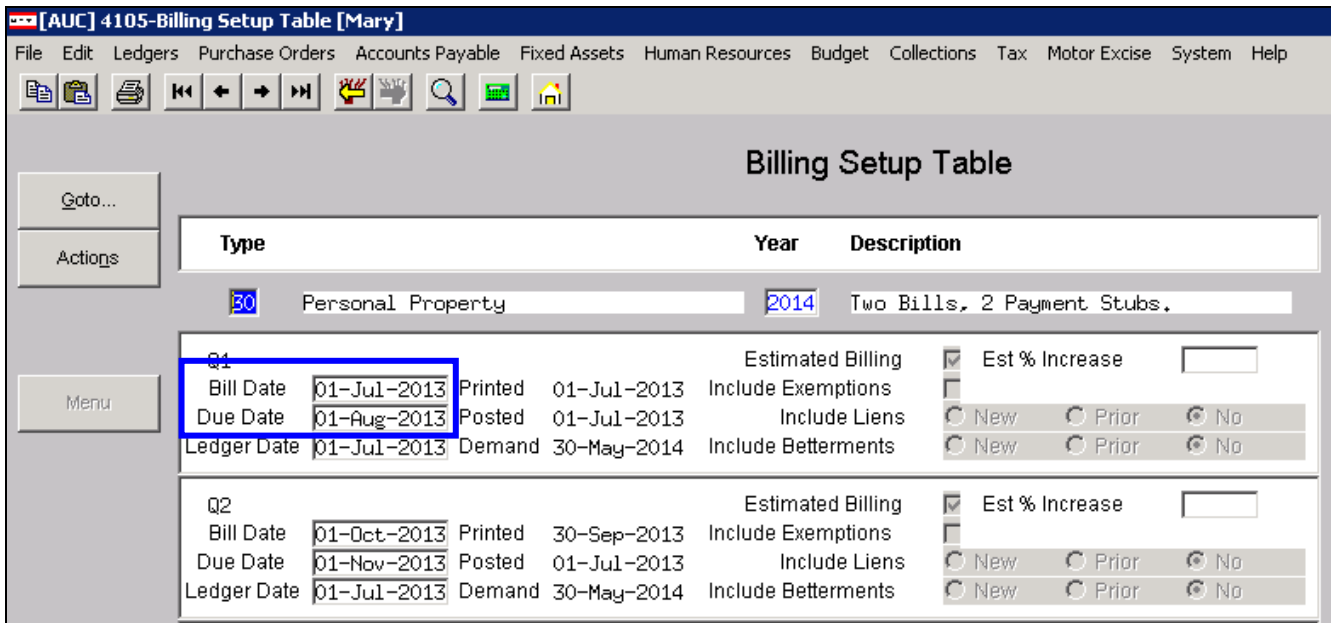
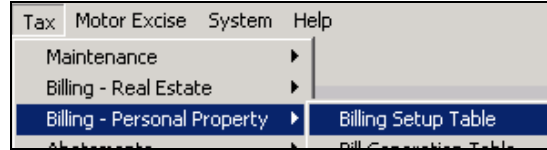
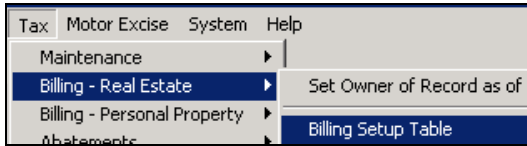
### 1.3. Billing Setup Table (Applies to RE & PP)

#### 1.3.1. Cannot Change Bill Date after process Started

Modified the Tax Roll process for both RE and PP to alert users if they have generated billing files but subsequently change the BILL DATE in the Billing Setup table. The billing files are generated using the Bill Date in the table at the time the records are created. You may not change the Bill Date after the fact without



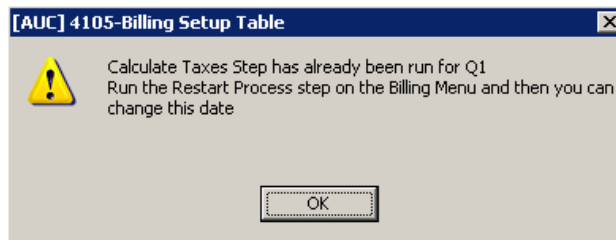
implications. If you need to change the Bill Date then you must Restart the process and build the tax roll with a new BILL DATE.



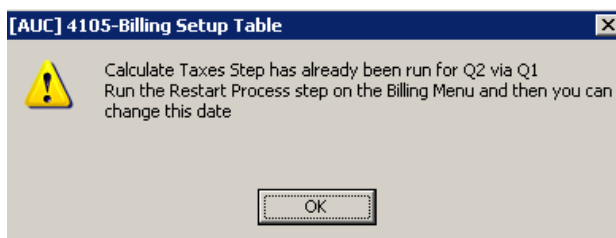
### 1.1.1.1. BILL DATE

If the Bill Date is changed after the **CALCULATE TAXES** step is run, then this message will be displayed.

If you are processing **Q1 or Q3** bills then you will see this message:



If you are processing **Q2 or Q4** bills (where the Calculate Taxes step does not apply) then you will see this message:

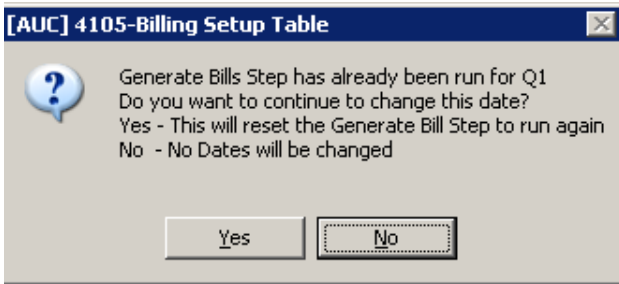




### 1.1.1.2. DUE DATE

If you have run the **GENERATE BILLS** step and then you decide to change the **DUE DATE**, the following message will be displayed.

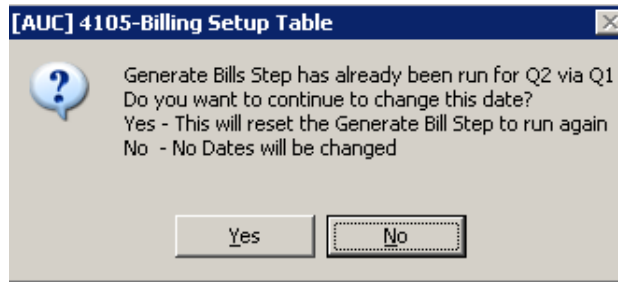
If you are processing **Q1 or Q3** bills then you will see this message:



If **NO** is clicked, then the date will revert back to the prior date and no changes will be applied.

If **YES** is clicked, the Generate Bills step (and any steps after that) will have the Date/Start/End and Success flag cleared out allowing you to re-run those steps.

If you are processing **Q2 or Q4** bills and the Due Date is changed then you will see the following message:



As with the Bill Date change, you can only change the due date field for Q2/Q4 during the Q1/Q3 processing.

[ADM-AUC-PP-3831]

## 2. REPORTS

### 2.1. Liens to Be Included in Billing Report

A change was made to this report to show any liens in the entry file that have not been submitted for billing. There are now three sections for liens – one for “Not Submitted for Billing”, a second for “Submitted for Billing” and a third “Collected for Billing”. This report is printed as part of the billing steps menu or may be printed by selecting **Tax ▶ Liens ▶ Liens to be Included in Billing**.

Totals	Amount	Interest	Total
Collector Fees			
Water Lien	53,337.04		53,337.04
Sewer Lien	29,514.02		29,514.02
Demolition Lien	50,555.20		50,555.20
Trash Lien			
Unused Lien			
	133,406.26		133,406.26
Total # Lien Parcels	251		

Figure 1 Before

Not Submitted for Billing			Submitted For Billing			Collected For Billing		
Amount	Interest	Total	Amount	Interest	Total	Amount	Interest	Total
Collector Fees								
Water Lien	452.71	452.71	52,884.33		52,884.33			
Sewer Lien	340.00	340.00	29,514.02		29,514.02			
Demolition Lien			50,215.20		50,215.20			
Trash Lien								
Unused Lien								
	792.71	792.71	132,613.55		132,613.55			
Total # Lien Parcels	251							

Figure 2 After

[ADM-AUC-RE-5451]



## 2.2. Commitment Register

Modified the commitment register to include all bills on the tax roll. Prior to this software update, any bills that had credits on a previous quarter where those credits were applied to the current billing resulting in a \$0 bill would cause those bills to be excluded from the commitment register. This has been corrected.

[ADM-AUC-RE-5447]

## 2.3. Tax Bills

The bill backers for sites that print original bills in house were updated to display FY 2015 dates.

[ADM-AUC-CRYSTAL-87]

## 3. SET OWNER OF RECORD AS OF JAN 1

Modified the process called “Set Owner of Record as of Jan 1” to set the “Last Changed Date” even if there is no change in ownership. This alerts the system that the ownership record was looked at and processed as of Jan 1<sup>st</sup>.

The image shows a sequence of three screenshots illustrating the 'Set Owner of Record as of Jan 1' process. The first screenshot shows a menu path: Tax > Billing - Real Estate > Set Owner of Record as of Jan 1. A blue arrow points from this menu item to the second screenshot, which is a dialog box titled 'Task 5100: Set Owner of Record as of Jan 1'. The dialog box contains the following fields and options: 'Required: Enter Year: Set OOR as of Jan 1' with a value of 2014; 'Required: For Billing Year' with a value of 2015; 'Run as' with radio buttons for Preview, Print, and PDF; and 'If Printing use Duplex' with radio buttons for Yes and No. There are 'Lookup', 'OK', 'Cancel', and 'Clear All' buttons at the bottom. A blue arrow points from the 'Set Owner of Record as of Jan 1' menu item to the dialog box. The third screenshot shows a 'Real Estate Owner Update' window for account 0002-0002-0000. The window displays the following information: 'Owner: DINAPOLI MICHAEL J & MICHE', 'Location: 8 GRANITE ST', 'City: BELLINGHAM', 'State: MA', and 'Zipcode: 02019-0000'. On the right side, it displays 'OWNER OF RECORD' information: 'OOR as of: 01-Jan-2014', 'OOR Set on: 04-Jun-2014', and 'Set by: Mass Update'. A blue arrow points from the 'OOR as of: 01-Jan-2014' text to the right.

Prior to this update, if there was no change in ownership then the record was left with the prior year’s date of last change. This has been corrected. If a parcel has an ownership change or not, it will be updated to reflect that the entire parcel file was processed in preparation for billing.

[ADM-AUC-RE-5446]



## 4. INTERFACES–UPLOADING LIENS

### 4.1. CUSI

The CUSI lien upload file differs from the standard template upload liens file format. ADMINS added a question to the prompt asking if the file being uploaded is from CUSI.

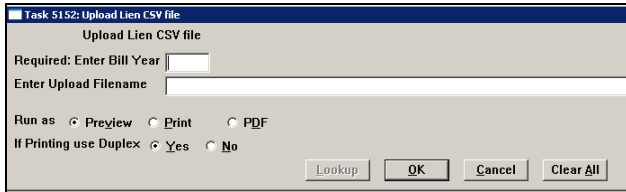


Figure 3 Before

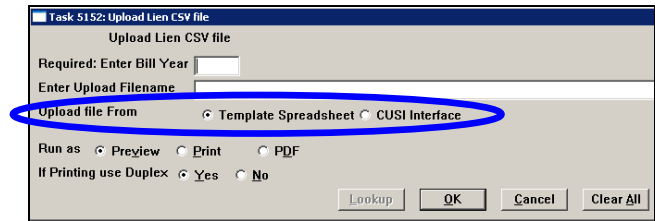


Figure 4 After

[ADM-AUC-RE-5449]

## 5. BETTERMENTS

### 5.1. Add Project

#### 5.1.1. Set Interest Date

When adding a new project the interest date should be set to the Invoice Date + 30 days. This has been corrected.

Add/Manage Projects			
<b>Project #</b>	SEWER001	Project Amount Not Posted	
<b>Description</b>	SEWER PHASE 4	<b>CI Des</b>	SEWER PHASE 4 CI
<b>Invoice Date</b>	01-Aug-2014	<b>District</b>	
<b>Interest Date</b>	31-Aug-2014	<b>Interest Rate</b>	
<b>Start Year</b>	2014	<b>Schedule Calculator</b>	
<b>Project Amt</b>			

[ADM-AUC-RE-5446]