



PERSONAL PROPERTY TAX

RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PERSONAL PROPERTY TAX** system and installed on your site in June 2015.

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1. E-BILLING VIA UNIBANK

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). The following sections provide a broad overview of how this is implemented. A more detailed document specific to E-Billing Via Unibank will be added to the help reference libraries during the summer of 2015.

While many of the changes are not visible to the end-user, some of the overt changes include:

1.1. Table Setup

A new option has been added to the Bill Generation table allowing the designation of bills being Printed and Emailed via Unibank. This means that a file of data will be produced and delivered to Unibank. Unibank will then load this file into their systems and distribute bills either via printed paper copy or email (based on the enrollees desired delivery method and the site specification).

1.2. File Location

Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:



Seq#	Description	Answer
5107	[Unibank] Upload E-Billing Import Folder	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER 1 Edit

1.3. Upload the File

To upload the enrollee data from Unibank, select **Tax > Interfaces Imports > Unibank EBilling Enrollee Upload**.



You will see the following prompt:

Task 5143: Unibank EBilling Enrollee Upload

Unibank EBilling Enrollee Upload

Enter Upload Filename: D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\UNIEBLPPSIGNUP.CSV

Parcel Segment Separator: Dash [-] Slash [/]

Uploading: Real Estate Personal Property

Buttons: Lookup, OK, Cancel, Clear All

- Use the lookup to select the file received from Unibank
- Select the appropriate parcel segment separator
- Select Personal Property

Once you click on OK, a report will appear listing the enrollees. Click on OK to post the enrollees.

5145-REUNIEBLOADED.T.REP Printed 03-Jun-2015 at 12:58:13 by THERESA Page 1
Town of ADMINS
Upload EBilling Enrollee Edit Report

Row	Account	Personal Property Enrollees	Owner
1	100020--		PARADY CAROLE
2	100070--		CHRIS REMILLARD
3	100080--		BLOCH STEPHAN R
Total Enrollee Count		3	

Upload Enrollee Records

Are you ready to post enrollees?
Click YES to Post Enrollees
Click NO to cancel

Buttons: Yes, No

When the file is processed in AUC, this flag is automatically set to indicate which accounts are receiving their Personal Property tax bill via e-mail. The email address (when supplied by Unibank) is updated.



Personal Property Account Update Current Owner

Account: 100080
DBA Name: BLOCH STEPHAN R

Location#: [] Street#: []
Street: [] Unit: []
City: BELLINGHAM State: MA Zipcode: 02019-0000

Current Owner: BLOCH STEPHAN R
745 SOUTH MAIN ST
BELLINGHAM, MA 02019-0000

1 Prop Codes 2 Deductions 3 Values 4 Bill History 5 Custom Fields 7 Revised Values

Neighborhood: [] Square Feet: [] Year Dropped: 2009

Multiple Bills?: [] District Code: 1 Town of Bellingham

Account on E-billing: Yes No

9 Edit Note

When accounts enroll in e-billing (via a 3rd part provider), this flag gets set to Yes.

1.4. Interfaces/Imports

Subsequent to the initial enrollment, prepare a daily balance file and submit to Unibank.

Interfaces/Imports

- Treasury Receipt Code Upload
- Treasury Receipt Code Conversion - Unified Comm.
- Create Unibank Daily Balance File
- Create Bill Trust Daily Balance File
- Create UniBank E-billing Daily Balance File**

This works the same way as the Create Unibank Daily Balance File.

Create UniBank E-billing Daily Balance File

Include Real Estate / Personal Property Years

RE Bill Year: 2015 Check to include All Years (leave Bill Year and Checkbox blank to exclude from Selection)
PP Bill Year: 2015 Check to include All Years

Create output file as... 1 File Separate File(s)

Include Motor Excise Years Check to include All Years and all commitments (Create output as 1 File)

Year	Commt#	Seq#	Create output file as...
1	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
2	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input type="radio"/> 1 File <input type="radio"/> Separate File(s)

Include Misc Billing Years

Misc Bill Year: 0000 Check to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)

5 Create Daily Balance File

[ADM-AUC-RC-8276]



2. REPORTS

2.1. Report of Excluded Bills

The billing process generates a report of bills excluded due to low value or a zero balance. A charge column was added to the report to aid in balancing the billing.

	A	B	C	D	E	F	G
1							
2	Bills excluded that are within bill print exclusion range and will NOT be printed for Quarter 4						
3							
4	Sequence#	Bill #	Owner	Location	Balance Due	Total Balance	Net Value
5	Bills Excluded due to Value Below 1,000						
45	1,202	002024-00	EXCEL GLOBAL LOGISTICS INC	13 CENTENNIAL DR	-150.18		-150.18
46	1,203	002026-00	AIR EXPRESS INT'L	13 CENTENNIAL DR	-3,297.56		-3,297.56
47	1,249	002028-00	DIASORIN INC	200 CORPORATE PL	-549.12		-549.12
48	1,161	002034-00	NEXTRAV LLC	100 LAKELAND PARK DR	-128.40		-128.40
49	869	002203-00	CAMG INC	10 FIRST AVE	-7.70		-7.70
50							
51	Bills Excluded due to Value Below 1,000						
52					-21,908.50		-21,908.50
53							
54	Bills Excluded due to Total Balance equal Zero						
55							
56		66 000004-00	COLONIAL MANOR ASSOCIATES	76 MAIN ST R			
57		1,271 000012-00	BATH AND BODY	0 NORTH SHORE MALL			2,680

Figure 1 Before

	A	B	C	D	E	F
1						
2	Bills excluded that are within bill print exclusion range and will NOT be printed for Quarter 4					
3						
4	Sequence#	Bill #	Owner	Location	Charges	Balance
5	Bills Excluded due to Balance From .01 To 5.00					
6						
7	1,885	003004-00	SCITUATE FEDERAL SAVINGS BANK	STONEHEDGE RD	2.89	
8	3,887	005165-00	FAIRVIEW PARK FOREST REV TRUST	10 JOSEPH ROSENFELD WY	0.77	
9	3,888	005166-00	FAIRVIEW PARK FOREST REV TRUST	14 JOSEPH ROSENFELD WY	0.73	
10	5,182	006540-00	CARRIER, CLAIRE C	CARRIER ST	0.92	
11	5,382	006766-00	FOUR NINETY FIVE ASSOCIATES	ROUTE 495	4.34	
12						
13	Bills Excluded due to Balance From .01 To 5.00					
14					9.65	
15						
16	Bills Excluded due to Total Balance equal Zero					
17						
18	3,614	004877-00	CC ESTATES LTD PARTNERSHIP	SOUTH MAIN ST		
19	4,873	006214-00	BELLINGHAM LLC,	LAFAYETTE ST		
20	4,874	006215-00	BELLINGHAM LLC,	LAFAYETTE ST		
21	5,436	006832-00	SPEAR, CHARLES + MURIEL	WINTER ST		
22	6,091	007548-00	CC ESTATES LTD PARTNERSHIP	SOUTH MAIN ST		
23	6,285	007750-00	RINFRETTE, JEFFREY M	PULASKI BV		
24	6,315	007780-00	A & E REALTY TRUST	PULASKI BV		
25						
26	Bills Excluded due to Total Balance equal Zero					
27						
28	Grand Total					9.65
29						
30	Options to Exclude from Bill Printing:					
31	=====					
32	Exclude Zero Balance Bills: All					
33	Exclude Credit Balance Bills: No					
34	Exclude Balance in Range: From .01 To 5.00					

Figure 2 After



Here are the two reports being compared:

TedRE - BillFileSum_5557_KATHY[11]

File Edit Format Options

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¶11S
5557-RECREBILSUM.REP Printed 02-Apr-2015 at 10:34:14 by KATHY Page 1

Town of ADMINS

To the City Auditor:

New amounts due for Real Estate Tax are listed below. These amounts have been committed to the City Treasurer/Collector for collection.

	Q1	Q2	Q3	Q4	Total
Bill Date	01-Jul-2015	01-Oct-2015	02-Jan-2016	03-Apr-2016	
Due Date	03-Aug-2015	02-Nov-2015	02-Feb-2016	03-May-2016	
ASSESSMENT					
Tax	7,071,044.24	7,071,036.24	7,047,863.02	7,047,895.15	28,237,838.65
CPA	73,026.79	73,026.79	75,750.49	75,781.20	297,585.27
Gross Tax	7,144,071.03	7,144,063.03	7,123,613.51	7,123,676.35	28,535,423.92

TedRE - RE_2016_4_ExportList_KATHY[1]

File Edit Format Options

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¶100
- Printed 02-Apr-2015 at 10:43:38 by KATHY Page 1

Town of ADMINS

REPORT TOTAL

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Bill Year	2016				
Bill Run	4				
Count	6,387				
Bill Date				03-Apr-2016	
Due Date				03-May-2016	
Interest Date				04-May-2016	
ASSESSMENT					
Tax	7,070,622.32	7,070,614.32	7,048,280.59	7,048,312.71	28,237,829.94
CPA	73,026.33	73,026.33	75,750.49	75,781.18	297,584.33
Gross Tax	7,143,648.65	7,143,640.65	7,124,031.08	7,124,093.89	28,535,414.27
Dropped Bills			6,588.10	6,588.15	13,176.25
Escrow Gross Tax	7,143,648.65	7,143,640.65	7,130,619.18	7,130,682.04	28,548,590.52

The billing generates the Bill File Summary report and the Export List reports. The Gross Tax will differ by the amount of the charges due to dropped bills. By providing the Charges column with a total, the report may be used to validate the difference in these two reports.

$$\begin{array}{r}
 28,535,423.92 \\
 28,535,414.27 \\
 \hline
 9.65
 \end{array}$$

[ADM-AUC-PP-3838]



3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

Not applicable for this software update.