



Real Estate Tax Billing

Release Notes

December 2023

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

Contents

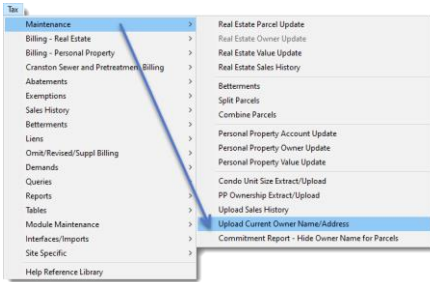
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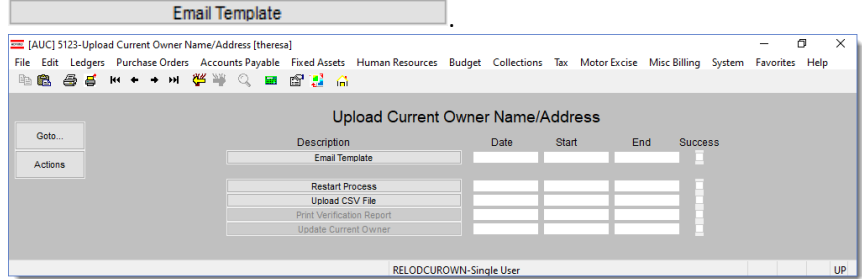
1 Upload Current Owner Name & Address [Enhancement]

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:

Tax ► Maintenance ► Upload Current Owner Name/Address

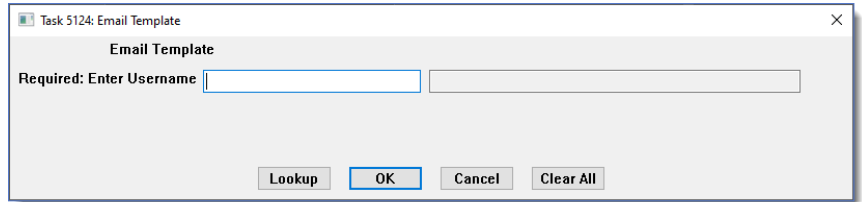


This will display the steps process. Click on

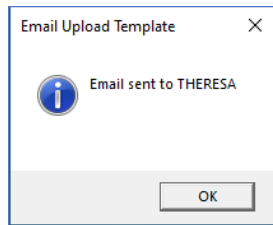
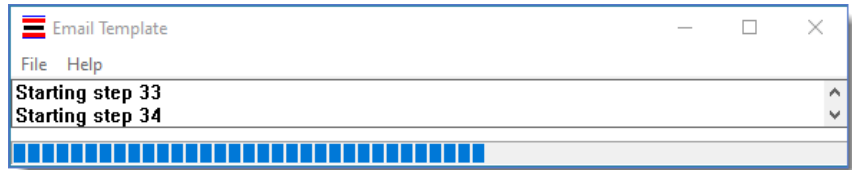


Email Template

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.

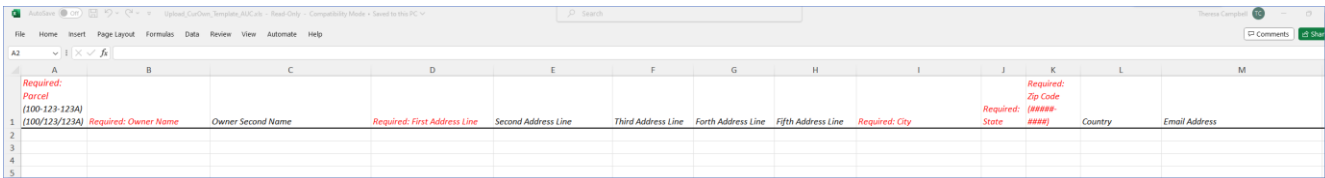
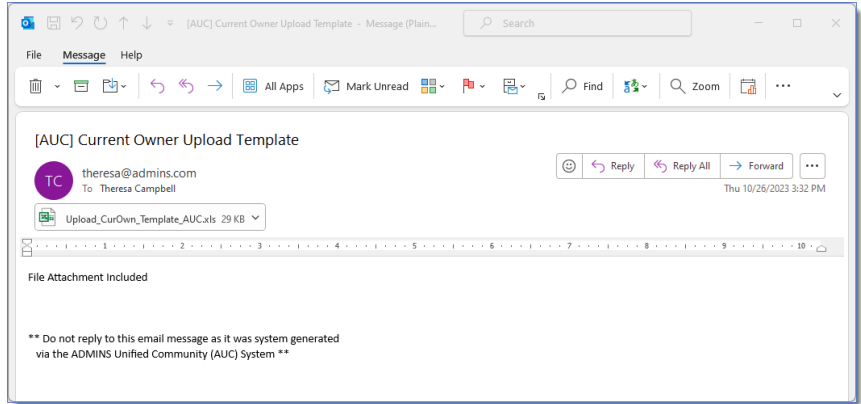


Click on **OK**; the system will display a progress bar, and then a popup announcing that the email was sent to the specified user.

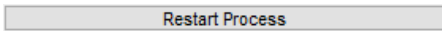




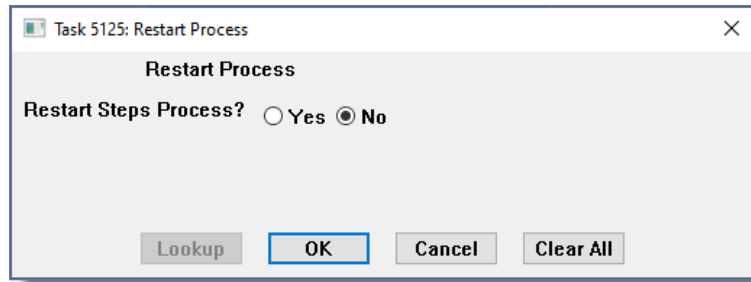
The email will look like this and will have the template for the spreadsheet attached. Click to open the attachment in Excel. The fields in red are required; enter the data and save the spreadsheet as a .csv file in a location that is available to the AUC server.



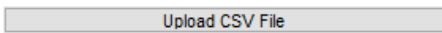
If while in the midst of the upload process, it is necessary to restart, click on the



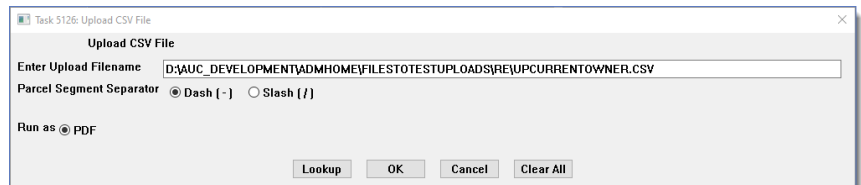
step in the menu. This step will discard work in progress to allow starting fresh.



Click on the

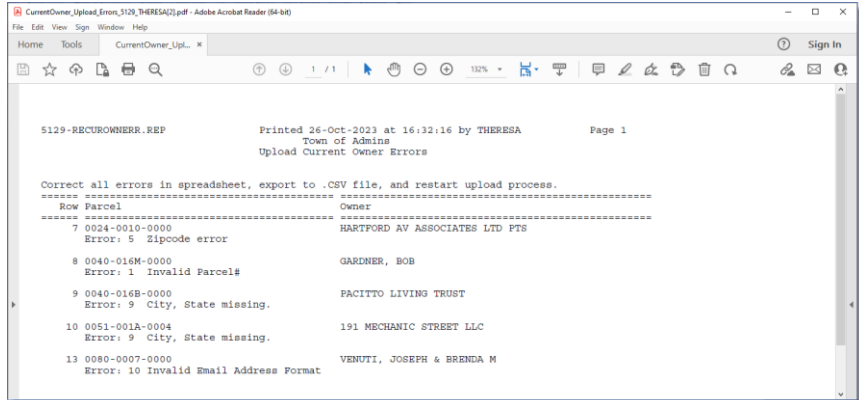


step and use the lookup to find the file. Click on ; the process will run some error checking and produce a report.





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.)



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

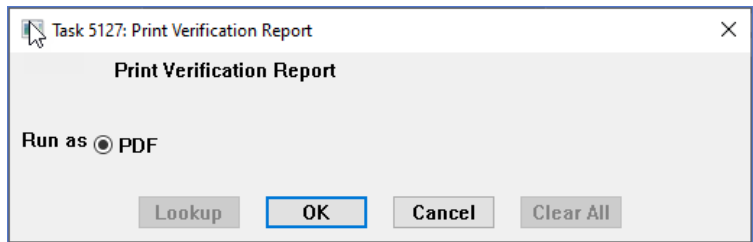
Review the list to be sure the data is correct.

5130-RECUROWNEDT.REP Printed 26-Oct-2023 at 16:18:32 by THERESA Page 1
Town of Admins
Upload Current Owners Edit List

Import File: D:\ADM_Development\adshome\files\to\test\uploads\SE\UpCurrentOwner.csv

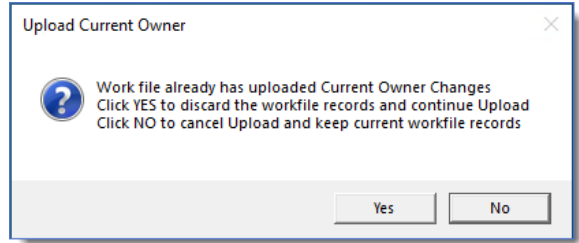
Parcel ID# / Location	Current Owner Name and Address on Parcel	New Current Owner Name and Address	Warnings
0030 -046- -0000 64 TEMI RD	VEGA, GREGORIO A & LIZBETH M 64 TEMI RD BELLINGHAM, MA 02019-0000	KLUSMAN, ARLINE 3 SECOR RD NEW ORLEANS, LA 70112-0099	Name & Address Changed
0030 -068A -0000 NORTH MAIN ST	NORTH MAIN STREET NOM RL T 221 FARM ST BLACKSTONE, MA 01504-0000	HUMI, ALBAE 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 + KATHLEEN M 175 NORTH MAIN ST BELLINGHAM, MA 02019-0000	CETTA, ANGELLA 155 BLACKSTONE ELDOE HONOLULU, HI 96817-0102	Name & Address Changed
0032 -0004 -0000 MAPLE ST	. 00000-0000	GOLLANMER, CINDY 170 WYOMING AVE BURNSVILLE, MI 58337-0103	Name & Address Changed
0032 -0005 -0000 MAPLE ST	TOWN OF BELLINGHAM CONSERVATION COMMISSION 10 MECHANIC STREET BELLINGHAM, MA 02019-0000	COEK, ROELO 4 TH ST W HIGH POINT, NC 27263-0104	Name & Address Changed
0032 -0007 -0000 186 MAPLE ST	LMP PROPERTIES LLC ATTN RYAN LLC 90 BOX 4900 SCOTTSDALE, AZ 85261-4900	KORANDO, CELESTE 7 W PIMBROOK RD LYNBBROOK, VT 11563-0105	Name & Address Changed
0032 -0008 -0000 MAPLE ST	N E POWER CO PROPERTY TAX DEPT 40 SYLVAN RD WALTHAM, MA 02451-2286	FELGER, TWANA 1 COMMERCIAL 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 LAKEVIEW AVE BELLOTT, WI 53511-0107	Name & Address Changed
0032 -0010 -0000 MAPLE ST	RHOODES, SCOTT A + KAREN L 127 LAKE ST BELLINGHAM, MA 02019-0000	KINGS, DOMTE 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.)

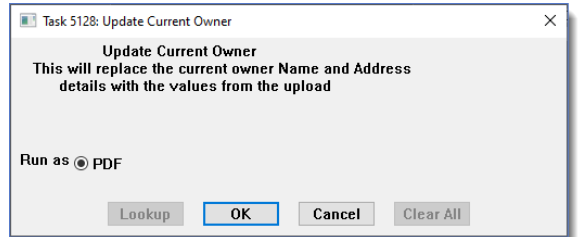




Click on to complete the process. If there is any existing work in process, the prompt will ask you to either click to discard the existing records to start fresh, or click to cancel the upload and keep the current workfile records. is the default.



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



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

5128-RECUROWNST.REP Printed 26-Oct-2023 at 16:36:45 by THERESA Page 1
Town of Admins
Update Current Owner

Parcel ID# / Location	Current Owner Name and Address on Parcel
0030 -068A -0000 NORTH MAIN ST	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	STEFFENSMEIER, 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 Parcels

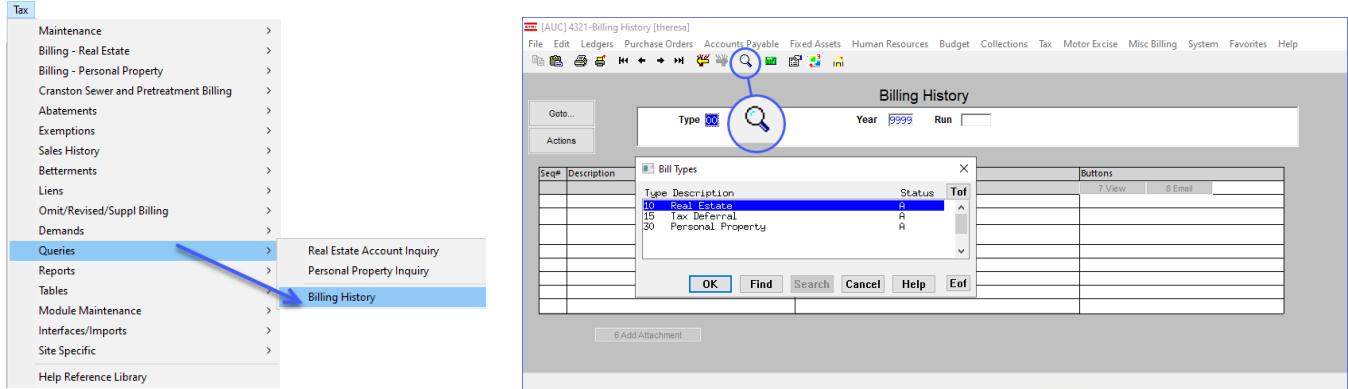
[ADM-AUC-RE-5680]



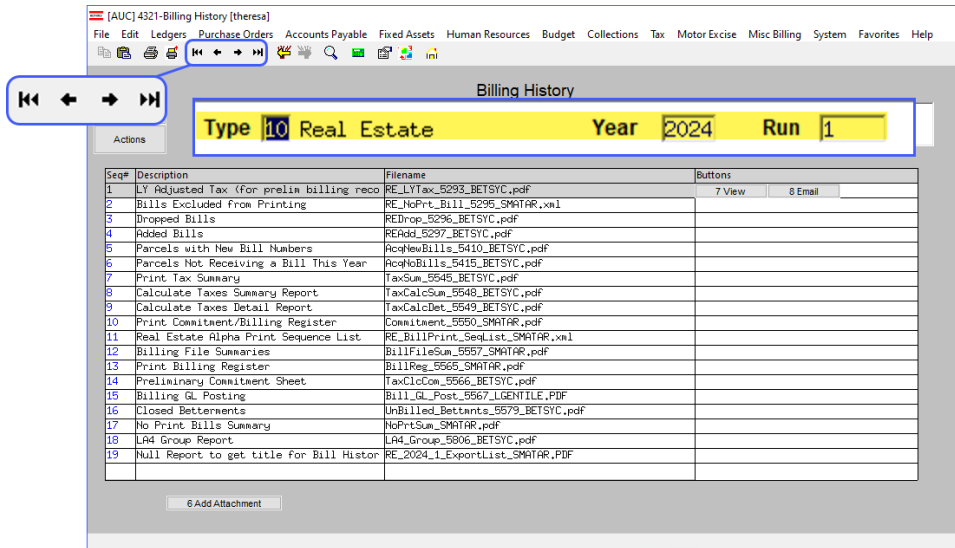
2 Billing History Query Screen [Enhancement]

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.



[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.

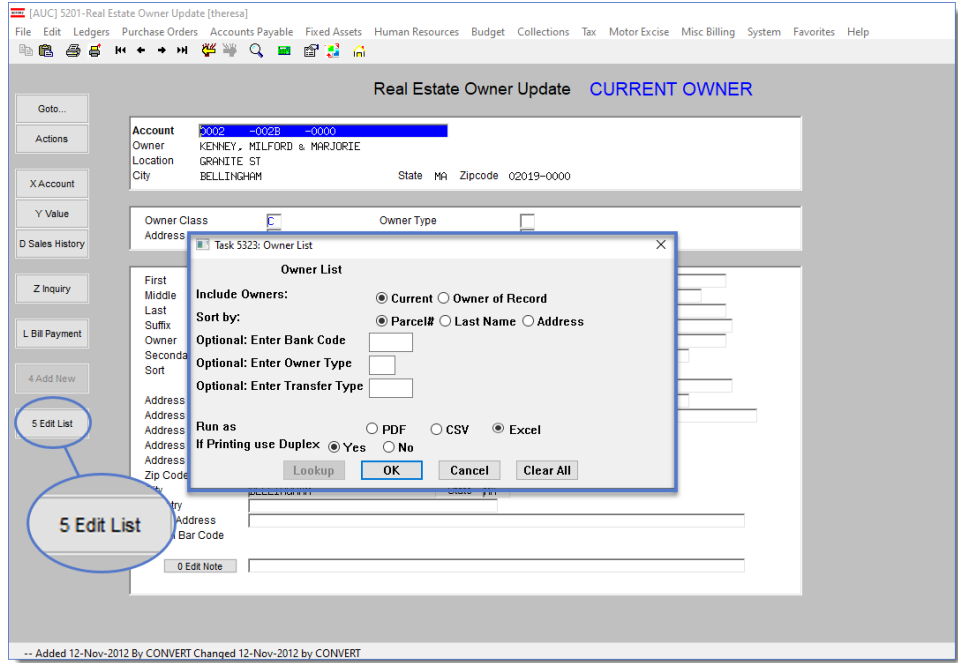


Figure 1 The Owner Update screen

Parcel#	Location	Name and Address - Owner of Record	Second Name	AddressLine1	AddressLine2	AddressLine3	AddressLine4	AddressLine5	City	State	Zipcode
16 0003-0001-0003	240 FARM ST	CROWLEY, RICHARD		1295 BEACON STREET	BUILDING 2	UNIT 22	REAR	ATTENTION: R. CROWLEY	BOSTON	MA	02110-0000
17 0003-0001-0004	236 FARM ST	COSTA, ANA G		236 FARM ST					BOSTON	MA	02110-0001
18 0003-0001-0005	230 FARM ST	WARD, DORANCE W + ANNETTE J		230-232 FARM ST					BOSTON	MA	02110-0002

Figure 2 Above - the Edit List Run as **Excel**

Parcel	Location	Address	Owner Name	Second Name	Address 1	Address 2	Address 3	Address 4	Address 5	City	State	Zip
16 0003-0001-0003	240 FARM ST	1	CROWLEY, RICHARD		1295 BEACON STREET	BUILDING 2	UNIT 22	REAR	ATTENTION: R. CROWLEY	BOSTON	MA	02110-0000
17 0003-0001-0004	236 FARM ST	1	COSTA, ANA G		236 FARM ST					BOSTON	MA	02110-0001
18 0003-0001-0005	230 FARM ST	1	WARD, DORANCE W + ANNETTE J		230-232 FARM ST					BOSTON	MA	02110-0002
19 0003-0002-0006	5 GRANITE ST	1	GERRISH, PHILLIP E	GERRISH, JENNIFER E	5 GRANITE ST					BOSTON	MA	02110-0003
20 0003-0002-0000	FARM ST	1	KING, SHALINA		15 OLD LOG LN					BOSTON	MA	02110-0004
21 0003-0003-0000	292 FARM ST	1	ALGER, APRIL EVE		292 FARM ST					BOSTON	MA	02110-0005
22 0003-0004-0000	306 FARM ST	1	HAPICCA, RICHARD W & DONNA E		306 FARM ST					BOSTON	MA	02110-0006

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

Parcel ID#	Location	Seq#	Name and Address - Owner of Record
0003-0001-0003	240 FARM ST	1	CROWLEY, RICHARD 1295 BEACON STREET BUILDING 2 UNIT 22 REAR ATTENTION: R. CROWLEY BOSTON, MA 02110-0000

Figure 4 Above - PDF Version

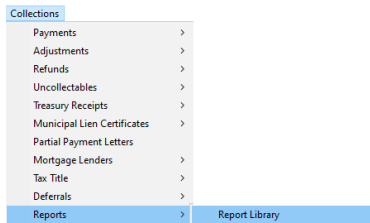
[ADM-AUC-RE-5682]



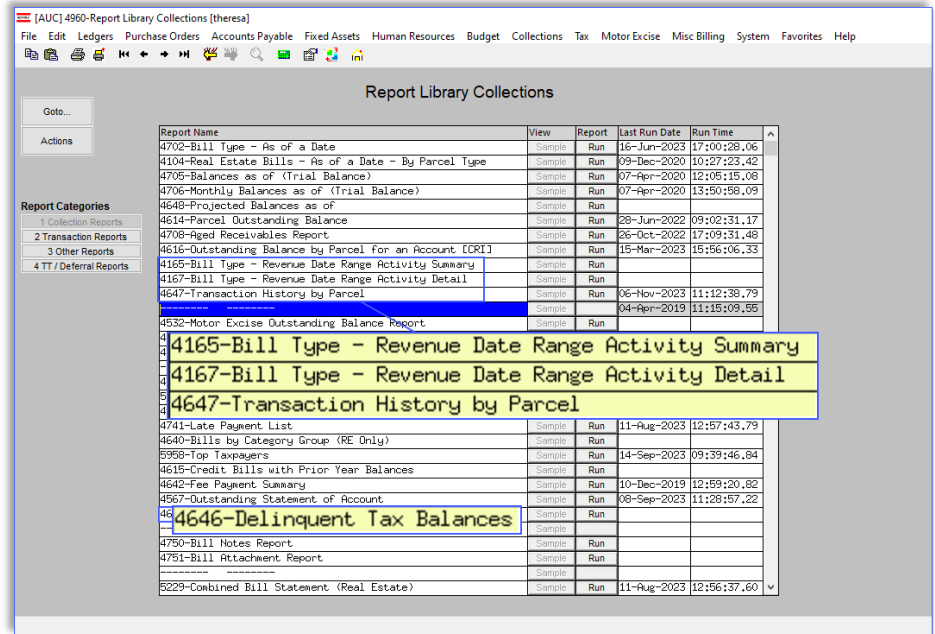
4 Reports [Enhancement]

Collections ▶ Reports ▶ [1 Collection Reports] ▶

ADMINS added new reports to the collections report library. To run these reports, from the menu, select:



See below for details on each.



4.1 #4165 Bill Type –Revenue Date Range Activity Summary

This report requires filling in all the prompts.

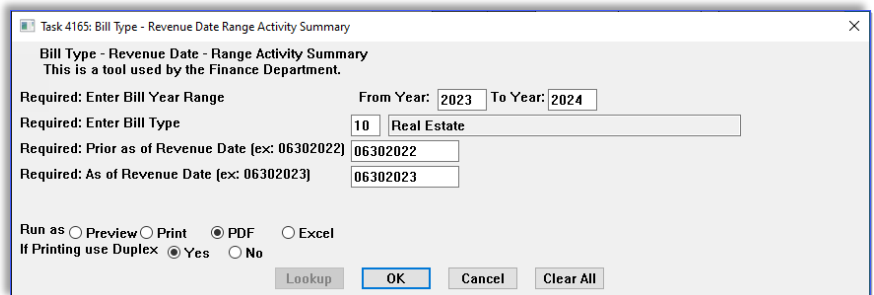
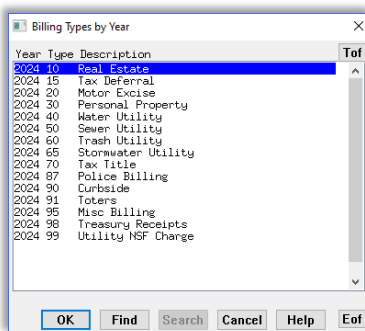
Enter Bill Year Range:

Enter Bill Type:

Prior as of Revenue Date:

As of Revenue Date:

Bill Types Lookup (some sites may not use all of these):



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.



For a given bill type, such as “10” for Real Estate, all the categories with transactions are listed for each year.

The columns highlighted in green show the Collections and Receivable balances as of the “Prior as of Revenue Date”. The activity (Charges, Deductions, Adjustments, Abatements, Refunds, and Payments) is shown.

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

As shown at the right, there are more bill categories with transactions in 2023 than there are in 2024.

4165-RCRHHIS_BYCAT_AR02F2.REP Printed 07-Nov-2023 Town of Admins Bill Type - Revenue Date Range Activity Summary Page 1

Bill Type: 10 Real Estate as of Revenue Date 06302023

Category	Collections Receivable		Charges	Deductions	Adjustments	Abatements	Refunds	Payments	Collections Receivable	
	30-Jun-2022	30-Jun-2022							30-Jun-2023	30-Jun-2023
01 Tax	22123.19	22123.19	4560550.83	346609.22		97299.16	9251.77	44104763.39	543254.02	543254.02
05 Water Lien	74.96	74.96	284834.81					202034.49	22875.28	22875.28
06 Water Ln CI	10.50	10.50						3283.48	3283.48	3283.48
07 Sewer Lien								3284.44	6282.29	6282.29
08 Sewer Ln CI								935.92	935.92	935.92
09 Trash Lien	558.63	558.63						202034.49	14946.93	14946.93
13 Stormwater Lien	86.80	86.80						14914.45	14914.45	14914.45
14 Stormwater Ln CI	12.14	12.14						2094.41	2094.41	2094.41
17 Title 5 Bett								956.87	956.87	956.87
18 Title 5 Bett CI								196.71	196.71	196.71
19 Title 5 Bett								1030.00	1030.00	1030.00
20 Title 5 Bett CI								247.20	247.20	247.20
33 Demand	-49.00		74.96		74.96				-40.00	
40 Tax Interest	520.77		10.50		10.50				456.94	
80 Insufficient Funds	150.00								75.00	
2023	23496.99	22866.22						935.92	61509.50	61107.56
01 Tax	11211.35	11211.35	558.63		558.63			14946.93	14946.93	14946.93
40 Tax Interest	30.34		86.80		86.80			14914.45	14914.45	14914.45
80 Insufficient Funds	25.00		12.14		12.14			2094.41	2094.41	2094.41
2024	11266.69	11211.35						956.87	11266.69	11211.35
Report Total	34763.68	34077.57	-40.00					247.20	622776.19	622228.91
			520.77					456.94		
			150.00					75.00		
Selection Legend:			23496.99		22866.22			611509.50		611017.56
Bill Year: 2023 to 2024										
Bill Type: 10										
Prior As of Date: 06302022										
Revenue As of Date: 06302023										

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.

Enter Bill Year Range:

Enter Bill Type:

Prior as of Revenue Date:

As of Revenue Date:

Task 4167: Bill Type - Revenue Date Range Activity Detail

Bill Type - Revenue Date Range Activity Detail
This is a tool used by the Finance Department.

Required: Enter Bill Year Range From Year: To Year:

Required: Enter Bill Type

Required: Prior as of Revenue Date (ex: 06302022)

Required: As of Revenue Date (ex: 06302023)

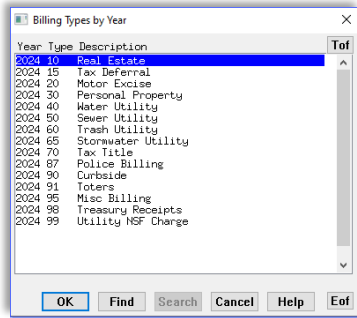
Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



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



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-RTCHNRS BYCAT_DET_ADPF2.REP Printed 07-Nov-2023 at 15:26:17 by THERESA Town of Admins Page 1

Bill Type - Revenue Date Range Activity Detail

Bill Type: 10 Real Estate as of Revenue Date 06302023

Bill Year/Bill	Owner/Category	Collections		Balance	Charge	Deductions	Adjustments	Abatements	Refunds	Payments	Collections		Receivable		
		30-Jun-2022	30-Jun-2022								30-Jun-2023	30-Jun-2023	30-Jun-2023	30-Jun-2023	
2022	001095-00 KOHA REAL ESTA	7160.53	7160.53				-7160.53								
2022	001049-00 JONES, EDWARD	233.38	233.38							233.38					
2022	001042-00 COWELL, THOMAS	10.09	10.09							10.09					
2022	001087-00 HOLDEN, ALEKSI	66.18	66.18					-66.18							
2022	001091-00 JGSG 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, MARVYN	782.68	782.68							782.68					
2022	001122-00 CROW, RONALD	2640.64	2640.64								2640.64	2640.64			
2022	001150-00 BALLARINO, JAC	105.55	105.55									105.55			
2022	001151-00 BFB WHITEBURN	3075.32	3075.32							3075.32					
2022	001152-00 FIFTEEN CHASE	2441.91	2441.91								2441.91				
2022	001156-00 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	001183-00 CONNELLY STEPH	8.92	8.92								8.92				
2022	001187-00 ANSELL, CLIFFO	-400.00	-400.00												
											400.00				

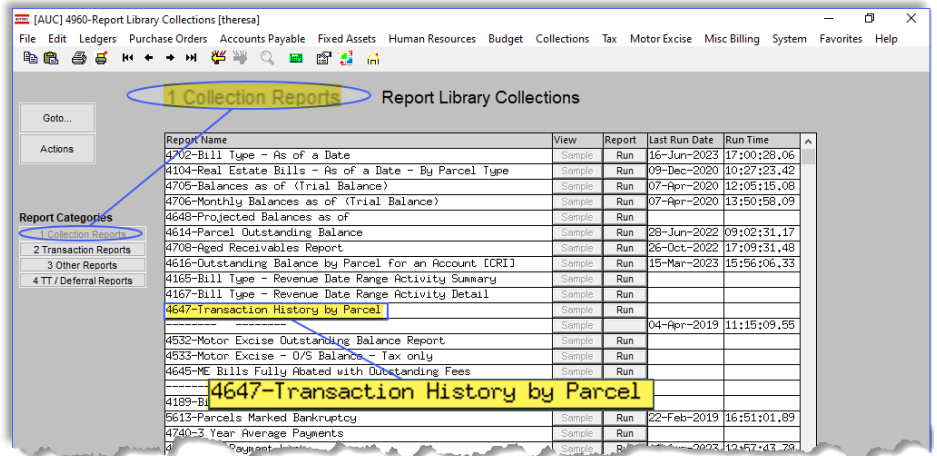
[ADM-AUC-RC-8605]

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





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.

Task 4647: Transaction History by Parcel

Transaction History by Parcel/Account

Required: Bill Type Real Estate Personal Property

Required: Enter Bill Year Range From Year: 2020 To Year: 2024

Required: Enter Parcel/Account# 0003 -003F -0002

Optional: Enter Email Address theresa@admins.com

Optional: Enter Email Note 1 Please see the attached statement of the transaction history.

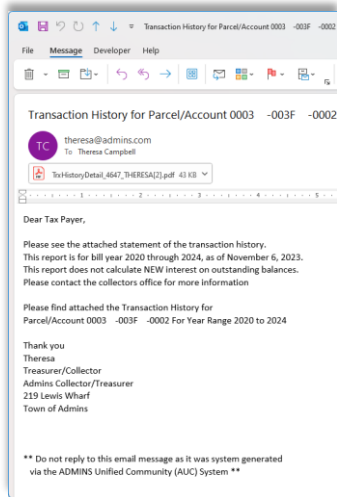
Optional: Enter Email Note 2 This report is for bill year 2020 through 2024, as of November 6, 2023.

Optional: Enter Email Note 3 This report does not calculate NEW interest on outstanding balances.

Optional: Enter Email Note 4 Please contact the collectors office for more information

Run as Preview Print PDF Excel
If Printing use Duplex Yes No

Lookup OK Cancel Clear All



4647-RCEP-RCTSRHSRPT.REP Printed 06-Nov-2023

Town of Admins
Transaction History by Parcel

Parcel: 0003-003F-0002
Location: 298 P30W ST 298
Current Owner: DANFOLI, CARL + FRANCESCA

Year	Date Billed	Date Due	Last Interest Date	Category	Description	Trx Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Transaction Balance
				Tax	17-Exemption	30-Dec-2022	14-Dec-2022	.00	.00	.00	.00	.00	250.00	.00 (250.00)
				Tax	Counter receipt	24-Jan-2023	24-Jan-2023	.00	.00	.00	.00	.00	.00	592.53 (592.53)
*** Total Bill Run 3														
								842.53	.00	.00	.00	.00	250.00	592.53 .00
2023	31-Mar-2023	01-May-2023	02-May-2023	Tax	Billing	31-Mar-2023	14-Dec-2022	842.53	.00	.00	.00	.00	.00	842.53
				Tax	17-Exemption	31-Mar-2023	14-Dec-2022	.00	.00	.00	.00	.00	250.00	.00 (250.00)
				Tax	Counter receipt	27-Apr-2023	27-Apr-2023	.00	.00	.00	.00	.00	.00	592.53 (592.53)
*** Total Bill Run 4														
								842.53	.00	.00	.00	.00	250.00	592.53 .00
*** Total Bill# 001018-00														
								3,452.14	.00	.00	.00	.00	500.00	2,952.14 .00
*** Total Bill Type Real Estate														
								3,452.14	.00	.00	.00	.00	500.00	2,952.14 .00
*** Total Bill Year 2023														
								3,452.14	.00	.00	.00	.00	500.00	2,952.14 .00
2024	30-Jun-2023	01-Aug-2023	02-Aug-2023	Tax	Billing	30-Jun-2023	27-Jun-2023	747.30	.00	.00	.00	.00	.00	747.30
				Tax	Counter receipt	28-Jul-2023	03-Aug-2023	.00	.00	.00	.00	.00	.00	747.30 (747.30)
*** Total Bill Run 1														
								747.30	.00	.00	.00	.00	.00	747.30 .00
*** Total Bill Run 2														
								747.30	.00	.00	.00	.00	.00	747.30 .00
*** Total Bill# 001018-00														
								1,494.60	.00	.00	.00	.00	.00	747.30 747.30
*** Total Bill Type Real Estate														
								1,494.60	.00	.00	.00	.00	.00	747.30 747.30

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.

4647-RCEP-RCTSRHSRPT.REP Printed 06-Nov-2023 at 11:03:09 BY THERESA

Town of Admins
Transaction History by Parcel

Parcel: 0003-003F-0002
Location: 298 P30W ST 298
Current Owner: DANFOLI, CARL + FRANCESCA

Year	Date Billed	Date Due	Last Interest Date	Category	Description	Trx Date	Posted Date	Charges	Adjustments	Refunds	Abatements	Deductions	Payments	Transaction Balance
2020	01-Jul-2019	01-Aug-2019	02-Aug-2019	Tax	Billing	01-Jul-2019	14-Jun-2019	753.77	.00	.00	.00	.00	.00	753.77
				Tax	Counter receipt	26-Jul-2019	26-Jul-2019	.00	.00	.00	.00	.00	.00	753.77 (753.77)
*** Total Bill Run 1														
								753.77	.00	.00	.00	.00	.00	753.77 .00
2020	01-Oct-2019	01-Nov-2019	02-Nov-2019	Tax	RECORD - CORRECTION	24-Jul-2019	29-Jul-2019	.00	.00	.00	.00	.00	.00	753.77 (753.77)
				Tax	Billing	01-Oct-2019	14-Sep-2019	753.77	.00	.00	.00	.00	.00	753.77 (753.77)
*** Total Bill Run 2														
								753.77	.00	.00	.00	.00	.00	753.77 .00
2020	01-Jan-2020	03-Feb-2020	04-Feb-2020	Tax	Billing	01-Jan-2020	20-Dec-2019	841.71	.00	.00	.00	.00	.00	841.71
				Tax	Counter receipt	27-Jan-2020	27-Jan-2020	.00	.00	.00	.00	.00	.00	841.71 (841.71)
*** Total Bill Run 3														
								841.71	.00	.00	.00	.00	.00	841.71 .00
2020	01-Apr-2020	01-Jun-2020	02-Jun-2020	Tax	Billing	01-Apr-2020	20-Dec-2019	841.72	.00	.00	.00	.00	.00	841.72
				Tax	Counter receipt	22-Apr-2020	22-Apr-2020	.00	.00	.00	.00	.00	.00	841.72 (841.72)
*** Total Bill Run 4														
								841.72	.00	.00	.00	.00	.00	841.72 .00
*** Total Bill# 001018-00														
								3,190.97	.00	.00	.00	.00	.00	3,190.97 .00
*** Total Bill Type Real Estate														
								3,190.97	.00	.00	.00	.00	.00	3,190.97 .00
*** Total Bill Year 2020														
								3,190.97	.00	.00	.00	.00	.00	3,190.97 .00
2021	01-Jul-2020	03-Aug-2020	04-Aug-2020	Tax										
*** Total Bill Run 4														
														841.72 (841.67)
*** Total Bill# 001018-00														
														3,190.97 .00
*** Total Bill Type Real Estate														
														3,190.97 .00
*** Total Bill Year 2020														
														3,190.97 .00



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: 0003-003F-0002                               Current Owner:
Location: 298 PIONEER ST 298
-----
Year Date Billed Date Due Last InterestDate Category Description Trx Date Posted Date Charges Adjustments Refunds Abatements Deductions Paym
-----
*** Grand Total ***
-----
Selection Legend:
-----
Bill Type: RE
Year Range: 2020 to 2024
Parcel/Account: 0003 003F 0002
*** Please Note ***
If there are outstanding balances due on this account then
interest charges will accrue but are not displayed 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.

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 **Run as PDF**.

Parcel ID	Location	Current Owner	Type	Year	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Past Due
910	0098 -0083 -0000 LEDYARD ST	RONDEAU MAURICE J JR	Tax Title	2022	006653-00	140.87	34.86	175.73	7/28/2022	175.73
Total for 0098 -0083 -0000								341.86		341.86
913	0098 -0086 -0000 HUNT ST	BRUNELLE MARK H	Real Estate	2023	006654-00	142.25	22.41	164.66	8/1/2022	164.66
914	0098 -0085 -0000 HUNT ST	BRUNELLE MARK H	Tax Title	2022	006654-00	161.95	106.83	268.78	11/1/2023	268.78
Total for 0098 -0085 -0000								433.44		433.44
917	0098 -0087 -0000 LEDYARD ST	BRUNELLE MARK H	Real Estate	2023	006655-00	144.86	22.70	167.56	8/1/2022	167.56
918	0098 -0087 -0000 LEDYARD ST	BRUNELLE MARK H	Tax Title	2022	006655-00	163.73	106.83	270.56	11/1/2023	270.56
Total for 0098 -0087 -0000								436.12		436.12
920	0098 -0090 -0000 FLORIDA ST	ESTATE OF GERALD BURKE	Real Estate	2023	006659-00	101.79	17.44	119.23	8/1/2022	119.23
921	0098 -0090 -0000 FLORIDA ST	ESTATE OF GERALD BURKE	Tax Title	2022	006659-00	99.53	26.49	126.03	7/28/2022	126.03
Total for 0098 -0090 -0000								245.16		245.16
924	0098 -0150 -0000 133 GARDEN ST	DESAUTELS ROLAND G	Real Estate	2023	006664-00	4,367.84	429.17	1,165.81	5/1/2023	1,165.81
Total for 0098 -0150 -0000								1,165.81		1,165.81
929	0098 -084+ -0000 HUNT ST	RONDEAU MAURICE J JR	Real Estate	2023	006717-00	808.28	116.34	1,024.62	8/1/2022	1,024.62
930	0098 -084+ -0000 HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006717-00	894.24	189.08	1,083.32	7/28/2022	1,083.32
Total for 0098 -084+ -0000								2,107.94		2,107.94
931	0098 -085A -0000 HUNT ST	RONDEAU MAURICE J JR	Real Estate	2023	006718-00	140.94	22.24	163.18	8/1/2022	163.18
934	0098 -085A -0000 HUNT ST	RONDEAU MAURICE J JR	Tax Title	2022	006718-00	137.81	34.23	172.04	7/28/2022	172.04
Total for 0098 -085A -0000								335.22		335.22
Grand Total								722,229.60		722,229.60

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
Type	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
(Date)/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 (Date)	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 **Personal Property** to include anything with a PP in the MODULE column of the Bill Type table.

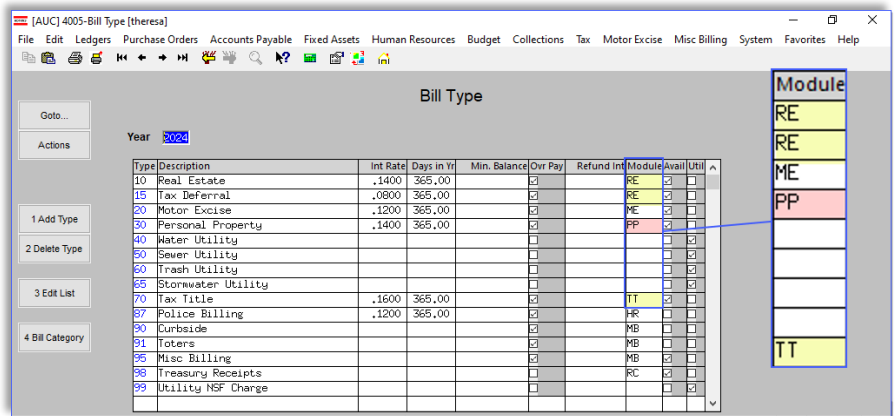
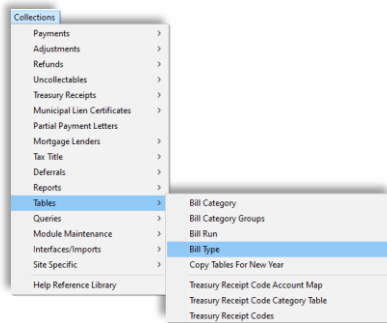


Figure 7 The Bill Type table defines which modules will be reported on the Delinquent Tax Balances report

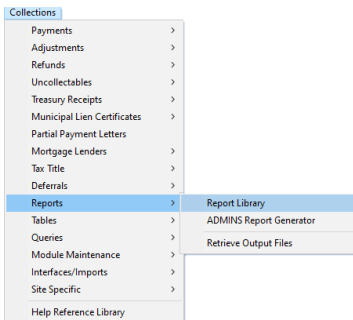
[ADM-AUC-RC-8613]



4.5 #4096 Report Optional Bill Year Selection [Enhancement]

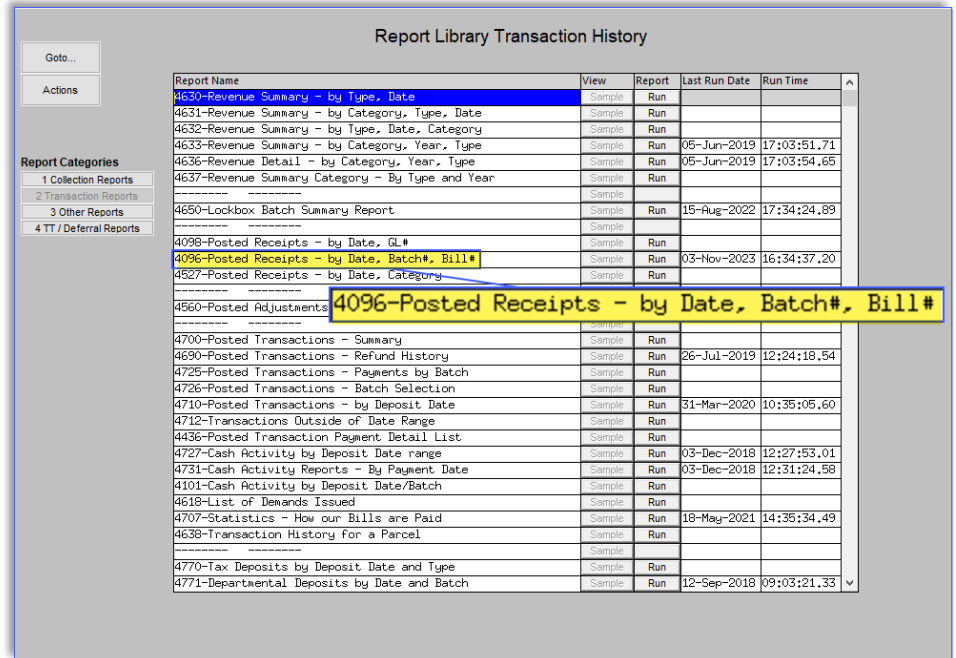
The collector’s office sometimes needs to report on transactions for a specific year tax bill.

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:

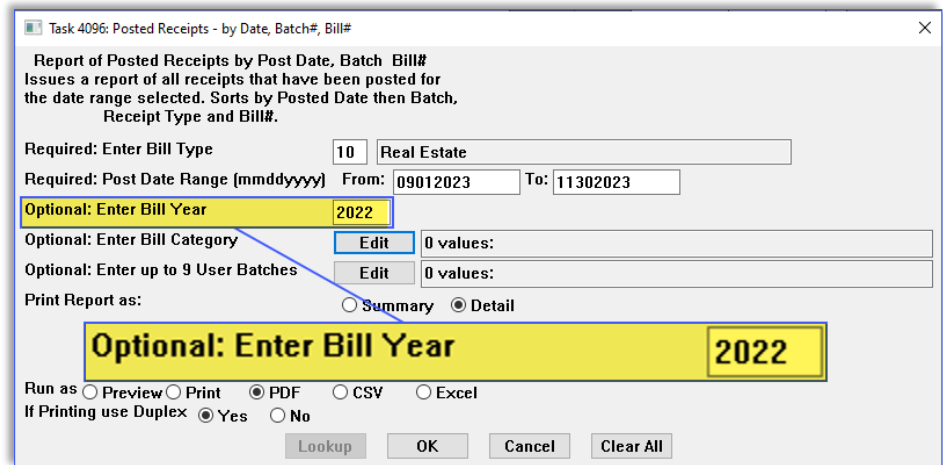
Collections ▶ Reports ▶ Report Library ▶ Transaction Reports



The required Bill Type and Date Range prompts must be filled in. Optionally, enter a bill year to restrict the report to only transactions for that bill year.

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.





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

4096-RCRCPSTR.RPT Printed 06-Nov-2023 at 09:00:17 by THERESA Town of Admins
Posted Receipts - by Date, Batch#, Bill# Page 2

Receipts Posted On: 18-Sep-2023

Batch#	Bill#	Trx Description	Type	Cash	Check	Other	Change	Paid	Pay Date	Rev Date
RE 091823SS	004114-00	Tax	CRC		.60			.60	18-Sep-2023	18-Sep-2023
RE 091823SS	004114-00	Tax	CRC	142.80				142.80	18-Sep-2023	18-Sep-2023
RE 091823SS	004114-00	Tax Interest	CRC		8.05			8.05	18-Sep-2023	18-Sep-2023
*** 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 091823SS	004768-00	Water Ln CI	CRC		26.60			26.60	18-Sep-2023	18-Sep-2023
RE 091823SS	004768-00	Stormwater Lien	CRC		7.46			7.46	18-Sep-2023	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		
*** Total *** Bill Year: 2022					1290.64			1290.64		
*** Grand Total *** Posted On 18-Sep-2023					1290.64			1290.64		
*** Grand Total *** From 09012023 thru 11302023										
Bill Type	Cash	Check	Other	Change	Total Paid					
Real Estate		10035.13			10035.13					
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]