

MARCH 2022

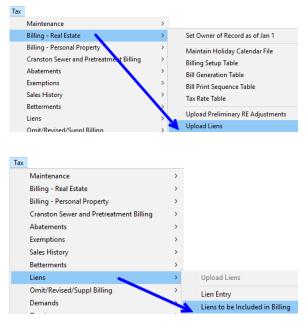
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) REAL ESTATE TAX** system.

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1 BILLING – Uploaded vs. Applied Liens [Enhancement]



The **Upload Liens** process can be used to upload water, sewer, electric and other liens into the AUC Tax Billing system from a spreadsheet. This process may be used in lieu of, or in addition to, the manual lien entry. To access the steps menu, select:

Tax ▶ Liens ▶ Upload Liens

or

Tax ▶ Billing – Real Estate ▶ Upload Liens

The data uploaded can be from a variety of sources, beyond the control of the AUC system. If parcels are combined in a third-party system to make a bigger parcel and the liens are not captured on the bigger parcel, the **uploaded liens** total *will not* match the **applied liens** total.

The #5156 **Uploaded Liens Total** report is produced during the Upload Liens process and matches the #5161, **Liens to Be Included in Billing Total**, which can be produced from the menu via the:

Tax ▶ Liens ▶ Liens to be Included in Billing

or from the step on the Real Estate Billing steps menu.



During the Tax Calculation step, the #5554 **Applied Liens Total** report is produced. If the Applied Liens Total does not equal the Uploaded Liens total, a new report of **Liens Not Applied** is produced during tax calculation to identify why the totals differ.

A sample of the report is shown below in Figure 1. The report provides a list of all liens that were uploaded but not applied.

5536-1	RELENNOAPP	Adobe Acrobat Read				Page 1
			Liens	NOT applied d	luring Billing	
	The	follow	ing Liens	were not app	lied during Tax	Calculation.
			2		ne dropped bill/	
For Bi	11 Year:	2022				
Parcel	Number		Location		Lien Amount	Lien Description
0020	-0061	-0000	MA			Stormwater Lien
0020	-0061	-0000	MA		50.40	Stormwater Ln CI
0051	-0005	-0000	17	ST	42.60	Sewer Lien
0051	-0005	-0000	17	ST	5.96	Sewer Ln CI
0051	-0005	-0000	17	ST	24.00	Stormwater Lien
0051	-0005	-0000	17	ST	3.36	Stormwater Ln CI
0051	-0008	-0000	16	ST	95.00	Trash Lien
0051	-0008	-0000	16	ST	24.00	Stormwater Lien
0051	-0008	-0000	16	ST	3.36	Stormwater Ln CI
0051	-004A	-0000	16	ST	384.00	Stormwater Lien
0051	-004A	-0000	16	ST	53.76	Stormwater Ln CI

Figure 1 New #5536 Liens Not Applied report

[ADM-AUC-RE-5643]



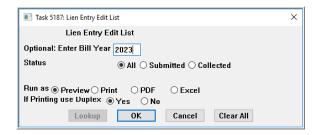
1.1 Upload Liens Edit List #5156

Tax ▶ Liens ▶ Upload Liens

The bill year is shown on the Upload Liens Edit List generated in the process.

	t Format		d_Edit_51	_0_							
urier	New	• 9	• B /	⊻∎▼		₹ ₹ 6	3				
6-RI	LENLODED:	I.REP	P	rinted 10-Fe	b-2022 at 15:31	1:16				Page 2	2
					City of	ADMINS		1			
11	Year:	2022		Up	load Liens	8 Edit	List				
9	-0011	-0000									
	Tion (Type	Account#			Tion	Date	Amount	Committed Interest		
	Water Sewer					4888 09-De 4802 09-De			97.26 106.76		
	Trash					4802 09-De			100.70		
	Storm	water Lien			214	4802 09-De	c-2021	84.00	11.76		
								2,016.38	215.78		
										and the second	
	line			-	ingi			i	7.62		
	-0036	-0000							7.62		
	-0036 Lien :	Type	Account#			Lien		3	7.62 Committed Interest		
	-0036	Type Lien	Account#		51	Lien 4900 29-De	c-2021	Amount 116.50	7.62 Committed Interest		
	-0036 Lien 3 Water Trash	Type Lien	Account#		5. 5.	Lien	c-2021	Amount 116.50	7.62 Committed Interest 16.31		
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#		5. 5.	Lien 4900 29-De 4900 29-De	c-2021	Amount 116.50 95.00 24.00	7.62 Committed Interest 16.31		
9	-0036 Lien : Water Trash Storm	Type Lien Lien	Account#		5. 5.	Lien 4900 29-De 4900 29-De 4900 09-De	ec-2021 ec-2021 ec-2021	Amount 116.50 95.00 24.00	7.62 Committed Interest 16.31 3.36 19.67		
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#		5. 5.	Lien 4900 29-De 4900 29-De 4900 09-De	ec-2021 ec-2021 ec-2021	Amount 116,50 95,00 24.00 235,50 Amount	7.62 Committed Interest 16.31 3.36 19.67 Interest		 T(
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#		55 55 54	Lien 4900 29-De 4900 29-De 4900 09-De	ec-2021 ec-2021 ec-2021	Amount 116.50 95.00 24.00 235.50 Amount	7.62 Committed Interest 16.31 3.36 19.67		
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#	Totals	5- 5- 5- 5- 5- 1en	Lien 4900 29-De 4900 29-De 4900 09-De	2c-2021 2c-2021 2c-2021	Amount 116.50 95.00 235.50 Amount ,942.00	7.62 Committed Interest 16.31 3.36 19.67 Interest	6	2,21
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#	Totals Water L	si si ien ien	Lien 4900 29-De 4900 29-De 4900 09-De	1 1 1 1 1 1	Amount 116.50 95.00 24.00 235.50 Amount ,942.00 ,008.63	7.62 Committed Interest 16.31 3.36 19.67 Interest 271.8 141.2	26 21	2,21:
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#	Totals Water L Sewer L Trash L	si si ien ien	Lien 4900 29-De 4900 29-De 4900 09-De	1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Amount 116.50 95.00 235.50 Amount ,942.00	7.62 Committed Interest 16.31 3.36 19.67 Interest 271.8 141.2	26 21 11	1,149
9	-0036 Lien : Water Trash Storm	Type Lien Lien water Lien	Account#	Totals Water L Sewer L Trash L	ien ien ien	Lien 4900 29-De 4900 29-De 4900 09-De	1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Amount 116:50 95:00 235:50 Amount 942.00 ,008.63 ,097.92 375:59	7.62 Committed Interest 16.31 3.36 19.67 Interest 271.8 41.2 63.4	26 21 11 58	2,21 1,14 2,16 42

1.1.1 Liens – Records with a Different Bill Year



1.1.2 Lien Entry Edit List #5187

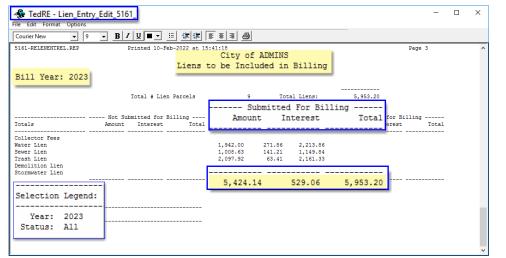
5187-RELENENTEDT.REP	Printed 10-Feb-;		ADMINS			Page
Year 2023		Lien Entry	Edit List			
Year 2023 Parcel 0002 -0002	-0000					
Lien Type	Notes			Lien Date	Lien/Fee Amt	
Water Lien	Water Lien J	Acct# 513400		29-Dec-2021	132.30	Submitted
Water Ln CI	Water Lien A	Acct# 513400		29-Dec-2021	18.52	Submitted
Trash Lien	Trash Lien A	Acct# 513400		29-Dec-2021	132.30	Submitted
Trash Ln CI	Trash Lien A	Acct# 513400		29-Dec-2021	18.52	Submitted
Stormwater Lien	Stormwater 1	Lien Acct# 51560	D	09-Dec-2021	24.00	Submitted
Stormwate CI	Stormwater 1	Lien Ac t# 51560	0	0°-Dec-2021	3.36	Submitted

ADMINS added an optional Bill Year prompt to the Lien Entry Edit List. The bill year is shown on the edit list.

This ensures that the totals can be tied out to the liens uploaded for billing. If a record is in the file for a different year, it will not be included on the reports.



1.1.3 Liens to be Included in Billing #5161

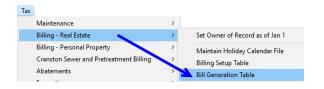


The amount, interest, and total amount match on all the reports; no liens are included on the reports that are not for the specified bill year.

Detailed information on Liens is in the Help Reference Library document **<u>RE-300 Upload Liens</u>**.

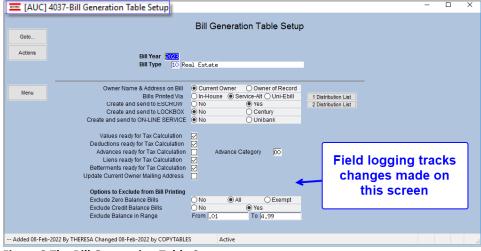
[ADM-AUC-RE-5644]

1.2 Bill Generation Table Field Logging [Fix]



As fields were added to the screen over time, the logging was not updated to include *descriptions* of the new fields. **ADMINS** fixed this and installed it with the software update. Field logging will now include the *descriptions* for all fields, for changes made in the past and in the future.

To see how this works, from the menu, select:



Tax ▶ Billing – Real Estate ▶ Bill Generation Table

Figure 2 The Bill Generation Table Setup screen

To see field changes, from the menu, select:



Tax ▶ Module Maintenance ▶ Field Logging – Bill Generation Table

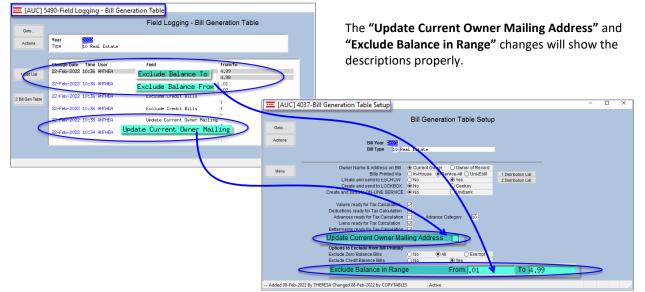


Figure 3 "Exclude Balance in Range" and "Update Current Owner" fields are now logged with descriptions

[ADM-AUC-RE-5635]

2 BETTERMENTS [Enhancement]

ADMINS enhanced the checking of accounts established on the betterment accounting table. This ensures that the accounting is ready for the Betterment activity, be it posting the project or accepting payments.

2.1 Posting a Project – Check Accounting Rules More Robust

Courier New 🔹 8 💌 🖪	◢⊻∎▾≞ ∰∰≣≞	3	
5828-REBETACTERR	Printed 10-Feb-2022 at 16:53:4	7 City of ADMINS Post Unapportioned Amount to GL	Page 1
The Betterment According to the General Ledger:			
or Bill Year: 2022 roject: T2-2022 testi	ng posting CI		
6 Def Revenue-Unapportioned Pr 9 A/R UnApportioned Prin 1 Cash	in No Account No Account No Account No Account No Account	Account missing in Betterment Table Account missing in Betterment Table Account missing in Betterment Table Account missing in Betterment Table Account missing in Betterment Table	

If there are missing accounts used by the Betterment Accounts table, the GL Control Account tables, or the Bill Category Betterment Fees, the posting stops to allow for correction. Prior to the software update, the Post Project process only checked accounts on lines 6, Deferred Revenue-Unapportioned Principal, and line 9, Accounts Receivable UnApportioned Principle.

Figure 4 Betterment Posting Error Report on missing accounts

The process now checks lines 1 through 10 and line 13 on the Betterment Accounts table, as well as the GL Control Account Table, and the Bill Category Fees. The system generates a report of any errors. The posting stops to allow for correction; update the table with the accounts and post the project. Similar checks are in place for payments on betterments.



2.2 Payments [Enhancement]

Actors Description Title S Pr2021 at 3X CODesc Title S Pr2021 at 3X CT Code 1-Resct Princelal Committed M CTPrincelal DTCommitted M EDeferral Princelal FDeferral Committed M 1-Resct Princelal Committed M CTPrincelal DTTCommitted M EDeferral Committed M 1-Resct Princelal Committed M EDeferral Princelal FDeferral Committed M 1-Committed M Edeformation Committed M EDeferral Committed M EDeferral Committed M venue-Early Pmt Principal E650-0000-0000-000-00-00-00-00-00-00-00-00	Goto	Project # 15-2021	Bill Year 2021 Start Date 01-Jan-2021	Start Year 2021	
Principal Title 5 FY2021 at 3% renue-Apportioned Principal 6650-000-0000-00-00-042073 Title V Betterment renue-Early Principal 6650-000-0000-000-00-042073 Title V Betterment renue-Early Principal 6650-000-0000-000-00-00-42093 Title V Betterment venue-Early Principal 6650-000-0000-000-00-00-42093 Title V Betterment secure-Early Principal 6650-000-0000-000-00-00-42093 Title V Betterment secure-Early Principal 7 Def Revenue-Early Priving E650-000-0000-000-00-00-042093 Title V Betterment secure-Early Principal 7 Def Revenue-Early Priving 6650-000-0000-000-00-00-01-14800 Title V Betterment secure Principal 7 Def Revenue-Early Priving 6650-0000-0000-000-00-01-14800 Title V Betterment secure Principal 7 Def Revenue-Early Priving 6650-0000-0000-000-00-01-14800 Title V Betterment secure Principal 7 Def Revenue-Early Priving 6650-0000-0000-000-00-01-14800 Title V Betterment secure Principal 6650-00000-0000-000-00-00-00-0000 Title V Betterment Fille V Betterment secure Principal 6650-00000-0000-000-00-00-00-00000 Fille V Betterment Fille V Be	Actions				
Interpret Encode Encode Encode renue-Apportioned Principal 6650-000-0000-000-0-00-2073 Title V Betterment renue-Early Principal 6650-000-0000-000-0-00-2073 Title V Betterment renue-Early Principal 6650-000-0000-000-00-0-02933 Title V Betterment seque-Early Principal 6650-000-0000-000-00-00-20793 Title V Betterment seque-Early Principal 6650-000-0000-000-00-00-20793 Title V Betterment seque-Early Principal 6650-000-0000-000-00-00-20793 Title V Betterment seque-Early Print Interest 6650-000-0000-000-00-00-02795 EEF FxVIRL-TILV V EITI seque-Early Print 6550-000-0000-000-00-00-02795 EEF FxVIRL-TILV V EITI seque-Early Print 6550-000-0000-000-00-00-00-0000 Title V Betterments seque-Early Print 6550-000-0000-000-00-00-0000 Title V Betterments seque-Early Print IIII V Betterments 600-000-0000-00-		A Principal	B Committed Int C TT Principal D TT Committed Int	E Deferral Principal F Deferral Commit Int	
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Venue-Early Pmt Principal 6650-000-0000-000-00-00-42093 TITLE 5 BETT PAID IN ADVANC TITLE 7 BETT TITLE 5 BETT PAID IN ADVANC TITLE 7 BETT TITLE		1 Cash	5650-000-000-00-00-10400	COCH TITLE V BETT (BECTE DECEMENT)	
Venue-Early Pmt Interest 6650-000-0000-000-00-02033 TITLE 5 BETT PAID IN ADVANC 6-Copy Reget 7 Cet Revenue-Early Physift 6650-0000-0000-000-00-00-00-000 EF REVENUE-TITLE V BETT 9 AR-Appointed Principal 8 AR-Appointed Principal 6650-000-0000-000-00-00-00-00-00-00-00-00-	venue-Apportion	ed Principal 6650-00	0-0000-000-00-00-42073	Title V Betterment	
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Scopy Project 7 Def Revenue-Early Proprif 5550-000-0000-000-00-00-00-20705 LEF F&V2NE-TITLE V LETT 9 AR.4Apportised Principal 5550-000-00000-000-00-00-10-14800 TITLE V BETT 19 AR.2Apportised Principal 5550-000-00000-000-00-00-10-14800 TITLE V BETT 11 Int Let of 000-000-000-000-000-00-00-00-000 Int LE V BETT 11 11 Int List of 000-000-000-000-000-00-00-00000 Int LE V BETT 11 13 Rement Who-017 E550-000-0000-000-00-00-00000 Int List Used 12 Hot Used 13 Rement Who-017 E550-000-0000-000-000-000-000-000-0000 Int List Used 12 Hot Used 15 Int List do 0000-000-000-000-000-0000 Int List Used 12 Hot Used 15 Int List do 0000-000-000-000-0000 Int List Used Int List Used 12					
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6 Reports 110 AR-text / Hyperff 2555-000-0000-000-00-10-14800 111 LL V & VIII 1 11 Hot Used 0000-000-000-00-00-00-0000	5-Copy Project	8 A/R - Apportioned Principal	6650-000-0000-000-00-41-14800	Title V Betterments	
11 Set Used 0000-000-000-00-00-00-00-00-00-00-00-00				TITLE V BETT	
6 Reports 12 bit Used 0000-000-000-00-00-00-00-000 1=21 bits Used 13 Revnew Wrte-Off 6500-000-0000-00-00-00-000 1=14 bits Used 14 bit Used 0000-000-0000-00-00-00-00-0000 1=14 bits Used 15 bit Used 0000-000-0000-00-00-00-00-0000 1=14 bits Used					
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16 Not Used 0000-000-000-000000					
		16 Not Used	0000-000-0000-000-00-00000	16 Not Used	

Tax ▶ Betterments ▶ Accounting Rules

ADMINS enhanced the betterment payment posting process that checks the validity of accounts established on the betterment accounting table. The process now includes checking the control account tables for any betterment accounting entries that use a Revenue or Expenditure account and are therefore dependent on valid control accounts (account types "R" and "E").

Ledgers Maintenance Control Accounts (By Fund or By Account)

				Maintain General L	edger Contr	rols		
	Goto							-
	Actions	FY Fund 2022 (6650		Description Receipts Reserved-Title V Bett	Fund Status	3-Clear All		
	1-Edit List							
	2-Error Check	s	Line	Account Number		Description	Summarize Postings?	
evenue		2 6650-00	0-0	000-000-00-00-39100		REVENUE,	TITLE V BETT (RE	CTS RESERVE
xpenditure		3 6650-00	0-0	000-000-00-39300		EXPENDITU	RE, TITLE V BETT	(RECTS RES
		Reserve for Encumbrance	15	bb20-000-0000-000-00-00-38200		RES FOR ENCOME. TITLE		
		Reserve for PY Encumbrance	6	6650-000-0000-000-00-32110		F/B RES FOR ENCUME, TI		
		PO Rollover	7	6650-000-0000-000-00-00-88888		SUSPENSE, TITLE V BETT		
		Accounts Payable	8	6650-000-0000-000-00-20200		ACCOUNTS PAYABLE, TITL		
		Fund Equity	9	6650-000-0000-000-00-00-35900		UNDES FUND BALANCE, TI		
		Due To	11	6650-000-0000-000-00-00-88888		SUSPENSE, TITLE V BETT	(RECTS RESERVED)	
		Due From	12	6650-000-0000-000-00-00-88888		SUSPENSE, TITLE V BETT		
		Discounts	13	6650-000-0000-000-00-00-20200		ACCOUNTS PAYABLE, TITL	V BETT (RECTS RE	
		Accrued Payrol	14	6650-000-0000-000-00-00-20200		ACCOUNTS PAYABLE, TITL	V BETT (RECTS RE	
		Payroll Expenditure Control	15				are Control	
		Expenditure Appr Fwd Equity	16			16 Expenditure Appr		
		Other Financing Uses	17			17 Other Financing		
		Other Financing Sources	18			18 Other Financing !	Sources	
		Interest Dist. Cash	19			19 Interest Dist. C	ssh 🛛	
		Interest Dist. Revenue	20			20 Interest Dist, R	wenue	
		Interest Dist. Expenditure	21			21 Interest Dist. E	openditure	
		Credit Card Liability	22				lity	

Now, after checking that all the accounts in the betterment account table are valid, the payment posting process will check the control account tables (By Fund and By Account) to ensure that control accounts are set up for any Revenue or Expenditure account used on the betterment accounting table.

The system generates the Betterment Posting error report if any accounts are missing. The report shows which account is missing or invalid on the Betterment Account, GL Control Account, GL Control Account by Account, or Bill Category tables.

- File Edit Format Options -		×
Courier New 🔹 🛚 🗴 🖳 📕 🗶 🗵 🗐 📰 🗐 🗐		
5527-REBETINPPST Printed 10-Feb-2022 at 16:27:52 City of ADMINS Bettermemnt Initial Payment Posting	Page 1	1
The posting will stop to allow for correction because of missing or invalid accounts in The Betterment Account Table The General Ledgers Control or Control by Account Table The Collections Bill Category #82 or #83 Betterment Fees		
For Bill Year: 2022 Project: T1-2022 Testing betterment accounting CI		
Line 2 Revenue Control No Account missing account on GL Control/Control by Account	Tabl	e
		_

[ADM-AUC-RE-5636]

3 EXEMPTIONS-Records with a Different Bill Year [Enhancement]

Prior to the software update, if there was an exemption in the file with a different bill year, the exemption was not applied, and was reported on the **Exemption Use Codes Not Found in Extract Upload File Record** report.

3.1.1 Copy Exemptions from LY to This Year

From the menu, select:

Tax Exemptions Copy Exemptions from LY to This Year

This creates a modifiable work prior to the billing via a steps menu process described in the Tax Help Reference Library, **RE–520 Exemptions – Personal Property & Real Estate Taxes**.

85	• ∂ • •							Exemptio	nsWithYearErr	ors.csv - Excel		
File	Home		Page Layout	Formulas	Data	Review						
W36	-	×	$\sqrt{-f_x}$									
	A		В			с	D	E	F	1 I I I	0	Р
1 Parce	I/Account	Curr	rent_Owner			-				2022 Tax	New Exemption Amount	Delete/New(D/N)
2 WRKF	ar i	OW	NNAM	Locatio	n		Code	Description	Year	01TAXAMT	NEWTAX	DELALT
3 0002	-0005 -000	0 DEC	ASTRO, MICHAEL	LOCAD	R		DEDCOD	GENDES	BILYER	4,293.66	168.65	
4 0003	-0011 -000		DLER REALTY TRU							4,079.76	857.98	
5 0003	-03-D -000	IO TOB	IN, RICHARD S &	225 FAI	RM ST		60	SMALL BUS EXEMPTION	2022	2,808.90	400	
6 0004	-0009 -000	0 J+G	REALTY TRUST	299 FAF	там		60	SMALL BUS EXEMPTION	2022	4,122.42	586.08	
7 0004	-0028 -000	0 478	HARTFORD AVE							3,406.32	731.82	
8 0004	-0054 -000	0 PINI	ET LIVING TRUST	284 FAF	RM ST		3	22a-VET 10%	2022	0	3,144.04	
9 0004	-0067 -000	0 HOL	LANDER, JANET	442 HA			60	SMALL BUS EXEMPTION	2023	2,322.82	400	
10 0009	-0001 -000	о зно	RT, MARYLYN R	44Z RA	TFOR	UAV	00	SIVIALE BUS EXEIVIP ITOIN	2025	2,930.04	500	
11 0009	-0002 -002	0 MEA	ADE, ANDREA E	478 HA	RTFOF	ND AV	60	SMALL BUS EXEMPTION	2022	1,529.80	400	
12 0009	-0009 -000	o sco	OPS REALTY LLC	463 HA	DTFO		12	22D-VET S S/QMY-MAT	2023	3,830.94	517.05	
13 0009	-0051 -000	O ANS	ELL, CLIFFORD E	403 HA	TPOP	UAV	12	220-VET 3 3/QIVIT-IVIAT	2025	2,477.48	400	

The process uses a worksheet for uploading the exemptions. If, for example, the bill year is 2023 and the year entered on the worksheet is 2022, the edit list showed the exemptions, but due to being in the wrong year, they were excluded in the billing.

Figure 5 Sample of records with a "bad" bill year on an upload worksheet

The report was updated to help identify when a "bad" bill year was detected in the worksheet:

3.1.2 Import Exemption Amounts Edit List / Error Report

ADMINS added a "Year" column, and the error column now either an invalid account or a bad bill year. If this report shows errors, check that the account is valid in the parcel file and that the year is correct on the spreadsheet.

5373-REDEDEXMIMP.REP	Printed 11-Feb-2022 at 12:17:48 by i	ANTHEA			Page 1
		City of AD	MINS		
		Import Exemptio	n Amounts		
		Errors found	in Import		
		Errors toung 1	n Import		
		Year	Code	New Code	Error
Parcel/Account	Owner Name	Locatic			
0002 -0005 -0000	DECASTRO, MICHAEL P	225 FAR 2023	60		Invalid Account to Update/Check Year

When there are no errors, the report shows the year and identifies a new exemption.

5373-REDEDEXMIMP.REP	Printed 11-Feb-2022 at 12:20:50 by A	ANTHEA		Page 1
		City of ADMINS		
		Import Exemption Amounts		
		Import Edit List		
			Year	
Parcel/Account	Owner Name	Location		lode New Code Message
0003 -0011 -0000	STEIDLER REALTY TRUST	299 FARM ST	2023	0 New Exemption
0000	STEEDER READIT TROOT	200 1940. 01	2023	

3.2 Edit List #5186

Before applying exemptions to a billing run, the existing exemptions can be modified, and new exemptions can be added manually. From the menu, select either menu option:



Tax Exemptions Modify Exemptions (before applying to Bill)

Tax Billing – Real Estate Modify Exemptions (before applying to Bill)

					Mod	lify E	Exem	ptions (be	fore applyi	ng to Bill)					
Goto															
Actions		ccount 0002													
		arcel 0002 ocation	-0005	5 -0000											
3 Add Ne	w			MA	0	02019	9-0000								
150	it List														
4 E 01															
			08-Feb-20)22 Released		-Feb-	-2022								
5 Print	P	ntered osted	08-Feb-20	22 Released by THERES		-Feb-	2022								
5 Print	P) 	-Feb-		Bill Number	Certificate#	Print Date	Deduc	tion Ant	Buttons		
5 Print Year	P	osted Descrip	tion) 	Seq#	Use 0317	001005-00	Certificate#	Print Date	:	168.65	Buttons 1 Remove	2 Chq Use	>
5 Print Year	Code 60	Descrip	tion BUS EX	by THERES) 	Seq#	Use 0317		Certificate#	Print Date	:			2 Chq Use	>

In addition to the Bill Year filter, the Edit List has a Year column, to help identify records for the current year.

The list will be sorted by Year, and within each year, by the exemption code. The report shows subtotals on the codes for each year, and Totals per Bill Year along with a Grand Total.

Figure 6 Screen #5366 Modify Exemptions Edit List with an optional filter on year

Task 5186: Exemptions Pre - Billing Edit List	×
Exemptions Pre - Billing Edit List	
Optional: Enter Bill Year	
Select Sort Order	
Lookup OK Cancel Clear All	

ADMINS added an optional "Enter Bill Year" filter to the prompt for the Edit List to only show exemptions to be applied to that bill year. If no entry is made for the bill year, exemptions for all years that exist in the file will be reported.

Figure 7 Optional Bill Year on task #5186 Exemptions Pre-Billing Edit List prompt

		at 11:40:06 Exemptio	City of ADM ns Pre - Bill:						Page 7
Account \$				Location	U	eCd	Deduction Amt	Deduction Amt	Difference
0098-0045-0000 0098-002-0000 0098-045A-0000 0098-0060-0000	006569-00 006528-00 006711-00	CHEVY'S REALTY T FICARD, RONALD L SSR REALTY TRUST	+ SIMONE B	PULASKI BV	0 0	326 332 337	247.83 382.38 175.55 231.53	247.83 382.38 175.55 231.53	
	••	Total ** 60	SMALL BUS EX	IMPTION	#Reca	77	57,804.22	57,804.22	
0039-0040-0000	002812-00	NORTHEAST ENERGY	ASSOC-IEC	92 DEPOT ST	c	452	10,368.49	10,368.49	
		Total ** 99	ADMIN ADJUST	4ENT	#Reca	1	10,368.49	10,368.49	
0020-0027-0000	ب د -	* Total **	Bill Year	2023	#Recs		287 23	19,601.15	219,601
0040-0072-0000 0044-0032-0000 0050-099B-0013	002909-00 003068-00	EDWOOD REALTY TR GONEAU, JEAN	UST	85 TEMI RD 22 FOURTH AV 2 ROSE AV 26 CRYSTAL WY 13	0	101		175.00 175.00 175.00 175.00	175.00 175.00 175.00 175.00
	••	Total ** 01	17D-SUR SP/E	LD/MIN	#Reca	4		700.00	700.00
	*	* Total **	Bill Year	2022	#Recs		4		700
on Legend:		* Grand Total **			#Recs	291	219,601.15	220,301.15	700.00
	0030-0045-0000 0030-002-000 0030-002-000 0030-000-0000 0030-0027-0000 0040-0072-0000 0044-0032-0000 0050-099B-0013	0039-0040-0000 0039-0040-0000 0039-0040-0000 0030-0027-0000 0040-0072-0000 0040-0072-0000 0040-0072-0000 0040-0072-0000 0040-0072-0000 003461-00 00340-00 00340-00 00340-00 00340-00 00340-00 00340-00 00340-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003401-00 003400-00 003400-00 0000-00 0000-00 0000-00 0000-00 0000-00 0000-00 0000-00 0000-00 000000-00 00000000	Account # Bill# Comex 0008-005-0000 00658-00 00658-00 0008-005-0000 00658-00 00658-00 0008-005-0000 00658-00 DECADE, MORALD E 0008-0040-0000 00658-00 PCCADE, MORALD E 0008-0040-0000 002812-00 NORTHEAST ENHANCY 0030-0040-0000 002812-00 NORTHEAST ENHANCY 00300-0027-0000 002402-001 HANK MAYNE 00400-0072-00000 002409-00 LANK MAYNE 00300-0027-00000 00348-00 MARKATY TR 00340-0072-00000 00348-00 MARKATY TR 00340-0072-00000 00348-00 MARKATY TR 00348-00 MARKATY TR TOTAL ** 00348-00 MARKATY TR TOTAL ** 00348-00 MARKATY TR TOTAL **	Exemptions Fré - Bill Account f Bill Owner 0008-002-0000 005558-00 CHEY'S REALTY TRUST 0008-002-0000 005598-00 CHEY'S REALTY TRUST 0008-002-0000 00598-00 CHEY'S REALTY TRUST 0008-002-0000 005912-00 NORTHEAST ENERGY ASSOC-IEC ** Total ** 9 AIMIN ADJUST 0040-0072-00000 005403-00 LAME MANE 00500-0099B-0013 005403-00 LAME MANE 00306-00 CORTA, TRUST 003068-00 CHENTY TRUST 00306-00 CORTA, TRUST 003068-00 CHENTY TRUST 003068-00 CHENTY TRUST 003068-00 CHENTY TRUST 003068-00 CHENTY TRUST 003481-00 BAJINT SUBAN M ** Total ** 01 17D-SUR SP/EI ** Total ** Bill Year *** Total ** Bill Year *** Grand Total *** CHENTY SUBAN M	D008-0040-0000 006529-00 CMNY'S REALTY TRUST Location 0008-0040-0000 006529-00 CMNY'S REALTY TRUST 151 FULARL BY 0008-0040-0000 006529-00 CMNY'S REALTY TRUST 151 FULARL BY 0008-0040-0000 006519-00 SAMAN, ALTRED, ROMALD 4 & SAMAY 1 & 20 CANTHA BY 0008-0040-0000 006519-00 SAMAN, ALTRED 4 & SAMAY 1 & 20 CANTHA BY 0008-0040-0000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 CENTRA BY 0030-0040-0000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 CENTRA BY 0040-0002-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 CENTRA BY 0040-0002-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 EENT ST 0040-0002-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 EENT ST 0040-0002-00000 002810-00 HANNIN ADJUSTMENT ** Total ** Bill Year 2023 0040-0032-00000 00306-00 BAJINET SUBAN M 26 CKUSTAL WY 13 003480-00 BAJINET SUBAN M 26 CKUSTAL WY 13 ** Total ** 01 17D-SUM BF/ELD/MIN ** Total ** Bill Year 2022	Noncont # Bill # Owner Leasion U 0008-0045-0000 00555-00 CHYY'S REALTY THUDT 151 PULANE BY 0 0008-0040-0000 00552-00 SHYY'S REALTY THUDT 151 PULANE BY 0 0008-0040-0000 00552-00 SHYY'S REALTY THUDT 151 PULANE BY 0 0008-0040-0000 00552-00 SHXT THUT FRees 0 0030-0040-0000 005212-00 NORTHEAST ENERGY ASSOC-IEC 92 DEFOT ST 0 0030-0047-0000 002812-00 NORTHEAST ENERGY ASSOC-IEC 92 DEFOT ST 0 0040-0072-0000 002812-00 NORTHEAST ENERGY ASSOC-IEC 92 DEFOT ST 0 0040-0072-0000 00280-0027-0000 00280-0027-0000 00300-00 LANE MAIN 20 TOTHE AY 0 0040-0072-0000 00300-00 LANE MAINT STAN A 20 TOTHE AY 0 00340-0027-0000 00340-00 SANIHER STAN A 20 TOTHE AY 0 00340-0032-0000 00300-00 SANIHER STAN A 20 TOTHE AY 0 00340-0032-0000 MAINER STANA A 20 CONTAL AY	Nonconst # Bill # Owner Location Userd 0008-0040-0000 00656-00 CHEYY'S HEALTY THUST 151 WULAKH BY 0326 0008-0040-0000 006520-00 CHEYY'S HEALTY THUST 151 WULAKH BY 0326 0008-0040-0000 006520-00 CHEYY'S HEALTY THUST 151 WULAKH BY 0327 0008-0040-0000 006520-00 CHEYY'S HEALTY THUST 151 WULAKH BY 0337 0008-0040-0000 005212-00 NORTHEALST ENEMY A HOUST A K MAN'T L B 20 CHENTICH #Recs 17 0030-0040-0000 002212-00 NORTHEAST ENEMY ABSOC-IEC 92 DEFOT ST 0452 0030-0027-00000 002212-00 NORTHEAST ENEMY ABSOC-IEC 92 DEFOT ST 0452 0040-00072-00000 002403-00 LANE MANKE 63 TEME AD 0101 00404-0032-00000 002403-00 HANC MANKE 63 TEME AD 0101 00346-00 DANE MANKE 25 TEME AD 0101 0102 00346-00 BARIERT SUBAN M 26 CHYFAL MY 103 1012 0102 003460-00 DANE MANKE <td< td=""><td>Nonconst # Nills Owner Location UserS Date: Years 0008-0040-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0026 247.83 0008-0020-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0032 322.33 008-0020-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0033 322.33 008-0020-0000 006520-00 EXERCISE IN FULARLY IV 20.0000000 00512-00 3037 175.55 0039-0040-0000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 0030-0027-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 00400-0072-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 00400-0072-00000 00240-00 EALTY TRUDY 22 DOGENT AV 0010 0010 00400-0072-00000 00400-008AL, TRM 28 DORT AV 0010 0010 00400-0072-00000 00306-00 EANCOMEALTY TRUDY 22 DORT AV 0010<td>Lasemptions Pré - Billing Edit Liet Account f Billif Owner Location Userd Defaultion Billif 0008-0040-0000 006550-00 CHRY'S REALTY TRUST 151 FULARLY INV 0326 247.83</td></td></td<>	Nonconst # Nills Owner Location UserS Date: Years 0008-0040-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0026 247.83 0008-0020-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0032 322.33 008-0020-0000 006520-00 CMRY'S HEALTY TRUDY 151 FULARLY IV 0033 322.33 008-0020-0000 006520-00 EXERCISE IN FULARLY IV 20.0000000 00512-00 3037 175.55 0039-0040-0000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 0030-0027-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 00400-0072-00000 002812-00 NORTHEAST EMERGY ASSOC-IEC 92 DEFOT ST 0452 10.366.45 00400-0072-00000 00240-00 EALTY TRUDY 22 DOGENT AV 0010 0010 00400-0072-00000 00400-008AL, TRM 28 DORT AV 0010 0010 00400-0072-00000 00306-00 EANCOMEALTY TRUDY 22 DORT AV 0010 <td>Lasemptions Pré - Billing Edit Liet Account f Billif Owner Location Userd Defaultion Billif 0008-0040-0000 006550-00 CHRY'S REALTY TRUST 151 FULARLY INV 0326 247.83</td>	Lasemptions Pré - Billing Edit Liet Account f Billif Owner Location Userd Defaultion Billif 0008-0040-0000 006550-00 CHRY'S REALTY TRUST 151 FULARLY INV 0326 247.83

If the edit list shows exemptions with an incorrect bill year, and the parcel needs an exemption for the current bill year, use **[Add New]** to add the exemption with the correct information, then remove the incorrect record using the **[Remove]** button. (see Figure 6).



3.3 Edit List #5163 – Tax Billing Menu

The edit list will now *exclude* any exemptions that are not for the bill year being run.

TedRE - Exemptions_ToBeB	illed_ ^{3s}				– 🗆 ×
File Edit Format Options	/⊻■▼ = ### ₽ = =				
5186-REEXMBILEDT.F	EP Printed 10-Feb-2022 at 11:40:06	City of ADMINS ions Pre - Billing Edi	it List		Page 7
Year Code Account #	bill# Owner 006559-00 CHEVY'B REALTY FR 006528-00 FICARD, ROMAID L 006711-00 BBR REALTY TRUB 006582-00 BBR REALTY TRUB 006582-00 EASLA, ALFRED A 6	Location UST 191 PULASKI BV + SINONE B 15 PULASKI BV PULASKI BV	UseCd Deduction 2	Amt Deduction Amt .83 247.83 .38 382.38 .55 175.55 .53 231.53	Difference
2023 99 0039-0040-0000	002812-00 NORTHEAST ENERGY ; ** Total ** 99 ;	ASSOC-IEC 92 DEPOT ST	0452 10,368 #Recs 1 10,368	.49 10,368.49	
	** Total ** Bill Yes	ar 2023	#Recs 287	219,601.15	219,601.15
TedRE - Exemptions_ToBeE File Edit Format Options Courier New P B 5163-REEXMBILREL.REP			×		
Year Code Account #	Frinted 10-Feb-2022 at 12: Exemptions to be Inc	luded in Billing	Page 7		
1847 Code Account # 2023 60 098-0045-0000 2023 2023 20098-0045-0000 2023 2023 60 098-045A-0000 2023 2023 60 098-045A-0000 2023 60 0		ASKI BV 0326 247.83 SKI BV 0332 382.38 BV 0337 175.55	247.83 382.38 175.55 231.53		
2023 99 0039-0040-0000	002812-00 NORTHEAST EMERGY ASSOCIEC 92 DEPOT ** Total ** 99 AUMIN ADJUSTMENT		10,368.49		
	** Total ** Bill Year 2023	#Recs 287 219,601.15			
	*** Grand Total ***		19,601.15	\triangleright	
Selection Legend:					
Year: 2023 Sorted By: Bill Year, Deduction C					

Figure 8 The Exemptions to be Included match the Exemptions Pre-Billing Edit List for the Billing Year

[ADM-AUC-RE-5642]

4 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

4.1 New & Updated Documentation

Collections/Adjustments

RE–570 Credit Charge Re-Distribution

[Updated]