



Real Estate Tax Billing

Release Notes

June 2023

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

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1 Statement of Account [Information]

ADMINS offers a statement of account on the Bill Inquiry Detail screen. How is this used? It can be printed or emailed to any valid email address. There is a sample below.

To run a statement of account, from the menu, select:

Collections ▶ Queries ▶ Bill Inquiry ▶ [2 Details] ▶ [Stmnt of Acct]

The screenshot shows the '2023 Real Estate Detail Payment Inquiry' screen. The 'Stmnt of Acct' button is highlighted in the left-hand menu. A callout box points to the button with the text: "Find the Statement of Account button on the Detail payment Inquiry Screen".

R	Description	Charges	Deductions	Abatements	New Intrst	Net Bill	Paid	Refund	Adjust	Balance	Pending
1	Tax	1680,82				1680,82	1680,82				
2	Tax Interest	1680,82				1680,82				1680,82	
2	Tax Interest				123,78	123,78				123,78	
Totals						3465,42	1680,82			1804,60	1804,60

Click on the button to call this prompt; to email the statement, enter any email address.

Note that the balance on the screen is \$1804.60 and matches the statement. The only exception is for accounts with a credit balance. The statement only reports on **outstanding** balances and does not report a credit balance.

If the statement will just be printed, do not fill in any of the optional prompts; Run as **PDF**, and click on **[OK]**.

The dialog box shows the following fields and options:

- Optional: Enter Email Address: [Empty]
- Optional: Enter Email Note 1: [Empty]
- Optional: Enter Email Note 2: [Empty]
- Optional: Enter Email Note 3: [Empty]
- Optional: Enter Email Note 4: [Empty]
- Run as: Preview Print PDF
- If Printing use Duplex: Yes No

The dialog box shows the following fields and options:

- Optional: Enter Email Address: campbellt189@gmail.com, theresa@admins.com, wendy@admins.com, anthea@admins.com
- Optional: Enter Email Note 1: Here is the statement of account you requested
- Optional: Enter Email Note 2: for 231 Farm Street. Please contact the collector's office
- Optional: Enter Email Note 3: with any questions at 617-494-5100, ext 2116.
- Optional: Enter Email Note 4: Abatement applications - contact the assessor's office at 617-494-5100 ext 2123.
- Run as: Preview Print PDF
- If Printing use Duplex: Yes No

The report shows the Type of Bill (e.g., Real Estate, Personal Property,) Bill Year, Bill Number, Net Charged, any Interest or Fees, the Balance, the Bill Due Date, and the Amount Now Due for the account, along with the Owner, Parcel ID, and Location.

The statement is sorted in descending order with the most recent bill year at the top of the report. The number of years listed depends on each site; some sites choose to retain only ten years of data; other sites keep data in perpetuity.



STATEMENT OF ACCOUNT

Page 1

Printed: 12-May-2023
Your Payment Postmark: _____

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

Owner : CUMMINGS, GARY R & IRENE R
Parcel ID: 0002 -0004 -0000
Location : 231 FARM ST

Type	Year	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Now Due
Real Estate	2023	001004-00	\$3,361.64	\$123.78	\$1,804.60	01-Nov-2022	\$1,804.60
Real Estate	2022	001004-00	\$6,527.49	\$3.86		02-Aug-2021	
Real Estate	2021	001004-00	\$6,315.90	\$91.09		03-Aug-2020	
Real Estate	2020	001004-00	\$6,191.39			01-Aug-2019	
Real Estate	2019	001004-00	\$6,067.67	\$9.34		01-Aug-2018	
Real Estate	2018	001004-00	\$5,758.24	\$.57		01-Aug-2017	
Real Estate	2017	001004-00	\$5,568.22			01-Aug-2016	
Real Estate	2016	001004-00	\$5,295.87			03-Aug-2015	
Real Estate	2015	001004-00	\$5,098.65			01-Aug-2014	
Real Estate	2014	001004-00	\$5,117.81			01-Aug-2013	
Real Estate	2013	001004-00	\$4,934.15	\$16.94		01-Aug-2012	
Real Estate	2012	001004-00	\$4,800.89	\$3.80		01-Aug-2011	
Real Estate	2011	001004-00	\$4,627.83	\$3.01		02-Aug-2010	
Real Estate	2010	001004-00	\$4,376.16			03-Aug-2009	
Real Estate	2009	001004-00	\$4,332.60	\$110.55		01-Aug-2008	
Real Estate	2008	001004-00	\$4,239.30	\$37.00		01-Aug-2007	
Real Estate	2007	001004-00	\$4,177.72	\$1.28		01-Aug-2006	
Real Estate	2006	001004-00	\$4,007.05			01-Aug-2005	
Real Estate	2005	001004-00	\$3,930.17	\$29.08		02-Aug-2004	
Real Estate	2004	001004-00	\$3,744.00	\$46.04		01-Aug-2003	
Real Estate	2003	001004-00	\$3,382.16	\$3.50		01-Aug-2002	
Real Estate	2002	001004-00	\$3,218.56			01-Aug-2001	
Real Estate	2001	001004-00	\$3,271.86			01-Aug-2000	
Real Estate	2000	001004-00	\$2,927.08			02-Aug-1999	
Real Estate	1999	001004-00	\$2,860.49			03-Aug-1998	
Real Estate	1998	001004-00	\$3,084.83	\$8.73		01-Aug-1997	
Real Estate	1997	001004-00	\$3,148.61	\$14.02		01-Aug-1996	
Real Estate	1996	001004-00	\$3,091.07	\$43.76		01-May-1996	
Real Estate	1995	146005-00	\$2,989.89	\$25.18		31-Jul-1994	
Real Estate	1994	146005-00	\$2,473.09	\$16.13		31-Jul-1994	
Real Estate	1993	018304-00	\$2,441.88	\$44.27		10-May-1993	
Real Estate	1992	018503-00	\$2,386.80	\$60.67		02-Dec-1991	
					\$1,804.60		\$1,804.60

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

Mail To: Admins Collector/Treasurer
219 Lewis Wharf
Town of Admins

Figure 1 Sample of a Statement of Account for a Real Estate Bill

[ADM-AUC-RC-8582]



2 Interest Rates [Enhancement]

The interest rate in Tax and Collections has been updated to be a four-decimal field. Two screens illustrate this; to access the screens, from the menu, select:

Collections ▶ Tables ▶ Bill Type

Type	Description	Int Rate	Days in Yr	Min. Balance	Ovr Pay	Refund Int	Module	Avail	Util
10	Real Estate	.1400	365,00				RE		
15	Tax Deferral	.0800	365,00				RE		
20	Motor Excise	.1200	365,00				ME		
30	Personal Property	.1400	365,00				PP		
40	Water Utility								
50	Sewer Ut								
60	Trash Ut								
65	Stormwat								
70	Tax Tit1						TT		
87	Police B						HR		
90	Curbstde						MB		
91	Trotars						MB		
95	Misc Bill						MB		
98	Treasury Receipts						RC		
99	Utility NSF Charge								

Figure 2 Interest Rates are now four decimal places on the Bill Type Table

Tax ▶ Betterments ▶ Add/Manage Projects

Line	Parcels in Project	Owner Name	Term	Principal	Init Payment	Abatement	Payoff	Pd Appor	Appor	UnAppor Bal	Per Annum	Fig
1	0098	-0144 -000CRITER, JOSHUA	20	27606,00				28986,30	1380,50	26228,70	1380,30	
2	0064	-0208 -000CLAFFEY, GEORGE J a	20	37486,00			35583,20	39328,80	1872,80		1872,80	
3	0029	-0185 -000BOUCHER LIVING TRUST	20	21286,00				22318,80	1062,80	20193,20	1062,80	
4	0064	-0003 -000BRIEN, CHARLES & GE	20	22628,50				23789,93	1131,43	21497,07	1131,43	
5	0075	-0054 -000JONES QUINTON E	20	27406,00				28776,30	1370,30	26036,70	1370,30	
6	0094	-0102 -000DUBOIS GERARD D SR &	20	25841,00			5680,80	27133,05	1292,05	18868,15	1292,05	
7	0018	-0018 -000GILLEY, ROBERT W JR	20	12200,00				12810,00	610,00	11590,00	610,00	
8	0092	-0005 -000MENDEZ MARCO TULIO +	20	22076,00				23179,80	1103,80	20972,20	1103,80	
9	0018	-0082 -000DOS SANTOS, HENRIQUE	20	17850,00				18742,50	892,50	16957,50	892,50	
10	0029	-0087 -000FUENTES, DENIS F & M	20	22056,00				23158,80	1102,80	20953,20	1102,80	
11	0074	-0017 -000BOUSQUET, REBECCA J	20	20406,00				21426,30	1020,30	19385,70	1020,30	
12	0040	-0068 -000FRYNCKO, LESLEY A	20	22667,98				23801,38	1133,40	21534,58	1133,40	

Figure 3 Interest Rates are now four decimal places on the Betterments Add/Manage Projects Table

[ADM-AUC-RE-5664]



3 Real Estate Abatement Posting [Fix]

The real estate abatement posting sometimes terminated abnormally if it was being run by two different users. This has been corrected. Each user will be able to post the abatements they have created.

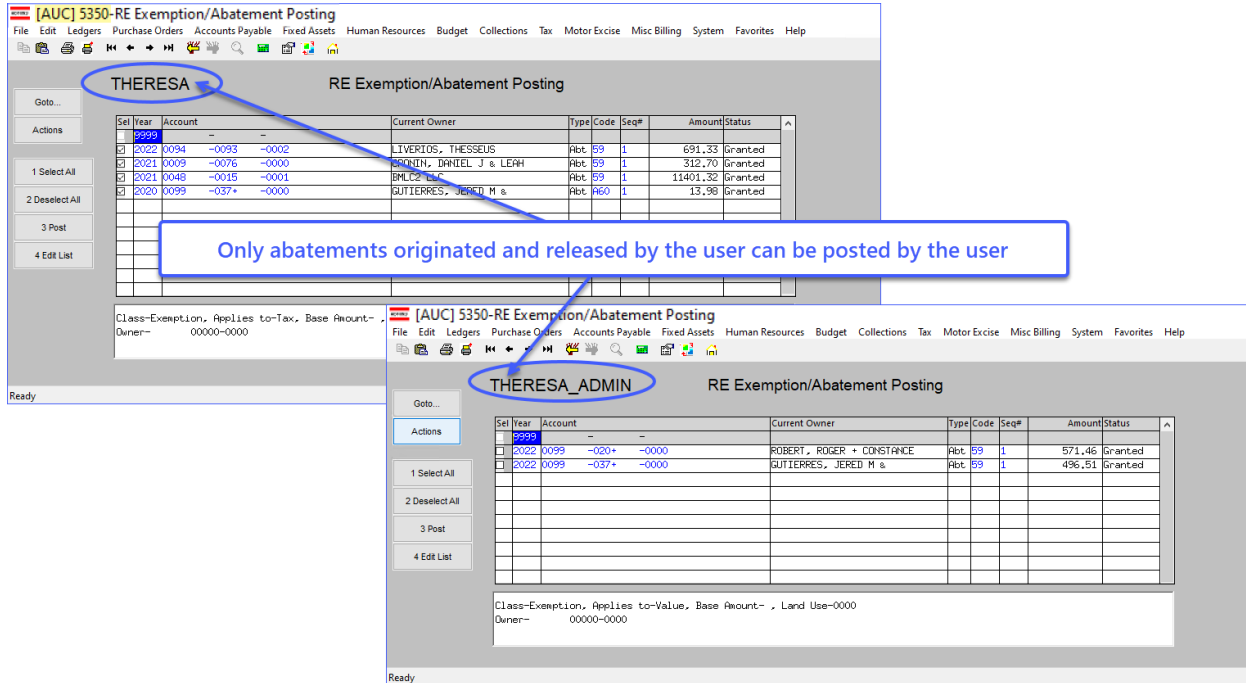


Figure 4 User “Theresa” and “Theresa_ADMIN” are two distinct users. They cannot post each other’s abatements

[PEA-SUP-SAPLAUC-816]

4 Help Reference Library & ADMINS Website

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

4.1 New & Updated Documentation in the Help Reference Library

Betterments	RE–470 Betterment Project Entry	[Updated]
	RE–480 Pre-payments and Payoffs	[Updated]
	RE–490 Betterments / Suspend and Apportion	[Updated]
Interfaces	RE–660 3rd Party E-Billing Daily Export File Layout	[New]
	RE–670 CUSI/UMS Interfaces	[Updated]
Tables (Collections Module)	RC–1460 Tables: Billing Setup	[Updated]

4.2 New Content on ADMINS.com

Attachments in AUC	[New]
Maintaining Email Distribution Lists	[New]
Printing to the Local Printer	[New]



4.2.1 ADMINS Video Library

Please check out these [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for “once in a while” tasks. The videos provide “just-in-time” training when new staff is coming aboard.

The screenshot shows the ADMINS website's video library page. At the top, there is a navigation bar with the ADMINS logo, the URL 'support@admins.com', and menu items: Home, What's New, Videos & Quick Tips (selected), Library, and More. Below the navigation is the 'AUC Video Launchpad' section, which includes a brief introduction and a grid of video categories:

- Getting Started**
 - [Logging In to AUC & Basics](#) (7:00)
 - [Logging out of AUC](#) (1:54)
 - [Reset AUC Password](#) (2:00)
 - [Use the Training Area](#) (2:04)
 - [Clear Data From A Field](#) (1:17)
 - [Favorites Screen](#) (2:23)
 - [Index Of Help Documents](#) (0:51)
 - [Reprinting A Report](#) (4:20)
 - [Optimize the PDF Viewer](#) (3:37)
 - [Email Signatures](#) (1:36)
 - [Quick Task & Report Button](#) (2:12)
 - [Check for Record Locks](#) (2:14)
 - [Attachments in AUC](#) (4:20)
 - [How to Configure RDP for Local Printers](#) (2:19)
- GL Training**
 - [Add a New GL Account](#) (4:07)
 - [Budget Transfers via a JE](#) (2:55)
 - [Drill Down on Account](#) (4:51)
 - [Transaction History Queries](#) (7:07)
 - [General Ledger Reports](#) (10:09)
 - [Expenditure Summary Report](#) (4:04)
 - [Set Up A New Fund](#) (9:17)
 - [Automate Reports using Job Stream](#) (24:28)
 - [How to Upload a Journal Entry](#) (5:57)
 - [How to Reverse a Journal Entry](#) (4:08)
 - [Fixed Assets Module](#) (1 hour 21 minutes)
 - [Budget Transfers via a Journal Entry \(HVMA\)](#) (3:00)
- AP/PO Training**
 - [Approvals - The AP/PO Dashboard](#) (3:49)
 - [Purchase Order Entry](#) (7:28)
 - [Reprint Purchase Order](#) (3:17)
 - [PO Change Orders](#) (5:43)
 - [Request A PO Liquidation](#) (2:34)
 - [Liquidate a PO](#) (3:11)
 - [Create a Direct Payment Voucher](#) (5:35)
 - [Create a Voucher from a PO](#) (6:20)
 - [Voucher Change Orders](#) (4:22)
 - [Liquidate a Voucher](#) (4:16)
 - [Transfer AP Voucher Batch](#) (4:22)
 - [Delete AP Vouchers/Batch](#) (2:29)
 - [PO Queries](#) (7:14)
 - [PO & Voucher Reports](#) (2:47)
 - [Querying Vouchers](#) (5:29)
 - [Add a New Vendor](#) (2:54)
 - [Vendor Attachments](#) (2:50)
 - [Add a Vendor Remit Address](#) (3:20)
 - [Voucher Selection Error Report](#) (2:59)
 - [AP Disbursement Process](#) (10:45)
- Collections & Tax**
 - [Enter Bill Payment Receipts](#) (7:14)
 - [Enter Treasury/ Departmental Receipts](#) (10:57)
 - [Reprint a Bill](#) (4:01)
 - [Bill Inquiry Screen](#) (7:26)
 - [Bill Locator Screen](#) (3:30)
- HR Training**
 - [Create A Payroll Warrant](#) (3:31)
 - [Timesheet Entry](#) (7:34)
 - [HR Adjustment via Employee](#)
 - [Maintenance Screen](#) (3:49)
 - [How To "Uncalculate" A Warrant](#) (2:14)
 - [Create A Recon File After Warrant Is Posted](#) (1:10)
 - [Add Historical Salary Change Record](#) (2:47)
- Power Users & IT Staff**
 - [Email Distribution Lists](#) (4:34)
 - [User Account Security](#) (6:32)

We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.