



REAL ESTATE TAX BILLING

RELEASE NOTES

SEPTEMBER 2021

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

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1. CHECKING BETTERMENT ACCOUNTING DATES

All betterments are subject to the accounts being established in the **Betterments** ► **Add Manage** ► **Accounting Tab**. The system checks the accounts based on the **type** and **date** of the transaction. **ADMINS** added helpful information to error messages to indicate what date is being used when checking the accounts in the **Betterment Accounting Rules** table.

1.1. Posting a New Project

When posting, the system uses the **Invoice Date** from **Add / Manage Projects** screen:

This new project does not have any accounting set up for the fiscal year of the invoice date.

The screenshot shows two windows. The top window, 'Add/Manage Projects', has 'Invoice Date' set to 10-Jun-2021. The bottom window, 'Betterment Accounting Rules', has 'Bill Year' set to 2022. An error dialog box is open, indicating that the posting will stop because of missing or invalid accounts for the specified invoice date and bill year. The error message lists '---6 Def Revenue-Unapportioned Prin' and '---9 A/R Unapportioned Prin' as missing or invalid.

Attempting to post the project prior to establishing the accounting rules for the project will yield this error message with the **Invoice date**, showing that the system is attempting to post using the invoice date specified on the **Add Manage Projects** entry screen.

The Deferred Revenue and Accounts Receivable account numbers are missing or invalid for the Fiscal Year. The posting will stop to allow the correction to be made. Try again after making the corrections.

Figure 1 Attempting to post a Betterment Project before establishing Accounting Rules

1.2. Initial Payments

The initial payments will use the Pay/Trx Date to check if accounts are valid. In this example a taxpayer chooses to pre-pay an anticipated betterment prior to the invoice date. The betterment accounting rules are established for FY2021, so no error



message is displayed, and the prepayment is posted.

PrePay/Payoff

Parcel # 0096 -005A -0000
Location 454 WRENTHAM RD
Owner Name RICHARD, JOSEPH

Invoice Date 01-Jan-2021
Interest Date 01-Jan-2021

Bank Code B0R

Initial Payment (within 30 Days of Invoice)

Payment 1610.00
Pay-Trx Date 31-Dec-2020
Deposit Date 31-Dec-2020

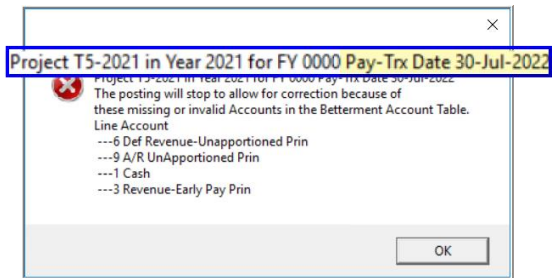
Partial Full

Acctg Year 0000

Payment Amount 1610.00
Principal
Interest
1st Fee
2nd Fee
Total

1-Post Initial Payment 2-Post Payoff

If a date is entered in the Pay-Trx Date for a Fiscal Year that has no Betterment Accounting rules established, the system will display this error message that includes the Pay-Trx Date for the posting as shown below.



1.3. Full/Partial Payments

Uses the **Pay-Trx** date on the **Pre-Pay/Payoff** screen to determine the fiscal year for the **Betterment Accounting Rules**. In this example, a full or partial payment is made, using a payment date in a future fiscal year.

If the chart of accounts has not been created and the betterment accounting rules not established in the future fiscal year, the system will display an error message with details on which date is being used.

The payment posting will stop to allow for corrections.

PrePay/Payoff

Parcel # 0090 -0097 -0000
Location
Owner Name

Invoice Date 01-Jan-2021
Interest Date 01-Jan-2021

Bank Code B0R

Full/Partial Payments

Initial Payment (within 30 Days of Invoice)

Payment
Pay-Trx Date
Deposit Date

Partial Full

Acctg Year 2022

Payment Amount 5000.00
Principal 3850.54
Interest 1149.46
1st Fee
2nd Fee
Total 5000.00

1-Post Initial Payment 2-Post Payoff 3-Post Reversal

Project T5-2021 in Year 2022 for FY 0000 Pay-Trx Date 02-Jul-2022

The posting will stop to allow for correction because of these missing or invalid Accounts in the Betterment Account Table.

Line Account
---6 Def Revenue-Unapportioned Prin
---9 A/R UnApportioned Prin
---1 Cash
---3 Revenue-Early Pay Prin
---10 A/R Early Payoff
---7 Def Revenue-Early Payoff
---4 Revenue-Early Pay Int

OK

Figure 2 Partial & Full payments use the Pay-Trx Date



1.4. Reversal Date

Uses the reversal date entered on the PrePay/Payoff screen.

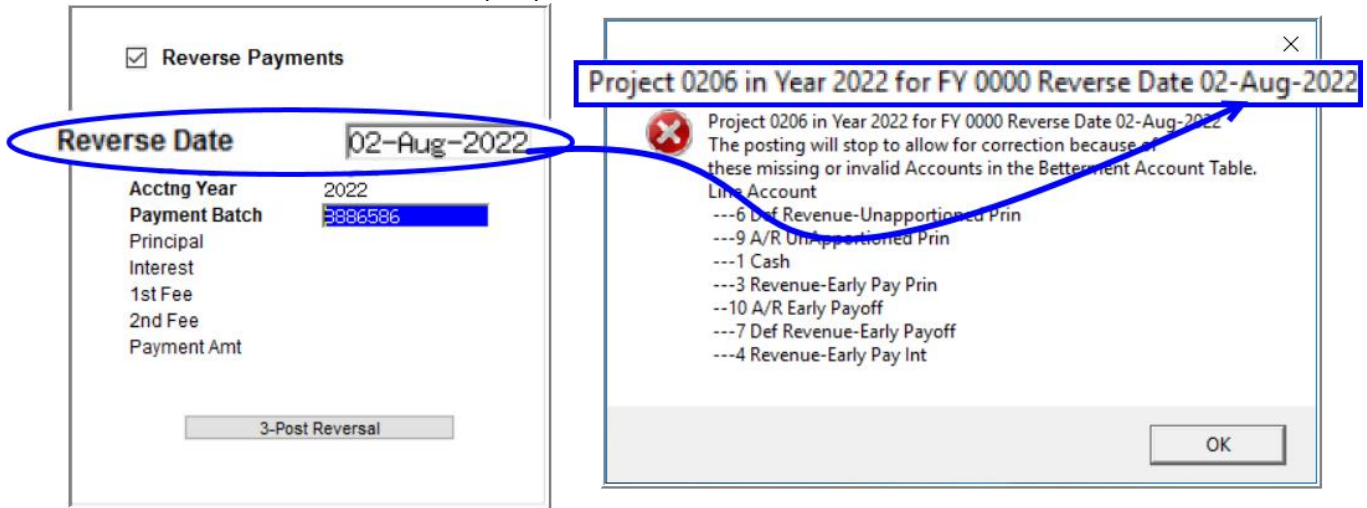
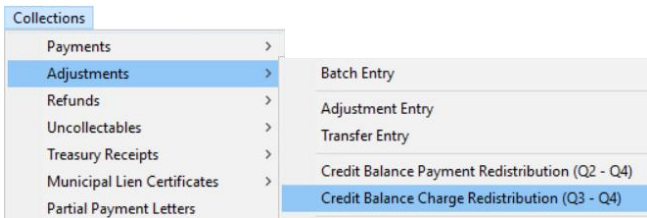


Figure 3 Reversals use the reversal date as entered on the PrePay/Payoff screen

[ADM-AUC-RE-5638]

2. CREDIT BALANCE CHARGES REDISTRIBUTION

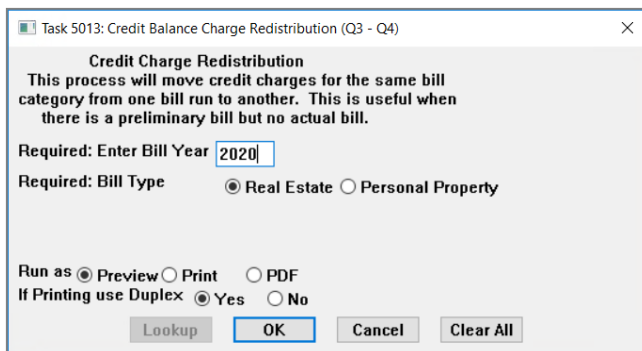


ADMINS now offers a way to redistribute credit balance **charges** on Real Estate (RE) and Personal Property (PP) bills. The process will move credit charges for the same bill category from one bill run to another. This is useful when there is a **preliminary** bill, but no **actual** bill issued to the taxpayer. The AUC system has always provided a way to rebalance **payments** between quarters. Now, there is a way to rebalance **charges**.

*This will only re-distribute charges to the same bill.
The process does not cross years or different bill types.*

From the menu, select:

Collections ▶ Adjustments ▶ Credit Balance Charge Redistribution (Q3-Q4)



The system will prompt for a **Required Bill Year** and **Bill Type**. Eligible Bill Types for **Credit Balance Charges Redistribution** are Real Estate and Personal Property.

Click on **[OK]**; the process will display a report of the bills meeting the selection criteria. Review the report for accuracy.

Click **[Yes]** to continue processing; click **[No]** to terminate the process without making any changes to bills.



TedRE - ReCreBalance_5014_THERESA(1).lis

File Edit Format Options

Courier New 9

5014-RECREBALANCE.REP Printed 12-Aug-2021 at 12:49:16 by THERESA City of ADMINS Credit Redistribution Process Page 1

Credit Amounts Available for Redistribution

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Amount
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	3	1023.07
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	4	1023.07
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	3	51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	4	51.95
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	3	424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	4	424.81
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	3	432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	4	432.86
2020	Real Estate	005591-00	1110 FULASKI BV	VIVIEROS, PAUL	Tax	3	314.80
2020	Real Estate	005591-00	1110 FULASKI BV	VIVIEROS, PAUL	Tax	4	314.80
							863.54
*** Total *** Year							5043.72

*** Grand Total *** by Bill Type

Bill Type	Count	Amount
Real Estate	10	5043.72

Credit Balance Redistribution

Check Report
Click YES to Continue Processing
Click NO to Terminate Process

Yes No

The system produces report #5015 showing the redistributed credit charges:

TedRE - ReCreBalanceT_5015_THERESA(1).lis

File Edit Format Options

Courier New 9

5015-RECREBALANCET.REP Printed 12-Aug-2021 at 12:52:55 by THERESA City of ADMINS Credit Redistribution Process Page 1

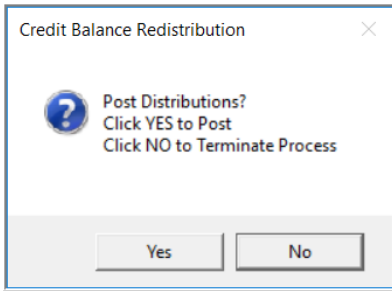
Redistributed Credits

Year	Bill Type	Bill#	Location	Owner	Category Description	Qtr#	Adjust Amount
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	2	-1,023.07
2020	Real Estate	001688-00	70 FARM ST	MAIETTA, ELIZABETH	Tax	3	1,023.07
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	1	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	2	-51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	3	51.95
2020	Real Estate	004814-00	LAKESHORE DR	LAFLAMME, FRANK	Tax	4	51.95
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	1	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	2	-424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	3	424.81
2020	Real Estate	004815-00	INDIAN RUN RD	LAFLAMME, FRANK	Tax	4	424.81
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	1	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	2	-432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	3	432.86
2020	Real Estate	004915-00	352 LAKE ST	WHITE, ARTHUR E L/E	Tax	4	432.86
2020	Real Estate	005591-00	1110 FULASKI BV	VIVIEROS, PAUL	Tax	2	-563.03
2020	Real Estate	005591-00	1110 FULASKI BV	VIVIEROS, PAUL	Tax	3	314.80
2020	Real Estate	005591-00	1110 FULASKI BV	VIVIEROS, PAUL	Tax	4	248.23
*** Total *** Year 2020							

*** Grand Total *** by Bill Type

Bill Type	Count	Adjust Amount
Real Estate	17	

Then the system prompts to post the redistribution:



Click on **[Yes]** to post the distribution; click **[No]** to terminate the process. The posting process produces two reports:

- #4084 Posting Summary by GL#, and
- #5016 Credit Distribution Process

2.1. Posting Reports

TedRE - RectPstGLSum_4084_THERESA[1].jis

Printed 12-Aug-2021 at 12:57:01 by THERESA
City of ADMINS

Posting Report - Summary by GL#

Posting#: 8886616

FY	Date	Batch#	Account#	Description	Debit	Credit
2022	12-Aug-2021	CAI3	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES	3405.34	3405.34
2022	12-Aug-2021	CAI3	1000-000-0000-000-00-12200	2020 REAL ESTATE A/R	3405.34	3405.34
BALANCE SHEET					6810.68	6810.68
*** GRAND TOTAL ***					6810.68	6810.68

Balance Sheet
Subsidiary Ledger

Figure 4 #4084 Posting Report – Summary by GL # showing the posting is a wash

TedRE - ReCreBalanceC_5016_THERESA[1].jis

Printed 12-Aug-2021 at 12:57:01 by THERESA
City of ADMINS

Credit Distribution Process

GL Batch# : 8886616
Pay Trx Date : 12-Aug-2021
GL Effective Date: 12-Aug-2021
Deposit Date : N/A

Real Estate Credit Balance Redistribution

User Batch#	Trx#	Bill Year	Payment Date	Bill Number	Owner	Bill Category	Credit To Distribute	Distributed Amount
CAI3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q2 01-Tax		-1023.07
CAF2		2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax	-1023.07	
CAI3	2250552	2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q3 01-Tax		1023.07
CAF2		2020	12-Aug-2021	001688-00	MAIETTA, ELIZABETH	Q4 01-Tax	-1023.07	
CAI3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q2 01-Tax		-563.03
CAF2		2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax	-314.80	
CAI3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q3 01-Tax		314.80
CAF2		2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax	-863.54	
CAI3	2250556	2020	12-Aug-2021	005591-00	VIVIEROS, PAUL	Q4 01-Tax		248.23
*** Grand Total ***							-5043.72	

Figure 5 #5016 Credit Distribution Process report



2.2. Effect on the Bills

Run	Charges	Abatements	New Intrst	Net Bill	Paid	Refund	Adjustment	Balance		
Q1	1023.07			1023.07			-1023.07			
Q2	1023.07			1023.07			-1023.07			
Q3	-1023.07			-1023.07			1023.07			
Q4	-1023.07			-1023.07			1023.07	-1023.07		
Bill Totals								-1023.07	-1023.07	-1023.07

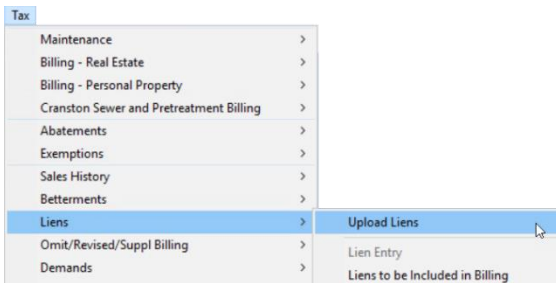
Running the process often results in a zero-balance bill; no further action is required. The process could result in a bill with a credit balance on Quarter 4.

Using bill #001688 as an example, the credit balance of \$(1,023.07) shows on Quarter 4.

The credit balance is now available to the **Collections ▶ Refunds** process.

[ADM-AUC-RE-5584]

3. LIEN TYPE DESCRIPTONS [Fix]



Prior to the Software update, when liens were being uploaded the descriptions were being incorrectly set on all bill types loaded. **ADMINS** corrected this and next time liens are loaded, the proper Notes will come in for each lien type.

Cat	Description	Lien Date	Notes	Edit Notes	Lien/Fee Amount
05	Water Lien	01-May-2021	Trash Lien Acct# 464400	..	124.33
06	Water Ln CI	01-May-2021	Trash Lien Acct# 464400	..	17.41
07	Sewer Lien	01-May-2021	Trash Lien Acct# 464400	..	213.23
08	Sewer Ln CI	01-May-2021	Trash Lien Acct# 464400	..	29.85
09	Trash Lien	01-May-2021	Trash Lien Acct# 464400	..	186.00

Cat	Description	Lien Date	Notes	Edit Notes	Lien/Fee Amount
05	Water Lien	01-May-2021	Water Lien Acct# 493603	..	135.10
06	Water Ln CI	01-May-2021	Water Lien Acct# 493603	..	18.91
07	Sewer Lien	01-May-2021	Sewer Lien Acct# 493603	..	288.70
08	Sewer Ln CI	01-May-2021	Sewer Lien Acct# 493603	..	40.42
09	Trash Lien	01-May-2021	Trash Lien Acct# 493603	..	93.00

Parcel Total: 576.13

Figure 6 After – each lien type has the correct notes listed

[ADM-AUC-RE-5640]



4. TAX TITLE – Original Taking Interest & Fees [Fix]

Prior to the software update, during an original Tax Title taking, accounts with an interest balance were not properly adjusted in the Real Estate module. There was also an issue with the adjustment of the tax taking fee. **ADMINS** corrected both issues.

[ADM-AUC-TT-3872]

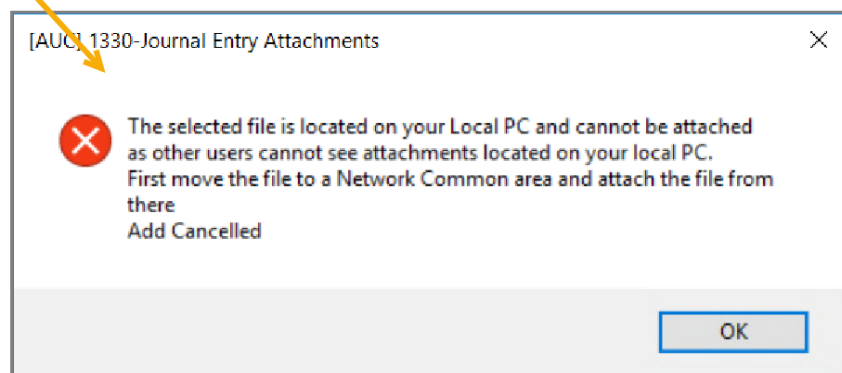
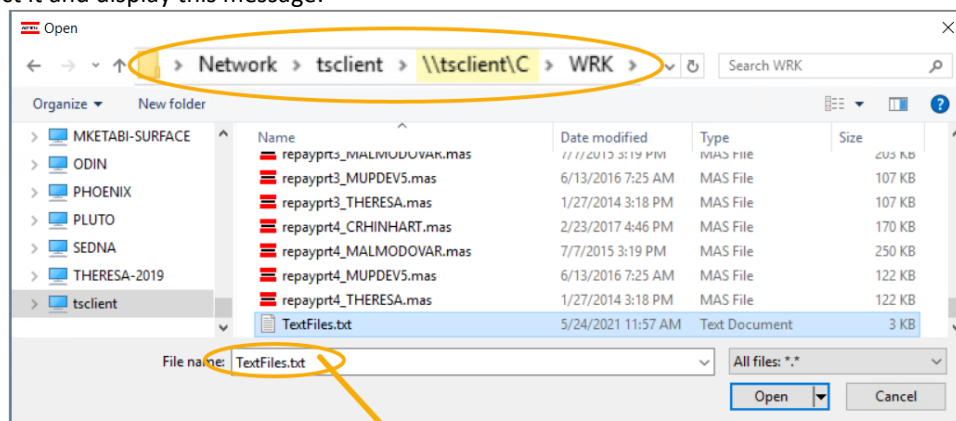
5. ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

5.1. Prevent Attaching Files Residing on Local Workstations

ADMINS made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.



5.1.1. Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	
4321	Billing History	Tax ▶ Queries ▶ Billing History [6 Add Attachment]
5365	RE Deduction History	Tax ▶ Abatements ▶ RE Deduction History ▶ [2 Attachments] Tax ▶ Exemptions ▶ RE Deduction History ▶ [2 Attachments]
5817	Betterment Project Attachments	Betterments ▶ Add / Manage Projects ▶ [Attachment]
5839	Betterment Parcel Attachment	Betterments ▶ Transaction History ▶ Parcel Detail ▶ [5 Parcel Attachments]

[ADM-AUC-SY-8206]

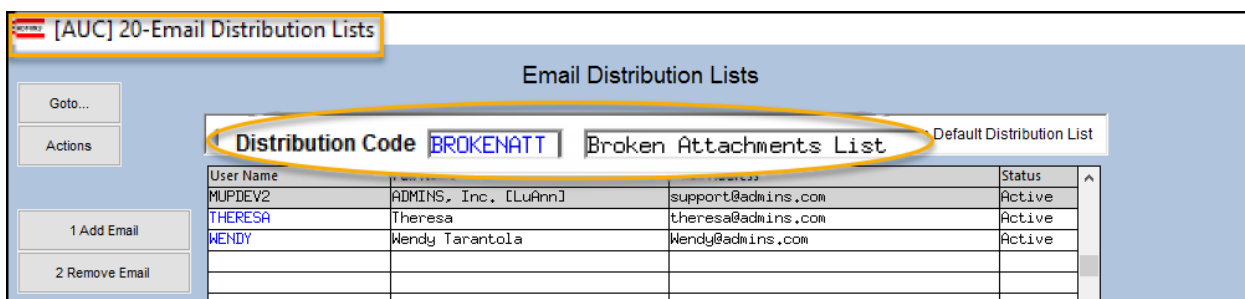
5.2. Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

1. If attachments are system generated, or
2. If "TSLCLIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.

The weekly error check report is sent to the members of the BROKENATT email distribution list. To add users to the list, follow the instructions found in SY-150 AUC Email Distribution Lists in each Help Reference Library. If the weekly process identifies missing TSLCLIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact support@admins.com.



[ADM-AUC-SY-8206]