



Personal Property Tax Billing

Release Notes

December 2023

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

Contents

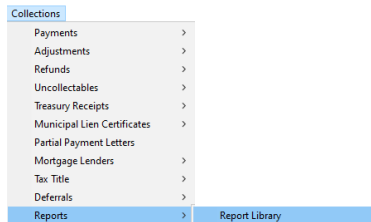
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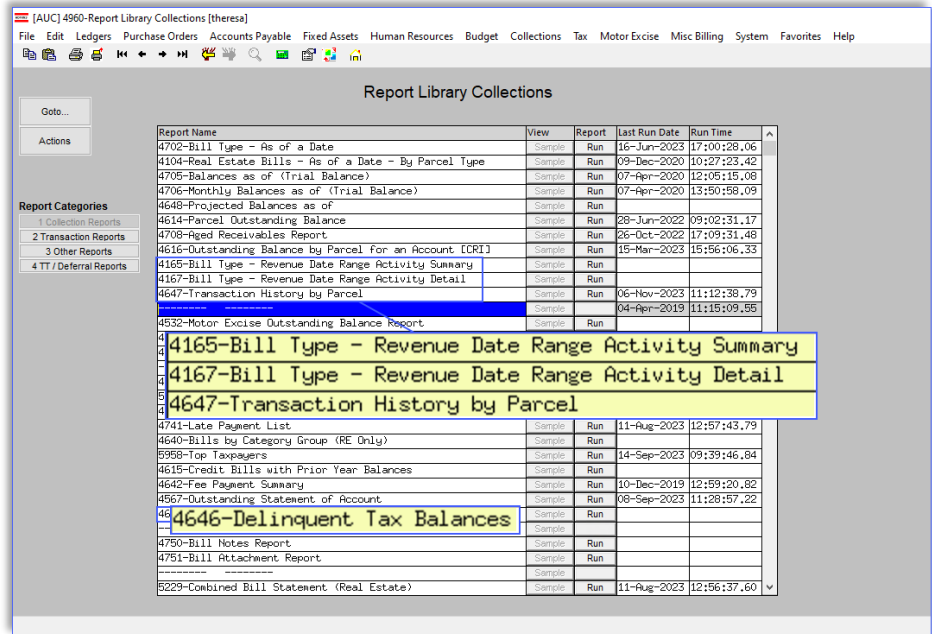
1 Reports [Enhancement]

Collections ▶ Reports ▶ [1 Collection Reports] ▶

ADMINS added new reports to the collections report library. The reports available for Personal Property are described in the sections below. To run these reports, from the menu, select:



See below for details on each.

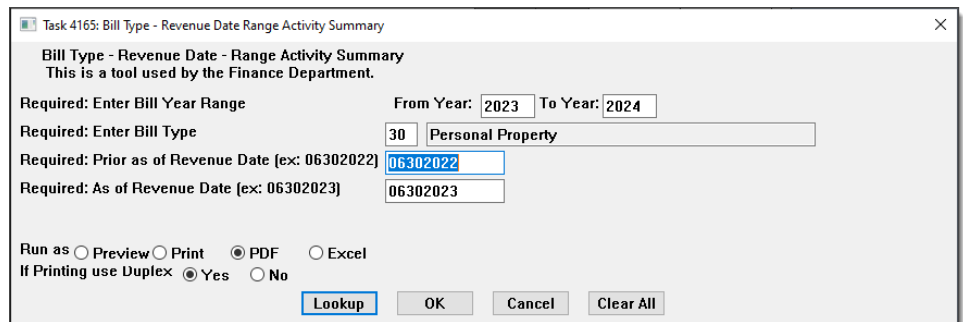
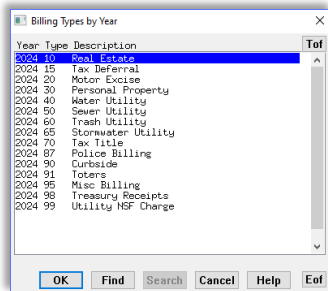


1.1 #4165 Bill Type –Revenue Date Range Activity Summary

This report requires filling in all the prompts.

- Enter Bill Year Range:
- Enter Bill Type:
- Prior as of Revenue Date:
- As of Revenue Date:

Bill Types Lookup (*some sites may not use all of these*):



This report shows **revenue** activity between two dates.

- Enter a four-digit “From” and four-digit “To” year.
- Bill Types can be entered directly or choose the type from the **Lookup**.
- The “Prior as of Revenue Date” is the old date and balance,
- The “As of Revenue Date” is the new date and balance.

E.g., for the finance director, they want to know the 06/30/2022 balance, activity, and the 06/30/2023 balance.



For a given bill type, such as “10” for Real Estate, all the categories with transactions are listed for each year.

The columns highlighted in green show the Collections and Receivable balances as of the “Prior as of Revenue Date”. The activity (Charges, Deductions, Adjustments, Abatements, Refunds, and Payments) is shown.

The two blue columns show the Collections and Receivable balances “As of Revenue Dates”.

As shown at the right, there are more bill categories with transactions in 2023 than there are in 2024.

4165-DCTENHIS_BYCAT_ASOFP2.REP Printed 04-Dec-2023 at 14:29:58 by THERESA Town of Admins
Bill Type - Revenue Date Range Activity Summary Page 1

Category	Collections Receivable		Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Collections Receivable	
	30-Jun-2022	30-Jun-2022							30-Jun-2023	30-Jun-2023
01 Tax	20818.60	20818.60	2475803.64			1937.81		2464823.34	29861.09	29861.09
33 Demand	-5.00								-5.00	
40 Tax Interest	1.10		800.93					862.08	-60.05	
2023	20814.70	20818.60	2476604.57			1937.81		2465685.42	29796.04	29861.09
01 Tax	-635.89	-635.89							-635.89	-635.89
2024	-635.89	-635.89							-635.89	-635.89
Report Total	20178.81	20182.71							29160.15	29225.20

Selection Legend: Bill Year: 2023 to 2024
Bill Type: 30
Prior As of Date: 06302022
Revenue As of Date: 06302023

Figure 1 #4165 Bill Type Revenue Date Range Activity Summary

[ADM-AUC-RC-8605]

1.2 #4167 Bill Type –Revenue Date Range Activity Detail

The Revenue Date Range Activity Detail report will take longer to run, as it will list all bills for the specified date range.

This report requires filling in all the prompts.

Enter Bill Year Range:

Enter Bill Type:

Prior as of Revenue Date:

As of Revenue Date:

This report was run as Excel®, for the years 2022-2023, for Bill Type 30, Personal Property. The “Prior” date is June 30, 2022, the “Revenue” date is June 30, 2023. A sample follows.

Task 4167: Bill Type - Revenue Date Range Activity Detail

Bill Type - Revenue Date Range Activity Detail
This is a tool used by the Finance Department.

Required: Enter Bill Year Range From Year: 2022 To Year: 2023

Required: Enter Bill Type 30 Personal Property

Required: Prior as of Revenue Date (ex: 06302022) 06302022

Required: As of Revenue Date (ex: 06302023) 06302023

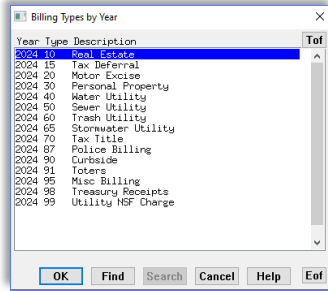
Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All



Bill Types Lookup
(sites may not use all types):



This report shows **revenue** activity between two dates.

- Enter a four-digit “From” and four-digit “To” year.
- Bill Types can be entered directly or choose the type from the **Lookup**.
- The “Prior as of Revenue Date” is the old date and balance,
- The “As of Revenue Date” is the new date and balance.

For the finance director, they want to know e.g., the 06/30/2022 balance, **activity**, and the balance as of 06/30/2023.

The blue columns show the Collections and Receivable balances as of the “Prior as of Revenue Date”.

The yellow columns show the Collections and Receivable balances “As of Revenue Dates”.

Bill Year/Bill Owner/Category	30-Jun-2022 Balance	30-Jun-2022 Balance	Charges	Deductions	Adjustments	Abatements	Refunds	Payments	30-Jun-2023 Balance	30-Jun-2023 Balance
290 2023 112489-00 PARAGO GAS GO			999.12					11,163.77		
291 2023 112490-00 PNC EQUIPMENT F			236.62					236.62		
292 2023 112491-00 CLICK LEASE LLC			652.53					652.53		
293 2023 112493-00 EXECUTIVE AUTO			849.04					849.04		
294 2023 112494-00 WENGER OMAR			1,570.80					1,570.80		
295 2023 112496-00 LOLA S LANDSCAP			4,811.82					2,750.33	2,021.49	2,021.49
296 2023 112497-00 BAIN CAPITAL DO			831.60					831.60		
297 2023 112498-00 BEEF BARN MASS			1,432.20					1,432.20		
298 2023 112499-00 BELLINGHAM URGE			384.01					384.01		
315 2023 113860-00 CLEARWATER CONG			822.36					822.36	822.36	822.36
316 2023 113870-00 AUTHENTIC MARBL			339.85					339.85	4.70	4.70
337 2023 114270-00 POSTUM EYE CARE			2,375.60					2,375.60		
338 2023 114280-00 HOMEGROWN DISTR			418.94					418.94		
339 2023 107000-00 SHOPPES LIQUORS						1,937.81	2,464,823.34		29,861.09	29,861.09
340 01 Tax	20,818.80	20,818.80	2,475,903.64						-5.00	-5.00
341 2023 100950-00 UNO REST HOLDIN			(5.00)						(5.00)	(5.00)
342 33 Demand			6.33					6.33		
385 2023 106250-00 SUN REFINING &			60.65					120.70		
386 2023 106650-00 JD RAYMOND TRAN			0.31					0.31		
387 2023 107000-00 MARTYS AUTO SER			1.40					1.40		
388 2023 107010-00 UNO REST HOLDIN			6.05					6.05		
419 2023 114280-00 HOMEGROWN DISTR			1.10					800.93	(60.05)	(60.05)
420 40 Tax Interest								862.08		
421 Total Bill Year: 2023	20,814.70	20,818.60	2,476,604.57			1,937.81	2,465,685.42		29,796.04	29,861.09
422 Report Total	40,793.30	40,797.20	2,480,319.00			1,937.81	2,500,843.91		18,330.58	18,330.63

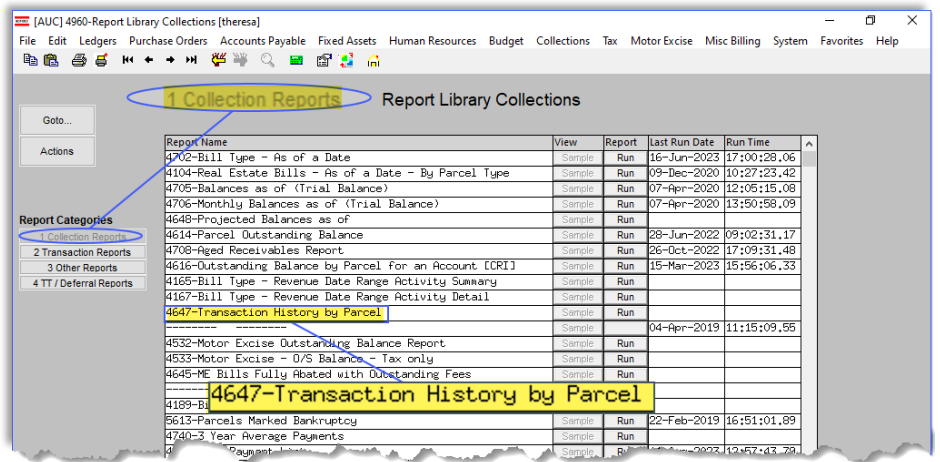
[ADM-AUC-RC-8605]

1.3 #4647 Report on Transaction History by Parcel [Enhancement]

ADMINS added a new report of Transaction History by Parcel/Account.

To run this report, select:

Collections ▶ Reports ▶ [1 Collection Reports] ▶ #4647 Transaction History by Parcel





Fill in the required Bill Type, Bill Year Range, and Parcel/Account number.

If emailing, enter the email address and any text to be included in the body of the email. **Enter the email address and email notes only if emailing; otherwise leave them blank.**

Select the format for the report – either PDF® or Excel® can be emailed.

Task 4647: Transaction History by Parcel

Transaction History by Parcel/Account

Required: Bill Type Real Estate Personal Property

Required: Enter Bill Year Range From Year: 2022 To Year: 2023

Required: Enter Parcel/Account# 112140

Optional: Enter Email Address theresa@admins.com

Optional: Enter Email Note 1 Please find an attached PDF report that shows the activity.

Optional: Enter Email Note 2 shows the activity.

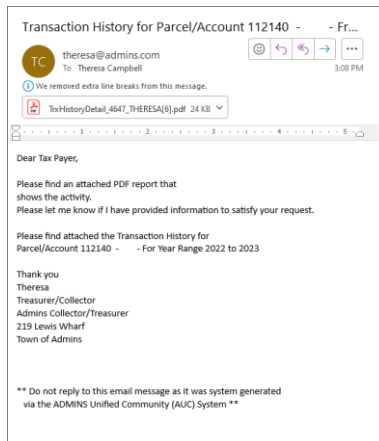
Optional: Enter Email Note 3 Please let me know if I have provided information to satisfy your request.

Optional: Enter Email Note 4 your request.

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



Town of Admins
Transaction History by Parcel

Parcel: 112140--
Location: 150 DEBROT ST
Current Owner: NATIONAL DCP LLC

Year	Date Billed	Date Due	Interest Date	Category	Description	TRX Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Balance
*** Total Bill Run 2 ***														
2023	30-Dec-2022	01-Feb-2023	02-Feb-2023	Tax	Billing	30-Dec-2022	14-Dec-2022	3,685.72	.00	.00	.00	.00	.00	3,685.72
				Tax	TAX - CITIZENS	21-Apr-2023	24-Apr-2023	.00	.00	.00	.00	.00	3,685.72	(3,685.72)
				Tax	Interest	21-Jun-2023	21-Jun-2023	111.68	.00	.00	.00	.00	.00	111.68
*** Total Bill Run 3 ***														
2023	31-Mar-2023	01-May-2023	22-Jun-2023	Tax	Billing	31-Mar-2023	14-Dec-2022	3,685.73	.00	.00	.00	.00	.00	3,685.73
				Tax	TAX - CITIZENS	21-Apr-2023	24-Apr-2023	.00	.00	.00	.00	.00	3,685.73	(3,685.73)
				Tax	Counter receipt	21-Jun-2023	21-Jun-2023	.00	.00	.00	.00	.00	.00	112.26
				Tax	Interest	21-Jun-2023	21-Jun-2023	2.20	.00	.00	.00	.00	.00	2.20
*** Total Bill Run 4 ***														
*** Total Bill# 112140-00 ***														
*** Total Bill Type Personal Property ***														
*** Total Bill Year 2023 ***														
*** Grand Total ***														

Selection Legend:
Bill Type: PP
Year Range: 2022 to 2023
Parcel/Account: 112140

A sample email is shown at left; the attachment will include a PDF® or Excel® report; PDF® is shown above.

The report is subtotaled by Bill run, bill #, Bill Type, and Bill year.

The report includes the data shown in the table below. This is for both the PDF® and the Excel® version of the report.

4647*CMREP*CTRANSRPT.REP Printed 04-Dec-2023 at 15:07:09 by THERESA

Town of Admins
Transaction History by Parcel

Parcel: 112140--
Location: 150 DEBROT ST
Current Owner: NATIONAL DCP LLC

Year	Date Billed	Date Due	Interest Date	Category	Description	TRX Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Balance
*** Total Bill Run 2 ***														
2023	30-Dec-2022	01-Feb-2023	02-Feb-2023	Tax	Billing	30-Dec-2022	14-Dec-2022	3,685.72	.00	.00	.00	.00	.00	3,685.72
				Tax	TAX - CITIZENS	21-Apr-2023	24-Apr-2023	.00	.00	.00	.00	.00	3,685.72	(3,685.72)
				Tax	Interest	21-Jun-2023	24-Apr-2023	111.68	.00	.00	.00	.00	.00	111.68
*** Total Bill Run 3 ***														
2023	31-Mar-2023	01-May-2023	22-Jun-2023	Tax	Billing	31-Mar-2023	14-Dec-2022	3,685.73	.00	.00	.00	.00	.00	3,685.73
				Tax	TAX - CITIZENS	21-Apr-2023	24-Apr-2023	.00	.00	.00	.00	.00	3,685.73	(3,685.73)
				Tax	Counter receipt	21-Jun-2023	21-Jun-2023	.00	.00	.00	.00	.00	.00	112.26
				Tax	Interest	21-Jun-2023	21-Jun-2023	2.20	.00	.00	.00	.00	.00	2.20
*** Total Bill Run 4 ***														
*** Total Bill# 112140-00 ***														
*** Total Bill Type Personal Property ***														
*** Total Bill Year 2023 ***														
*** Grand Total ***														



Table 1 Description of the Columns on the 4647 Report on Transaction History by Parcel

Column Header	Description
Year	The bill year for the transaction
Bill#	The bill number
DateBilled	Date the charges were billed
DateDue	Date the payment is due
Last_IntDate	The most recent date interest was computed on the outstanding balance
Run	The bill run (1, 2, 3, or 4 – usually, bill runs 1 & 2 are preliminary, and 3 & 4 are actual bills)
Category	The category, e.g., tax, interest, demands.
Transaction_Description	The description of the transaction, e.g., billing, counter receipt, lockbox.
Trx_Date	The transaction date
PostedDate	The date the transaction was posted (a payment could be made before the posting date)
Charges	This column shows the charges billed
Adjustments	This shows any adjustments made via an adjustment batch
Refunds	This column lists any refunds
Abatements	Any abatements to the TAX/CPA are listed here
Deductions	Other deductions are shown in this column
Payments	Payments are deducted from the balance
Transaction Balance	The balance for the transaction

The Selection Legend on the last page at the bottom of the report shows the selections when the report was run and includes a note to remind the taxpayer that interest charges will accrue on outstanding balances but are not displayed on the report.

```

-----
Selection Legend:
-----
      Bill Type: PP
      Year Range: 2022 to 2023
      Parcel/Account: 112140

      *** Please Note ***
      If there are outstanding balances due on this account then
      interest charges will accrue but are not displayed on this report.

```

[ADM-AUC-RC-8592]

1.4 #4646 Delinquent Balances

ADMINS added a report of delinquent balances, which can be run for a range of years, and is available for either Real Estate or Personal Property tax.



Enter the required **Bill Year Range**. For a report that includes bills for a single year, use the same year in both the **“From Year”** and **“To Year”** fields.



Note: the greater the range of bill years – the longer the report will take.

As of Date – this is for calculation of interest. Any Bill that has a due date prior to this date will have interest calculated.

Minimum Balance Due to select – Enter a dollar amount; the minimum is \$1.00. This will limit the report to delinquencies greater than the amount specified.

See below for information on what will be printed based on the radio button selected for **“Bill Type”**.

Some sites total by Account # or NAMEID; if so, the report will list the information, but the total will be on the Account number instead of the bill number.

Each column of the report is described in the table below. The same columns are printed when selecting **☑ Run as Excel®** or **PDF®**.

4646-RECHLPTAXBAL.REP Printed 05-Dec-2023 at 12:35:08 by THERESA Town of Adeline Delinquent Tax Balances Page 1

Account ID	Location	Current Owner	Type	Year Bill#	Net Charged	Interest/Pen	04-Dec-2023 Balance	Bill Due	Past Due
101150	589 SOUTH MAIN ST	POMKIN BIRD THE	Personal Property 2022	112432-00	273.19	78.61	351.80	02-Aug-2021	351.80
			Total For 101150	-	-	-	351.80	-	351.80
101950	21 NORTH MAIN ST	BELLEGRAM GABBY COHEN INC	Personal Property 2022	112282-00	943.58	189.09	999.12	01-Feb-2022	999.12
			Total For 101950	-	-	-	999.12	-	999.12
104500	1040 PILARSKI BLVD	NEW TREE CARE & MANAGEMENT IN	Personal Property 2022	104500-00	426.86	177.12	803.98	02-Aug-2021	803.98
			Total For 104500	-	-	-	803.98	-	803.98
108130	15 NORTH MAIN ST	HUBBER CHICKEN COMICS	Personal Property 2022	108130-00	223.66	33.33	341.69	01-Feb-2022	341.69
			Total For 108130	-	-	-	341.69	-	341.69
109910	33 RAMBOW RD	JOE'S TREE SERVICE	Personal Property 2022	109910-00	270.79	77.51	348.30	02-Aug-2021	348.30
			Total For 109910	-	-	-	348.30	-	348.30
*** Grand Total ***								4,438.00	4,438.00

Selection Legend:
Bill Year Range: 2022 to 2022
Interest Thru: 04-Dec-2023
Minimum Balance: 1.00

Figure 2 Sample Delinquent Tax Balances report run as PDF®

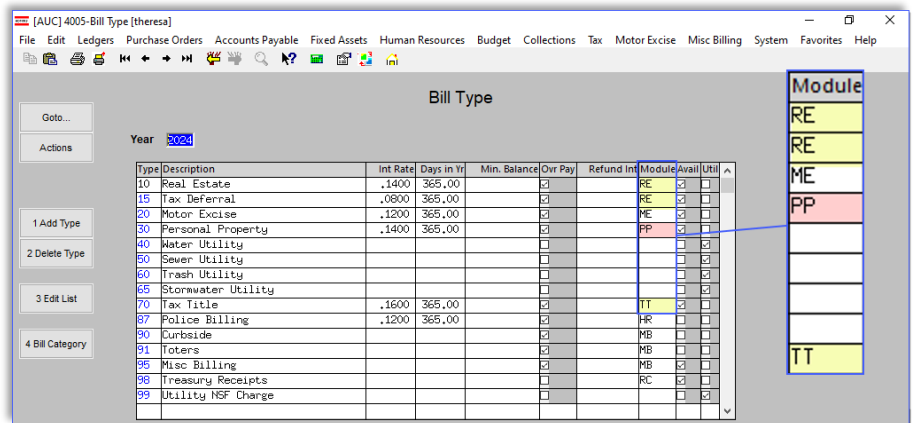
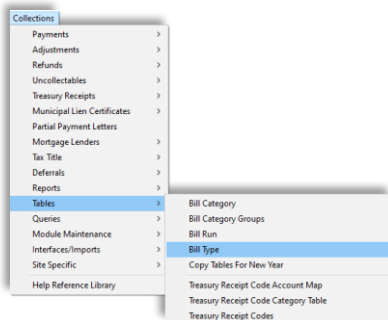
Column Header	Description / How it is used
Parcel ID	The parcel number (for Real Estate) or the Account number (for sites using “NameID” and for Personal Property)
Location	The street name for the parcel
Current Owner	The current owner as shown for the parcel
Type	The type of tax. In this example, both Real Estate and Tax Title are shown; if any parcels were outstanding that were in Tax Deferral, they would also be listed (based on the module type as shown in the bill table).
Year	The year of the bill. Notice in the report that some parcels show two types – one for Tax Title and one for Real Estate.



Column Header	Description / How it is used
Bill #	The bill number
Net Charged	Net amount charged
(Date)/Interest – Fees	Any New Interest + Unpaid Interest + Fees
Balance	Total Balance –includes amounts not yet past due– this is the total balance on the bill
Bill Due (Date)	The Due Date of the bill when issued
(Amount) Past Due	Past Due–is the amount past the due date and outstanding

1.4.1 What Bill Types will be Included?

The report will check the value in the **Bill Type Table – Module** column to decide if the bill type should be included in the report. If the MODULE column has **RE** or **TT** (tax title), the type will be included in the Real Estate Tax Delinquent Balances report.



If the **Real Estate Tax** radio button is selected, the report will list any delinquent accounts that meet the year bill range and minimum balance criteria for all the listed modules. Select **Personal Property** to include anything with a PP in the MODULE column of the Bill Type table.

Figure 3 The Bill Type table defines which modules will be reported on the Delinquent Tax Balances report

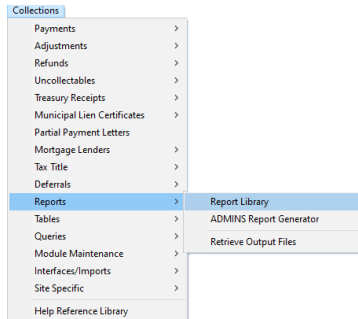
[ADM-AUC-RC-8613]



1.5 #4096 Report Optional Bill Year Selection [Enhancement]

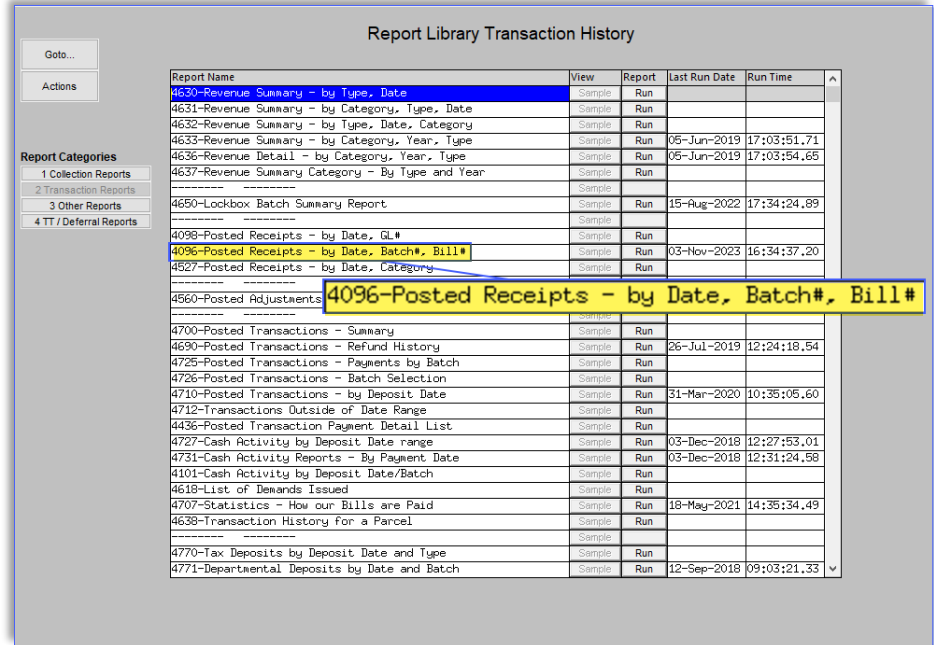
The collector’s office sometimes needs to report on transactions for a specific year tax bill.

To provide that option, **ADMINS** enhanced the #4096 Posted Receipts by Post Date, Batch & Bill Number report to include an optional filter by bill year.



To run the report, from the menu, select:

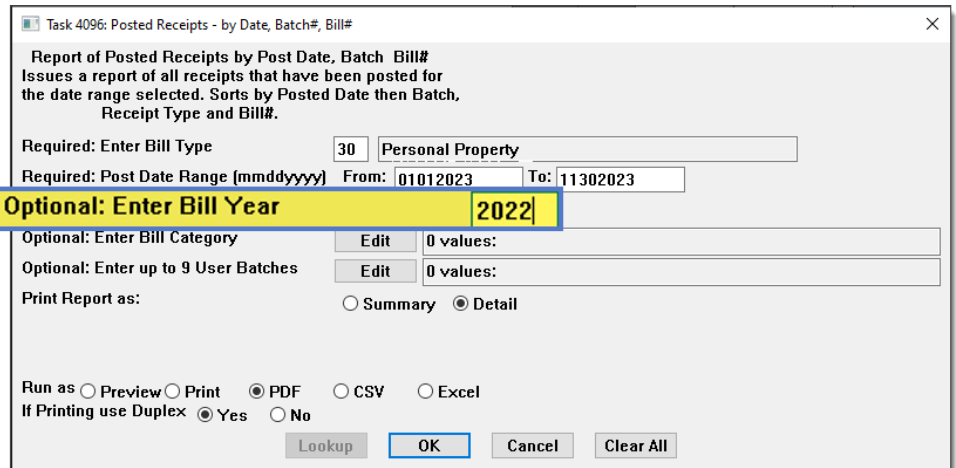
Collections ▶ Reports ▶ Report Library ▶ [Transaction Reports]



The required Bill Type and Date Range prompts must be filled in. Optionally, enter a bill year to restrict the report to only transactions for that bill year.

Other optional filters include selecting up to nine Bill Categories, and up to nine User Batches.

The report may be run in Summary or Detail.





The report is available to run as PDF, CSV, or Excel. The PDF version is shown.

4096-RCRCPOTRFR.REP Printed 04-Dec-2023 at 15:54:59 by THERESA Town of Admins
Posted Receipts - by Date, Batch#, Bill#

Receipts Posted On: 14-Sep-2023

Batch#	Bill#	Trx Description	Type	Cash	Check	Other	Change	Paid	Pay Date	Rev Date
PP 0914236S	102570-00	Tax	CRC	153.88				153.88	13-Sep-2023	14-Sep-2023
PP 0914236S	102570-00	Demand	CRC	5.00				5.00	13-Sep-2023	14-Sep-2023
PP 0914236S	102570-00	Tax Interest	CRC	29.45				29.45	13-Sep-2023	14-Sep-2023
*** Total *** Bill Year: 2022				188.33				188.33		
*** Total *** Bill Year: 2022				188.33				188.33		
*** Total *** Batch#: 0914236S				188.33				188.33		
*** Grand Total *** Posted On 14-Sep-2023				188.33				188.33		

*** Grand Total *** From 01012023 thru 11302023

Bill Type	Cash	Check	Other	Change	Total Paid
Personal Property	458.72	16413.06			16871.78

Selection Legend:
Bill Type: 30 Personal Property
Batch#: 01012023 to 11302023
Bill Year: 2022

Figure 4 Report #4096 with optional Bill Year Filter applied, run as PDF

[ADM-AUC-RC-8560]