



REAL ESTATE TAX BILLING

RELEASE NOTES – SEPTEMBER 2019

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REAL ESTATE TAX** system.

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1. BILLING

ADMINS added a **stop** error if there are duplicate bill numbers found when running the **[Load Appraisal File]** step in the **Billing** menu. In addition, **ADMINS** corrected an issue with **Betterments** not being marked as **Billed** on the Parcel Details screen after Quarter 3 Bills were posted. See the following sections for details.

1.1. Duplicate Bill # Report [Enhancement]

The program assigns bill numbers based on parcel number. If a **“new”** parcel number in the uploaded extract matches an existing (even inactive) parcel number, the same bill number will be assigned to two different parcels. This may happen, for example, if a **“retired”** parcel number is re-used in the valuation software. The re-purposed parcel number will be included in the uploaded appraisal file, trigger the error report / pop-up message, and terminate the upload.

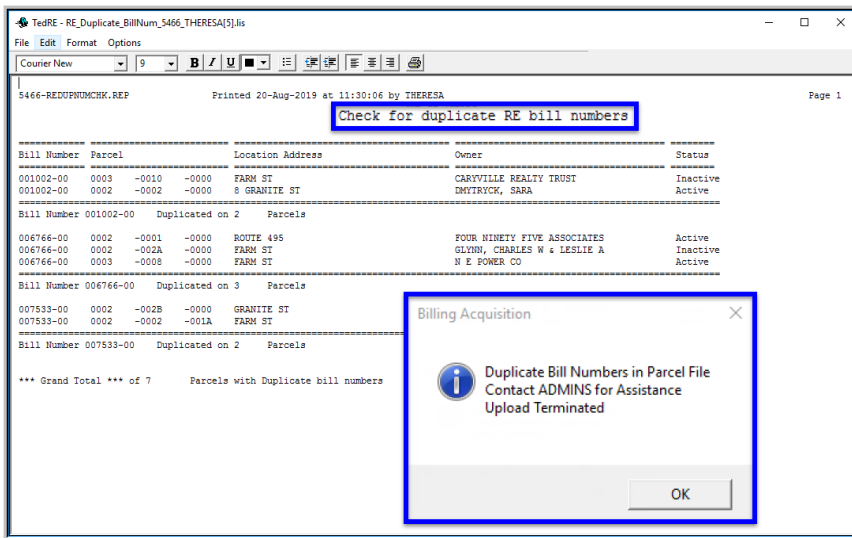


Figure 1 Report of Duplicate Bill Numbers

If no duplicate bill numbers are found, the process will display the customary pop up message. Click on **[Yes]** to continue.

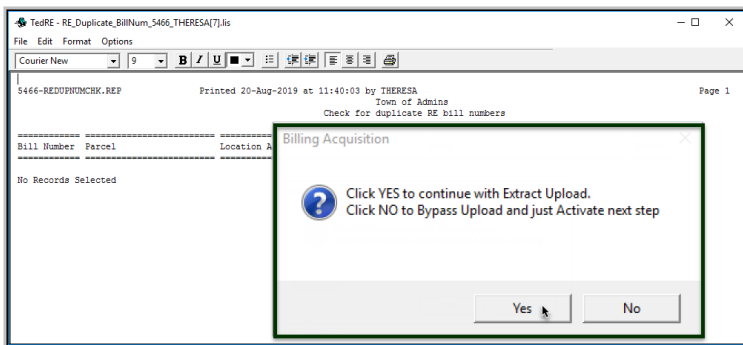


Figure 2 No Duplicate Bill Numbers found

[TOC-SUP-SAPLAUC-3030]



1.2. Betterments Marked as Billed [Fix]

Collector of Taxes
Town of [REDACTED]

REPRINT DATE: 9/10/2019
Bill Number: 500335
PARCEL ID: 3070 //

TAXPAYER COPY
FISCAL 2020
3rd Qtr-Real Estate Tax

Based on assessments as of January 1, 2019, your Real Estate Tax for the fiscal year beginning July 1, 2019 and ending June 30, 2020 on the parcel of real estate described below is as follows:

PROPERTY DESCRIPTION		TAX SUMMARY				Billed		Due by
		Tax Rate Per \$1000 of Value:						2/3/2020
Class 1	Class 2	Class 3	Class 4					
Residential	Open Space	Commercial	Industrial					
14.19	14.19	14.19	14.19					
Total Real Estate Tax		\$8,079.79				Q1 Due 8/1/19	\$2,515.78	\$ 0.00
Total CPA Tax		\$99.91				Q2 Due 11/1/19	\$2,515.76	\$2,515.76
Total Tax		\$8,179.70				Q3 Due 2/3/20	\$2,317.78	\$2,317.78
Grand Total		\$9,667.12				Fees	\$ 0.00	\$ 0.00
						Payment 8/1/19	\$(2,515.78)	
Title V D Loan		\$1,290.00				Q4 Due 5/1/20	\$2,317.80	
Title V D Loan CI		\$197.42				Q4 Payment	\$ 0.00	
Total Betterments & Liens		\$1,487.42				Balance	\$4,833.54	
						Interest as of 1/15/20	\$72.37	
						Pay this Amount	\$4,905.91	
						Due & Payable	February 3, 2020	

Figure 3 Sample Q3 Bill with Betterments

5818-Parcel Details

Parcel # 3070 / /

Project Desc Tit,Le V D Loan
Invoice Date 04-Nov-2016
Interest Date 01-Jan-2020
Interest Rate 2.00

Betterments this Parcel
Prj# Term Line
16-1706 10 3

Suspended?
 No Suspension
 Suspended-Fixed
 Suspended-Change of Use

Project#	Trm	Lin	Year	Bett Amount	Paid	Adjusted	Balance	CI Amount	Paid	Adjusted	Balance	Status
16-1706	10	3	2017	1290.00	1290.00		1290.00	19,779	19,779		1290.00	Billed
16-1706	10	3	2018	1290.00	1290.00		1290.00	232.20	232.20		1290.00	Billed
16-1706	10	3	2019	1290.00	1290.00		1290.00	206.40	206.40		1290.00	Billed
16-1706	10	3	2020	1290.00			1290.00	197.42			197.42	Billed
16-1706	10	3	2021	1290.00			1290.00				1290.00	
16-1706	10	3	2022	1290.00			1290.00				1290.00	
16-1706	10	3	2023	1290.00			1290.00				1290.00	
16-1706	10	3	2024	1290.00			1290.00				1290.00	
16-1706	10	3	2025	1290.00			1290.00				1290.00	
16-1706	10	3	2026	1290.00			1290.00				1290.00	
Betterment Parcel Total				12900.00	3870.00		9030.00	655.81	458.39		197.42	

ADMINS corrected an issue with **Betterments** not being marked as **Billed** on the **Parcel Details** screen after Quarter 3 Bills were posted.

[TOC-SUP-SAPLAUC-3040]

2. QUERIES

To allow users to readily access history regarding real estate and personal property billing processes, the reports generated for each billing quarter are now available in a single Billing History screen.

2.1. Billing History Query [Enhancement]

Select **Tax** ► **Queries** ► **Billing History**. The query screen will be blank until a billing for the quarter is run; once the billing is posted; enter the **bill type**, **year** and **bill run** to see a list of the reports generated for each billing.

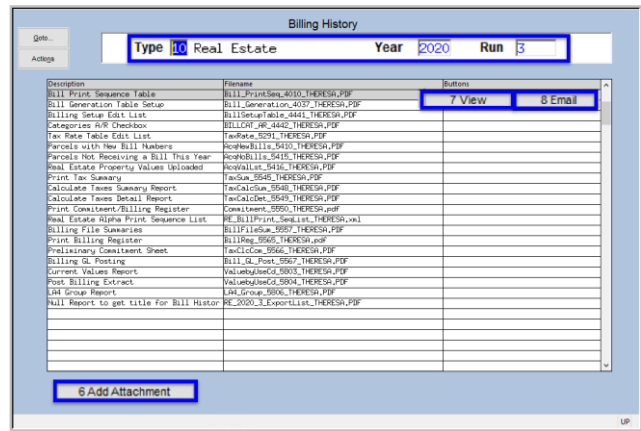
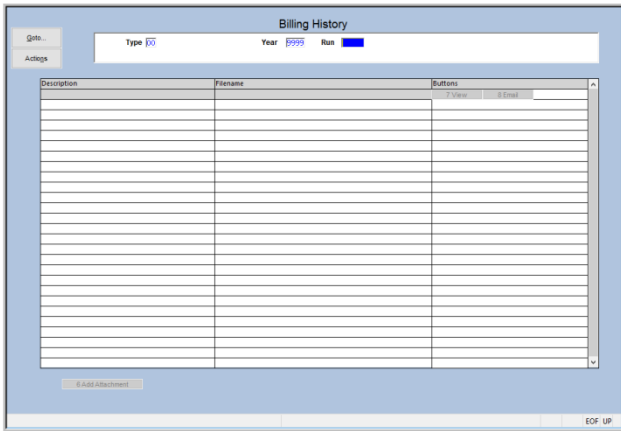


Figure 4 The Billing History screen before and after running the 2020 Quarter 3 billing

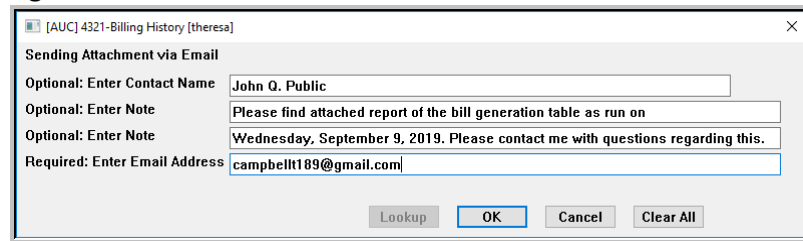
2.1.1. Billing History Screen Components

There are three buttons always visible on the screen, and a fourth button used only to remove user-supplied attachments:

Button Label	How Used
--------------	----------

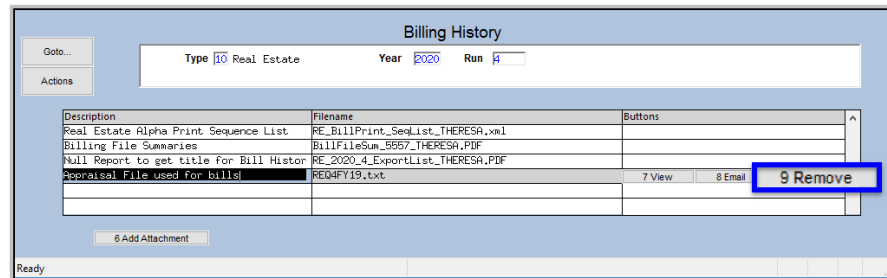
[7 View]	Click on this button to view a pdf file of the report.
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[8 Email]	Click to email a pdf file to any valid email address. Fill in the contact name and two lines of notes (optional); the email address is required. Sample email is shown in Figure 5 .
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[6 Add Attachment]	Click on this button to include additional attachments. For example, the real estate extract file as provided by the appraisal software that was used to update parcel information may be attached for future reference.
---------------------------	--

[9 Remove Attachment]	This button is only available for user supplied attachments; system generated attachments are not removable.
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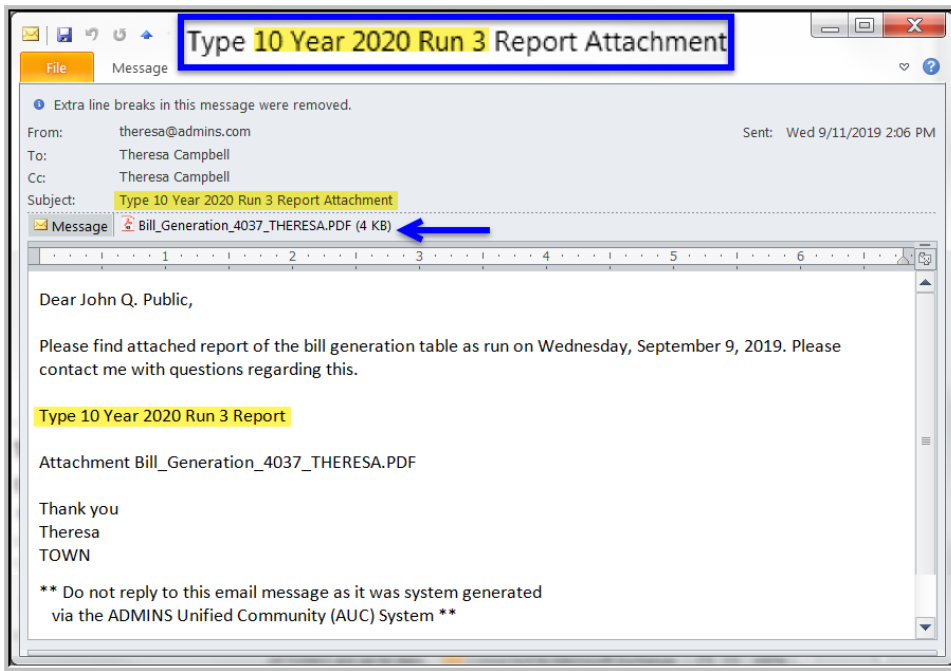


Figure 5 Sample email with an attachment as sent from the Billing History screen

[ADM-AUC-RE-5573]

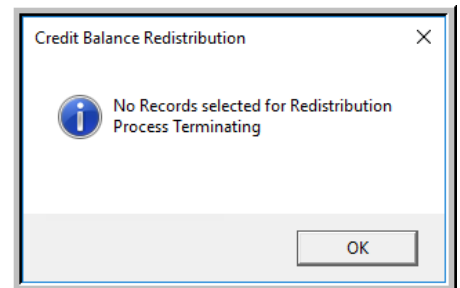
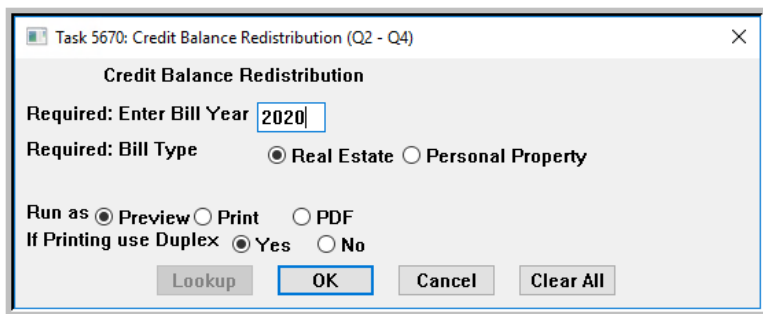
3. BILLING DOCUMENTATION

ADMS added a new document to the **Real Estate Help Reference Library** that describes the **Credit Balance Redistribution** process.

3.1. Credit Balance Re-Distribution [Enhancement]

This process automates moving credits from one quarter or category to offset the dollars owed in another quarter or category. See below and **RE-150 Credit Balance Distribution**.

To begin, select **Tax > Billing-Real Estate > Credit Balance Redistribution (Q2-Q4)**; enter the bill year at the prompt and select the **Real Estate** or **Personal Property** Bill Type. This example shows the Real Estate bill type.





If no bills have credit balances, the system will pop up a message that indicates that **“No Records selected for Redistribution”** and the process will terminate.

If bills with credit balances are found, a list of bill #s with credit amounts that are available for redistribution will be produced, as shown in **Figure 6**.

3.1.1. Review the Report of Bills with Credit Amounts

Review the report, and click on **[Yes]** to continue with the posting. Click on **[No]** to terminate the process if there are bills that require investigation or correction before proceeding.

When clicking on **[Yes]** to continue with the posting, the next prompt will pop up, to confirm posting the distribution. Click on **[Yes]** to continue.

The screenshot shows a report window titled 'TedRE - ReRepoApf_5604_MUPDEV5[1].lis'. The report content is as follows:

5604-REACBBILAFF.REP Printed 13-Aug-2019 at 08:58:19 by MUPDEV5 Page 1

Credit Redistribution Process [TRAINING]

Credit Amounts Available for Redistribution

Year	Bill Type	Bill#	Location	Owner	Category	Description	Qtr#	Amount
2020	Real Estate	501353-00			CFA		1	647.66
2020	Real Estate	501691-00			Tax Int		1	5.00
2020	Real Estate	505193-00			CFA		1	334.42
*** Total *** Year 2020								987.08

*** Grand Total *** by Bill Type

Bill Type	Count	Amount
Real Estate	3	987.08

Two dialog boxes are overlaid on the report. The first dialog box, titled 'Credit Balance Redistribution', contains the text: 'Check Report', 'Click YES to Continue Processing', and 'Click NO to Terminate Process'. It has 'Yes' and 'No' buttons. The second dialog box, also titled 'Credit Balance Redistribution', contains the text: 'Post Distributions?', 'Click YES to Post', and 'Click NO to Terminate Process'. It also has 'Yes' and 'No' buttons. A blue arrow points from the 'Yes' button of the first dialog box to the second dialog box.

Figure 6 Report #5604 List of Credit Amounts Available for Redistribution



3.1.2. Report of Re-Distributed Credits

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Amount
2020	Real Estate	501353-00			Tax	1	644.68
2020	Real Estate	501353-00			Tax Int	1	2.98
2020	Real Estate	501691-00			Tax	1	5.00
2020	Real Estate	505193-00			Tax	1	332.98
2020	Real Estate	505193-00			Tax Int	1	1.54
*** Total *** Year 2020							987.08

*** Grand Total *** by Bill Type		
Bill Type	Count	Amount
Real Estate	5	987.08

The system generates a report of the redistributed credits.

Figure 7 Report of Redistributed Credits

3.1.3. Seeing the Effect on the Bill Query Screen

Three bills were affected by the redistribution; one is shown in the Bill Query screen capture in **Figure 8**.

3.1.4. Redistribution within the Same Quarter

In this example for bill #505193 the quarter 1 tax is delinquent, and the \$167.21 of CPA had been overpaid (three payments total, so had been overpaid by \$334.42). The CPA overpayment is applied to the tax and tax interest for quarter one.

Description	Trx Date	Charges	Payments	Other	Display - Transaction Desc
Qtr 1 Tax	01-Jul-2019	11516.46			BILL Q1 Due 01-Aug-2019
Qtr 1 CPA	01-Jul-2019	167.21			BILL Q1 Due 01-Aug-2019
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-17,LRC072971
Qtr 1 Tax	28-Jul-2019		4832.79		TAX UNIBANK,Real Estate,TUB-17,LRC072971
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-18,LRC072971
Qtr 1 Tax	28-Jul-2019		4832.79		TAX UNIBANK,Real Estate,TUB-18,LRC072971
Qtr 1 CPA	28-Jul-2019		167.21		TAX UNIBANK,Real Estate,TUB-20,LRC072971
Qtr 1 Tax	28-Jul-2019		1516.46		TAX UNIBANK,Real Estate,TUB-20,LRC072971
Qtr 1 CPA	13-Aug-2019		-334.42		Credit Balance Redistribution
Qtr 1 Tax	13-Aug-2019		332.88		Credit Balance Redistribution
Qtr 1 Tax Int	13-Aug-2019	1.54			Credit Balance Redistribution
Qtr 2 Tax	01-Oct-2019	11516.46			BILL Q2 Due 01-Nov-2019
Qtr 2 CPA	01-Oct-2019	167.21			BILL Q2 Due 01-Nov-2019

Figure 8 Bill # 505193 showing the overpayment to CPA moved to Tax and Tax Interest

If the quarter 1 tax was fully paid, the credit would have been applied to quarter 2. The system applies payments according to the site’s established rules, as defined on the bill category table posting order.



3.1.5. Credit Balance Redistribution System-Created GL Batch

The system creates a revenue collections batch to account for the **Credit Balance Redistribution**, which will be found in the GL unposted file. This batch is necessary, for example, as payments are moved from tax to interest, or from CPA to tax, even though the payments are moved within the same bill, the dollars move within accounts.

User Batch#	Trx#	Bill Year	Payment Date	Bill Number	Owner	Bill Category	Credit To Distribute	Distributed Amount
CAT57	1344467	2020	13-Aug-2019	501353-00		Q1 01-Tax		644.68
CAF56	1344467	2020	13-Aug-2019	501353-00		Q1 02-CFA	-647.66	
CAT57	1344467	2020	13-Aug-2019	501353-00		Q1 40-Tax Int		2.98
CAT57	1344468	2020	13-Aug-2019	501691-00		Q1 01-Tax		5.00
CAF56	1344468	2020	13-Aug-2019	501691-00		Q1 40-Tax Int	-5.00	
CAT57	1344469	2020	13-Aug-2019	505193-00		Q1 01-Tax		332.88
CAF56	1344469	2020	13-Aug-2019	505193-00		Q1 02-CFA	-334.42	
CAT57	1344469	2020	13-Aug-2019	505193-00		Q1 40-Tax Int		1.54
*** Grand Total ***							-987.08	987.08

Figure 9 General Ledger Batch created

3.1.6. Finance Posts the Batch

Notify the finance office that the process was run and ask that the batch be posted. CAF# and CAT# user batches are created by the Credit Balance Redistribution process.

Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
2020	66167		4925,88	4925,88			MUPDEV5	Revenue Receipt	Lines	

UserBch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubType	Tot
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-1040-0000	647.66	RC01	CR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-1250-2019	647.66	RC01	CR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-2625-0000	647.66	RC01	CR		
CAF56	50135300	21	2	13-Aug-2019	0010-000-000-4750-2019	647.66	RC01	IR		
CAF56	50135300	2521	2	13-Aug-2019	0010-000-000-3910-0000	647.66	RC01	IR		
Ref# Total:						3238,30				
CAF56	50169100	51	40	13-Aug-2019	0001-000-000-1040-0000	5,00	RC01	CR		
CAF56	50169100	51	40	13-Aug-2019	0001-000-000-4172-0000	5,00	RC01	IR		
CAF56	50169100	2551	40	13-Aug-2019	0001-000-000-3910-0000	5,00	RC01	IR		
Ref# Total:						15,00				
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-1040-0000	334,42	RC01	CR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-1250-2019	334,42	RC01	IR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-2625-0000	334,42	RC01	CR		
CAF56	50519300	71	2	13-Aug-2019	0010-000-000-4750-2019	334,42	RC01	IR		
CAF56	50519300	2571	2	13-Aug-2019	0010-000-000-3910-0000	334,42	RC01	IR		
Ref# Total:						1672,10				
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-1040-0000	644,68	RC01	IR		
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-1220-2019	644,68	RC01	CR		
CAT57	50135300	11	1	13-Aug-2019	0001-000-000-2610-0000	644,68	RC01	IR		

Figure 10 GL transactions ready for posting – note User Bch#s CAF# and CAT# that identify the transactions

[ADM-AUC-DOC-172]



3.2. Q3 Billing [Enhancement]

The **RE-230 Q3 Real Estate Billing** document was updated to reflect changes to menus and screens and to add a section on **Credit Balance Redistribution**.

[ADM-AUC-DOC-172]

3.3. Q3 Balancing Template & Instructions [Enhancement]

The Quarter 3 Balancing template and Instructions were updated with new variance values that take into account sites that have adopted the Massachusetts CPA.

[ADM-AUC-RE-5588]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documents

- | | | |
|---------------|------------------------------------|-----------|
| • MAINTENANCE | RE-150 Credit Balance Distribution | [New] |
| • BILLING | RE-230 Q3 Real Estate Billing | [Updated] |
| | RE-390 Q3 Balancing Template | [Updated] |
| | RE-400 Q3 Balancing Instructions | [Updated] |
| • OTHER | RE-725 Training Mode | [New] |
| • SYSTEM | RE-770 System Administration Kit | [Updated] |