



# REAL ESTATE TAX BILLING

## RELEASE NOTES    MARCH 2021

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

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# 1. EXEMPT BILLS

The [Reprint Bill] and [Email Bill] buttons for exempt bills are no longer available on the **Collections Payment** or **Detail** screens. No bill was ever produced; as such there are no transactions for the exempt bill, and nothing to print. Graying out the buttons helps to reduce misunderstanding and reminds collections staff that there is nothing to print.

## Collections ▶ Queries ▶ Bill Payment

The screenshots show the '2013 Real Estate' section with bill details for bill number 001097-00. The 'Reprint Bill' and 'Email Bill' buttons are disabled. The status 'EXEMPT' is highlighted in red circles at the bottom of each screen.

## Collections ▶ Payments ▶ Reprint Bills In Batches (Real Estate)

If an exempt bill number is entered on the **Reprint Bills In Batch (Real Estate)** batch screen, this error message will appear:

The screenshot shows a table of bills with columns for Ln, Year, Search, Bill#, and Owner. A dialog box is overlaid on the table, displaying the error message: "E4084-Exempt bills cannot be reprinted".

[ADM-AUC-RC-8502]



## 2. BILLING REGISTER

To make it easier to balance the billing, when the billing register prints, and includes interest and fees, those values will now be in their own column instead of being included under charges. Columns on the report were renamed to reflect this.

Tax ► Billing – Real Estate ► Real Estate Billing Process ► [Print Commitment/Billing Register]

Bill#	Bill Date	Due Date	Billing Run	Taxes	Liens/Bett	Interest/Fees	Total Charges	Deductions	Total Billed
Parcel ID: 0002-0002-0000 At: 8 GRANITE ST									
001002-00	14-Jan-2021	28-Jan-2021	Q1	1,162.49		Owner of Record	1,166.30		1,166.30
001002-00	14-Jan-2021	28-Jan-2021	Q2	1,162.49		3.81	1,204.40		1,204.40
001002-00	14-Jan-2021	28-Jan-2021	Q3	1,321.04		41.91	1,321.04		1,321.04
001002-00	14-Jan-2021	28-Jan-2021	Q4	1,331.03			1,331.03		1,331.03
				4,977.05			5,022.77		5,022.77
Parcel ID: 0003-0003-0000 At: 292 FARM ST									
001007-00	14-Jan-2021	28-Jan-2021	Q1	1,383.49		Owner of Record	1,383.49		1,383.49
001007-00	14-Jan-2021	28-Jan-2021	Q2	1,383.49		45.72	1,383.49		1,383.49
001007-00	14-Jan-2021	28-Jan-2021	Q3	1,986.34		Owner of Record	2,004.86		2,004.86
001007-00	14-Jan-2021	28-Jan-2021	Q4	1,996.33		18.52	1,996.33		1,996.33
				6,749.65			6,768.17		6,768.17
						18.52			

Figure 1 After– Interest and Fees are in a separate column

[ADM-AUC-RE-5617]

## 3. BETTERMENTS

ADMINS clarified the handling of year one betterment interest and updated the Betterments document. The following is from the [IGR-2021-1 BETTERMENTS AND SPECIAL ASSESSMENTS, ASSESSMENT AND COLLECTION PROCEDURES](#), pages 10 and 11.

1. Timing  
 Assessments originally committed to the collector on or before January 1 must be added to a tax no later than the tax assessed as of that date.  
  
Example: Assessments committed during calendar year 2021 on or before January 1, 2022 (the assessment date for FY 23 taxes) must be added to a tax commitment no later than the FY 23 commitment and bills.  
  
 However, assessments committed during calendar year 2021 before January 1, 2022 may be added to the FY 22 tax commitment and bill provided property owners have had an opportunity to pay the full assessment without incurring interest.
  
3. Committed Interest
  - a. First Year: In the first year, the entire or apportioned amount is committed with interest on the amount of the entire assessment that remains unpaid calculated from the 30th day after the bills are mailed until October 1.  
  
Example: The bills for the assessments are mailed on April 1, 2021. They are first added to the taxes assessed as of January 1, 2022 for FY 23. Interest is computed from May 1, 2021 until October 1, 2022. If they were first added to FY 22 taxes, interest would be computed from May 1, 2021 to October 1, 2021.



### 3.1. Hover text on Start Year [Enhancement]

ADMINs added hover text to the Add/Manage Projects screen:

### 3.2. Schedule Report [Enhancement]

ADMINs added a note to the bottom of the schedule explaining the year one interest calculation based on the original invoice date. The Interest date is 30 days after the original invoice date. This example uses May 1, 2020 as the original invoice date.

Line	Year	Commitment	Committed Interest	Status
Parcel# 0099 -0030 -0000 Owner [redacted] IntDate 31-May-2020				
2	2020	1,415.18	743.39	743.39
2	2021	671.79	716.52	716.52
2	2022	698.66		
2	2037	4,256.25	156.93	156.93
2	2038			106.60
2	2039			54.26
Total Parcel				8,299.20
Total Project				82,992.44

**First year billed is 2020; 2020 -1 = 2019  
Original invoice date is May 1, 2020;  
therefore no interest is calculated for year one**

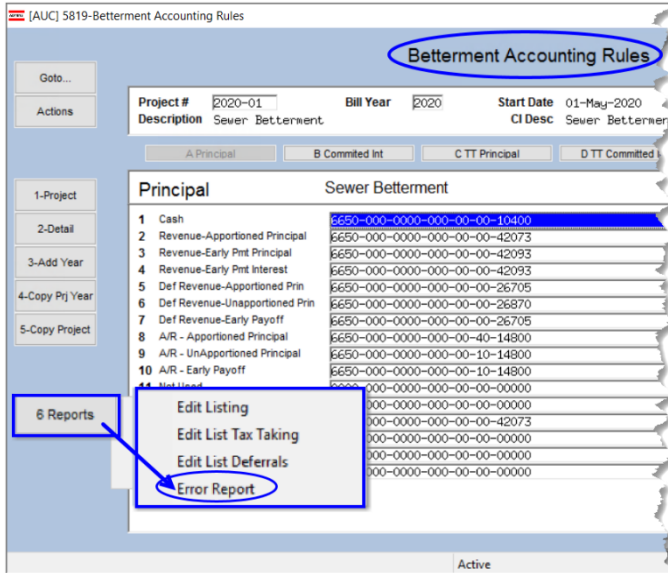
**NOTE: First Year Committed Interest is calculated using 10/01/[First Year Billed minus 1]. e.g. 01-Oct-2019  
If Original Invoice Date after 01-Oct-2019 no interest calculated for First Year**

Grand Total	200,000.00	200,000.00	82,992.44	82,992.44
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[ADM-AUC-RE-5621]



### 3.3. #5571 Error Reports [Fixed]



ADMINS corrected an error – the report referenced the wrong line numbers when identifying missing accounts.

5571-REBETACTERR.REP Printed 01-Mar-2021 at 11:29:23 by THERESA City of ADMINS Page 7  
Betterments Accounting Error Report

Account Number	Description	Acct w/ Err
REAL ESTATE CI		
17 Cash CI	1000-000-0000-000-00-10400	
18 Revenue Apportioned CI	1000-000-0000-000-00-42075	
21 Deferred Revenue Appor CI	1000-000-0000-000-00-26710	
24 A/R Apportioned CI	1000-000-0000-000-00-34-14100	
	1000-000-0000-000-00-26750	
	1000-000-0000-000-00-12400	
29 Revenue Write-off	0000-000-0000-000-00-00000	
TAX TITLE		
1 Cash	1000-000-0000-000-00-10400	
2 Revenue	0000-000-0000-000-00-00000	*
5 Deferred Revenue	1000-000-0000-000-00-26710	
8 A/R	1000-000-0000-000-00-33-14100	
13 Revenue Write-off	0000-000-0000-000-00-00000	
TAX TITLE CI		
17 Cash CI	1000-000-0000-000-00-10400	
18 Revenue CI	0000-000-0000-000-00-00000	*
21 Deferred Revenue CI	1000-000-0000-000-00-26710	
24 A/R CI	1000-000-0000-000-00-33-14100	
29 Revenue Write-off	0000-000-0000-000-00-00000	

[ADM-AUC-RC-8501]



## 4. EMAIL DISTRIBUTION LISTS [Enhancement]

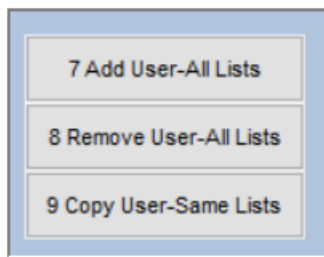
ADMINS provides system default distribution lists for the Real Estate Module. To add, remove, and view users on the lists, go to:

Tax ▶ Module Maintenance ▶ Email Distribution Lists

Table 1 Real Estate Email Distribution System Default Lists

List Name	Description	Frequency	Notifies recipients that:
<b>BROKENATT</b>	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. <b>System-generated attachments</b> (check copies, tax forms) reported as missing should be reviewed by <b>ADMINS</b> .
<b>DEM_3PARTY</b>	Real Estate Demand 3rd Party File	When demands are run	Attaches a file of demands for 3rd party processing
<b>DEM_ESCROW</b>	Real Estate Demand Escrow File	When demands are run	Attaches a file of escrow amounts for 3rd party demands
<b>DEM_ONLINE</b>	Demands Online Vendor	When demands are run	Attaches a file of demands for 3rd party processors
<b>REDEMPRT</b>	Real Estate Demands Print Service	When demands are run	The Real Estate demand file for the 3rd party print service location
<b>REESCROW</b>	REESCROW Email Distribution List	On request, when bills are run	The Real Estate Escrow file was run and the file is attached (some sites run bills 2x year, some 4x)
<b>REPRINT</b>	REPRINT Email Distribution List	Quarterly	The Real Estate bills were printed
<b>RELTOCOLL</b>	RELEASE TO TAX COLLECTOR	As needed	The commitment was released to the tax collector
<b>SWDONE</b>	Software Update Complete	Quarterly	The software update is completed on each site.
<b>SYUPDTRAIN</b>	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

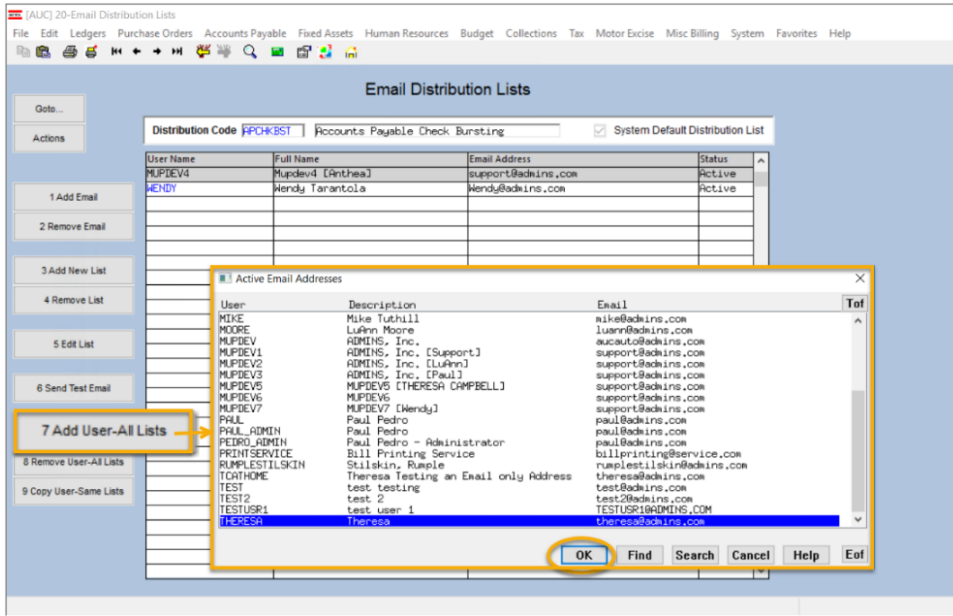
### 4.1. New Buttons on Screen



ADMINS added three new buttons to the screen to help manage the lists.



### 4.1.1. Add User – All Lists



A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

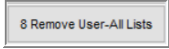
To add the user at once to all existing email lists, click the

**[Add User-All Lists]** button. Select the user from the pick list.

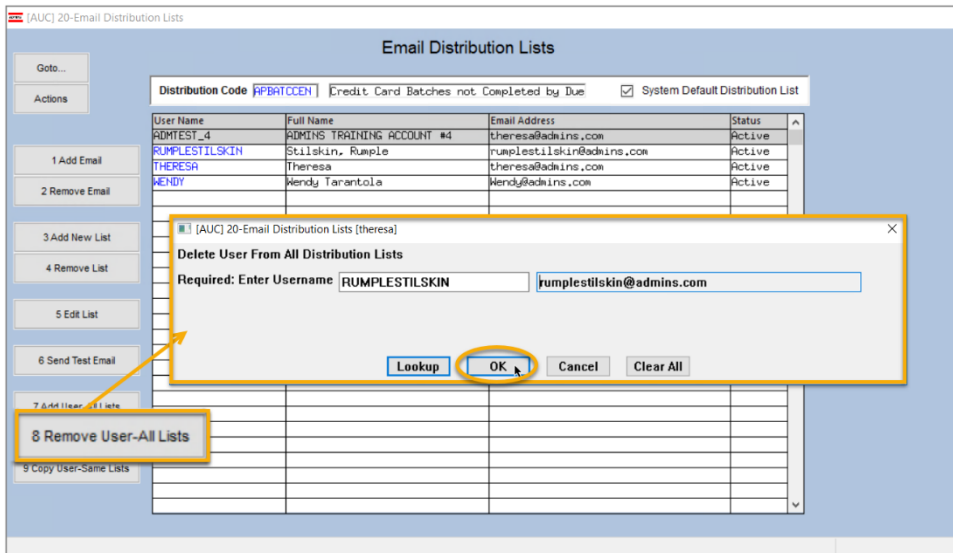
This feature does not offer the **[Add New Email Address]** option.

### 4.1.2. Remove a Name from All Email Lists

To remove a user from all email distribution lists (for example, due to termination of employment), click on **[8\_Remove User All Lists]**.



This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s AUC credentials.





### 4.1.3. Copy a User to The Same Lists as an Existing User

The screenshot shows the 'Email Distribution Lists' interface. A dialog box titled 'Copy New User to Lists of Current User' is open. It has two input fields: 'Required: Enter FROM Username' with 'BD' entered, and 'Required: Enter TO Username' with 'LUANN' entered. The 'OK' button is highlighted with a yellow circle. A callout box labeled '9 Copy User-Same Lists' points to the 'OK' button. Below the dialog box, a smaller screenshot shows the 'Email Distribution Lists' table with 'LUANN' added to the list.

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@admins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@admins.com	Active
PAUL	Paul Pedro	paul@admins.com	Active
LUANN	LuAnn Moore	luann@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active

If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is currently included. Click **9 Copy User-Same Lists** [9 **Copy User-Same Lists**].

*Do this first before removing **BD** from all lists.*

The existing user is the **FROM** username and the new user is the **TO** username.

Use this to add a new hire to all lists to which current department members belong.

[ADM-AUC-SY-8176] & [ADM-AUC-SY-8181]

## 5. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

### 5.1. New or Updated Documents

- SYSTEM SY-150 Email Distribution Lists [Updated]
- SY-170 System Administration Kit [Updated]