



TAX – REAL ESTATE

RELEASE NOTES – DECEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows Tax system. The ADMINS Support staff will install these changes to your system on **December 6, 2014**.

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1.1.2. Total of Exemptions Released for Billing

A new Quarter Three billing report issued during the release of exemptions to the billing process provides the total amount of exemptions that have been released to the billing. This report also indicates if the exempt amounts were created via the Copy exemptions from Last Year or manually entered into AUC.

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Total Exemptions Released [TRAINING]

Code	Account #	Bill#	Owner	Location	UseCd	Entered Date	= Last Year =	= Manual =
							Deduction Amt	Deduction Amt
01	0004-0022-0000	001045-00	LIEWLYN, ROBERT E + PATRICIA	30 STONE ST	0101	14-Oct-2014	175.00	
01	0018-0062-0000	001733-00	SALVATORE GRACEFFA REV TRUST	30 ARROWHEAD RD	0101	14-Oct-2014	175.00	
01	0020-0058-0000	001844-00	HEADS ANDREA E	13 PINE ST	0101	14-Oct-2014	175.00	
01	0023-0006-0905	007289-00	MARY RITA TETRAULT REV TRUST	905 VILLAGE LN 905	0102	14-Oct-2014	175.00	
01	0029-0219-0000	002315-00	FALTER, ROBERT P + CAROLE	109 PATRICIA DR	0101	30-Jul-2014		175.00
01	0030-0002-0000	002378-00	LITTLE, AURORA Z	99 RUTHELLEN RD	0101	14-Oct-2014	175.00	
01	0030-0027-0000	002403-00	LANE WAYNE	85 TERT RD	0101	08-Sep-2014		175.00
01	0034-0067-0000	002531-00	FENNER, GRAYDON C	201 CAROLINE DR	0101	14-Oct-2014	175.00	
01	0040-0072-0000	002909-00	EDWOOD REALTY TRUST	22 FOURTH AV	0101	20-Aug-2014		175.00
01	0044-0032-0000	003068-00	GONEAU, JEAN	2 ROSE AV	0101	19-Aug-2014		175.00
01	0050-099B-0007	003475-00	BARTLETT, THOMAS A	14 CRYSTAL WY 7	0102	14-Oct-2014	175.00	
*** Grand Total ***							#Recs	308
*** Total Deductions Released								171,861.96
								88,374.46
								83,487.50

Selection Legend:
Year: 2015
Sorted By: Deduction Code and Account Number
Note: If a deduction from last year was also manually entered; the manual entry takes precedence.

These two columns show the Prior Year amounts and the Manual Deduction amounts.

Figure 2 Copy vs Manual Exemptions

Exemptions may be manually entered into AUC. During the release of exemptions to the billing file, the process checks if a manual exemption is entered for the **same parcel and deduction code** for which an exemption was created via the “copy last year” process. Any **manually entered exemption will replace** the “copied from last year” exemption. This will prevent duplicate exemptions in the tax billing file.

[ADM-AUC-RE-5463]

1.1.3. Released vs Calculated Exemption Report

This new report is issued during the calculate taxes step for Tax Billing to aid in balancing the commitment. Changes made to **exemption amounts** during the calculate taxes process are identified and summarized. These differences may result from taxes for a given parcel being lower in the current year as compared to last year or from changes in use codes.

Town of Bellingham
Released vs. Calculated Exemptions [TRAINING]

Code	Account #	Bill#	Owner	Location	UseCd	= Released =	= Calculated =	Difference
						Deduction Amt	Deduction Amt	
22D	1703/223/	503008-00	KAZANOWSKI ABIGAIL D	100-223 KEYES RD	021	6,795.84	6,541.52	-254.32
22D	1703/422/	503014-00	KEANE PATRICIA G TR	100-422 KEYES RD	021	4,111.03	3,989.65	-121.38
22D	2511//	501926-00	FLEMING PATRICIA	19 FRANCES ST	100	7,288.58	7,288.58	
** Total ** 22D Veterans Surviving Spouse						#Recs	3	-375.70

Selection Legend:
Year: 2015
Sorted By: Deduction Code and Account Number
Note: Review any account that has a difference displayed. This could be due to reduced taxes for the current year or possibly a change in use code.

Figure 3 Released vs Calculated Exemptions Report

[ADM-AUC-RE-5463]



1.1.4. Dropped Bills Report

The Dropped Bills report includes any parcel now classified as exempt. The report was enhanced to add more reasons for why a bill was dropped. The exempt bills will be listed under the Dropped due to: Undetermined section of the report. Undetermined includes parcels that were dropped due to:

- Combinations
- Conversions to Exempt Status

Dropped Bills [TRAINING]										
Parcels that were billed in 2014 But do not have a bill in 2015										
Parcel#	Owner	Parcel Location	Bill#	LY Tax Charges	LY Tax Deductions	LY Tax Net	LY CPA Charges	LY CPA Deductions	LY CPA Net	Ly Total Net
Dropped due to: Preliminary Adjustment brought to \$0.00										
1059 / /	SCIMONE ANTONIO J	9B MONSEN RD	100021-00	6,379.68		6,379.68	74.02		74.02	6,453.70
1607 /2 /	MARDEN JOHN A R & BARBARA S	1341 LOWELL RD	503661-00	6,253.96		6,253.96	72.13		72.13	6,326.09
2004 / /	DURKIN JOHN D & STACEY G	1257 ELM ST	501650-00	5,451.99		5,451.99	60.10		60.10	5,512.09
2110 / /	HARRY DAVID M & STEPHANIE K J	23 WARNER ST	504470-00	6,821.85		6,821.85	80.65		80.65	6,902.50
3791 / /	SMITH IRENE R	37A BAKER AVE	505341-00		39.02		.59		.59	39.61
4006 /3-1 /	THOMPSON MARION J	22X FAIRHAVEN HILL RD	300013-00	1,140.76		1,140.76	.16		.16	1,140.92
740 / /	GREEN MEADOW TRUST	51 COTTAGE LN	502341-00	6,388.35		6,388.35	74.15		74.15	6,462.50
882 / /	CRONE ELIZABETH E	35 BEDFORD CT	504862-00	7,811.67		7,811.67	95.50		95.50	7,907.17
#Parcels: 8 Due to: Preliminary Adjustment brought to \$0.00				40,287.28		40,287.28	457.30		457.30	40,744.58
Dropped due to: Undetermined										
1670 / /	BRETT SALLY D	43A LOWELL RD	600102-00	4,939.01		4,939.01	52.41		52.41	4,991.42
313 / /	POSS MURRAY S & EDNA F	58 WALDEN TER	501978-00		13.01					13.01
4188 /2 /	HERITAGE POOL & RACQUET CLUB I	145 OLD BEDFORD RD	502596-00	17,975.80		17,975.80	247.96		247.96	18,223.76
#Parcels: 3 Due to: Undetermined				22,927.82		22,927.82	300.37		300.37	23,228.19
Grand Total #Parcels: 11				63,215.10		63,215.10	757.67		757.67	63,972.77

Figure 4 Exempts on Dropped Bills Report

[ADM-AUC-RE-5468]

1.1.5. Added Bills Report

The Added Bills report now differentiates between a bill added due to a Preliminary Adjustment and a regular parcel added to the tax roll via the imported assessment extract file.

Added Bills [TRAINING]						
Parcels that were billed in 2015 But did not have a bill in 2014						
Parcel#	Owner	Parcel Location	Bill#	TY Tax Charges	TY Tax Deductions	
Added via: Preliminary Adjustment						
4039 /1 /	KEARSARGE CONCORD LLC	75A WALDEN ST	506435-00	1,306.34		
974 /1-4 /	RYE STEPHEN	17 GRANITE POST RD	506449-00	5,996.78		
974 /1-5 /	LIN FENG	25 GRANITE POST RD	506450-00	5,170.16		
974 /1-6 /	LIU JUANZI	31 GRANITE POST RD	506451-00	4,468.26		
#Parcels: 4 Due to: Preliminary Adjustment				16,941.54		
Added via: Undetermined						
1059 /2 /	BENTLEY BUILDING CORP	262 MONSEN RD	506310-00	1,840.92		
1059 /3 /	BENTLEY BUILDING CORP	274 MONSEN RD	506311-00	1,922.56		
1059 /4 /	BENTLEY BUILDING CORP	286 MONSEN RD	506312-00	2,076.46		
1059 /5 /	BENTLEY BUILDING CORP	291 MONSEN RD	506313-00	2,142.92		
1059 /6 /	BENTLEY BUILDING CORP	281 MONSEN RD	506314-00	2,055.50		

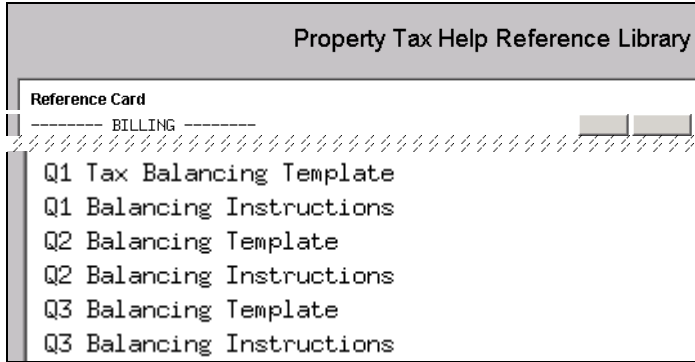
Figure 5 Added Bills Report

[ADM-AUC-RE-5470]



1.2. Quarterly Real Estate Tax Balancing

The Help Reference Library includes Microsoft Excel® Templates and instructions to aid in balancing the commitment of Quarterly Taxes. Quarters One, Two and Three are included in this software update. Select the **Tax ▶ Property Tax ▶ Help Reference Library** to download the templates and instructions.



[ADM-AUC-RE-5472]

2. BILL REPRINTS

Prior to this update, if an abatement was issued against a Lien Category, the abatement was not displaying on the bill reprint properly. This has been corrected.

REPRINT DATE: 10/28/2014

Town of ADMINS
TAX SUMMARY
Tax Rate Per \$1000 of Value:

Bill Number: 002400
PARCEL ID: 0030 / 0024 / 0000

Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial		Billed	Due by 5/1/2014
14.66	14.66	17.91	17.91			
Total Real Estate Tax				\$3,018.49	Q1 Due 8/1/13	\$760.76 \$0.00
Total CPA Tax				\$0.00	Q2 Due 11/1/13	\$760.76 \$0.00
Qtr 3 Deductions				\$(203.98)	Q3 Due 2/3/14	\$646.49 \$(101.99)
Qtr 4 Deductions				\$(203.94)	Q4 Due 5/1/14	\$646.52 \$101.67
Total Tax				\$2,010.57	Fees	\$25.00 \$20.00
Grand Total				\$2,814.53	Payments 8/12/13-6/2/14	\$(2,819.85)
Water Lien				\$194.05	Balance	\$19.68
Water Ln CI				\$9.91	Interest as of 10/28/14	\$11.56
Total Betterments & Liens				\$203.96	Pay this Amount	\$31.24
						Due & Payable
						October 28, 2014

Figure 6 Before

REPRINT DATE: 10/28/2014

Town of ADMINS
TAX SUMMARY
Tax Rate Per \$1000 of Value:

Bill Number: 002400
PARCEL ID: 0030 / 0024 / 0000

Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial		Billed	Due by 5/1/2014
14.66	14.66	17.91	17.91			
Total Real Estate Tax				\$3,018.49	Q1 Due 8/1/13	\$760.76 \$0.00
Total CPA Tax				\$0.00	Q2 Due 11/1/13	\$760.76 \$0.00
Qtr 3 Deductions				\$(101.99)	Q3 Due 2/3/14	\$748.48 \$0.00
Qtr 4 Deductions				\$(101.97)	Q4 Due 5/1/14	\$748.49 \$203.64
Total Tax				\$2,574.53	Fees	\$25.00 \$20.00
Grand Total				\$3,018.49	Payments 8/12/13-6/2/14	\$(2,819.85)
Water Lien				\$194.05	Balance	\$223.64
Water Ln CI				\$9.91	Interest as of 10/28/14	\$11.56
Total Betterments & Liens				\$203.96	Pay this Amount	\$235.20
						Due & Payable
						October 28, 2014

Figure 7 After

[ADM-AUC-RE-5467]

3. UPLOAD PRELIMINARY RE ADJUSTMENTS

The comparison report generated in the **Print Verification Reports** and **Post to Adjustment Entry File** steps now includes two new columns. These columns show the Prior Year Revised/Omitted tax and Revised/Omitted CPA separate from the normal tax/CPA amounts.

5388-READJESTCMP.REP Printed 05-Dec-2014 at 11:03:06 by THERESA Page 1

Town of ADMINS
Preliminary Adjustment Comparison to Last Year

Bill Year: 2015

Parcel	LY R/O Tax	LY R/O CPA	LY Tax	LY CPA	New Tax	New CPA	Tax Diff	CPA Diff

[ADM-AUC-RE-5465-1]



4. UPLOAD SALES HISTORY

The upload sales history process will no longer allow the import of sales history on a parcel with missing mailing address information. If the first address line or the City and State are missing from the sales history .CSV file the following errors will be displayed.

Town of ADMINS Upload Sales CSV File	
Correct all errors in spreadsheet, export to .CSV file, and restart upload process.	
Row	Parcel
3	1// Error: 13 Mailing address missing.
4	10// Error: 14 City, State missing.
Owner	TRINITARIAN CONGREGATIONAL CHURCH
	TOWN OF CONCORD

Figure 8 Error Check Report

[ADM-AUC-RE-5469]

5. REPORTS

5.1. Report Naming Convention

Several reports have been changed to make it easier to find the report again via the Retrieve Output files process. The report names now include the Report number. If you have a hardcopy report and need to find the same report, refer to the report number in the upper left corner of AUC reports.

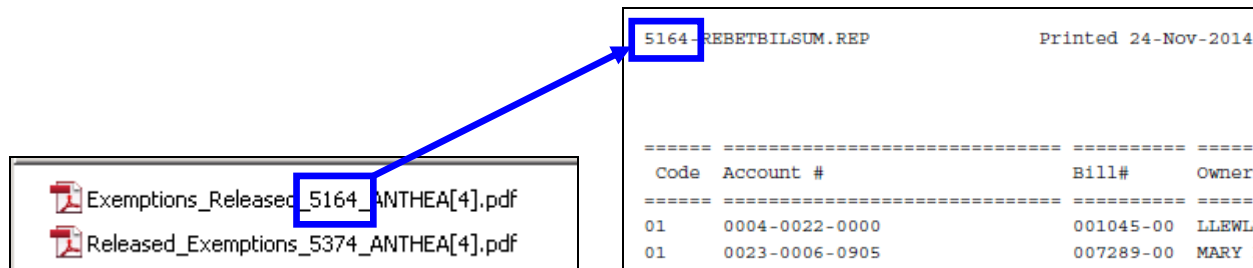


Figure 9 Report # Included in the Output File Name

[ADM-AUC-RE-5465]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- BILLING
 - Q1 Balancing Template
 - Q1 Balancing Instructions
 - Q2 Balancing Template
 - Q2 Balancing Instructions
 - Q3 Balancing Template
 - Q3 Balancing Instructions