



REVENUE COLLECTIONS

RELEASE NOTES – DECEMBER 2020

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) REVENUE COLLECTIONS** system.

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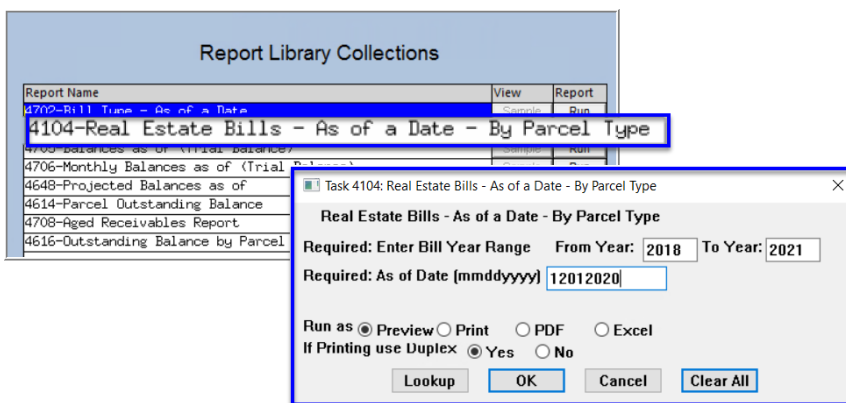
1. REPORTS [Enhancement]

This new report #4104 provides a summary of real estate bills for a year range, as of a date ¹, by parcel type, and bill category.

1.1. #4104 Real Estate Bills–As of a Date–By Parcel Type

The report provides ² subtotals for type within each year; subtotals for each year and provides a ³ grand total for all years. To run the report, go to:

Collections ▶ Reports ▶ Report Library ▶ Collections Reports ▶ #4104 Real Estate Bills – As of a Date – By Parcel Type



Enter the required **Bill Year Range** – if a single year is to be reported on, enter the same year in both the **“From Year:”** and **“To Year:”** fields. Enter the required **As of Date** or select it from the drop-down calendar using the **[Lookup]** button. The report columns are described below:

1.1.1. Column Descriptions

Column	Description
A	Year The year of the bill – the data will be sorted by bill year.
B	Parcel Type The type of parcel as listed in the Tax ▶ Tables ▶ Parcel Class Table. The class numbers and descriptions shown here are for Massachusetts; check the table to see the description of the parcel class. A subtotal for each class is printed on the report. ² A subtotal for each year is printed on the report.
C	Category The tax category number and description of the tax

Class	Description
0	Mixed-Use
1	Residential
2	Open Space
3	Commercial
4	Industrial
5	Personal Property
6	Forestry
7	Agricultural
8	Chapter Land
9	Exempt



Column	Description
D	Charges The dollar amount charged for the parcel class
E	Adjustments The dollar amount of adjustments for the parcel class
F	Refunds The dollar amount of refunds for the parcel class
G	Abatements The dollar amount of abatements for the parcel class
H	Deductions The dollar amount of deductions for the parcel class
I	Payments The dollar amount of payments for the parcel class
J	Balance The balance remaining for the parcel class

1.1.2. Excel® Format

As of 09-Dec-2020

Year	ParcelType	Category	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Balance
2019	7	01 Tax	506.59					506.59	
2019	7	40 Tax Interest	0.02					0.02	
2019	7	Agricultural	506.61					506.61	
2019	8	01 Tax	2,215.37					2,215.37	
2019	8	40 Tax Interest	34.21					34.21	
2019	8	Chapter Land	2,249.58					2,249.58	
2019			36,144,342.64	(155,716.59)	55,642.68	24,407.42	324,907.89	35,522,296.44	172,656.98
2020	9	01 Tax			548.74			1,164.05	-615.31
2020	9	05 Water Lien	271.82						271.82
2020	9	06 Water Ln Cl	153.49						153.49
2020	9	09 Trash Lien	570.00						570.00
2020	9	40 Tax Interest	161.94					161.94	
2020	9	Exempt	1,157.25		548.74			1,325.99	380.00
2020			37,857,126.29		78,637.59	26,568.19	333,478.95	36,851,199.50	724,517.24
		*** Grand Total ***	139,846,372.33	-714,461.34	288,249.77	186,901.78	1,245,046.57	137,087,469.48	900,742.93

Figure 1 Report 4104 “Run as” © Excel®

1.1.3. Print/Preview/PDF® Format



TedRE Bills_By_ParcelType_4104

4104-RCBILDEBYPARTYP.REP Printed 09-Dec-2020 at 08:44:09 by THERESA City of ADMINS Page 1

As of 09-Dec-2020

Real Estate Bills - As of a Date - By Parcel Type

Year	Category	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Balance
2020 1	01 Tax	27706729.58		63441.00	3981.63	280440.50	26989408.25	496340.20
2020 1	03 Revised Tax	169.22					169.22	
2020 1	05 Water Lien	258847.92		253.85			228902.83	30198.94
2020 1	06 Water Ln CI	32954.20		3.85			29054.95	3903.10
2020 1	07 Sewer Lien	109562.22		234.62			93973.81	15823.03
2020 1	08 Sewer Ln CI	15205.25					12908.86	2296.39
2020 1	09 Trash Lien	159486.24					148306.33	11179.91
2020 1	15 Sewer Bett	8233.31					8233.31	
2020 1	16 Sewer Bett CI	1605.50					1605.50	
2020 1	17 Title 5 Bett	59641.99					58988.05	653.94
2020 1	18 Title 5 Bett CI	18006.48					17579.88	426.60
2020 1	19 Title 5 Bett	5685.25					5461.25	224.00
2020 1	20 Title 5 Bett CI	1705.58					1638.38	67.20
2020 1	33 Demand	2360.00					850.00	1510.00
2020 1	40 Tax Interest	47426.07					45904.18	1521.89
2020 1	80 Insufficient Funds	225.00					200.00	25.00
2020 1	Residential	28427843.81		63933.32	3981.63	280440.50	27643184.80	564170.20
2020 9	Exempt	1157.25		548.74			1325.99	380.00
2020		37857126.29		78637.59	26568.19	333478.95	36851199.50	724517.24
*** Grand Total ***		37857126.29		78637.59	26568.19	333478.95	36851199.50	724517.24

Figure 2 Report 4104 "Run as" Print Preview PDF

[ADM-AUC-RC-8499]



2. EMAILING FROM AUC

ADMINS allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Task 360: Email Reports

Email Reports

Required: Enter Email Address wendy@admins.com,LuAnn@admins.com,anthea@admins.com,campbellt189@gmail.com

Optional: Enter Email Subject test emailing to multiple users

Optional: Enter Note 1

Optional: Enter Note 2

Optional: Enter Note 3

Optional: Enter Note 4

Lookup OK Cancel Clear All

Figure 3 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

[ADM-AUC-SY-8164]

3. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

3.1. New or Updated Documents

- SYSTEM SY-101 Quick Start Videos [Updated]