



REAL ESTATE TAX

RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REAL ESTATE TAX** system and installed on your site in June 2015.

TABLE OF CONTENTS

1. TAX BILLING	2
1.1. Report of Excluded Bills	2
1.2. Quarter 1 and 2 Balancing Templates.....	4
1.3. Omitted Billing Calculation Register	4
2. E-BILLING VIA UNIBANK.....	4
2.1. Table Setup	4
2.2. File Location	5
2.3. Upload the File.....	5
2.4. Interfaces/Imports.....	7
3. REAL ESTATE PARCEL UPDATE SCREEN.....	8
3.1. Exclude Bills from Credit Balance Redistribution process	8
3.2. Exclude from CBR [Note on Bill Payment Screen].....	9
4. HELP REFERENCE LIBRARY.....	9
4.1. New or Updated Documentation	9



1. TAX BILLING

1.1. Report of Excluded Bills

The billing process generates a report of bills excluded due to low value or a zero balance. The **charge** column was added to the report to aid in balancing the billing.

	A	B	C	D	E	F	G
1							
2	Bills excluded that are within bill print exclusion range and will NOT be printed for Quarter 4						
3							
4	Sequence#	Bill #	Owner	Location	Balance Due	Total Balance	Net Value
5	Bills Excluded due to Value Below 1,000						
45	1,202	002024-00	EXCEL GLOBAL LOGISTICS INC	13 CENTENNIAL DR	-150.18		-150.18
46	1,203	002026-00	AIR EXPRESS INT'L	13 CENTENNIAL DR	-3,297.56		-3,297.56
47	1,249	002028-00	DIASORIN INC	200 CORPORATE PL	-549.12		-549.12
48	1,161	002034-00	NEXTNAV LLC	100 LAKELAND PARK DR	-128.40		-128.40
49	869	002203-00	CAMG INC	10 FIRST AVE	-7.70		-7.70
50							
51	Bills Excluded due to Value Below 1,000				-21,908.50		-21,908.50
52							
53							
54	Bills Excluded due to Total Balance equal Zero						
55							
56	66	000004-00	COLONIAL MANOR ASSOCIATES	76 MAIN ST R			
57	1,271	000012-00	BATH AND BODY	0 NORTH SHORE MALL			2,680

Figure 1 Before

	A	B	C	D	E	F
1						
2	Bills excluded that are within bill print exclusion range and will NOT be printed for Quarter 4					
3						
4	Sequence#	Bill #	Owner	Location	Charges	Balance
5	Bills Excluded due to Balance From .01 To 5.00					
6						
7	1,885	003004-00	SCITUATE FEDERAL SAVINGS BANK	STONEHEDGE RD	2.89	
8	3,887	005165-00	FAIRVIEW PARK FOREST REV TRUST	10 JOSEPH ROSENFELD WY	0.77	
9	3,888	005166-00	FAIRVIEW PARK FOREST REV TRUST	14 JOSEPH ROSENFELD WY	0.73	
10	5,182	006540-00	CARRIER, CLAIRE C	CARRIER ST	0.92	
11	5,382	006766-00	FOUR NINETY FIVE ASSOCIATES	ROUTE 495	4.34	
12						
13	Bills Excluded due to Balance From .01 To 5.00				9.65	
14						
15						
16	Bills Excluded due to Total Balance equal Zero					
17						
18	3,614	004877-00	CC ESTATES LTD PARTNERSHIP	SOUTH MAIN ST		
19	4,873	006214-00	BELLINGHAM LLC,	LAFAYETTE ST		
20	4,874	006215-00	BELLINGHAM LLC,	LAFAYETTE ST		
21	5,436	006832-00	SPEAR, CHARLES + MURIEL	WINTER ST		
22	6,091	007548-00	CC ESTATES LTD PARTNERSHIP	SOUTH MAIN ST		
23	6,285	007750-00	RINFRETTE, JEFFREY M	PULASKI BV		
24	6,315	007780-00	A & E REALTY TRUST	PULASKI BV		
25						
26	Bills Excluded due to Total Balance equal Zero					
27						
28	Grand Total				9.65	
29						
30	Options to Exclude from Bill Printing:					
31	=====					
32	Exclude Zero Balance Bills: All					
33	Exclude Credit Balance Bills: No					
34	Exclude Balance in Range: From .01 To 5.00					

Figure 2 After



Here are the two reports being compared:

TedRE - BillFileSum_5557_KATHY[11]

File Edit Format Options

Courier New 9 B I U

¶11S
5557-RECREBILSUM.REP Printed 02-Apr-2015 at 10:34:14 by KATHY Page 1

Town of ADMINS

To the City Auditor:

New amounts due for Real Estate Tax are listed below. These amounts have been committed to the City Treasurer/Collector for collection.

	Q1	Q2	Q3	Q4	Total
Bill Date	01-Jul-2015	01-Oct-2015	02-Jan-2016	03-Apr-2016	
Due Date	03-Aug-2015	02-Nov-2015	02-Feb-2016	03-May-2016	
ASSESSMENT					
Tax	7,071,044.24	7,071,036.24	7,047,863.02	7,047,895.15	28,237,838.65
CPA	73,026.79	73,026.79	75,750.49	75,781.20	297,585.27
Gross Tax	7,144,071.03	7,144,063.03	7,123,613.51	7,123,676.35	28,535,423.92

TedRE - RE_2016_4_ExportList_KATHY[1]

File Edit Format Options

Courier New 9 B I U

¶100
- Printed 02-Apr-2015 at 10:43:38 by KATHY Page 1

Town of ADMINS

REPORT TOTAL

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Bill Year	2016				
Bill Run	4				
Count	6,387				
Bill Date			03-Apr-2016		
Due Date			03-May-2016		
Interest Date			04-May-2016		
ASSESSMENT					
Tax	7,070,622.32	7,070,614.32	7,048,280.59	7,048,312.71	28,237,829.94
CPA	73,026.33	73,026.33	75,750.49	75,781.18	297,584.33
Gross Tax	7,143,648.65	7,143,640.65	7,124,031.08	7,124,093.89	28,535,414.27
Dropped Bills			6,588.10	6,588.15	13,176.25
Escrow Gross Tax	7,143,648.65	7,143,640.65	7,130,619.18	7,130,682.04	28,548,590.52

The billing generates the Bill File Summary report and the Export List reports. The Gross Tax will differ by the amount of the charges due to dropped bills. By providing the Charges column with a total, the report may be used to validate the difference in these two reports.

$$\begin{array}{r}
 28,535,423.92 \\
 28,535,414.27 \\
 \hline
 9.65
 \end{array}$$

[ADM-AUC-PP-3838]



1.2. Quarter 1 and 2 Balancing Templates

The Quarter 1 and 2 Balancing Templates have been modified to address an issue with deferrals when computing a preliminary real estate bill.

[ADM-AUC-RE-5488]

1.3. Omitted Billing Calculation Register

The alignment of the charges column was corrected on the **Omitted Billing Calculation Register** produced in the **Real Estate Omitted Billing ▶ Calculate Omitted Taxes** step.

Real Estate Omitted Billing	
Description	Date
Restart Omitted Billing	
Enter Omitted Dates	23-Feb-2015
Enter Omitted Parcels	14-Apr-2015
Calculate Omitted Taxes	14-Apr-2015
Release to Collector - Notify via Email	

Bill Number	Owner Name	Current Owner	Bill Date	Description	Charges
060007-00	JACK SPYRATT		02-Jun-2015 Unused		44,775.00
			02-Jun-2015 Unused		671.63
					45,446.63

Figure 3 Before

Bill Number	Owner Name	Current Owner	Bill Date	Description	Charges
060013-00	DONNA FRABOTTA		16-Apr-2015 AOB Tax		8,670.00
			16-Apr-2015 AOB CPA		108.38
					8,778.38

Figure 4 After

[ADM-AUC-RE-5483]

2. E-BILLING VIA UNIBANK

The tax billing process has been modified to introduce the ability to process e-billing via a 3rd party (specifically Unibank). The following sections provide a broad overview of how this is implemented. A more detailed document specific to E-Billing Via Unibank will be added to the help reference libraries during the summer of 2015.

While many of the changes are not visible to the end-user, some of the overt changes include:

2.1. Table Setup

A new option has been added to the Bill Generation table allowing the designation of bills being Printed and Emailed via Unibank. This means that a file of data will be produced and delivered to Unibank. Unibank will then load this file into their systems and distribute bills either via printed paper copy or email (based on the enrollees desired delivery method and the site specification).



Bill Generation Table Setup

Bill Year
Bill Type Real Estate

Owner Name & Address on Bill Current Owner Owner of Record
Bills Printed Via In-House Service-A Uni-Ebill
Create and send to ESCROW No Yes
Create and send to LOCKBOX No Century
Create and send to ON-LINE SERVICE No Unibank

2.2. File Location

Unibank will then supply a file back to the customer of all taxpayers who have enrolled in the e-billing service. Save the file to the location specified in **Module Control 5107**:

Real Estate Module Control

Seq#	Description	Answer
5107	[Unibank] Upload E-Billing Import Folder	D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER <input type="button" value="1 Edit"/>

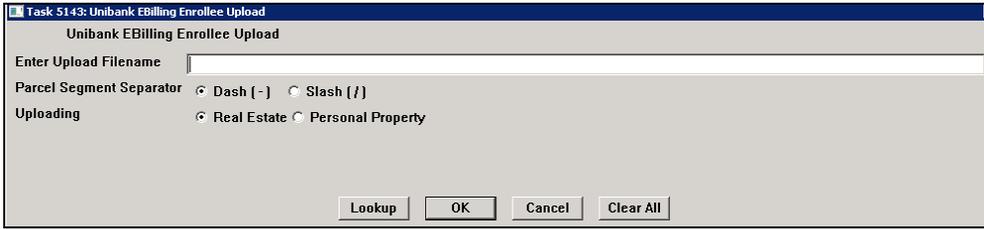
2.3. Upload the File

To upload the enrollee data from Unibank, select **Tax ► Interfaces Imports ► Unibank EBilling Enrollee Upload**.

Tax

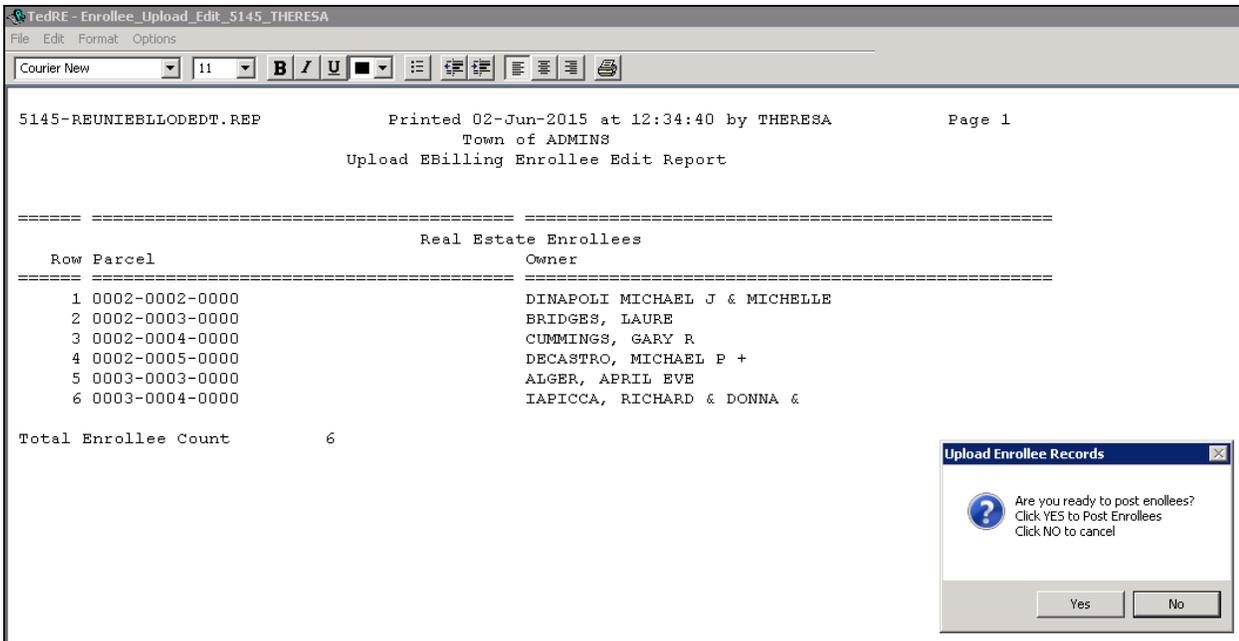
- Maintenance ▶
- Billing - Real Estate ▶
- Billing - Personal Property ▶
- Abatements ▶
- Exemptions ▶
- Sales History ▶
- Betterments ▶
- Liens ▶
- Omit/Revised/Suppl Billing ▶
- Demands ▶
- Queries ▶
- Reports ▶
- Tables ▶
- Module Maintenance ▶
- Interfaces/Imports ▶**
 - Email Use Code Upload Template
 - Upload Land Use Codes
 - Unibank EBilling Enrollee Upload**

You will see the following prompt:



- Use the lookup to select the file received from Unibank
- Select the appropriate parcel segment separator (dash or slash)
- Select Real Estate or Personal Property

Once you click on OK, a report similar to the following will appear, listing the enrollees. You will be prompted to click on YES or NO – if you are satisfied with the report, click YES.



When the file is processed in AUC, this flag is automatically set to indicate which accounts are receiving their tax bill via e-mail. The email address (when supplied by Unibank) is updated.



Real Estate Parcel Update

Parcel 0002 -0002 -0000
Account 0002 -0002 -0000

Location# 8 **Street#** 8
Street GRANITE ST **Unit**
City BELLINGHAM **State** MA **Zipcode** 02019-0000

Current Owner
 DINAPOLI MICHAEL J & MICHELLE
 8 GRANITE ST
 BELLINGHAM, MA 02019-0000

1 General 2 Deductions 3 Orig Values 4 Bill History 5 Custom Fields 6 Suppl Values 7 Revised Values

Neighborhood
 Zoning
 Square Feet 41,905 Acres 1.96200
 Frontage Feet Units

Year Dropped 2015

Is this a Condo? Yes No
 Condo Ownership %
 Small Business? Yes No
 Multiple Bills? Yes No
 Issue Summary Bill? Yes No
 In Deferral 41A 18A No
 Parcel on Ebilling Yes No
 Exclude from CBR

When accounts enroll in e-billing (via a 3rd party provider), this flag gets set to Yes.

2.4. Interfaces/Imports

Subsequent to the initial enrollment, prepare a daily balance file and submit it to Unibank. This works the same as the creation of the Unibank Daily Balance File.

Interfaces/Imports

- Treasury Receipt Code Upload
- Treasury Receipt Code Conversion - Unified Comm.
- Create Unibank Daily Balance File
- Create Bill Trust Daily Balance File
- Create Unibank Ebilling Daily Balance File

Create UniBank Ebilling Daily Balance File

Include Real Estate / Personal Property Years

RE Bill Year 2015 Check to include All Years (leave Bill Year and Checkbox blank to exclude from Selection)
 PP Bill Year 2015 Check to include all Years

Create output file as... 1 File Separate File(s)

Include Motor Excise Years Check to include All Years and all commitments (Create output as 1 File)

Year	Commit#	Seq#	Create output file as...
1	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
2	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
3	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
4	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
5	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
6	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
7	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
8	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
9	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)
10	0000	00	<input checked="" type="radio"/> 1 File <input type="radio"/> Separate File(s)

Include Misc Billing Years

Misc Bill Year Cycle 0000 Check to include All Years (leave Bill Year/Cycle and Checkbox blank to exclude from Selection)

4 Create Daily Balance File

[ADM-AUC-RC-8276]



3. REAL ESTATE PARCEL UPDATE SCREEN

3.1. Exclude Bills from Credit Balance Redistribution process

The Revenue Collections and Real Estate modules contain procedures that will apply credits from one quarter to another. The process is run automatically during the Calculation of a new quarterly/semi-annual tax bill cycle) but it may also be run on-demand by the user.

However, there may be circumstances under which you wish to exclude a bill from this process. For example, if a property is under agreement to be acquired by the Town and the activity on the account needs to remain static with certain quarters remaining overpaid versus delinquent, then you may wish to exclude it from the automated process.

2016 Real Estate		Bill Payment		Inquiry				
2 Bill#	001008-00	Year	2016	X Search...				
3 Owner	IAPITCCA, RICHARD W & DONNA E		Cash-Coin					
4 Location	306 FARM ST		Cash-Paper					
5 Account	0003 -0004 -0000		Check					
6 Parcel	0003 -0004 -0000		Other					
Tendered		Cash Back		Applied				
Bill Payment		Detail Payment		Transactions				
Q Trx Summary		Q Attachment (1)		Z MLCs (5)				
Y Parcel/Acct Notes		IE						
Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund	Adjust	Balance
Q1	905.79			905.79	905.79			
Q2	905.79			905.79	1094.21			-188.42
Q3	1111.05			1111.05				1111.05
Q4	1111.06			1111.06				1111.06
Bill Totals	4033.69			4033.69	2000.00			2033.69

A credit exists on Q2.

If this parcel is excluded, Exclude from CBR, then this credit will remain on Q2 until such time as the checkbox is removed and the process is re-run: Exclude from CBR

To tag an account as being excluded from this process, you need to set a checkbox on the Parcel#. To do this, click:

Tax

Maintenance ▶ Real Estate Parcel Update

Look for the “Exclude from CBR” checkbox. Click in the box to make the checkmark appear. While the checkmark is set, this parcel and all of its associated bills will be excluded from the Credit Balance Redistribution process.

Real Estate Parcel Update

Parcel: 0002 -0005 -0000
Account: 0002 -0005 -0000

Location# 225 Street# 225
Street FARM ST Unit
City BELLINGHAM State WA Zipcode 98219-0000

Current Owner: DECASTRO, MICHAEL P + DECASTRO, ANTONIO
225 FARM ST
BELLINGHAM, WA 98219-1124
DADT1DFFTT1DFFA0DF1TATFDAD0FF1ATFTDFFF

1 General 2 Deductions 3 Orig Values 4 Bill History 5 Custom Fields 6 Suppl Values 7 Revised Values

Neighborhood Zoning Square Feet 81,719 Acres 1.87600 Frontage Feet Units

Year Dropped 0000

Is this a Condo? Yes No
Condo Ownership % Yes No
Small Business? Yes No
Multiple Bills? Yes No
Issue Summary Bill? Yes No
In Deferral 41A 18A No
Parcel on E-billing Yes No

Exclude from CBR

Check this box if this parcel is to be excluded from the Credit Balance Redistribution process



When you are ready to release this “stay” from the parcel, simply click on the checkmark to make it disappear. The presence of the checkmark tells the system to exclude the parcel. The non-existence of the checkmark tells the system to include the parcel.

3.2. Exclude from CBR [Note on Bill Payment Screen]

Accounts flagged for exclusion from the **Credit Balance Redistribution** process will display a note on the inquiry screen. Since this note is attached to the Parcel, it will appear for all bills related to this parcel# across all years.

2014 Real Estate		Bill Payment		Inquiry																																																	
Q Bill #	001000000	Year	2014	Tendered	Cash Back																																																
Q Owner	DINAPOLI MICHEL J & MICHE		Cash/CD	Applied	Total																																																
Q Location	8 GRANITE ST		Cash/Paper																																																		
Q Account	0002	-0002	-0000	Check																																																	
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<table border="1"> <thead> <tr> <th>Charge</th> <th>Deduction</th> <th>Abatement</th> <th>Interest</th> <th>Net Bill</th> <th>Paid</th> <th>Refund</th> <th>Adjust</th> <th>Balance</th> <th>Apply</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>257.50</td> <td></td> <td>40.23</td> <td>297.73</td> <td>100.00</td> <td></td> <td></td> <td>197.73</td> <td></td> <td>157.92</td> </tr> <tr> <td>02</td> <td>257.50</td> <td></td> <td>56.69</td> <td>314.19</td> <td></td> <td></td> <td></td> <td>314.19</td> <td></td> <td>42.08</td> </tr> <tr> <td colspan="9">Bill Totals</td> <td>515.00</td> <td>96.92</td> <td>611.92</td> <td>100.00</td> <td>511.92</td> <td>311.92 Bal</td> </tr> </tbody> </table>						Charge	Deduction	Abatement	Interest	Net Bill	Paid	Refund	Adjust	Balance	Apply	Apply	01	257.50		40.23	297.73	100.00			197.73		157.92	02	257.50		56.69	314.19				314.19		42.08	Bill Totals									515.00	96.92	611.92	100.00	511.92	311.92 Bal
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				Pending Adjusts																																																	
				Reports																																																	
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Figure 5 Before

[ADM-AUC-RE-5484]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

- BILLING
 - Quarter 1 Balancing Template (*modification made for Deferrals*)
 - Quarter 2 Balancing Template (*modification made for Deferrals*)