Personal Property Tax Billing

Release Notes December 2023

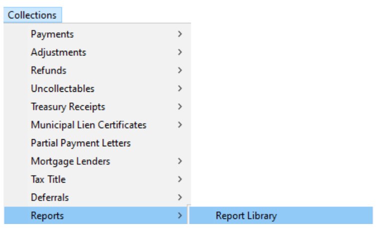
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

Contents

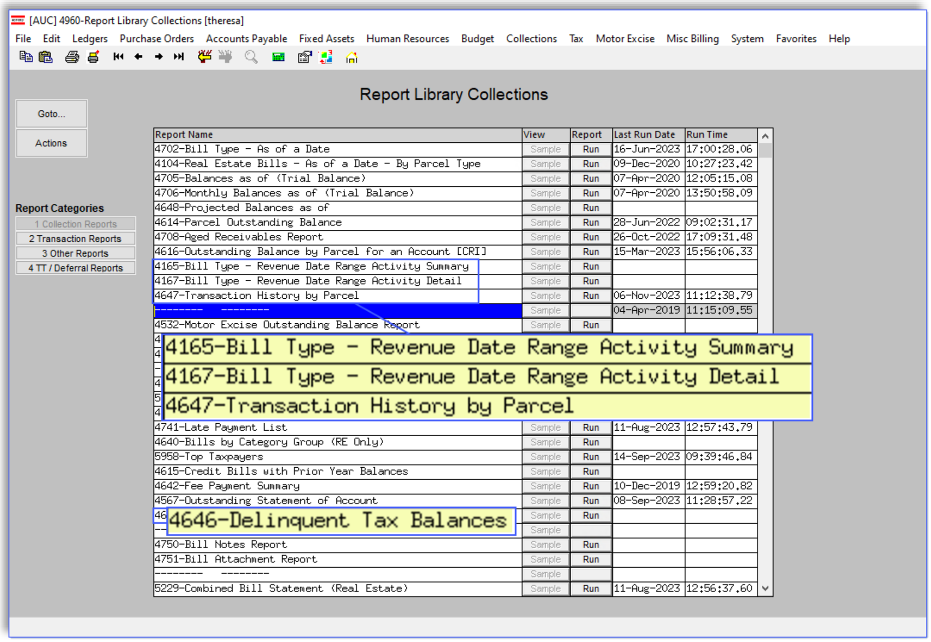
1 Reports [Enhancement]

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:



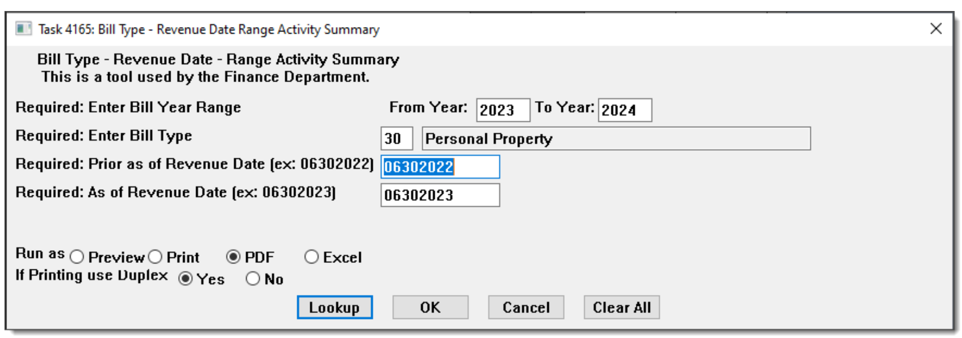
See below for details on each.



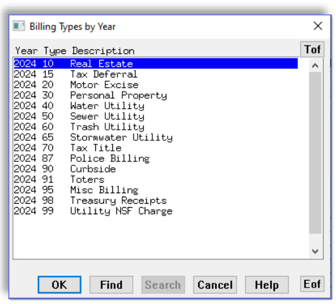
1.1 #4165 Bill Type –Revenue Date Range Activity Summary

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.

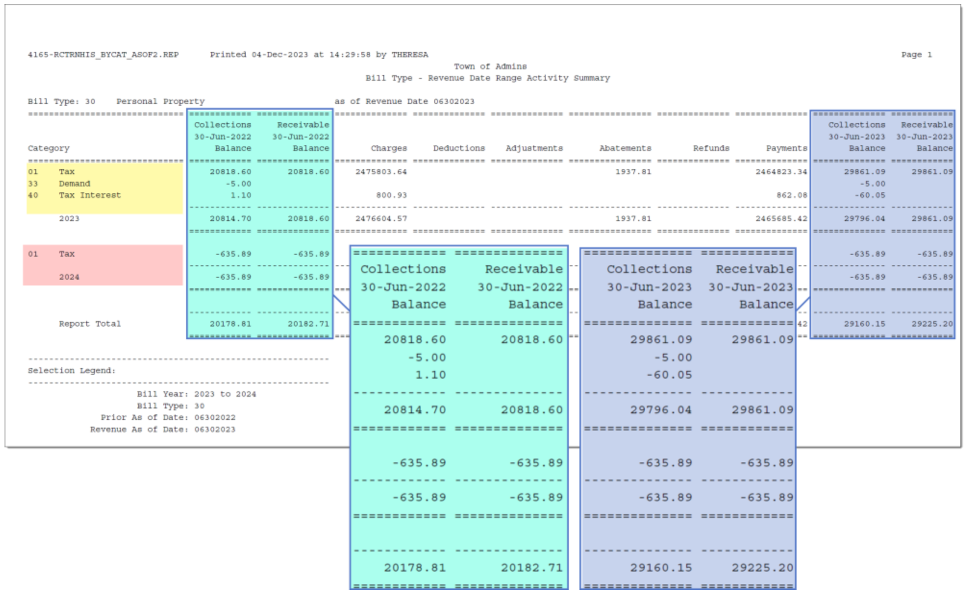


Figure 1 #4165 Bill Type Revenue Date Range Activity Summary

[ADM-AUC-RC-8605]

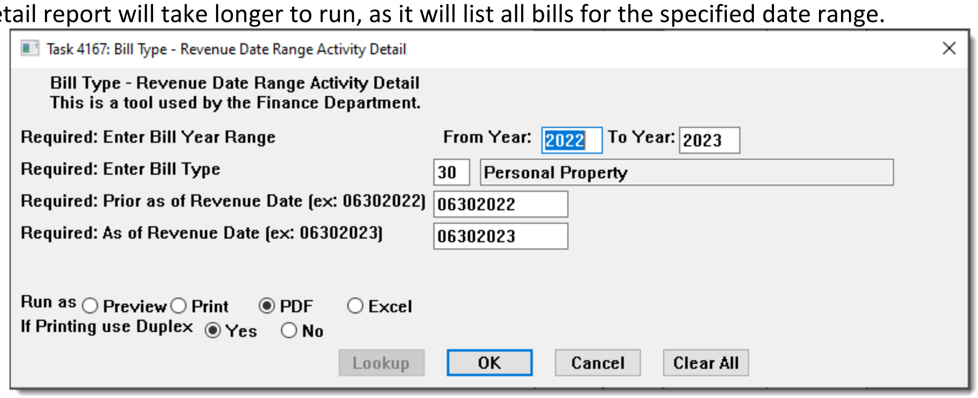
1.2 #4167 Bill Type –Revenue Date Range Activity Detail

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

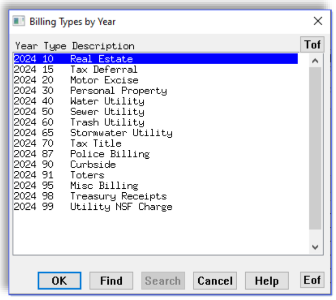
This report requires filling in all the prompts.

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.



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



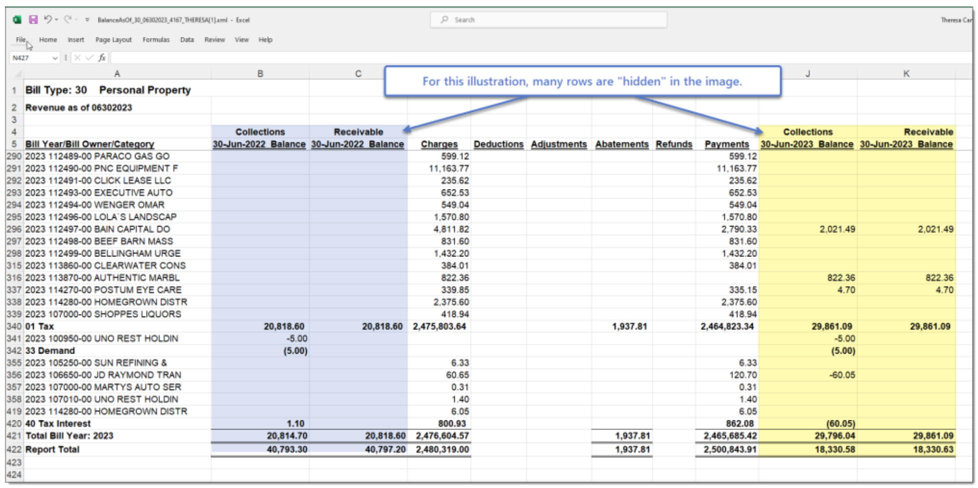
This report shows ***revenue*** activity between two dates.

- 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".



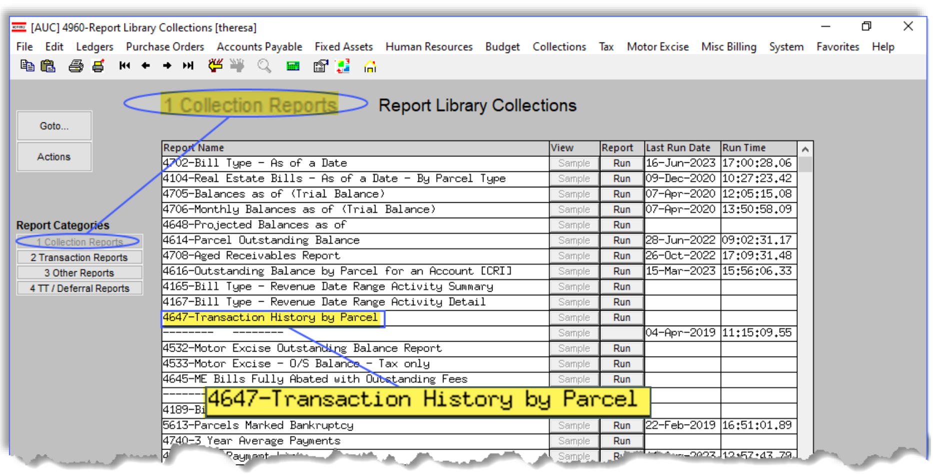
[ADM-AUC-RC-8605]

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:

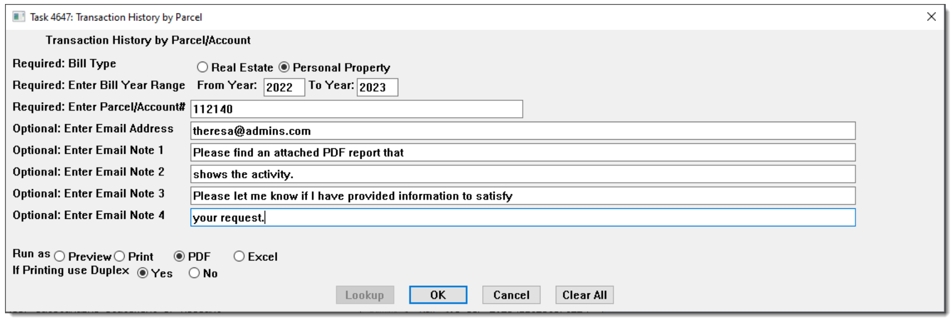
Collections ▸ Reports ▸ [1 Collection Reports] ▸ #4647 Transaction History by Parcel

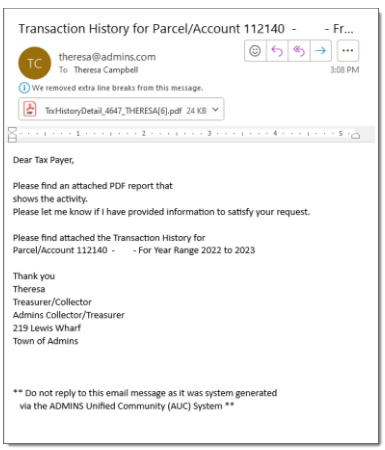


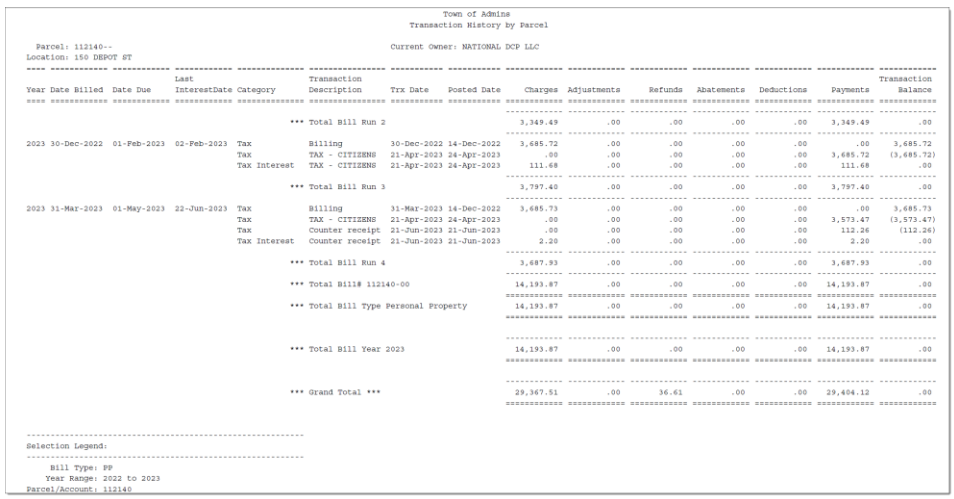
Fill in the required Bill Type, Bill Year Range, and Parcel/Account number.

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.







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.

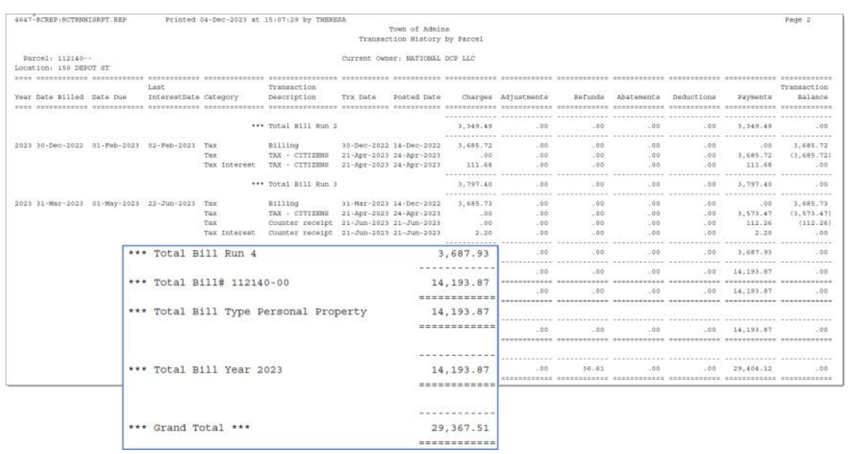


Table 1 Description of the Columns on the 4647 Report on Transaction History by Parcel

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.

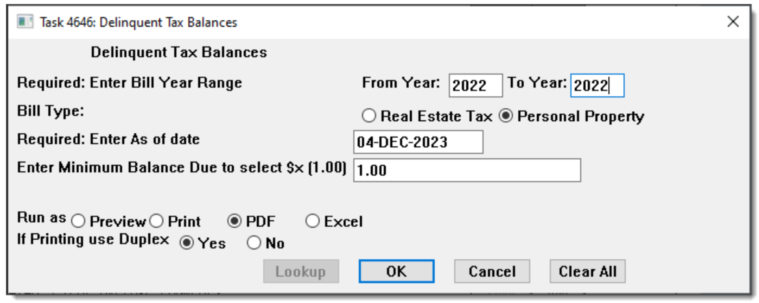
```
----------------------------------------------------------
Selection Legend:
----------------------------------------------------------
     Bill Type: PP
    Year Range: 2022 to 2023
Parcel/Account: 112140

                *** 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.

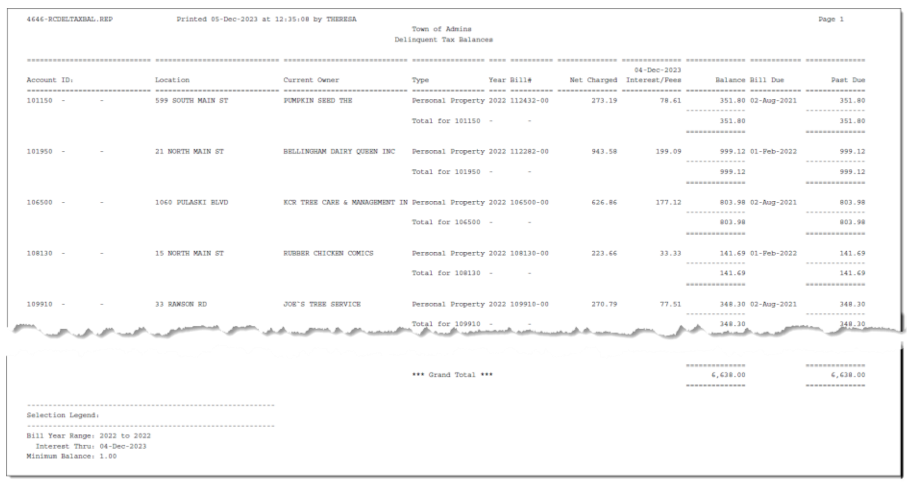
As of Date – this is for calculation of interest. Any Bill that has a due date prior to this date will have interest calculated.

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-RCDELTAXBAL.REP Printed 05-Dec-2023 at 12:35:08 by THERESA Page 1

Town of Admins
Delinquent Tax Balances

Account ID:	Location	Current Owner	Type	Year	Bill#	Net Charged	04-Dec-2023 Interest/Fees	Balance	Bill Due	Past Due
101150 - -	599 SOUTH MAIN ST	PUMPKIN SEED 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	BELLINGHAM DAIRY QUEEN INC	Personal Property	2022	112282-00	943.58	199.09	999.12	01-Feb-2022	999.12
			Total for 101950	-	-			999.12		999.12
106500 - -	1060 PULASKI BLVD	KCR TREE CARE & MANAGEMENT IN	Personal Property	2022	106500-00	626.86	177.12	803.98	02-Aug-2021	803.98
			Total for 106500	-	-			803.98		803.98
108130 - -	15 NORTH MAIN ST	RUBBER CHICKEN COMICS	Personal Property	2022	108130-00	223.66	33.33	141.69	01-Feb-2022	141.69
			Total for 108130	-	-			141.69		141.69
109910 - -	33 RAWSON 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 ***					6,638.00		6,638.00

Selection Legend:

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

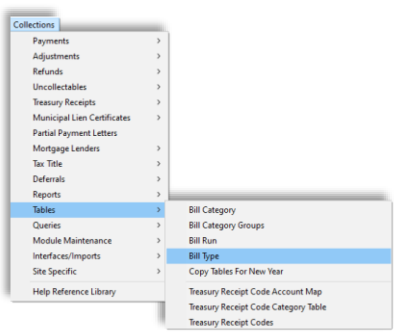
Figure 2 Sample Delinquent Tax Balances report run as PDF®

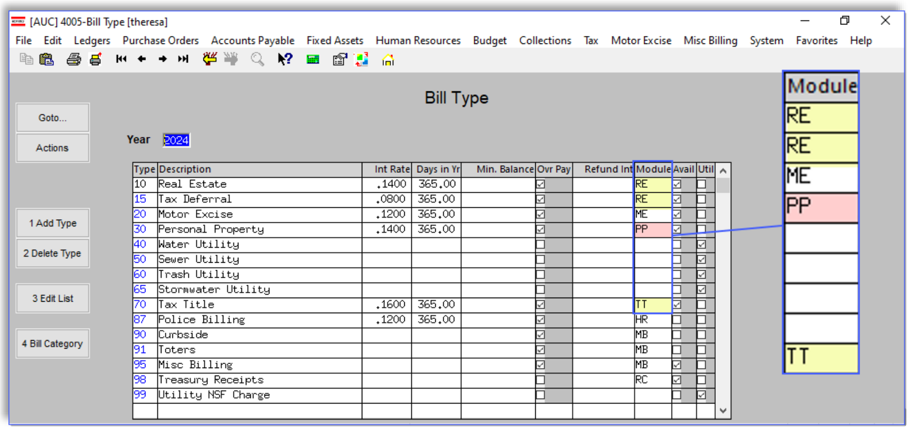
Column Header	Description / How it is used
Parcel ID	The parcel number (for Real Estate) or the **Account number** (for sites using "NameID" and for **Personal Property**)
Location	The street name for the parcel
Current Owner	The current owner as shown for the parcel
Type	The type of tax. In this example, 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.

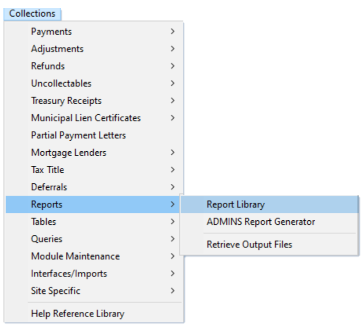
Figure 3 The Bill Type table defines which modules will be reported on the Delinquent Tax Balances report

[ADM-AUC-RC-8613]

1.5 #4096 Report Optional Bill Year Selection [Enhancement]

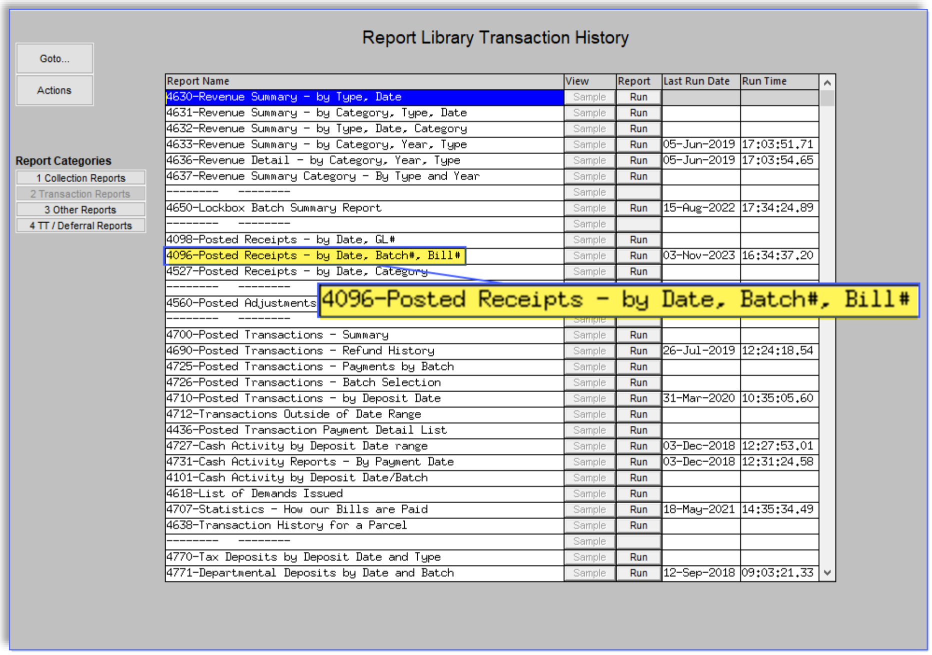
The collector's office sometimes needs to report on transactions for a specific year tax bill.

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:

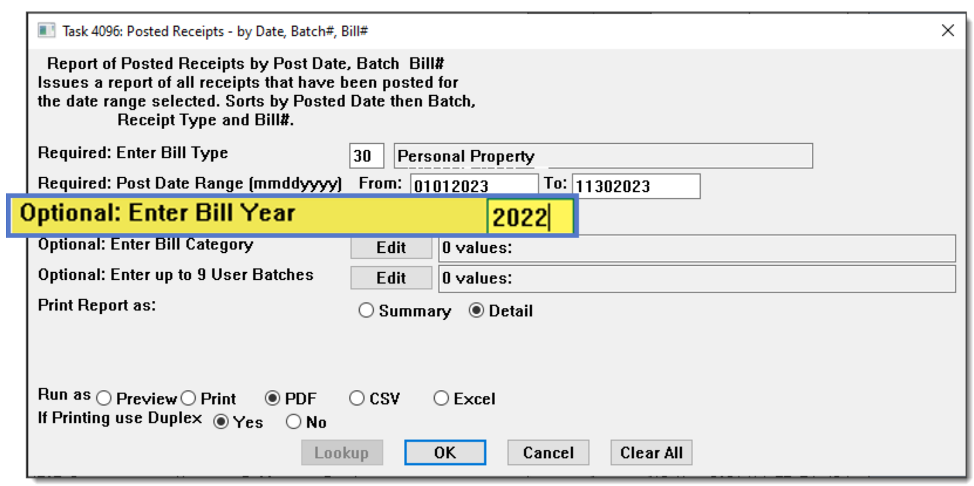
Collections ▶ Reports ▶ Report Library ▶ [Transaction Reports]



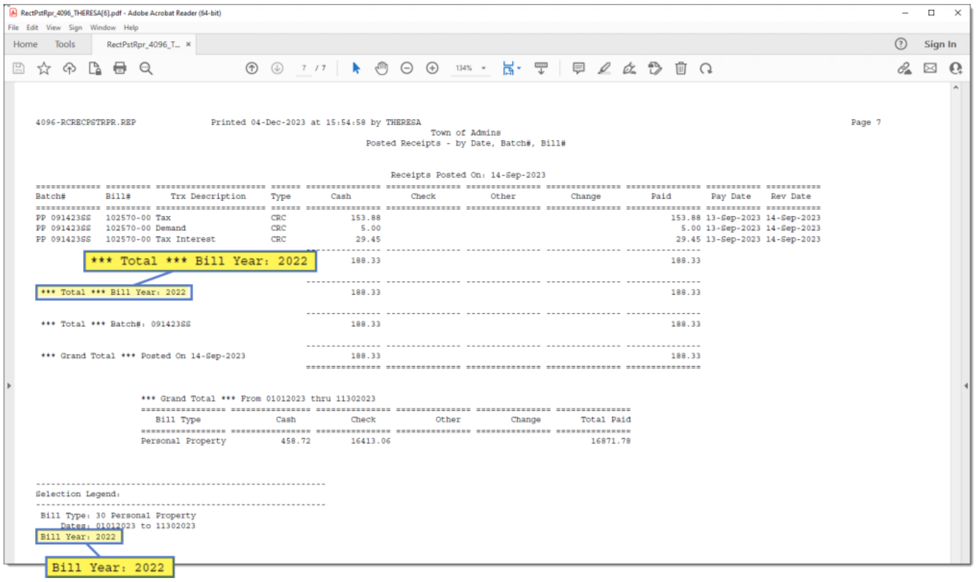
The required Bill Type and Date Range prompts must be filled in. Optionally, enter a bill year to restrict the report to only transactions for that bill year.

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-RCRECPSTRPR.REP Printed 04-Dec-2023 at 15:54:58 by THERESA Page 7

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 091423SS	102570-00	Tax	CRC	153.88				153.88	13-Sep-2023	14-Sep-2023
PP 091423SS	102570-00	Demand	CRC	5.00				5.00	13-Sep-2023	14-Sep-2023
PP 091423SS	102570-00	Tax Interest	CRC	29.45				29.45	13-Sep-2023	14-Sep-2023
*** Total *** Bill Year: 2022				188.33				188.33		
*** Total *** Batch#: 091423SS				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
Dates: 01012023 to 11302023
Bill Year: 2022

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

[ADM-AUC-RC-8560]

