

December 2023

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

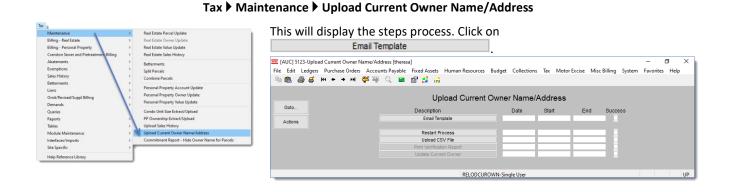
Contents

1	Uplo	ad Current Owner Name & Address [Enhancement]	2
2	-	g History Query Screen [Enhancement]	
3		er Update Screen Edit List [Fix]	
4		prts [Enhancement]	
	4.1	#4165 Bill Type –Revenue Date Range Activity Summary	
	4.2	#4167 Bill Type –Revenue Date Range Activity Detail	9
	4.3	#4647 Report on Transaction History by Parcel [Enhancement]	10
	4.4	#4646 Delinquent Balances	13
	4.4.1		
	4.5	#4096 Report Optional Bill Year Selection [Enhancement]	15
5	Help	Reference Library & ADMINS Website	16
	5.1	New & Updated Documentation in the Help Reference Library	16



1 Upload Current Owner Name & Address [Enhancement]

There are times when it would be convenient to upload a spreadsheet of new owner names and addresses for existing parcels within AUC. **ADMINS** created a steps process that will update the CURRENT OWNER file with a new name and address. This change in ownership for the current owner will also be logged with a specific code CUROWNUPD so that it can be tracked. To access the process, from the menu, select:

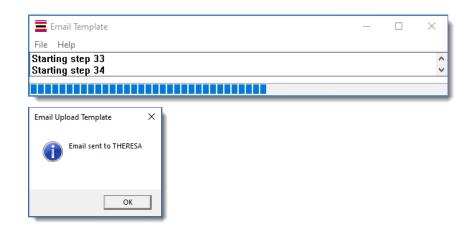


Email Template

Enter the AUC username of the person updating the spreadsheet. If the AUC username is not known, use the Lookup to choose from a list of usernames.

🔳 Task 5124: Email Template		×
Email Template		
Required: Enter Username		
	Lookup OK Cancel Clear All	

Click on **ok**; the system will display a progress bar, and then a popup announcing that the email was sent to the specified user.



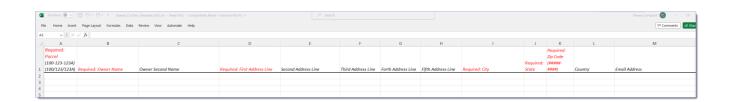


Release Notes – Version 23.4

December 2023

The email will look like this and will have the template for the spreadsheet attached. Click to open the attachment in Excel. The fields in red are required; enter the data and save the spreadsheet as a .csv file in a location that is available to the AUC server.

💁 🖫 🦻 🕐 ↑ ↓ 🗢 (AUC) Current Owner Upload Template - Message (Plain			- 🗆 ×
File Message Help			
m ~ □ □ √ ∽ ∽ → □ All Apps ♀ Mark Unread ■ ~	P * P *	, ○ Find <a>5	Zoom 🔂 … 🗸
[AUC] Current Owner Upload Template			
theresa@admins.com To Theresa Campbell		🔅 🔶 Reply 🐇 Repl	y All → Forward ···· Thu 10/26/2023 3:32 PM
Upload_CurOwn_Template_AUC.xls 29 KB Y			
······································	6	7 8	· · · · 9 · · · · 1 · · · 10 · 🛆
File Attachment Included			
** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **			



If while in the midst of the upload process, it is necessary to restart, click on the

Restart Process step in the menu. This step will discard work in progress to allow starting fresh.

Task 5125: Restart Process		×
Restart Pro	cess	
Restart Steps Process?	⊖Yes	
Lookup	OK Cancel Clear All	

Click on the	Task 5126: Upload CSV File
Upload CSV File step and use the lookup to find the file. Click on OK; the process	Upload CSV File Enter Upload Filename D:AUC_DEVELOPMENT/ADMHOME\FILESTOTESTUPLOADS\RE\UPCURRENTOWNER.CSV Parcel Segment Separator @Dash (-) O Stash (/) Run as @ PDF
will run some error checking and produce a report.	Lookup OK Cancel Clear All



If there are errors, the error report will look like this. Correct the errors (the reported errors will show the row number to make it easy to find which parcel has an error.)

		load_Errors_5129_THERESA[2].pdf - Adobe Acrob	bat Reader (64-bit)	-		×
e	dit View Si	gn Window Help				
Hor	ne Tools	CurrentOwner_Upl ×		(?)	Sig	n In
Ð	ድ	Ľa 🖶 ⊙.		0a		0
	5129-RE	CUROWNERR.REP	Printed 26-Oct-2023 at 16:32:16 by THERESA Page 1 Town of Admins Upload Current Owner Errors			~
			opioad current owner Briors			
		all errors in spreadshe Parcel	et, export to .CSV file, and restart upload process.			
	7	0024-0010-0000 Error: 5 Zipcode error	HARTFORD AV ASSOCIATES LTD PTS			
		0040-016M-0000 Error: 1 Invalid Parcel	GARDNER, BOB			
		0040-016B-0000 Error: 9 City, State mi	PACITTO LIVING TRUST issing.			
		0051-001A-0004 Error: 9 City, State mi	191 MECHANIC STREET LLC issing.			
	13	0080-0007-0000 Error: 10 Invalid Email .	VENUTI, JOSEPH & BRENDA M Address Format			

If there are no errors, the Upload step will display the Upload Current Owners Edit List.

Review the list to be sure the data is correct.

5130-RECUROWNEDT.REP Import File: D:\AUC Develor	Printed 26-Oct-2023 at 16:18:32 by THERESA Town of Upload Current O mmant\admhome\fileToTestUploade\ER\UpCurrentowner.esv		Page 1
Parcel ID# / Location	Current Owner Name and Address on Parcel	New Current Owner Name and Address	Warnings
0030 -046+ -0000 64 TEMI RD	VEGA, GREGORIO A & LIZBETH M 64 TEMI RD BELLINGHAM, MA 02019-0000	KLUSMAN, ARLENE 3 SECOR RD NEW ORLEANS, LA 70112-0099	Name & Address Changed
0030 -068A -0000 NORTH MAIN ST	NORTH MAIN STREET NOM RL T 221 FARM ST BLACKSTONE, MA 01504-0000	BUEMI, ALEASE 4 WEBBS CHAPEL RD BOULDER, CO 80303-0100	Name & Address Changed
0030 -072A -0000 171 NORTH MAIN ST	SULLIVAN, ELAINE M 171 NORTH MAIN ST BELLINGHAM, MA 02019-0000	CRONAUER, LOUISA 524 LOUISIANA AVE NW SAN LEANDRO, CA 94577-0101	Name & Address Changed
0030 -072C -0000 175 NORTH MAIN ST	HOLMES, JAMES F + KATHLREN M 175 NORTH MAIN ST BELLINGHAM, MA 02019-0000	CETTA, ANGELLA 185 BLACKSTONE BLDGE HONOLULU, HI 96817-0102	Name & Address Changed
0032 -0004 -0000 MAPLE ST	, 00000-0000	GOLDAMMER, CYNDY 170 WYCMING AVE BURNSVILLE, MN 55337-0103	Name & Address Changed
0032 -0005 -0000 MAPLE ST	TOWN OF BELLINCHAM CONSERVATION COMMISSION 10 MECHANIC STREET BELLINCHAM, MA 02019-0000	CORK, ROSIO 4 TH ST W HIGH POINT, NC 27263-0104	Name & Address Changed
0032 -0007 -0000 186 MAPLE ST	LMP PROPERTIES LLC ATTH RYAN LLC PO BOX 4900 SCOTTSDALE, AZ 85261-4900	KORANDO, CELESTE 7 W PINHOOK RD LYNBROOK, NY 11563-0105	Name & Address Changed
0032 -0008 -0000 MAPLE ST	N E POMER CO PROPERTY TAX DEPT 40 SYLVAN ED WALTHAM, MA 02451-2286	PELGER, TWANA 1 COMMERCE WAY PORTLAND, OR 97224-0106	Name & Address Changed
0032 -0009 -0000 MAPLE ST	MAPLE GATE REALTY TRUST SMITH, ROBERT E, TR 160 MAPLE ST BELLINGHAM, MA 02019-0000	SAMU, ESTRELLA 64 LAKEVIEN AVE BELOIT, WI 53511-0107	Name & Address Changed
0032 -0010 -0000 MAPLE ST	RHODES, SCOTT A + KAREN L 127 LAKE ST BELLINGHAM, MA 02019-0000	KINES, DONTE 3 ASPEN ST WORCESTER, MA 00000-0108	Name & Address Changed

Click on Print Verification Report

this step will reproduce the same report as was displayed on the screen in the prior step (if there were no errors.)

R Task 5127: Print Verification Report	×
Print Verification Report	
Run as pDF	
Lookup OK Cancel Clear All	

Release Notes – Version 23.4

December 2023



Click on Update Current Owner to complete the process. If there is any existing work in process, the prompt will ask you to either click Yes to discard the existing records to start fresh, or click No to cancel the upload and keep the current workfile records. No is the default.

Upload C	urrent Owner	×
?	Work file already has uploaded Current Owner Changes Click YES to discard the workfile records and continue Upload Click NO to cancel Upload and keep current workfile records	
_	Yes No	

If there is no work in process, when the Update Current Owner is clicked, the process will continue, and produce a report with the new values.

Task 5128: Update Current Owner	×
Update Current Owner This will replace the current owner Name and Address details with the values from the upload	
Run as	
Lookup OK Cancel Clear All	

The update current owner posting report will show the Parcel ID/Location, and the new Current Owner Name and Address on the Parcel.

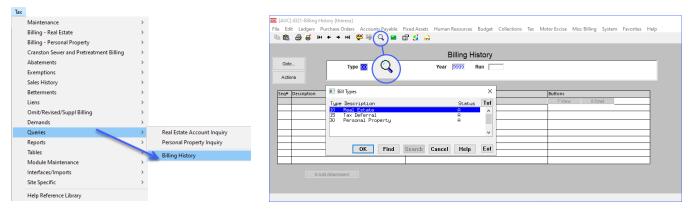
	d 26-Oct-2023 at 16:36:45 by THERESA Page 1 Town of Admins date Current Owner
Parcel ID# / Location	Current Owner Name and Address on Parcel BUEMI, ALEASE 4 WEBBS CHAPEL RD BOULDER, CO 80303-0100
0030 -072A -0000 171 NORTH MAIN ST	CRONAUER, LOUISA 524 LOUISIANA AVE NW SAN LEANDRO, CA 94577-0101
0032 -0005 -0000 MAPLE ST	CORK, ROSIO 4 TH ST W HIGH POINT, NC 27263-0104
0032 -0007 -0000 186 MAPLE ST	KORANDO, CELESTE 7 W PINHOOK RD LYNBROOK, NY 11563-0105
0032 -0008 -0000 MAPLE ST	FELGER, TWANA 1 COMMERCE WAY PORTLAND, OR 97224-0106
0032 -0009 -0000 MAPLE ST	SAMU, ESTRELLA 64 LAKEVIEW AVE BELOIT, WI 53511-0107
0032 -0010 -0000 MAPLE ST	KINES, DONTE 3 ASPEN ST WORCESTER, MA 00000-0108
0032 -003+ -0000 235 MAPLE ST	STEPFENSMEIER, TIFFINY 32860 SIERRA RD MIAMI, FL 33133-0109
0032 -003A -0000 231 MAPLE ST	MICELI, EDNA 555 MAIN ST ERIE, PA 16502-0110
*** Grand Total *** 9 Pa	rcels

[ADM-AUC-RE-5680]



2 Billing History Query Screen [Enhancement]

ADMINS enhanced the billing history query screen with a lookup on type. To access the query screen, from the menu, select:



Tax ▶Queries ▶Billing History

Once a type is selected the most current record for that type will be presented; use the black arrows or page up and down to find a different quarter or year.

+	M	Billing History				
Act	Type 10 Real F	state	Year	2024	Run	1
Seq#	Description	Filename		Buttons		
1	LY Adjusted Tax (for prelim billing re	co_RE_LYTax_5293_BETSYC.pdf		7 View	8 En	nail
2	Bills Excluded from Printing	RE_NoPrt_Bill_5295_SMATAR.×ml				
3	Dropped Bills	REDrop_5296_BETSYC.pdf				
4	Added Bills	REAdd_5297_BETSYC.pdf				
5	Parcels with New Bill Numbers	AcqNewBills_5410_BETSYC.pdf				
6	Parcels Not Receiving a Bill This Year	AcqNoBills_5415_BETSYC.pdf				
7	Print Tax Summary	TaxSum_5545_BETSYC.pdf				
8	Calculate Taxes Summary Report	TaxCalcSum_5548_BETSYC.pdf				
9	Calculate Taxes Detail Report	TaxCalcDet_5549_BETSYC.pdf				
10	Print Commitment/Billing Register	Connitment_5550_SMATAR.pdf				
11	Real Estate Alpha Print Sequence List	RE_BillPrint_SeqList_SMATAR.xml				
12	Billing File Summaries	BillFileSum_5557_SMATAR.pdf				
13	Print Billing Register	BillReg_5565_SMATAR.pdf				
14	Preliminary Commitment Sheet	TaxClcCom_5566_BETSYC.pdf				
15	Billing GL Posting	Bill_GL_Post_5567_LGENTILE.PDF	-			
16	Closed Betterments	UnBilled_Bettants_5579_BETSYC.pd	f			
17	No Print Bills Summary	NoPrtSum_SMATAR.pdf				
18	LA4 Group Report	LA4_Group_5806_BETSYC.pdf				
19	Null Report to get title for Bill Hist	or RE_2024_1_ExportList_SMATAR.PDF				

[ADM-AUC-RE-5674]

3 Owner Update Screen Edit List [Fix]

Before the software update, when the Edit List was **Run as** • Excel, only the first Address Line (shown in Figure 2 in Column "E") was included on the Excel output.

ADMINS added the four additional address lines to the Excel output for the edit list (shown Figure 2 in columns "F" through "I". These columns are shown on the CSV file, as well as the PDF. An example of each is shown.

[AUC] 5201-	-Real Estate Ov	mer Upda	te [theresa]											
File Edit Le							urces Bud	get Collections	Tax Motor Excis	e Misc Billing	System Fa	vorites	Help	
h 🛍 🖨	≓ ₩ +	→ >>	🥰 👾 🔍		🖻 🚼 🔺									
						Real Est	tate Ow	ner Update	CURREN		R			
Goto														
Actions	Owr	ount ier ation	DOO2 -00 KENNEY, MIL GRANITE ST	J <mark>2B</mark> LFORD	-0000 ⊵ MARJORIE									
XAccount	City		BELLINGHAM			State	MA Zipcoo	e 02019-0000						
Y Value	C	wner Cla	ss	C		Owner Type)							
D Sales History	/ A	ddress	Task 5323: 0	Owner l	ist				×	<				
				0w	ner List									
Z Inquiry		irst iddle	Include Own	ers:		Current	O Owner	of Record						
		ast uffix	Sort by:			-	-	ame O Addres	8					
L Bill Payment			Optional: En	ter Ba	nk Code				-					
		econda ort	Optional: En	iter Ow	mer Type					E .				
4 Add New			Optional: En	ter Tra	insfer Type									
\frown		ddress ddress									_			
5 Edit List			Run as				CSV	Excel						
\prec		ddress ddress	lf Printing us	_	-	-			1					
	Z	ip Code			ookup	ОК	Cancel	Clear All						
		try	pre-c				01010 11							
5 E	dit List	Add	ess Code]			
		0 Ed	t Note]			
Added 12-	Nov-2012 By C	ONVERT	hanged 12-No	-w-2012	by CONVERT									
Hudeu 12-		STATENT V	manged 12-140	2012	by CONVENT									

Figure 1 The Owner Update screen

		5.	Q" -	RE_Owner_List_O_THERES	ESA[1].xml - Exc	:el				♀ Search				-			٦		
F	ile I	Home	Insert	Page Layout Formula	las Data I	Review View Help								/	Address Lines	2-5			
N	32	~	$I \times$	√ <i>f</i> x															
1		A		В			С		D	E		F	G	н			J	К	L
1	Parc	cel#		Location	N	Name and Address	 Owner of Record 	Second_Name		AddressLine1	1	AddressLine2	AddressLine3	AddressLine4	AddressLine5	C	ity	State	Zipcode
16	0003	3-000	1-0003	240 FARM ST	C	CROWLEY, RICHARE)			1295 BEACON STREET	1	BUILDING 2	UNIT 22	REAR	ATTENTION: R. CF	ROWLEY B	OSTON	MA	02110-0000
17	0003	3-000	1-0004	236 FARM ST	0	COSTA, ANA G				236 FARM ST						В	OSTON	MA	02110-0001
18	0003	3-000	1-0005	230 FARM ST	V	VARD, DORANCE W	/ + ANNETTE J			230-232 FARM ST						B	OSTON	MA	02110-0002

Figure 2 Above - the Edit List Run as • Excel

	E P・ 🤇	S - Owner_List_THERESA.c			ner_List_THERESA.	csv -	P Search							
P	45 v I	$\times \checkmark f_x$												
	A	8	C	D	E	F	G	н)	K	L	м	N
1	Parcel	Location	Address Seq# 0	Jwner Name	Second Name	Address 1	Address 2	Address 3	Address 4	Address 5	City	State	Zip	
6	0003-0001-0003	240 FARM ST	10	CROWLEY, RICHARD		1295 BEACON STREET	BUILDING 2	UNIT 22	REAR	ATTENTION: R. CROWLEY	BOSTON	MA	02110-0000	
7	0003-0001-0004	236 FARM ST	10	COSTA, ANA G		236 FARM ST					BOSTON	MA	02110-0001	
	0003-0001-0005	230 FARM ST	1)	WARD, DORANCE W + ANNETTE J		230-232 FARM ST					BOSTON	MA	02110-0002	
9	0003-0001-0005	5 GRANITE ST	10	SERRISH, PHILLIP E	GERRISH, JENNIFER E	5 GRANITE ST					BOSTON	MA	02110-0003	
	0003-0002-0000	FARM ST	1 8	UNG, SHAUNA		15 OLD LOG LN					BOSTON	MA	02110-0004	
	0003-0003-0000	292 FARM ST	14	ALGER, APRIL EVE		292 FARM ST					BOSTON	MA	02110-0005	
	0003-0004-0000	306 FARM ST		APICCA, RICHARD W & DONNA E		306 FARM ST					BOSTON	MA	02110-0005	

Figure 3 Above - .CSV Version (appropriate for using in a Mail Merge)

5323-REOWNLST.REP	Printed 26-Oct-2023 at 13:52:58 b Town of J Owner I	Admins	Page 2
Parcel ID#	Location	Seq# Name and Address - Owner of	Decord
Parcer ID#		seq# Name and Address - Owner Or	Record
0003-0001-0003	240 FARM ST	1 CROWLEY, RICHARD 1295 DEACON STREET BUILDING 2 UNIT 22 REAR ATTENTION: R. CROWLEY BOSTON, MA 02110-0000	

Figure 4 Above - PDF Version

[ADM-AUC-RE-5682]



Reports [Enhancement] 4

		iry Collections [theresa] chase Orders Accounts Payable Fixed Assets Human Resources Budget Co ► ★ ₩1 👯 🎬 🔍 📟 😭 🛃 🔒	llections	Tax M	otor Excise Mi	sc Billing System	Favorites Help
ADMINS added new reports to the collections report library. To	Goto	Report Library Collect	ions				
run these reports, from the		Report Name	View	Report	Last Run Date	Run Time	7
run these reports, nom the	Actions	4702-Bill Type - As of a Date	Sample	Run		17:00:28.06	
menu, select:		4104-Real Estate Bills - As of a Date - By Parcel Type 4705-Balances as of (Trial Balance)	Sample	Run		10:27:23.42	
		4705-Balances as of (Trial Balance) 4706-Monthly Balances as of (Trial Balance)	Sample	Run		13:50:58.09	
	Report Categories	4648-Projected Balances as of	Sample	Run	07 Hpt 2020	13.30.30.05	
	1 Collection Reports	4614-Parcel Outstanding Balance	Sample	Run	28-Jun-2022	09:02:31.17	
Collections	2 Transaction Reports	4708-Aged Receivables Report	Sample	Run		17:09:31.48	
Payments >	3 Other Reports	4616-Outstanding Balance by Parcel for an Account [CRI]	Sample	Run		15:56:06.33	
Adjustments >	4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run			
Refunds >		4167-Bill Type - Revenue Date Range Activity Detail	Sample	Run			
Uncollectables >		4647-Transaction History by Parcel	Sample	Run		11:12:38.79	
Treasury Receipts >			Sample		04-Apr-2019	11:15:09.55	
		4532-Motor Excise Outstanding Balance Report	Sample	Run			
Municipal Lien Certificates > Partial Payment Letters		4165-Bill Type - Revenue Date	Ran	ge ƙ	Activit	y Summa,	ny
Mortgage Lenders >		44CZ Dill Turne Devenue Dete	Dave	(N=+ 2 2 +	Det el	1
		4167-Bill Type - Revenue Date	Ran	ge⊦	HCCIVIT	y Detai	1
Tax Title > Deferrals >		4647-Transaction History by Pa	arce	1			
Reports > Report Library		4741-Late Payment List	Sample	Run	11-Aug-2023	12:57:43.79	
Reports , Report Ebility		4640-Bills by Category Group (RE Only)	Sample	Run			
		5958-Top Taxpayers	Sample	Run	14-Sep-2023	09:39:46.84	
		4615-Credit Bills with Prior Year Balances	Sample	Run			
See below for details on each.		4642-Fee Payment Summary	Sample	Run		12:59:20.82	
		4567-Outstanding Statement of Account	Sample	Run	08-Sep-2023	11:28:57.22	
		4646-Delinquent Tax Balances	Sample	Run			
		4750-Bill Notes Report	Sample	Run		<u> </u>	
		4751-Bill Attachment Report	Sample	Run			
			Sample	1			
		5229-Combined Bill Statement (Real Estate)	Sample	Run	11-Aug-2023	12:56:37.60 ~	
							_

Collections ▶ Reports ▶ [1 Collection Reports] ▶

4.1 #4165 Bill Type – Revenue Date Range Activity Summary

This report requires filling in all the prompts. Enter Bill Year Range:	Task 4165: Bill Type - Revenue Date Range Activity Summary Bill Type - Revenue Date - Range Activity Summary This is a tool used by the Finance Department.	×
Enter Bill Type: Prior as of Revenue Date: As of Revenue Date:	Required: Enter Bill Year RangeFrom Year: 2023To Year: 2024Required: Enter Bill Type10Real EstateRequired: Prior as of Revenue Date (ex: 06302022)06302022Required: As of Revenue Date (ex: 06302023)06302023	
Bill Types Lookup (some sites may not use all of these):	Run as O Preview O Print PDF O Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All	
Yess Ture Description		

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, 06/30/2023 balance.

llections		
Payments	>	
Adjustments	>	
Refunds	>	
Uncollectables	>	
Treasury Receipts	>	
Municipal Lien Certificates	>	
Partial Payment Letters		
Mortgage Lenders	>	
Tax Title	>	
Deferrals	>	
Reports	>	Report Library

Utility Utility Utility ater Utility

OK Find Search Cancel Help Eof

Title ice Billing

Toters Misc Billing Treasury Receipts Utility NSF Charge



For a given bill type, such as "10" for Real Estate, all the categories with transactions Printed 07-Nov-2023 HIS_BYCAT_ASOF2.REF Page 1 are listed for each year. Bill Type - Rev Bill Type: 10 Real Estat ue Date 06302023 The columns highlighted in 284834.81 green show the Collections 22123.19 74.96 10.50 32046 and Receivable balances as Receivable 30-Jun-2022 Collections 30-Jun-2023 Balance Collections Receivable 558.63 86.80 12.14 30-Jun-2023 Balance 4946.93 4914.45 2094.41 956.87 196.71 1030.00 247.20 -40.00 456.94 75.00 30-Jun-2022 of the "Prior as of Revenue 2094 956 196 1030 247 Balanc Balance Date". The activity (Charges, Bett CI 543254.02 22123.19 22123.19 543254.02 74,96 74.96 22875.28 22875.28 Deductions, Adjustments, -40.00 520.77 150.00 10.50 10.50 3283.48 3283.48 6282.29 6282.29 Abatements, Refunds, and 22866.2 935.92 935.92 558.63 558.63 14946.93 14914.45 14946.93 Payments is shown. 11211.35 30.34 25.00 11211.35 30.34 25.00 11211. 14914.45 11211.3 86.80 12.14 12.14 2094.41 2094.41 956.87 956.87 11266.69 2024 The two blue columns show 196.71 196.71 1030.00 247.20 1030.00 the Collections and 247.20 34763.68 34077.57 622776.19 622228.91 Report Total -40.00 520.77 150.00 -40.00 456.94 Receivable balances "As of 75.00 Revenue Dates". Bill Year: 2023 to 2024 Bill Type: 10 As of Date: 06302022 As of Date: 06302023 23496.99 22866.22 611509.50 611017.56 As shown at the right, there 11211.35 11211.35 11211.35 11211.35 30.34 30.34 25.00 are more bill categories with transactions in 2023 than 11266.69 11211.35 11266.69 11211.35 there are in 2024.

Figure 5 #4165 Bill Type Revenue Date Range Activity Summary

[ADM-AUC-RC-8605]

4.2 #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.	Task 4167: Bill Type - Revenue Date Range Activity Detail	×
Enter Bill Year Range:	Bill Type - Revenue Date Range Activity Detail This is a tool used by the Finance Department.	
Enter Bill Type:	Required: Enter Bill Year Range	From Year: To Year:
Prior as of Revenue Date: As of Revenue Date:	Required: Enter Bill Type Required: Prior as of Revenue Date (ex: 06302022) Required: As of Revenue Date (ex: 06302023)	
	Run as ○ Preview ○ Print ● PDF ○ Excel If Printing use Duplex ● Yes ○ No Lookup	OK Cancel Clear All



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

Year T	upe	Description	Tof
2024 1 2024 2 2024 3 2024 3 2024 3 2024 4 2024 6 2024 6 2024 6 2024 6 2024 9 2024 9 2024 9 2024 9 2024 9 2024 9	500000507015B	Teal Efficient Tax Deferral Notor Excise Personal Property Jater Utility Gener Utility Trash Utility Tax Title Oilce Billing Toters Toters Tacs Billing Treasury Receipts Utility NFF Charge	
			~

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 06/30/2023 balance as an example.

The columns highlighted in green show the Collections and Receivable balances as of the "Prior as of Revenue Date".

The two blue columns show the Collections and Receivable balances "As of Revenue Dates".

4167-RCTRNHIS_BYCAT_DET_ASOF2.F	EP Printed (7-Nov-2023 at	15:26:17 by THEP	ESA						Page 1
				Town of	f Admins					
			Bill Typ	e - Revenue Dat	te Range Activit	y Detail				
Bill Type: 10 Real Estate			as of Revenue D	ate 06302023						
	Collections	Receivable							Collections	Receivable
	30-Jun-2022	30-Jun-2022							30-Jun-2023	30-Jun-2023
Bill Year/Bill Owner/Category	Balance	Balance	Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Balance	Balance
2022 001035-00 KOSA REAL ESTA	7160.53	7160.53			-7160.53					
2022 001049-00 JONES, EDWARD	1135.88	1135.88						1135.88		
2022 001053-00 TAYLOR, DANIEL	233.38	233.38						233.38		
2022 001062-00 COWELL, THOMAS	10.09	10.09						10.09		
2022 001087-00 HOLDEN, ALEXAN	66.18	66.18			-66.18					
2022 001091-00 JGGG REALTY TR	3238.08	3238.08			-3238.08					
2022 001093-00 OLD FARM R.T.,	2684.70	2684.70						2684.70		
2022 001105-00 SHORT, MARYLYN	782.68	782.68						782.68		
2022 001122-00 CUOMO, RONALD	2640.64	2640.64							2640.64	2640.64
2022 001150-00 BALLARINO, JAC	105.55	105.55						105.55		
2022 001151-00 EFB WHITEBURN	3075.32	3075.32						3075.32		
2022 001152-00 FIFTEEN CHASE	2441.91	2441.91						2441.91		
2022 001155-00 SHORT, DONALD	18.98	18.98						18.98		
2022 001157-00 HADLEY, JOHN R	2191.18	2191.18						2191.18		
2022 001162-00 RICE FAMILY LI	988.14	988.14						988.14		
2022 001182-00 CONNOLLY STEPH	8.52	8.52						8.52		
2022 001187-00 ANSELL, CLIFFO	-400-00	-400.00					400.00			

[ADM-AUC-RC-8605]

4.3 #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

-							
E [AUC] 4960-Report Library	Collections [theresa]					- 0	J X
File Edit Ledgers Purch	ase Orders Accounts Payable Fixed Assets Human Resources Budget (ollections	Tax Mo	otor Excise Mis	c Billing System	Favorites	Help
Ba 🖪 📇 ₩ 🔶	+ м 🚝 🎬 🔍 📟 📾 🚼 🎧						
	1 Collection Reports Report Library Collect	tions					
	Collection Reports Report Library Collect	lions					
Goto							
	Report Name	View	Report	Last Run Date	Run Time 🗸	J .	
Actions	4702-Bill Type - As of a Date	Sample	Run	16-Jun-2023	17:00:28.06		
	4104-Real Estate Bills - As of a Date - By Parcel Type	Sample	Run	09-Bec-2020	10:27:23.42		
	4705-Balances as of (Trial Balance)	Sample	Run	07-Apr-2020	12:05:15.08		
	4706-Monthly Balances as of (Trial Balance)	Sample	Run	07-Apr-2020	13:50:58.09		
Report Categories	4648-Projected Balances as of	Sample	Run				
1 Collection Reports	4614-Parcel Outstanding Balance	Sample		28-Jun-2022			
2 Transaction Reports	4708-Aged Receivables Report	Sample	Run	26-0ct-2022			
3 Other Reports	4616-Outstanding Balance by Parcel for an Account [CRI]	Sample	Run	15-Mar-2023	15:56:06.33		
4 TT / Deferral Reports	4165-Bill Type - Revenue Date Range Activity Summary	Sample	Run				
	4167-Bill Type - Revenue Date Range Activity Detail	Sample	Run				
	4647-Transaction History by Parcel	Sample	Run				
		Sample		04-Apr-2019	11:15:09.55		
	4532-Motor Excise Outstanding Balance Report	Sample	Run				
	4533-Motor Excise - O/S Balance - Tax only	Sample	Run				
	4645-ME Bills Fully Abated with Dubstanding Fees	Sample	Run				
	4647-Transaction History b	y Par	rcel				
	5613-Parcels Marked Bankruptcy	Sample	Run	22-Feb-2019	16:51:01.89		
	4740-3 Year Average Payments	Sample	Run				
Marine Marine	4 Pays ent limit	Sample.	R	2000-000	12+57+43 79.	-	mark



Release Notes – Version 23.4 December 2023

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.

Select the format for the report – either **PDF**[®] or **Excel**[®] can be emailed.

File Me	isage Developer Help
Î - 1	■ 19 · · · · · · · · · · · · · · · · · ·
Transa	ction History for Parcel/Account 0003 -003F -0002
тс	theresa@admins.com To Theresa Campbell
🛃 To	-fistoryDetail_4647_THERESA[2].pdf 43 KB V
3	1
This repo This repo	the attached statement of the transaction history. t is for bill year 2020 through 2024, as of November 6, 2023. t does not calculate NEW interest on outstanding balances.
This repo This repo Please co Please fin	t is for bill year 2020 through 2024, as of November 6, 2023. t does not calculate NEW interest on outstanding balances. tact the collectors office for more information d attached the Transaction History for
This repo This repo Please co Please fin Parcel/Ac	t is for bill year 2020 through 2024, as of November 6, 2023. t does not calculate NEW interest on outstanding balances. tata the collectors office for more information d attached the Transaction History for count 0003 -003F -0002 For Year Range 2020 to 2024
This repo This repo Please co Please fir Parcel/Ac Thank yo	t is for bill year 2020 through 2024, as of November 6, 2023. t does not calculate NEW interest on outstanding balances. tata the collectors office for more information d attached the Transaction History for count 0003 -003F -0002 For Year Range 2020 to 2024
This repo This repo Please co Please fir Parcel/Ac Thank yo Theresa	t is for bill year 2020 through 2024, as of November 6, 2023. to does not calculate NRV Interest on outstanding balances. that the collectors office for more information d attached the Transaction History for count 0003 -003F -0002 For Year Range 2020 to 2024
This repo This repo Please co Please fin Parcel/Ac Thank yo Theresa Treasures	t is for bill year 2020 through 2024, as of November 6, 2023. to does not calculate NRV Interest on outstanding balances. that the collectors office for more information d attached the Transaction History for count 0003 -003F -0002 For Year Range 2020 to 2024
This repo This repo Please co Please fin Parcel/Ac Thank yo Theresa Treasures	t is for bill year 2020 through 2024, as of November 6, 2023. to does not calculate NW Interest on outstanding balances. that the collectors office for more information d attached the Transaction History for count 0003 -003F -0002 For Year Range 2020 to 2024 Collector Violector Violector/Ireasurer
This repo This repo Please co Please fin Parcel/Ac Thank yo Theresa Treasuren Admins C	t is for life year 2020 through 2024, as of November 6, 2023. t does not calculate NW interest on outstanding balances. tact the collectors office for more information d attached the Transaction History for count 0003 - 003F -0002 For Year Range 2020 to 2024 //collector //collector

Transaction History by Par	cel/Account	
Required: Bill Type Required: Enter Bill Year Range	Real Estate Personal Property	
Optional: Enter Email Address Optional: Enter Email Note 1	theresa@admins.com	
Optional: Enter Email Note 2	Please see the attached statement of the transaction history. This report is for bill year 2020 through 2024, as of November 6, 2023.	
Optional: Enter Email Note 3 Optional: Enter Email Note 4	This report does not calculate NEW interest on outstanding balances. Please contact the collectors office for more information	
Run as ○ Preview ○ Print ● I If Printing use Duplex ● Yes		

647-RCREP:RCTRNH	ISRPT.REP	Printed	06-Nov-2023			Town of Admir tion History							Page 4
Parcel: 0003-00	3F-0002				Current Own	er: DASTOLI,	CARL + FRANC	ESCA					
ocation: 298 FAR	M ST 298												
		Last		Transaction									Transacti
ear Date Billed	Date Due	InterestDate	Catagory	Description	Trx Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Balar
				Depertperon								Paymence	
			Tax	17-Exemption	30-Dec-2022	14-Dec-2022	.00	.00	.00	.00	250.00	.00	(250
			Tax	Counter receipt	24-Jan-2023	24-Jan-2023	.00	.00	.00	.00	.00	592.53	(592
				* Total Bill Run 3			842.53	.00	.00	.00	250.00	592.53	
023 31-Mar-2023	01-May-2023	02-May-2023	Tax Tax	Billing		14-Dec-2022 14-Dec-2022	842.53	.00	.00	.00	.00	.00	842
			Tax	17-Exemption Counter receipt			.00	.00	.00	- 00	250.00	.00 592.53	(250
			144	councer receipt	27-Apt-2025							594.53	1594
				* Total Bill Run 4			842.53	.00	.00	.00	250.00	592.53	
				* Total Bill# 0010	18-00		3,402.14	.00	.00	.00	500.00	2,902.14	
				* Total Bill Type	Real Estate		3,402.14	.00	.00	- 0 0	500.00	2,902.14	
				* Total Bill Year	2023		3,402.14	.00	.00	.00	500.00	2,902.14	
024 30-Jun-2023				Billing		27-Jun-2023	747.30	.00	.00	.00	.00	.00	747
024 30-Jun-2023	01-Aug-2023	02-Aug-2023	Tax Tax	Counter receipt			-00	.00	.00	.00	.00	747.30	(747
				* Total Bill Run 1			747.30	.00	.00	.00	.00	747.30	
024 29-Sep-2023		00 Nov 0003		Billing		27-Jun-2023	747.30		.00	.00	.00	.00	747
024 29-sep-2023	01-904-2023	02-100-2023					747.30					.00	
				 Total Bill Run 2 			747.30	.00	.00	.00	.00	.00	747
			••	* Total Bill# 0010	18-00		1,494.60	.00	.00	- 00	.00	747.30	743
				* Total Bill Type	Deel Detete		1.494.60	.00				747.30	743

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.

	s San Mi	ESA25.pdf - Adobe Act rules: 1 Help	robat Reader (84-54)													
14 B	bok	Turina yOrtai, 8	6. F												C	Ð
☆		0 Q				· · · ·	• • ⊖ ⊝	🛛 🖛 · 👪	7 0 /	4000	2				6	n.
40	547-RC	REP:RCTRM	IISRPT.REP	Printed	06-Nov-2023	at 11:03:08 by THE		Town of Admin	ø						Page 1	
							Transac	tion History	by Parcel							
	Parce	1: 0003-00	3F-0002				Current Own	er: DASTOLI.	CARL + FRANC	BRCA						
		n: 298 FAR														
				Last		Transaction									Transactio	
Ye	ear Da	te Billed	Date Due	InterestDate	Category	Description	Trx Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Baland	
			01-204-2019			Billing		14-Jun-2019			.00	.00	.00	.00	753.3	
20	20 01	-541-2019	01-Mug-2019	02-369-2019	Tex	Counter receip			.00	.00	.00	.00	.00	753.77	(753.)	
						*** Total Bill Run	1		753.77	.00	.00	.00	.00	753.77		
20	020 01	-Oct-2019	01-Nov-2019	02-Nov-2019		ESCRON - CORES	00 26-Jul-2015	29-Jul-2019	.00	.00	.00	.00	.00	753.77	(753.)	77
					Tax	Billing	01-Oct-2019		753.77	.00	.00	.00	.00	.00	753.1	
						*** Total Bill Run	2		753.77		.00	.00	.00	753.77		
20	020 01	-Jan-2020	03-Feb-2020	04-Feb-2020	Tax	Billing Counter receip		20-Dec-2019	841.71	.00	.00	.00.	.00	.00		
						*** Total Bill Run	3		841.71	.00	.00	.00	.00	841.71	. (
20	20 01	-Apr-2020	01-Jun-2020	02-Jun-2020	Tax	Billing	01-Apr-2020	20-Dec-2019	841.72	.00	.00	.00	.00	.00	841.	
					Tax	Counter receip	t 22-Apr-2020	22-Apr-2020	.00	.00	.00	.00	.00	841.72		
						*** Total Bill Run			841.72	.00	.00	.00	.00	841.72		
						TOTAL DILL FOR										
						··· Total Bill# 00	1018-00		3,190.97	.00	.00	.00	.00	3,190.97	- 6	
						*** Total Bill Typ	e Real Estate		3,190.97		.00	.00	.00	3.190.97		
						••• Total Bill Yes	r 2020		3,190.97	.00	.00	.00	.00	3,190.97	.4	
					L							•••••				
20	021 01	-Jul-2020	03-Aug-2020	04-Aug-2020	Tax	+++ 7	otal Bi	11 Dun	4					41.72	821.4	67
					Tax		ocar bi	11 Kun						41.75	(821.4	
						*** T	otal Bi	11# 003	018-00)			3.1	90.97		
						*** T	otal Bi	11 Type	e Real	Estate			3,1	90.97		
															1	
						*** T	otal Bi	II Year	2020				3,1	.90.97		



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.

Parcel: 0003-					Current Own							
Location: 298 F					current own	eri						
DOCUCION: 270 P												
		Last		Transaction								
Year Date Bille	d Date Due	InterestDate	Category	Description	Trx Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payme
								najaocaenco				
				Grand Total ····			14,802,46	.00	.00	.00	500.00	13,555
Selection Legen	d:											
Bill Type:	RE											
Year Range:	2020 to 2024											
Parcel/Account:	0003 003F	0002										
	*** Please Not	e ***										
	If there are o	utstanding bal	lances due on t	his account then								
	interest charg	es will accrue	but are not d	and on this	report							

Table 1 Columns on the Transaction History by Parcel Report #4647

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 – in general, 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

[ADM-AUC-RC-8592]



4.4 #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 larger 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.

Task 4646: Delinquent Tax Balances	×
Delinquent Tax Balances	
Required: Enter Bill Year Range	From Year: 2022 To Year: 2023
Bill Type:	Real Estate Tax Personal Property
Required: Enter As of date	07-NOV-2023
Enter Minimum Balance Due to select \$× (1.00)	100.00
Run as O preview O Print O PDF O Exce If Printing use Duplex O Yes No Lookup	OK Cancel Clear All

See below for information on what will be printed based on the radio button selected for **"Bill Type"**.

Some sites total by Account #; 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 **O** Run as PDF[®].

×	. 8	1 2 -	6	Delinquent_Tax_Balances	_4646_THERESA[2].xml - Excel							D Search	
F	ile	Home	Insert	Page Layout Formul	as Data Review View Help								
R	547	~	I X	√ fx									
1		A		В	С	D	E	F	G	H 07-Nov-2023	1	J	К
	Parce	UD:		Location	Current Owner	Type	Year	Dill#	Net Charged	InterestFees	Balance	Bill Due	Past Due
		-0083	-0000	LEDYARD ST	RONDEAU MAURICE J JR	Tax Title		006603-00	140.87			7/28/2022	175.73
11	0000	.0005		LLD IVILD OT	Total for 0098 -0083 -0000	Tax They		000003-00	140.01	54.00	341.86	TILULULL	341.86
12					10121010000 0000 0000						041100		
	0000	-0086	-0000	HUNT ST	BRUNELLE, MARK H	Real Estate	5000	006604-00	142.25	22.41	404.00	8/1/2022	164.66
			-0000	HUNT ST	BRUNELLE, MARK H	Tax Title		006604-00	161.95			11/1/2022	268.78
5	0020	-0080	-0000	insiti si	Total for 0098 .0086 .0000	rax ride	2022	000004-00	101.95	100.83	433.44	11/12/23	433.44
6					10121010000 10000 10000						455344		433/44
		0007	-0000	LEDYARD ST	BRUNELLE, MARK H	Real Estate		006605-00		22.70	107.50	8/1/2022	167.56
		-0087 -0087		LEDYARD ST	BRUNELLE, MARK H	Tax Title		006605-00	144.86			8/1/2022	270.55
19	0098	-0087	-0000	LEDTARD ST	Total for 0098 -0087 -0000	Tax Title	2022	006605-00	163.73	106.83	438.12	11/1/2023	438.12
9					Total for 0098 -0087 -0000						430.12		430.12
		-0090	-0000	FLORIDA ST	ESTATE OF GERALD BURKE	Real Estate		006609-00	101.79			8/1/2022	119.23
	0098	-0090	-0000	FLORIDA ST	ESTATE OF GERALD BURKE	Tax Title	2022	006609-00	99.53	26.40		7/28/2022	125.93
23					Total for 0098 -0090 -0000						245.16		245.16
14													
	0098	-0150	-0000	133 GARDEN ST	DESAUTELS, ROLAND G	Real Estate	2023	006664-00	4,367.84	429.17		5/1/2023	1,165.81
26					Total for 0098 -0150 -0000						1,165.81		1,165.81
7													
		-084+	-0000	HUNT ST	RONDEAU MAURICE J JR	Real Estate		006717-00	908.28				1,024.62
	0098	-084+	-0000	HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006717-00	894.24	189.08		7/28/2022	1,083.32
10					Total for 0098 -084+ -0000						2,107.94		2,107.94
11													
2	8600	-085A	-0000	HUNT ST	RONDEAU MAURICE J JR	Real Estate		006718-00	140.94	22.24	163.18	8/1/2022	163.18
	8600	-085A	-0000	HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006718-00	137.81	34.23		7/28/2022	172.04
14					Total for 0098 -085A -0000						335.22		335.22
35													
36					Grand Total						722,229.00		722,229.00
7													
8													
9	Select	ion Lege	nd:										
0													
		ar Rang	e: 2022 to	2023									
			7-Nov-20										
		um Bala											

Figure 6 Sample Delinquent Tax Balances report run as Excel®

Table 2 Columns on the Delinquent Balances Report

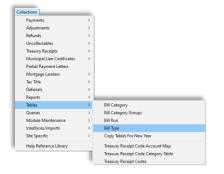
Column Header	Description / How it is used
Parcel ID	The parcel number (for Real Estate) or the Account number (for Personal Property)
Location	The street name for the parcel
Current Owner	The current owner as shown for the parcel
Туре	The type of tax. In this example, both Real Estate and Tax Title 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). If Real Estate is selected, the report will include Real Estate, Tax Title, and Tax Deferral



Column Header	Description / How it is used
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.
Bill #	The bill number
Net Charged	Net amount charged
<i>(Date)/</i> 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 <i>(Date)</i>	The Due Date of the bill when issued
(Amount) Past Due	Past Due-is the amount past the due date and outstanding

4.4.1 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 **O** Personal Property to include anything with a PP in the MODULE column of the Bill Type table.

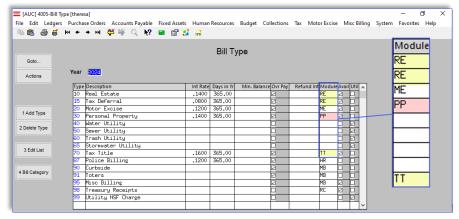


Figure 7 The Bill Type table defines which modules will be reported on the Delinquent Tax Balances report

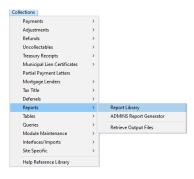
[ADM-AUC-RC-8613]



4.5 #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

	Report Library Transac	tion Histo	ory				
Goto				_	_		
Actions	Report Name	View	Report	Last Run Date	Run Time	^	
Actions	4630-Revenue Summary - by Type, Date	Sample	Run				
	4631-Revenue Summary - by Category, Type, Date	Sample	Run				
	4632-Revenue Summary - by Type, Date, Category	Sample	Run				
	4633-Revenue Summary - by Category, Year, Type	Sample	Run		17:03:51.71		
Report Categories	4636-Revenue Detail - by Category, Year, Type	Sample	Run	05-Jun-2019	17:03:54.65	1	
1 Collection Reports	4637-Revenue Summary Category - By Type and Year	Sample	Run			1	
2 Transaction Reports		Sample				1	
3 Other Reports	4650-Lockbox Batch Summary Report	Sample	Run	15-Aug-2022	17:34:24.89	1	
4 TT / Deferral Reports		Sample				1	
	4098-Posted Receipts - by Date, GL#	Sample	Run			1	
	4096-Posted Receipts - by Date, Batch#, Bill#	Sample	Run	03-Nov-2023	16:34:37.20	1	
	4527-Posted Receipts - by Date, Category	Sample	Run			1	
	4560-Posted Adjustments 4096-Posted Recei	.pts -	by	Date,	Batch#	, В	ill#
		Sample					
	4700-Posted Transactions - Summary	Sample	Run				
	4690-Posted Transactions - Refund History	Sample	Run	26-Jul-2019	12:24:18.54		
	4725-Posted Transactions - Payments by Batch	Sample	Run				
	4726-Posted Transactions - Batch Selection	Sample	Run				
	4710-Posted Transactions - by Deposit Date	Sample	Run	31-Mar-2020	10:35:05.60		
	4712-Transactions Outside of Date Range	Sample	Run				
	4436-Posted Transaction Payment Detail List	Sample	Run				
	4727-Cash Activity by Deposit Date range	Sample	Run		12:27:53.01		
	4731-Cash Activity Reports - By Payment Date	Sample	Run	03-Dec-2018	12:31:24.58		
	4101-Cash Activity by Deposit Date/Batch	Sample	Run				
	4618-List of Demands Issued	Sample	Run				
	4707-Statistics - How our Bills are Paid	Sample	Run	18-May-2021	14:35:34.49	1	
	4638-Transaction History for a Parcel	Sample	Run			1	
		Sample				1	
	4770-Tax Deposits by Deposit Date and Type	Sample	Run				
	4771-Departmental Deposits by Date and Batch	Sample	Run	12-Sep-2018	09:03:21.33	~	

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.

		-					
Task 4096: Posted Receipts - by Date, Batch#, Bill# X							
Report of Posted Receipts by Post Date, Batch Bill# Issues a report of all receipts that have been posted for the date range selected. Sorts by Posted Date then Batch, Receipt Type and Bill#.							
Required: Enter Bill Type	10 Real Estate						
Required: Post Date Range (mmddyyyy)	From: 09012023 To: 11302023						
Optional: Enter Bill Year	2022						
Optional: Enter Bill Category	Edit 0 values:						
Optional: Enter up to 9 User Batches	Edit 0 values:						
Print Report as:	Summary Detail						
Optional: Enter Bill Year 2022							
Run as Preview Print PDF	O CSV O Excel						
lf Printing use Duplex							
Lool	kup OK Cancel Clear All						



The report is available to run as PDF, CSV, or Excel. The PDF version is shown.

Receipts Posted On: 18-Sep-2023										
Batch#	Bill#	Trx Description	Туре	Cash	Check	Other	Change	Paid	Pay Date	Rev Date
RE 09182355		Tay	CRC		. 60				18-Sep-2023	
RE 09182355			CRC		142.80				18-Sep-2023	
RE 09182355		Tax Interest	CRC		8.05				18-Sep-2023	
10 00101000									to bep hons	ro peb nors
	** Total ***	Bill # 004114-00			151.45			151.45		
RE 091823SS	004768-00	Water Lien	CRC		190.03			190.03	18-Sep-2023	18-Sep-2023
RE 09182355	004768-00	Water Ln CI	CRC		26.60				18-Sep-2023	
RE 091823SS	004768-00	Stormwater Lien	CRC		7.46				18-Sep-2023	
RE 091823SS	004768-00	Stormwater Ln CI	CRC		5.88			5.88	18-Sep-2023	18-Sep-2023
RE 091823SS	004768-00	Demand	CRC		5.00			5.00	18-Sep-2023	18-Sep-2023
RE 091823SS	004768-00	Tax	CRC		720.48			720.48	18-Sep-2023	18-Sep-2023
RE 091823SS	004768-00	Tax Interest	CRC		183.74			183.74	18-Sep-2023	18-Sep-2023
*	** Total ***	Bill # 004768-00			1139.19			1139.19		
*** Total **	** Bill Year	:: 2022			1290.64			1290.64		
		<			1290.64			1290.64		
*** To	tal **	* Bill Year	r: 2022							
*** Grand Total *** Posted On 18-Sep-2023					1290.64			1290.64		
		Grand Total *** From								
		Bill Type	Cash	Check	Other	Change	Total Paid			
		al Estate		10035.13			10035.13			
	ſ	Bill Year:	2022							

Figure 8 Report #4096 with optional Bill Year Filter applied, run as PDF

[ADM-AUC-RC-8560]

5 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

5.1 New & Updated Documentation in the Help Reference Library

Billing

RE-305 Suppress Owner Names on Real Estate Commitment

[New]