



# REAL ESTATE TAX BILLING

## RELEASE NOTES

MARCH 2022

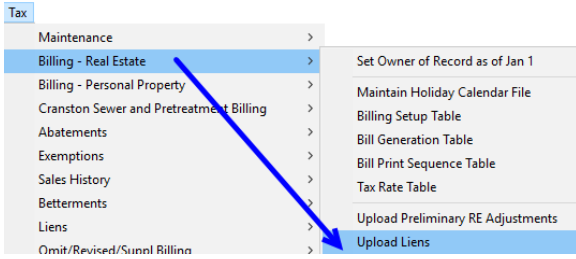
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) REAL ESTATE TAX** system.

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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:

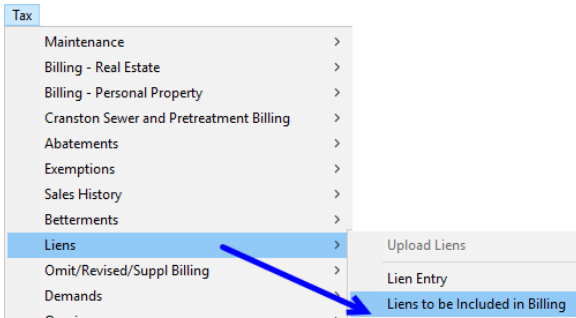
**Tax ▶ Liens ▶ Upload Liens**

OR

**Tax ▶ Billing – Real Estate ▶ Upload Liens**

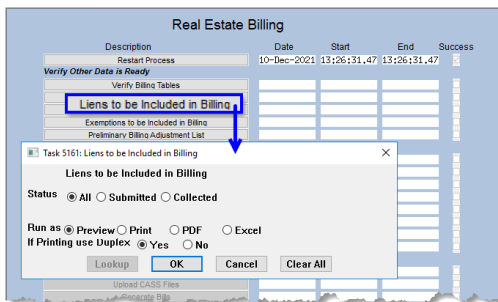
The data uploaded can be from a variety of sources, beyond the control of the AUC system. If parcels are combined in a third-party system to make a bigger parcel and the liens are not captured on the bigger parcel, the **uploaded liens total will not** match the **applied liens** total.

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.

Liens NOT applied during Billing

The following Liens were not applied during Tax Calculation. Check if these Parcels are on the dropped bill/parcel list

For Bill Year: 2022

Parcel Number	Location	Lien Amount	Lien Description
0020 -0061 -0000	MA	360.00	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
*** Grand Total ***		1,046.44	
#Records: 11			

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.

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City of ADMINS  
Upload Liens Edit List

Bill Year: 2023

Lien Type	Account#	Lien Date	Amount	Committed Interest
Water Lien	214802	09-Dec-2021	694.78	97.26
Sewer Lien	214802	09-Dec-2021	762.60	106.76
Trash Lien	214802	09-Dec-2021	475.00	
Stormwater Lien	214802	09-Dec-2021	84.00	11.76
			2,016.38	215.78

Lien Type	Account#	Lien Date	Amount	Committed Interest
Water Lien	54900	29-Dec-2021	116.50	16.31
Trash Lien	54900	29-Dec-2021	95.00	
Stormwater Lien	54900	09-Dec-2021	24.00	3.36
			235.50	19.67

Bill Year: 2023

Totals	Amount	Interest	Total
Water Lien	1,942.00	271.86	2,213.86
Sewer Lien	1,008.63	141.21	1,149.84
Trash Lien	2,097.92	63.41	2,161.33
Stormwater Lien	375.59	52.58	428.17
	5,424.14	529.06	5,953.20

### 1.1.1 Liens – Records with a Different Bill Year

Task 5187: Lien Entry Edit List

Lien Entry Edit List

Optional: Enter Bill Year

Status  All  Submitted  Collected

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

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.

### 1.1.2 Lien Entry Edit List #5187

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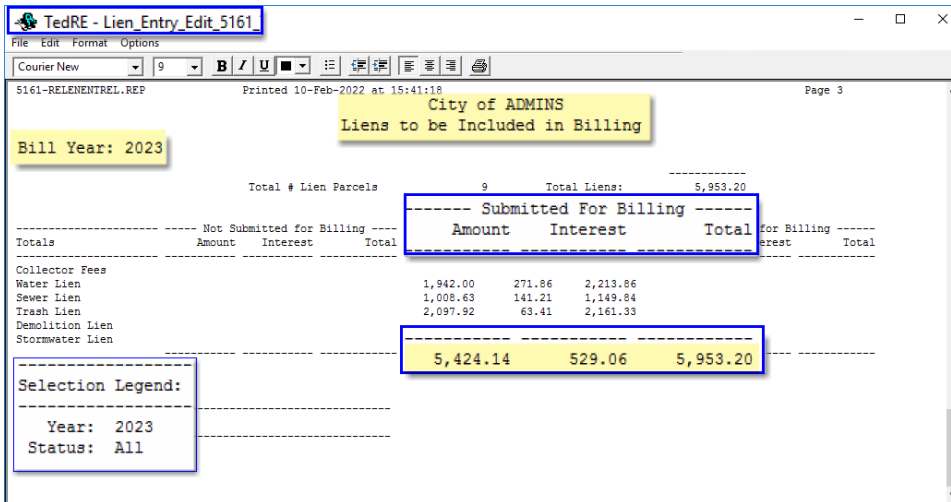
City of ADMINS  
Lien Entry Edit List

Year 2023

Lien Type	Notes	Lien Date	Lien/Fee Amt
Water Lien	Water Lien Acct# 513400	29-Dec-2021	132.30 Submitted
Water Ln CI	Water Lien Acct# 513400	29-Dec-2021	18.52 Submitted
Trash Lien	Trash Lien Acct# 513400	29-Dec-2021	132.30 Submitted
Trash Ln CI	Trash Lien Acct# 513400	29-Dec-2021	18.52 Submitted
Stormwater Lien	Stormwater Lien Acct# 515600	09-Dec-2021	24.00 Submitted
Stormwater Ln CI	Stormwater Lien Acct# 515600	09-Dec-2021	3.36 Submitted



### 1.1.3 Liens to be Included in Billing #5161

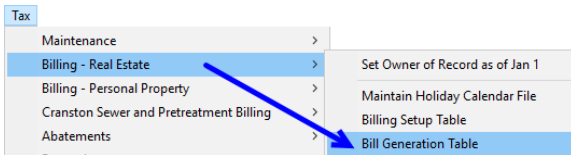


The amount, interest, and total amount match on all the reports; no liens are included on the reports that are not for the specified bill year.

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

[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**

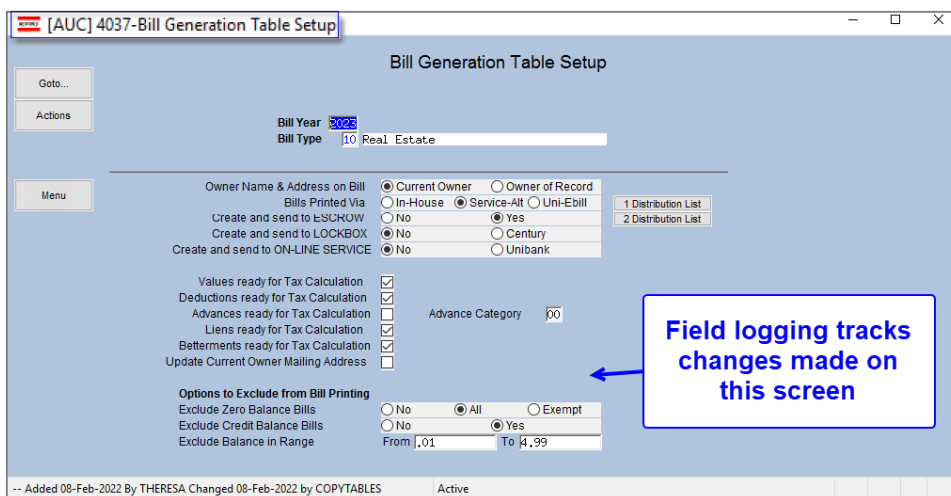


Figure 2 The Bill Generation Table Setup screen

To see field changes, from the menu, select:



Tax ▶ Module Maintenance ▶ Field Logging – Bill Generation Table

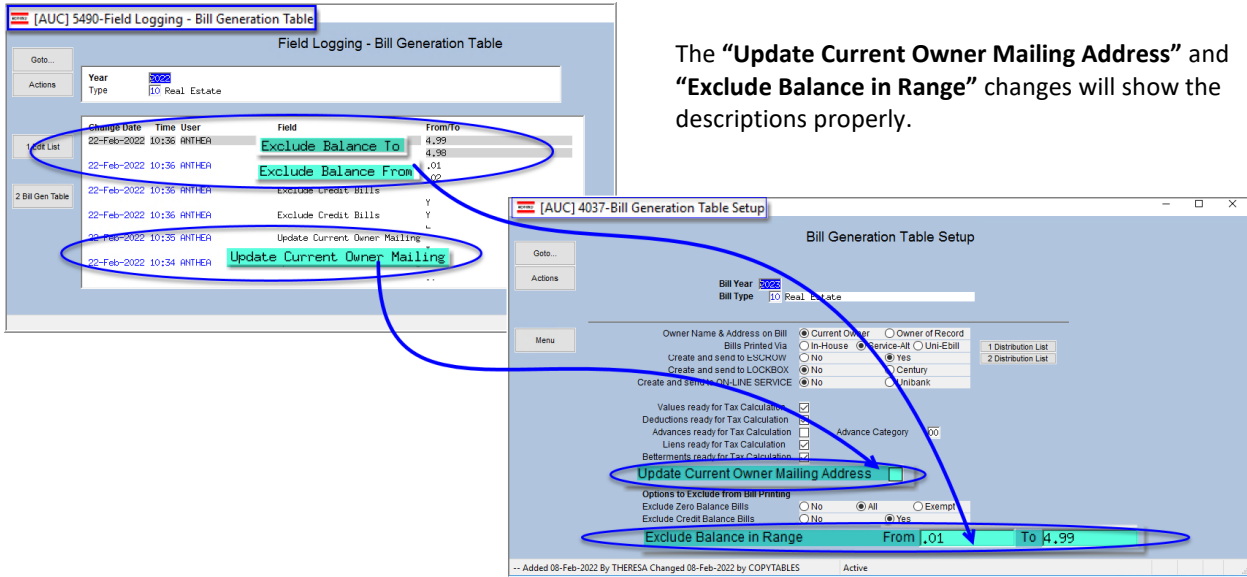


Figure 3 "Exclude Balance in Range" and "Update Current Owner" fields are now logged with descriptions

[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

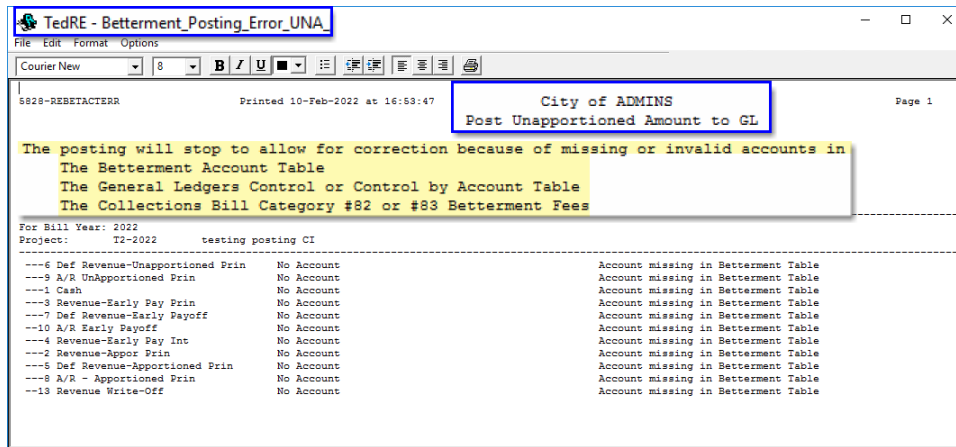


Figure 4 Betterment Posting Error Report on missing accounts

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.

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.



## 2.2 Payments [Enhancement]

### Tax ▶ Betterments ▶ Accounting Rules

Project #	Bill Year	Start Date	Start Year
15-2021	2021	01-Jan-2021	2021

Project #	Description	Bill Year	Start Date	Start Year
15-2021	Title 5 FY2021 at 3%	2021	01-Jan-2021	2021

Line	Account	Description
2	6650-000-0000-000-00-42073	Title V Betterment
3	6650-000-0000-000-00-42093	TITLE 5 BETT PAID IN ADVANCE
4	6650-000-0000-000-00-42093	TITLE 5 BETT PAID IN ADVANCE

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)

FY	Fund	Description	Fund Status
2022	6650	Receipts Reserved-Title V Bett.	OPEN

Line	Account Number	Description
2	6650-000-0000-000-00-39100	REVENUE, TITLE V BETT (RECTS RESERVED)
3	6650-000-0000-000-00-39300	EXPENDITURE, TITLE V BETT (RECTS RESERVE)

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.

City of ADMINS  
Betterment Initial Payment Posting

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	Account	Status	Message
2	Revenue Control	No Account	missing account on GL Control/Control by Account Table

[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**.

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.

Location	Code	Description	Year	2022 Tax	New Exemption Amount	Delete/New(D/N)
LOCADR	DEDCOD	GENDES	BILYER	4,293.66	168.65	
225 FARM ST	60	SMALL BUS EXEMPTION	2022	4,079.76	857.98	
299 FARM ST	60	SMALL BUS EXEMPTION	2022	2,808.90	400	
284 FARM ST	3	22a-VET 10%	2022	4,122.42	586.08	
442 HARTFORD AV	60	SMALL BUS EXEMPTION	2023	3,406.32	731.82	
478 HARTFORD AV	60	SMALL BUS EXEMPTION	2023	0	3,144.04	
463 HARTFORD AV	12	22D-VET S S/QMY-MAT	2023	2,322.82	400	
				2,930.04	500	
				1,529.80	400	
				3,830.94	517.05	
				2,477.48	400	

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.

Year	Code	New Code	Error
2023	60		Invalid Account to Update/Check Year

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

Year	Code	New Code	Message
2023	60		New Exemption

### 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)

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

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

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.

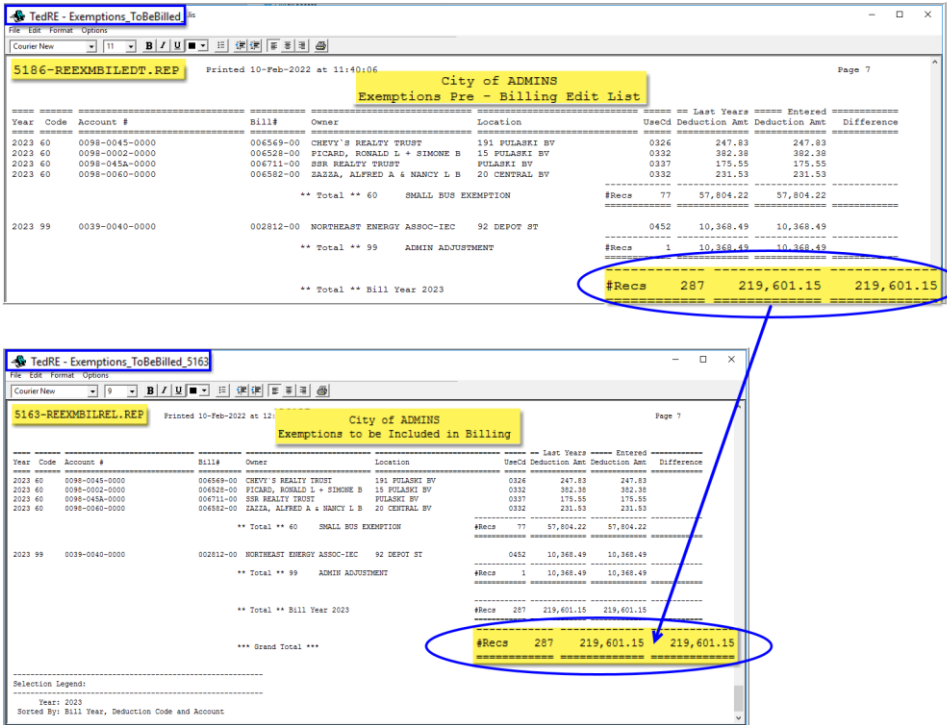


Figure 8 The Exemptions to be Included match the Exemptions Pre-Billing Edit List for the Billing Year

[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]