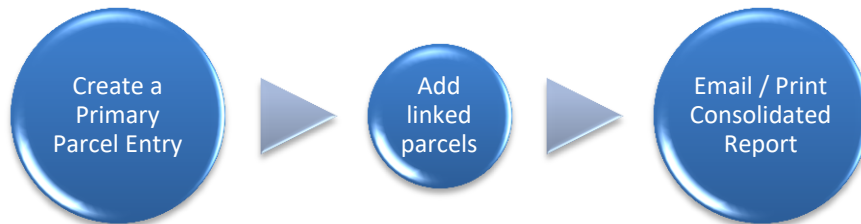


Taxpayers can have multiple parcels, and as such, multiple Real Estate Tax bills. To provide a consolidated list of bills for a taxpayer, use the **Combined Parcel Table**. Select **Real Estate** ► **Tables** ► **Combined Parcel Table (Real Estate)** to group multiple bills for an owner.

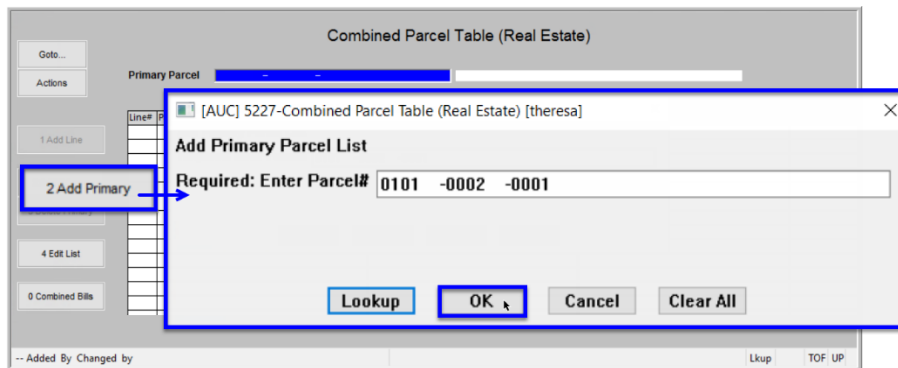
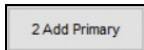
**Note:** this feature allows grouping of parcels that currently exist in the bill history file. Grouping and ungrouping does not add or remove parcels from bill history.



## 1. Create Primary

To begin, click on **[2 Add Primary]** to create a **Primary Parcel** (“parent” record). A **Primary Parcel** number is used to group parcels together for reporting purposes.

### 1.1. [2 Add Primary]



The system will display a prompt for the **Primary Parcel** number. Select the parcel from a lookup of all parcels currently in Bill History or enter it into the field. Click **[OK]**.

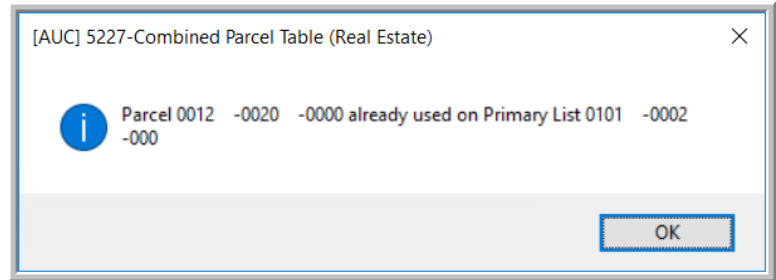
Figure 1 Adding a Primary Parcel

A **Primary Parcel** (“parent” record) may have multiple linked parcels (“child” records). A **Primary Parcel cannot** appear as a linked parcel (“child” record) on another **Primary Parcel** list.

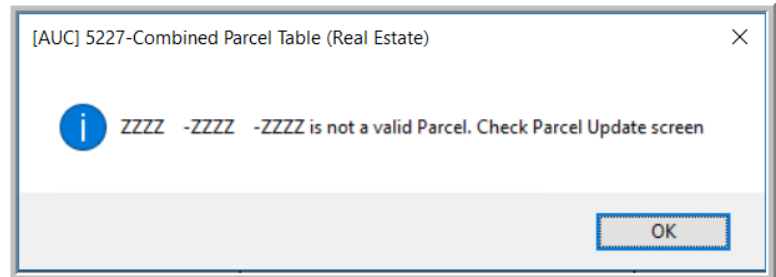


### 1.1.1. Information & Error Messages

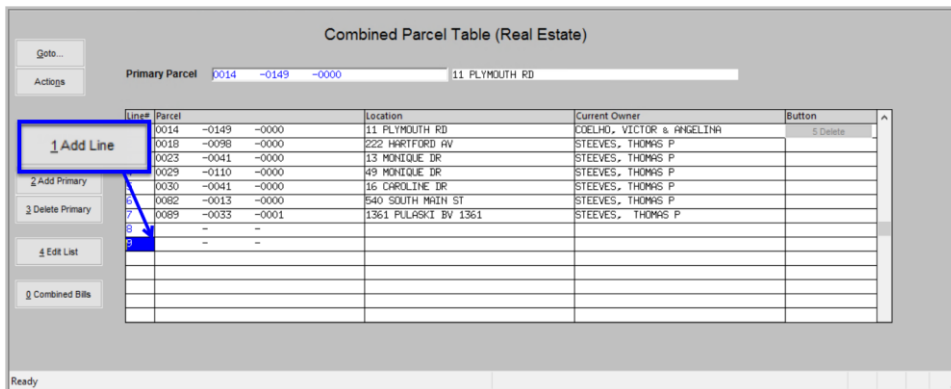
When adding a new **Primary Parcel**, the system checks that the parcel number entered does not already belong to another primary parcel. A popup will show the Primary List on which the parcel already appears.



When adding a new **Primary Parcel**, the system checks that the parcel number is a valid number in the Billing History files; if not, an information message will pop up:



### 1.2. [1 Add Line] 1 Add Line Add Linked Parcel(s) to Primary Parcel



Establish links by typing the parcel number directly on the screen. If the parcel number entered is found, and there is a current year bill for the parcel number, the system will populate the Owner Name and Address fields.

Figure 2 The Primary (“parent”) parcel with several linked (“child”) parcels

As new numbers are entered, the system verifies that the numbers do not already belong to another primary parcel.

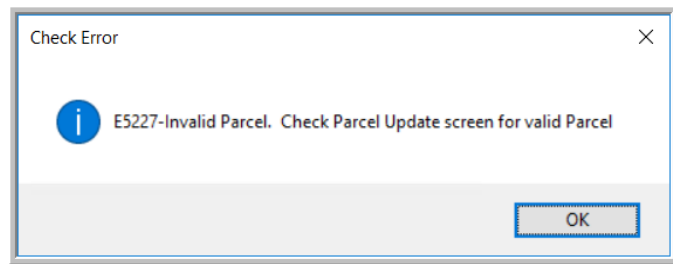
By default, the system provides five lines for linking parcels; if more are needed, select the **[1 Add Line]** button; the system will display a new numbered line ready for data entry.

Continue entering until all the parcels to be linked appear in the screen.



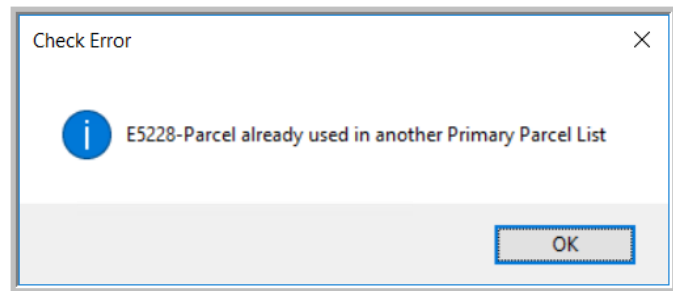
### 1.2.1. Information & Error Messages

If the parcel number does not exist in billing history, the system will display a message to check the parcel number:



When entering the parcel number, check for:  
alpha "0" (oh) versus a numeric "0" (zero)  
alpha "1" (ell) versus a numeric "1" (one)

If the number is found on an existing combined parcel list, the system will display an information box:



### 1.3. Deleting a Primary Parcel 3 Delete Primary

To delete a primary parcel, it is not necessary to delete the linked parcels. Simply click on the **[3 Delete Primary]** button. The system will pop up a confirmation prompt; click on **[Yes]**. This will delete the complete list and release the primary and linked parcels for use on other combined lists.

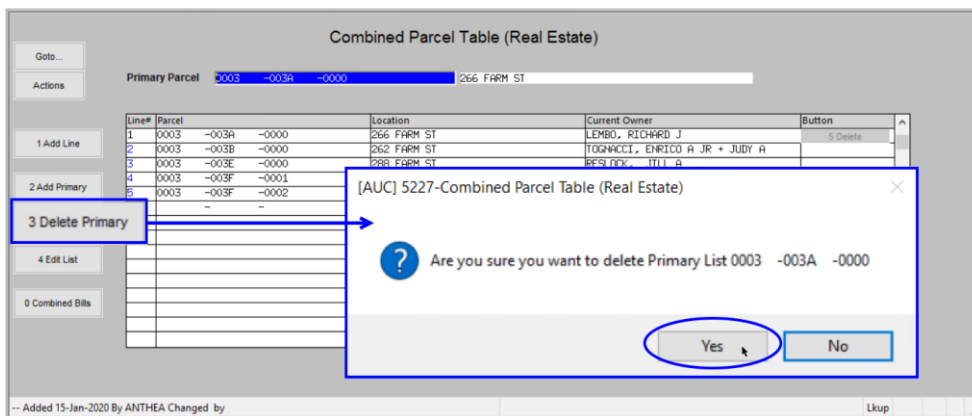
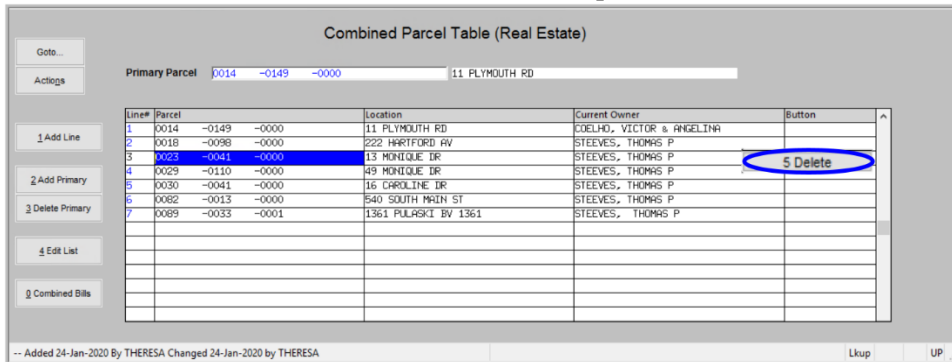


Figure 3 Deleting a Primary Parcel from the Combined Parcel Table



### 1.3.1. Remove a Linked (“child”) Parcel from a Primary Parcel

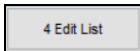
There are two methods to delete a *linked* (child) parcel; either click on the [5 Delete] button to remove the entire line or position the cursor in the **Parcel #** field and hit **{Spacebar}|{Enter}**.



Any ensuing blank line may be re-used for another linked parcel. If all five lines are not used, leave them blank. The primary parcel is always the first line on the list and cannot be edited or deleted.

Figure 4 Deleting linked parcel numbers from a primary parcel

### 1.4. [4 Edit List]



Click on the [4 Edit List] button to print an edit list of all the Primary parcels with their linked parcel numbers. The Edit List may be filtered to select between one and nine primary parcel numbers. An example is shown in **Figure 5** – “Run as” Excel®.

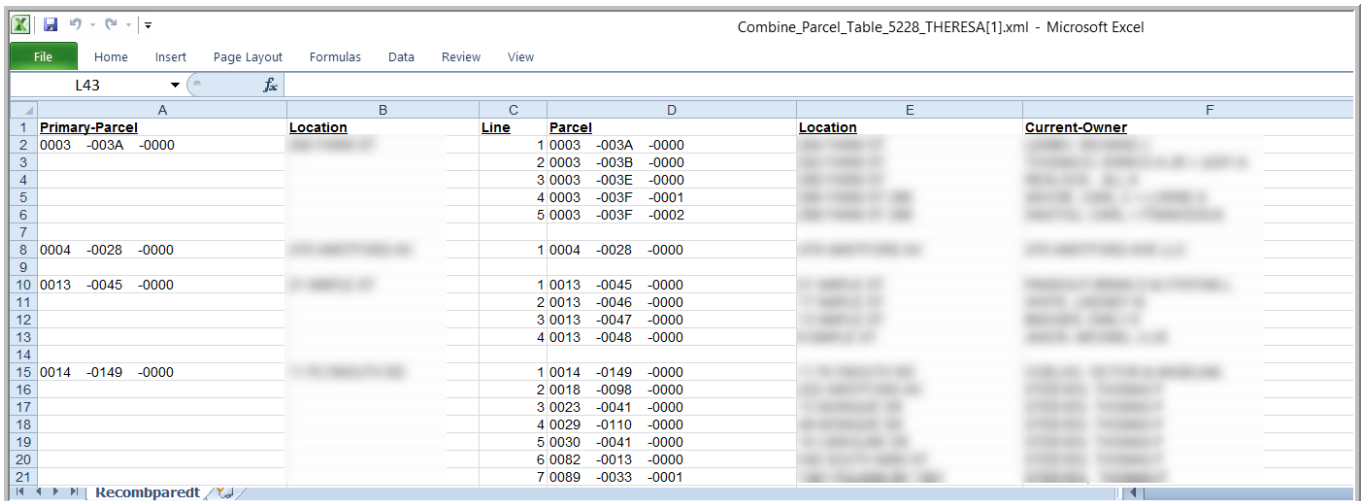
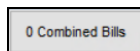


Figure 5 Sample Edit List in Excel® format (names and addresses intentionally obscured)

### 1.5. Generate a Combined Bill Statement



Click on the [0 Combined Bills] button to generate the consolidated statement. The report may be emailed to any valid email address; the prompt fields are described below **Figure 6**.



Figure 6 The Combined Bills report – names and addresses intentionally obscured

Prompt (Required in Bold)	Description
<b>Enter Commitment Year</b>	Enter the four-digit year for the bills being combined and reported on. Bills to be combined must be from the same bill year.
<b>Enter Primary Parcel #</b>	Enter the “Primary” or “parent” parcel number – select it from the lookup to ensure the correct number is chosen.
<b>Calculate Interest Thru</b>	Enter the date for the calculation of interest. The value will default to the current date but can be changed as needed. The format is mmddyyyy – so January 15, 2020 should be entered as 01152020 or may be selected from the calendar lookup.
Enter Email Address	If emailing to a requestor, enter the email address here. A copy will be delivered to the person running the report if their email address is entered on the user profile table.
Enter Note 1	If a note is to be included in the body of the email, enter it here. Eighty characters maximum in this field; use the Note 2 and Note 3 fields if more is needed.
Enter Note 2	Additional notes to be included in the body of the email.
Enter Note 3	Additional notes to be included in the body of the email.
Run as <input type="radio"/> Preview <input checked="" type="radio"/> Print <input type="radio"/> Pdf	This report should always be run as <input checked="" type="radio"/> PDF
If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No	The default varies from site to site and is set by the <b>ADMINS</b> installer



The same report is available from the **Tax ▶ Reports ▶ Collection Admin Reports** menu and the **Collections ▶ Reports ▶ Report Library**:

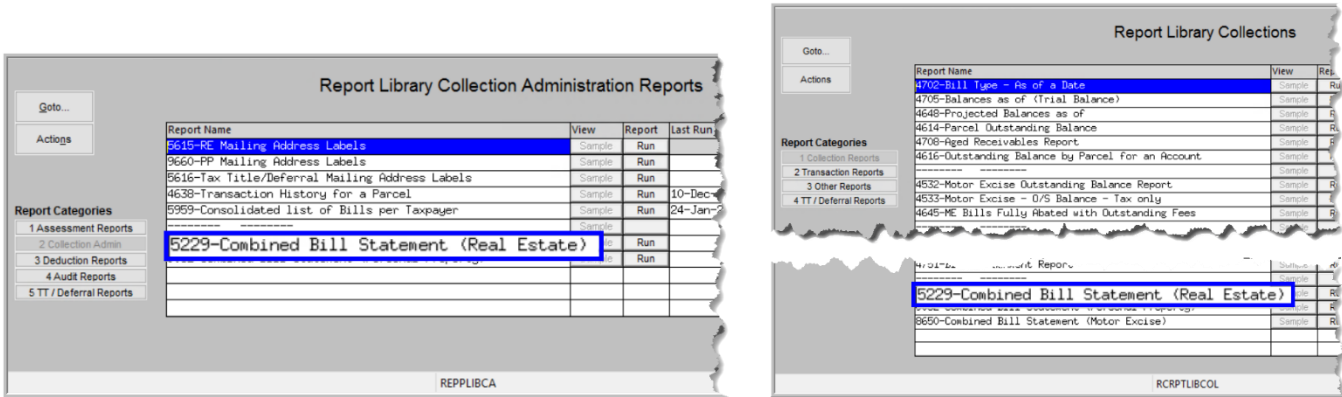


Figure 7 Combined Bill Statement available in report libraries

### 1.5.1. Report Layout

**COMBINED BILL STATEMENT**

Page 1

Printed: 1 09-Mar-2020

Due to late payment, there are interest charges that your account(s) incurred.  
This balance must be paid upon receipt to avoid further interest and/or penalties. 2

Owner 3 : [REDACTED] 4  
 Location 5 : Real Estate 6  
 Type 7 : 2019 8  
 Bill Year 9 : 09-MAR-2020 10  
 Interest thro 11 : [REDACTED]

Parcel# 8	Bill# 9	Net Charged Interest/Fees 10	Balance Bill Due 11	Now Due 12	13	14
0013	-0045 -0000 001397-00	\$4,423.87	\$310.63	\$2,572.72	31-Jan-2019	\$2,572.72
0013	-0046 -0000 001398-00	\$3,395.00	\$251.36	\$2,081.98	31-Jan-2019	\$2,081.98
0013	-0047 -0000 001399-00	\$3,703.37	\$264.47	\$2,190.48	31-Jan-2019	\$2,190.48
0013	-0048 -0000 001400-00	\$2,971.34	\$211.74	\$1,753.78	31-Jan-2019	\$1,753.78
				<b>\$8,598.96</b>		<b>\$8,598.96</b>

Please contact this office if you have any questions regarding this notice.  
Ph: 617.494.5100

15 Mail To: ADMINS Collector/Treasurer  
219 Lewis Wharf  
Boston, MA 02110

Figure 8 The Combined Bill Statement explained

- The report layout – Header section– numbers below correspond to the numbers on Figure 8
1. Date report printed
  2. Variable messages depending on if any of the bills are overdue



The report layout – Header section– numbers below correspond to the numbers on Figure 8	
3.	Owner of the primary parcel#
4.	Address of primary parcel owner
5.	What bill type is being combined
6.	What bill year was used
7.	Interest (if any) will be calculated through this date

Note: the detail section (#s 8 – 14) of the report will be in Bill# order

The report layout – Detail section– numbers below correspond to the numbers on Figure 8	
8.	Parcel# and owner name of each of the parcel numbers entered on the combined parcel table
9.	Bill Number
10.	Net Charged (this is the Bill charges minus deductions, if any)
11.	Any interest and fees
12.	Total balance owed
13.	Bill due date of the first quarter that has an outstanding balance
14.	Now due is the amount that is past due
15.	Collections forms Table data for the municipality address and phone

The address shown in #15 is set via **Collections ▶ Tables ▶ Forms Text and Parameter ▶ [2 Real Estate]**.

Forms Text and Parameters

Bill Year: 2019 Bill Type: 00 Real Estate \* = Required

1 General 2 Real Estate 3 Personal Property 4 Motor Excise 5 Revenue Collection

Department Title: Collector

Address line 1: \* ADMINS Collector/Treasurer

Address line 2: 219 Lewis Wharf

City, State & Zip: \* Boston, MA 02110

Header Line 2: [Empty]

Header Line 3: [Empty]

Footer Line 1: \* Tax Collector, Town of ADMINS

Footer Line 2: 219 Lewis Wharf

Footer Line 3: Boston, MA 02110

For 3 part bill form

Title on Stub 1: COLLECTOR COPY

Title on Stub 2: TAXPAYER COPY

Title on Stub 3: REMIT COPY

Seal Location: Formsrpt:abc\_seal.png

SIG Location: [Empty]

--- Added 17-Jun-2018 By BETHS Changed 16-May-2019 by THERESA Status: Code Active Lkup UP

Figure 9 The Collections ▶ Tables ▶ Forms Text and Parameter ▶ [2 Real Estate] tab



### 1.5.2. Email the Statement to Any Valid Email Address

Once the bills are grouped, run a report of all the Real Estate bills for the requestor. The report may be emailed or printed for distribution. The report includes outstanding balances and interest. The emailed report will be produced in PDF®; always Run as ☉ PDF® to preserve the formatting appearance.

Task 5229: Combined Bill Statement (Real Estate)

**Combined Bill Statement (Real Estate)**

Required: Enter Bill Year: 2019

Required: Enter Primary Parcel#: 0013 -0045 -0000

Required: Calculate Interest Thru (mmddyyyy): 09-MAR-2020

Optional: Enter Email Address: theresa@admins.com

Optional: Enter Note 1: These optional note fields are included only on the email that is sent to the email address entered in the field "Optional: Enter Email Address" shown above.

Optional: Enter Note 2: These notes will not be visible on the statement itself.

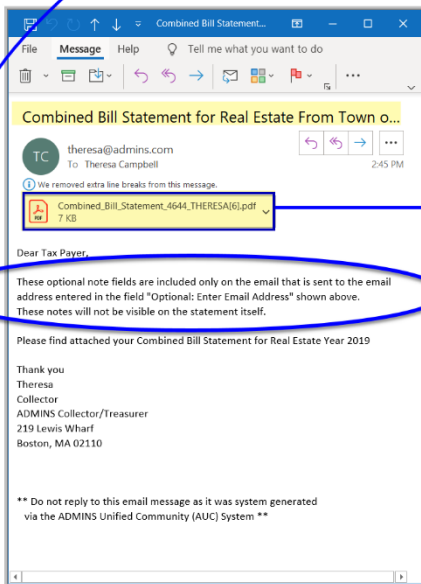
Optional: Enter Note 3:

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

PDF File sample of the combined bill statement as an emailed attachment



**COMBINED BILL STATEMENT**

Page 1

Printed: 09-Mar-2020

Due to late payment, there are interest charges that your account(s) incurred. This balance must be paid upon receipt to avoid further interest and/or penalties.

Owner: [REDACTED]  
Location: [REDACTED]  
Type: Real Estate  
Bill Year: 2019  
Interest through: 09-MAR-2020

Parcel#	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Now Due
0013	-0045	-0000	001397-00	\$4,423.87	\$310.63	\$2,572.72 31-Jan-2019 \$2,572.72
0013	-0046	-0000	001398-00	\$3,395.00	\$251.36	\$2,081.98 31-Jan-2019 \$2,081.98
0013	-0047	-0000	001399-00	\$3,703.37	\$264.47	\$2,190.48 31-Jan-2019 \$2,190.48
0013	-0048	-0000	001400-00	\$2,971.34	\$211.74	\$1,753.78 31-Jan-2019 \$1,753.78
				<b>\$8,598.96</b>		<b>\$8,598.96</b>

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219 Lewis Wharf  
Boston, MA 02110

Figure 10 Sample Combined Parcel report may be printed or emailed