



# REAL ESTATE TAX BILLING

## RELEASE NOTES

March 2024

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

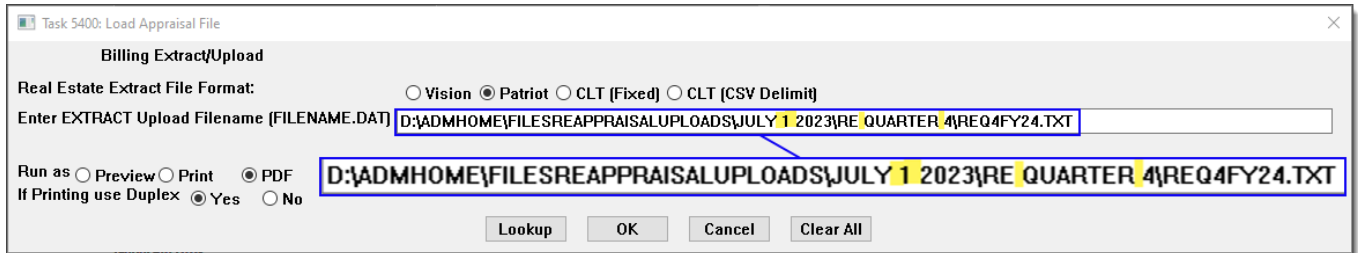
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# 1 Load Appraisal Step Allows Spaces in File Name [Enhancement]

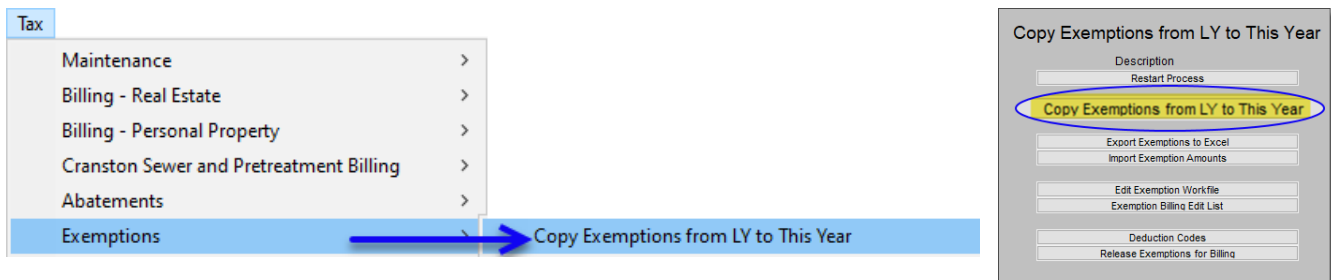
The **Load Appraisal File** step on the Real Estate Billing Menu now allows the file and path name of the file to contain spaces. Always review the file name shown in the prompt carefully after selecting it via the lookup – some paths may be so long that the filename will be truncated. If the filename is truncated, the upload will fail. If the entire path and filename are not visible, move or rename the file to a location with a shorter file path.



[ADM-AUC-RE-5689]

# 2 Task #5372 Exemption File Spreadsheet [Enhancement]

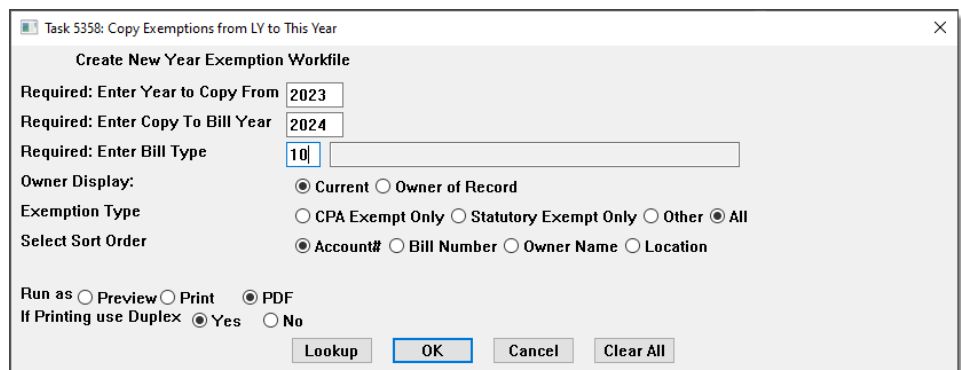
ADMINS removed a line of header information from the Exemption File spreadsheet. The row contained data for reference to see the correlation between the columns on the template and the ADMINS field names. Now the template is streamlined to minimize confusion when entering the Exemption data.



To initiate the Exemption process, from the menu, select:

**Tax ▶ Exemptions ▶ Copy Exemptions from LY to This Year**

Select the Copy Exemptions step to display the prompt:





Before -The template was created with line 2 showing the ADMINS field names.

1	Parcel/Account	Current Owner	Location	Code	Description
2	WRKFIL	OWNNAM	LOCADR	DEDCOD	GENDES
3	0002 -0005 -0000	DECASTRO, MICHAEL P	225 FARM ST	60	SMALL BUS EXEMPTION

The second header line is no longer shown on the spreadsheet

Now, the template has only a single line of user-friendly headers at the top of the spreadsheet.

1	Parcel/Account	Current Owner	Location	Code	Description	Year	UseCode
2	0002 -0005 -0000	DECASTRO, MICHAEL P	225 FARM ST	60	SMALL BUS EXEMPTION	2024	6317
3	0003 -0011 -0000	STEELE REALTY TRUST	299 PAQU ST	60	SMALL BUS EXEMPTION	2024	6316

Once the spreadsheet has been updated and saved as a .CSV file, the exemption data can be imported by continuing with the steps menu.

Task 5373: Import Exemption Amounts

**Import Exemption Amounts**

Enter Import Path and File:

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

See [RE-520 Exemptions – Personal Property & Real Estate Taxes](#) for detailed instructions on this process.

[ADM-AUC-RE-5691]

### 3 Abatements [Enhancement]

ADMINS added additional information to screens and reports. While many sites use a Parcel number that is the same as the Account number, some do not. The screens and reports will now show Parcel and Account numbers when space permits.

#### 3.1 Abatement Entry Screen

Before – there was no parcel number shown on the entry screen.

[AUC] 5330-Real Estate Abatement Entry

**Pending Real Estate Abatement Entry**

Goto... Year: 2022 Location: 208 FARM ST 208

Account: 0002 -002A -0002 Owner of Record: [blacked out]

Code: 69 Abatement

After – the parcel number is listed below the location, to the right of the Account number.

**Pending Real Estate Abatement Entry**

Goto... Year: 2022 Location: 208 FARM ST 208

Account: 0002 -002A -0002 Parcel: 0002 -002A -0002

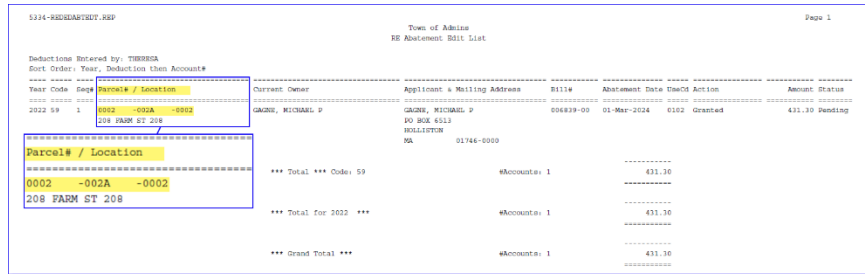
Code: 69 Abatement Owner of Record: [blacked out]

[ADM-AUC-RE-5704]

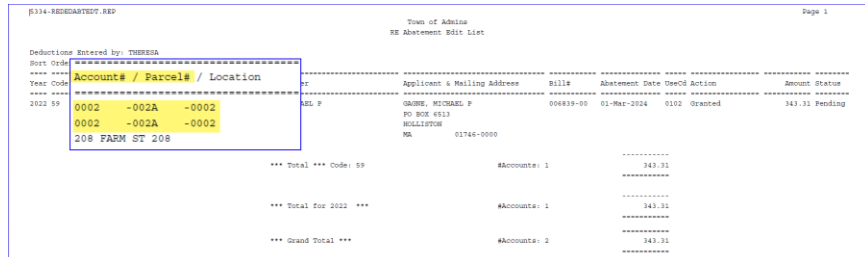


### 3.1.1 Abatement Entry Edit List

Before – only the Parcel Number was shown above the location..



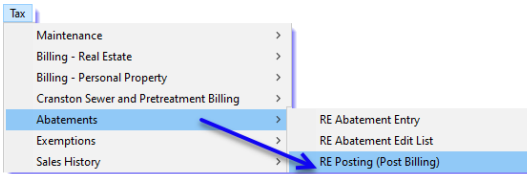
After – the Account # & Parcel are shown above the Location.



[ADM-AUC-RE-5704]

### 3.2 Abatement Posting Screen

To post an abatement, from the menu, select:



The lower portion of the screen shows details for the selected  exemption.

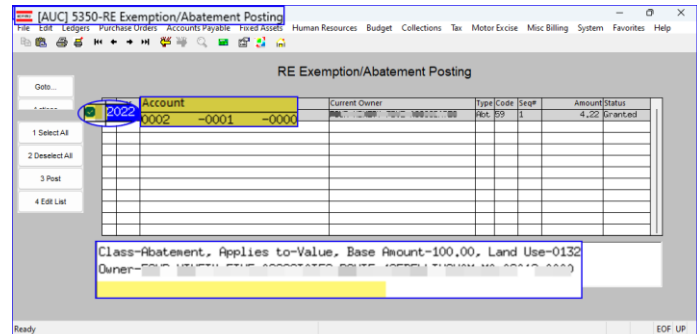
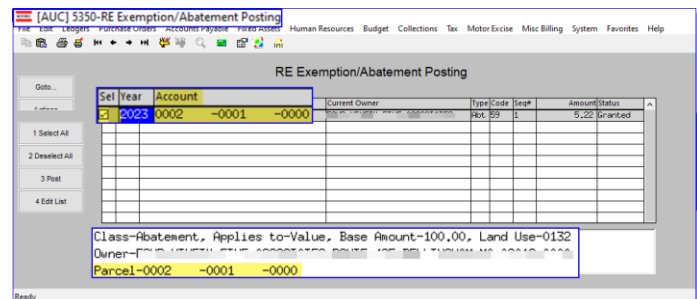


Figure 1 Before – The **Account #** is in the top of the screen, but the Parcel # is not shown in the lower part of the screen.



*(the owner's information is partially obscured in the images for privacy)*

Figure 2 After –the Parcel # shows below the owner information in the lower portion of the screen.



### 3.2.1 Abatement Posting Reports

Reports are produced when the abatements are posted.

Where space is available, both the Account # and Parcel # are shown.

The Selection Edit List is shown here:

5309-REDEDEDTPST.REP

Town of Admins  
Deductions Post Selection Edit List

Deductions Selected for Posting by: THERESA  
Sort Order: Year, Deduction then Account#

Year	Code	Seq#	Account# / Parcel# / Location	Applicant & Mailing Address
2022	59	1	0002 -002A -0002	
2022	59	1	0002 -002A -0002	

The Deduction Calculation Detail Report is shown here:

5538-REDEDCLCD.REP

Town of Admins  
Deduction Calculation Detail Report

Deductions for Real Estate

Account# / Owner of Record	Seq#	UseCd	Amount	Abatement	Calculation Notes
0002 -0001 -0000	1	0132	5.22	400	Amount Entered Manually
0002 -0001 -0000					
*** Grand Total *** #records			1	5.22	400

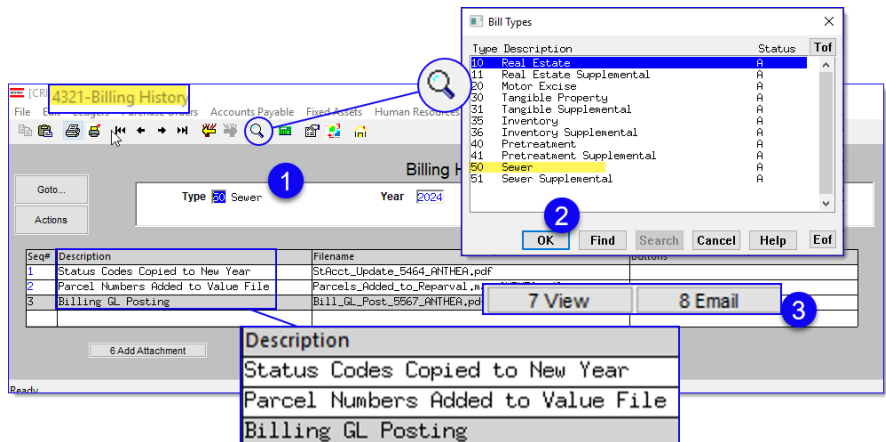
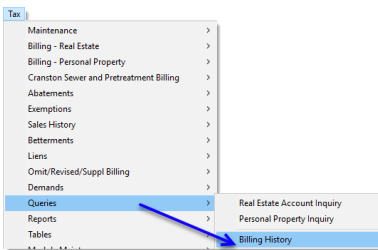
NOTE: \*\*\* No Record(s) in error, all will post.

[ADM-AUC-RE-5704]

## 4 Sewer & Pretreatment Billing Reports [Enhancement]

ADMINS has history screens where reports produced during the Billing are stored to make it easy to retrieve the reports later. We added the Sewer & Pretreatment Billing reports to this software update. To access this screen, from the menu, select:

Tax > Queries > Billing History



1. Enter the Type "50" for Sewer, or
2. select it from the lookup.
3. There are three reports listed in the Sewer Billing History screen. From this screen, **7 View** or **8 Email** the report.



The first is the list of Status Codes Copied to the New Billing Year.

5464-REUPDSTACCT.REP Printed 05-Mar-2024 at 10:26:44 by ANTHEA Town of Admins Page 1

**Status Codes Copied to New Year**

Bill Year	Bill Number	Bill Type	Status Code	Owner	Location
2024	0112687501	50 Sewer	HP HIDE POLICE INFO	AVILA EMMANUEL D	26 CHATHAM ROAD
2024	0112758501	50 Sewer	HP HIDE POLICE INFO	ANDREOZZI MICHAEL E	24 CORTLAND LANE
2024	0420622001	50 Sewer	HP HIDE POLICE INFO	DRISCOLL KERRIE A CRINS	95 MICHAEL DRIVE
2024	0505595501	50 Sewer	HP HIDE POLICE INFO	EDWARDS KYLE M	29 CROCUS DRIVE
2024	0714535001	50 Sewer	HP HIDE POLICE INFO	GALLIGAN JEFFREY A	32 PARK FOREST ROAD
2024	0815553501	50 Sewer	HP HIDE POLICE INFO	HART ROBERT T	16 EDGEWOOD AVENUE
2024	1314276501	50 Sewer	HP HIDE POLICE INFO	LO DANIA M	40 PLYMOUTH STREET
2024	1429807001	50 Sewer	HP HIDE POLICE INFO	MEOLA ANTHONY J	64 ALLARD STREET
2024	1717926501	50 Sewer	HP HIDE POLICE INFO	PROTANO MICHAEL A	127 BANCHELEY ROAD
2024	1717993501	50 Sewer	HP HIDE POLICE INFO	PAPA ROBERT J JR	97 ASHBROOK DRIVE
2024	2807725601	50 Sewer	ST TAX SALE - CITY PROP	GLIDDEN AMY JOY	369 BAY VIEW AVENUE

\*\*\* Total of 11 Updated \*\*\*

The second is a list of Parcels added during the posting.

**Parcels Added to REPARVAL.MAS During Posting**

Bill Type	Year	Parcel ID	Code
Sewer	2024	1918233001	001-0001-000
Sewer	2024	0420186001	001-0002-000
Sewer	2024	2908924401	001-0005-000
Sewer	2024	2900750001	001-0007-000
Sewer	2024	1717648001	001-0009-000
Sewer	2024	2900490002	001-0011-000
Sewer	2024	0714133001	001-0015-000
Sewer	2024	1718713501	001-0018-000
Sewer	2024	2011667501	001-0020-000
Sewer	2024	2026714001	001-0022-000
Sewer	2024	1505742301	001-0023-000
Sewer	2024	0331956501	001-0024-000
Sewer	2024	1704930002	001-0027-000
Sewer	2024	0332028501	001-0028-000
Sewer	2024	0230613002	001-0030-000

The third is the General Ledger Posting report which shows the accounting.

5567-REBILLGLPST.REP Printed 04-Mar-2024 at 16:53:04 by ANTHEA Page 1

**Billing GL Posting**

GL Posting#: 494200

FY	Date	Account#	Description	Debit	Credit
2025	15-Jul-2024	800-8000-14120-000000	SEWER ASSESSMENT 2023 FY2024	4520361.19	
2025	15-Jul-2024	800-8000-27115-000000	DEFERRED REVENUE		4520361.19
BALANCE SHEET				4520361.19	4520361.19
Total Run 1				4520361.19	4520361.19
2025	15-Jul-2024	800-8000-14120-000000	SEWER ASSESSMENT 2023 FY2024	4520361.19	
2025	15-Jul-2024	800-8000-27115-000000	DEFERRED REVENUE		4520361.19
BALANCE SHEET				4520361.19	4520361.19
Total Run 2				4520361.19	4520361.19
2025	15-Jul-2024	800-8000-14120-000000	SEWER ASSESSMENT 2023 FY2024	4520361.19	
2025	15-Jul-2024	800-8000-27115-000000	DEFERRED REVENUE		4520361.19
BALANCE SHEET				4520361.19	4520361.19
Total Run 3				4520361.19	4520361.19
2025	15-Jul-2024	800-8000-14120-000000	SEWER ASSESSMENT 2023 FY2024	4520822.33	
2025	15-Jul-2024	800-8000-27115-000000	DEFERRED REVENUE		4520822.33
BALANCE SHEET				4520822.33	4520822.33
Total Run 4				4520822.33	4520822.33
Total Year 2025				18081905.90	18081905.90
*** GRAND TOTAL ***				18081905.90	18081905.90
Balance Sheet				18081905.90	18081905.90
Subaidiary Ledger					

[CRI-SUP-SAPLAUC-1098]



## 5 Site Specific Deeds Upload Process [Fix]

Some sites create new parcels via the deeds upload process. Sometimes parcels created this way had missing owners/address records. ADMINS fixed the issue and now new parcels added this way are also being added correctly to the owner and address files.

[ADM-AUC-RE-5701]

## 6 Help Reference Library New & Updated Content

Deductions	RE-520 Copy Exemptions to New Year	[Updated]
System	<a href="#">SY-170 System Administration Requirements Kit</a>	[Updated]

### 6.1 New & Updated Content on ADMINS.com

Document –	<a href="#">SY-170 System Administration Requirements Kit</a>	[Updated]
Video –	<a href="#">Adjust Payments &amp; Charges in Revenue Collections (youtube.com)</a> (6:17)	[New]

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