



# REAL ESTATE TAX BILLING

## RELEASE NOTES

SEPTEMBER 2022

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

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# 1 Bill Reprints and Demands [Enhancement]

ADMINS improved the liens and betterments section of two printed forms. This applies to the bill reprints and demands. In addition to cosmetic improvements, this reduced the time required to print bill reprints and demands. The **Grand Total** now prints below all the other charges and deductions. The change impacts bill reprints for Q3 and Q4; the layout for Q1 and Q2 is unchanged. The change to demands will be evident on bills with liens or betterments.

Town of ADMINS  
219 Lewis Wharf  
Boston, MA 02110

**ADMINS**

The Commonwealth of Massachusetts  
**City of ADMINS**  
FISCAL YEAR 2021  
4th Quarter Real Estate Tax Bill

Bill Number: 001535  
PAY ONLINE  
www.admins.com

Contact: Office of the Treasurer/Collector  
617.494.5100  
collector@TownOfAdmas.com

Office of the Town Assessor  
617.494.5100  
assessors@TownOfAdmas.com

Hours: MON - TH 8:30-4:30 PM  
FRI 8:30AM - 1:00PM

060 001535 1000 210010 2 0

Treasurer/Collector  
Anthea Diamond

Based on assessments as of January 1, 2020, your Real Estate Tax for the fiscal year beginning July 1, 2020 and ending June 30, 2021 on the parcel of real estate described below is as follows:

PROPERTY DESCRIPTION	Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial
Area: 40400 Acres	1441	1441	20.53	20.53
Class: 0101				
Book: 5399 Page: 525				
Building Value	\$178,600			
Land Value	\$120,800			
Residential Value	\$299,400			
Total Real Estate Tax	\$4,315.80			
Total CPA Tax	\$0.00			
Qtr 3 Deductions	\$(250.00)			
Qtr 4 Deductions	\$(250.00)			
Total Tax	\$3,815.80			
Grand Total	\$4,422.88			
Water Lien	\$369.36			
Water Ln CI	\$51.72			
Trash Lien	\$186.00			
Total Betterments & Liens	\$607.08			

Q1 Due 8/3/20  
Q2 Due 11/2/20  
Q3 Due 2/1/21  
Q4 Due 5/3/21  
Fees  
No payments to date  
Balance  
Interest of 5/1/22

Pay this Amount

Town of ADMINS  
219 Lewis Wharf  
Boston, MA 02110

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**City of ADMINS**  
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Hours: MON - TH 8:30-4:30 PM  
FRI 8:30AM - 1:00PM

060 001535 1000 210010 2 0000524949 050321 0

REPRINT DATE: 6/28/2022

PARCEL ID: 0000524949

Treasurer/Collector  
Anthea Diamond

Based on assessments as of January 1, 2020, your Real Estate Tax for the fiscal year beginning July 1, 2020 and ending June 30, 2021 on the parcel of real estate described below is as follows:

PROPERTY DESCRIPTION	Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial	Billed	Due by 5/3/2021
Location:	1441	1441	20.53	20.53		
Area: 40400 Acres						
Class: 0101						
Book: 5399 Page: 525						
Building Value	\$178,600					
Land Value	\$120,800					
Residential Value	\$299,400					
Total Real Estate Tax	\$4,315.80				\$921.04	\$921.04
Qtr 3 Deductions	\$(250.00)				\$921.04	\$921.04
Qtr 4 Deductions	\$(250.00)				\$1,290.40	\$1,290.40
Total Tax	\$3,815.80				\$1,290.40	\$1,290.40
Water Lien	\$369.36				\$5.00	\$5.00
Water Ln CI	\$51.72					\$4,422.88
Trash Lien	\$186.00					\$821.61
Total Betterments & Liens	\$607.08					\$5,249.49
Grand Total	\$4,422.88					May 1, 2022

Total Real Estate Tax \$4,315.80  
Qtr 3 Deductions \$(250.00)  
Qtr 4 Deductions \$(250.00)  
Total Tax \$3,815.80  
Water Lien \$369.36  
Water Ln CI \$51.72  
Trash Lien \$186.00  
Total Betterments & Liens \$607.08  
Grand Total \$4,422.88

Figure 1 Real Estate 4<sup>th</sup> Quarter Bill – Before and After

# 2 Betterment Accounting [Enhancement]

This process affects **ALL projects** for a given bill year and changes any element from one value to another value. For example, change the “Year” element from 42 (FY2022) to 43 (FY2023).



**Note:** the “Create New Fiscal Year” and “Copy table to New Year” processes **must** be run first to populate the accounts in the accounting rules table that are to be changed. Be sure to create any **new** accounts for the fiscal year in the Chart of Accounts prior to running the Update Accounts Changing process.



## 2.1 Background – Elements in the Chart of Accounts (CoA)

Some sites identify a specific element for the fiscal year. To view elements, from the menu, select:

**Ledgers ▶ Queries ▶ Account Elements.**

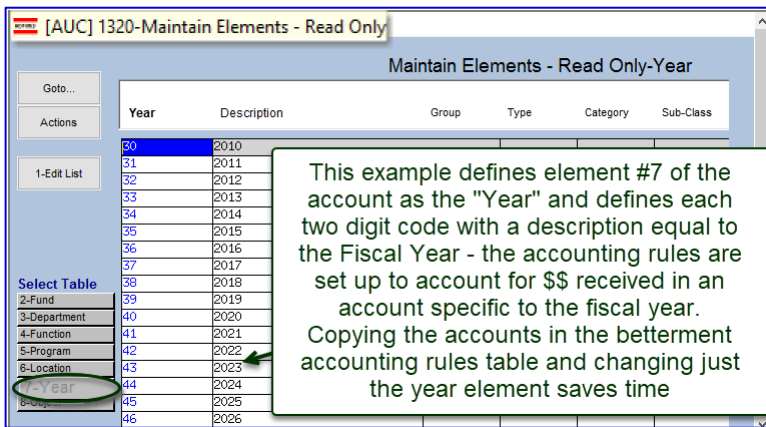


Figure 2 One of the account elements in this example represents a year

Using the example above, the site creates new accounts each year for transactions affecting the current fiscal year. To make it easier to maintain the tables, **ADMINS** added this new feature to update the accounts by changing a single element at a time.

## 2.2 Betterment Accounting Rules Table – Six Tabs

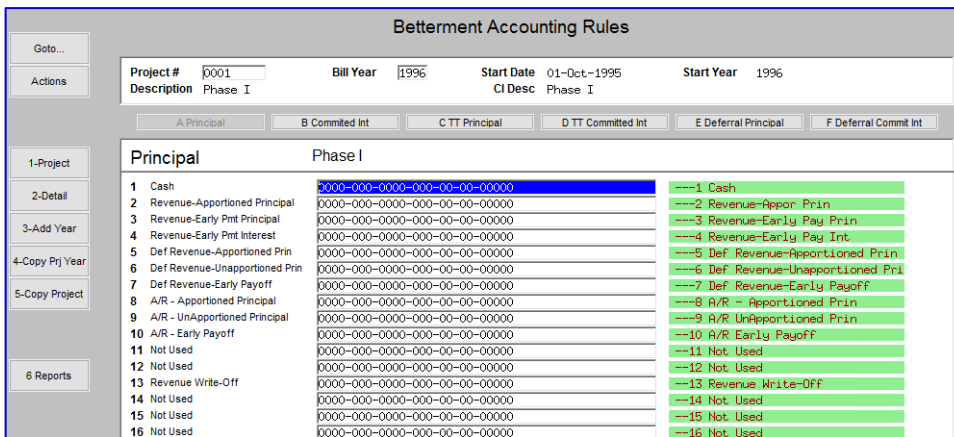


Figure 3 Before – the Betterment Accounting Rules table – with six buttons on the left side of the screen

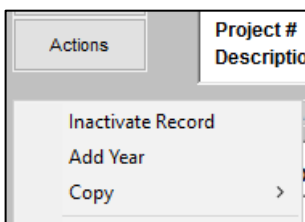




Figure 4 Before – the Actions button offered three options

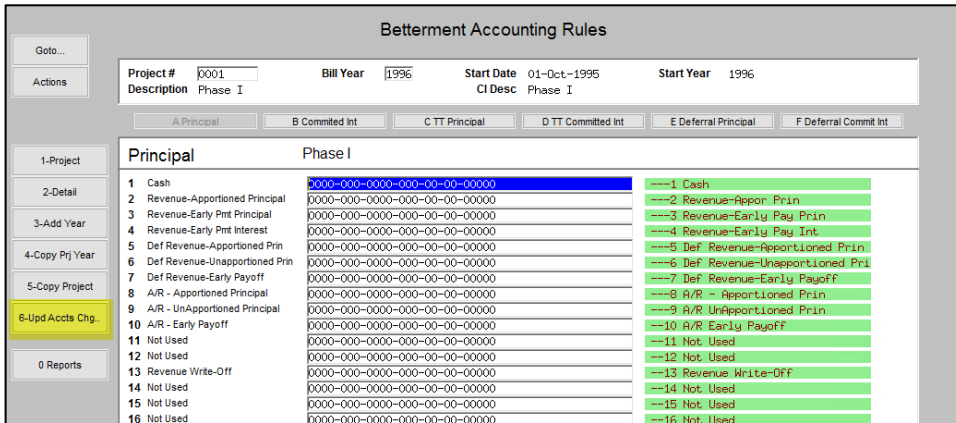


Figure 5 After - the Update Accounts Changing feature as a button [6 Upd Acts Chg..]

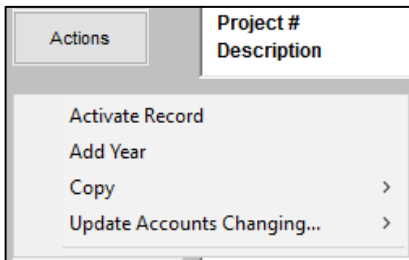


Figure 6 After - the Update Accounts Changing can be selected via the [Actions] button



This process works the same way as the Chart of accounts – Copy accounts changing....

## 2.3 Run the Edit Listing

Run the Edit list report prior to using this feature this to verify that there are accounts to update.

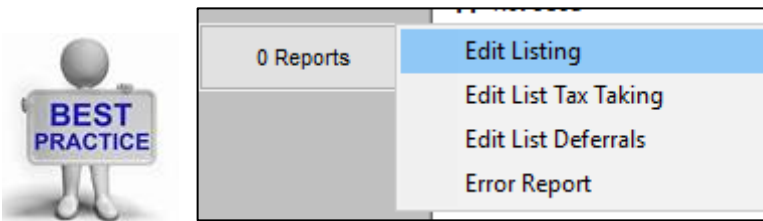


Figure 7 Select Edit Listing from the [0 Reports] menu



5570-REBETEDT.REP Printed 22-Aug-2022 at 17:03:39 by THERESA City of ADMINS Page 2  
Project Accounting Edit List  
Accounting Rules for Billing Year 2022

Project: 0002 Phase II Post to tax bill as Category: 15 Sewer Bett  
Started: 1997 CI Category: 16 Sewer Bett CI

**NEW BETTERMENT [Only principal is booked as unapportioned Receivable. CI is only recognized as a receivable when apportioned.]**

Ledger	Type	Line#	Account Description	Account# & Description
General	Debit	9	Accounts Receivable - Unapportioned Principal	1000-000-0000-000-00-42-14100 COMMITTED INT-SEWER BETTERMENT, GENERAL FUND
General	Credit	6	Deferred Revenue - Unapportioned Principal	1000-000-0000-000-00-00-26710 DEF REV-COMMITTED INTEREST
Subsidiary			No Transactions	

**EARLY PAYMENT [Early Payment book principal as A/R but CI is only booked to A/R during apportionment. CI is revenue only on Early Payment.]**

Ledger	Type	Line#	Account Description	Account# & Description
General	Debit	6	Deferred Revenue - Unapportioned Principal	1000-000-0000-000-00-00-26710 DEF REV-COMMITTED INTEREST
General	Credit	9	Accounts Receivable - Unapportioned Principal	1000-000-0000-000-00-42-14100 COMMITTED INT-SEWER BETTERMENT, GENERAL FUND
General	Debit	1	Cash	1000-000-0000-000-00-00-10400 CASH, GENERAL FUND
General	Credit	ctrl	Revenue Control - Early Pmt Principal	1000-000-0000-000-00-00-39100 REVENUE, GENERAL FUND
General	Credit	ctrl	Revenue Control - Early Pmt Interest	1000-000-0000-000-00-00-39100 REVENUE, GENERAL FUND
Subsidiary	Credit	3	Revenue - Early Pmt Principal	1000-000-0000-000-00-00-42075 BETTERMENT INTEREST
Subsidiary	Credit	4	Revenue - Early Pmt Interest	1000-000-0000-000-00-00-42075 BETTERMENT INTEREST

**APPORTIONMENT [Apportion annual amount to RE Bill]**

Ledger	Type	Line#	Account Description	Account# & Description
General	Debit	8	Accounts Receivable - Apportioned Principal	1000-000-0000-000-00-42-14100 COMMITTED INT-SEWER BETTERMENT, GENERAL FUND
General	Credit	9	Accounts Receivable - Unapportioned Principal	1000-000-0000-000-00-42-14100 COMMITTED INT-SEWER BETTERMENT, GENERAL FUND
General	Debit	6	Deferred Revenue - Unapportioned Principal	1000-000-0000-000-00-00-26710 DEF REV-COMMITTED INTEREST
General	Credit	5	Deferred Revenue - Apportioned Principal	1000-000-0000-000-00-00-26710 DEF REV-COMMITTED INTEREST
General	Debit	24	Accounts Receivable - Apportioned CI	1000-000-0000-000-00-42-14100 COMMITTED INT-SEWER BETTERMENT, GENERAL FUND
General	Credit	21	Deferred Revenue - Apportioned CI	1000-000-0000-000-00-00-26710 DEF REV-COMMITTED INTEREST

Review the edit list to be sure that the accounting tables are populated.

## 2.4 Update Accounts Changing...

Click on the **6-Upd Accts Chg..** button or the **Update Accounts Changing...** option under **[Actions]** to list all the elements from the site's account structure:

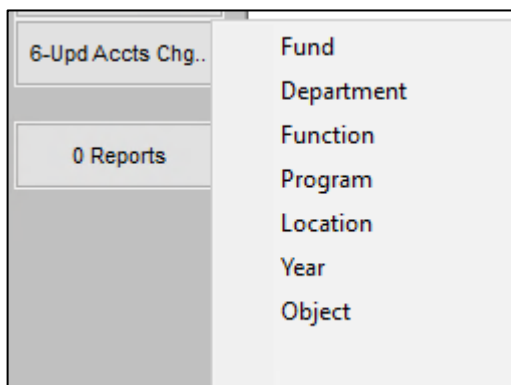


Figure 8 Choose which account element to use when updating the accounts – this example uses the Year element

Select one of the elements and a pop-up will display – in this case I selected Year from the list:

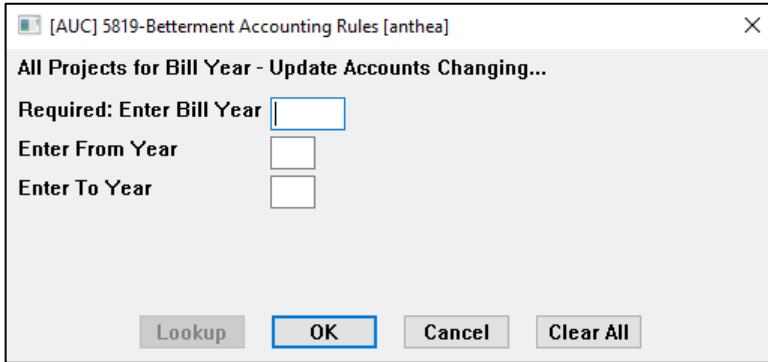


Figure 9 Prompts for the Required Bill Year, & the “From” and “To” element (this example uses the “Year” element)

- Enter the Bill Year
- Enter the From Element (e.g., Year)
- Enter the To Element (e.g., Year)
- Click **[OK]**

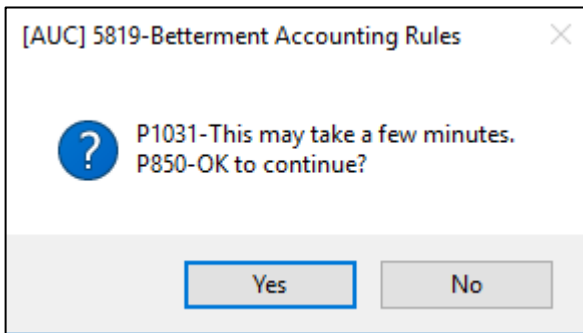
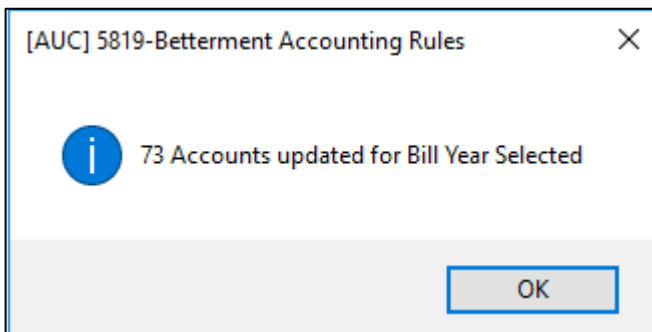


Figure 10 The system pops up a notice that the process may take a few minutes. Click [Yes] to continue

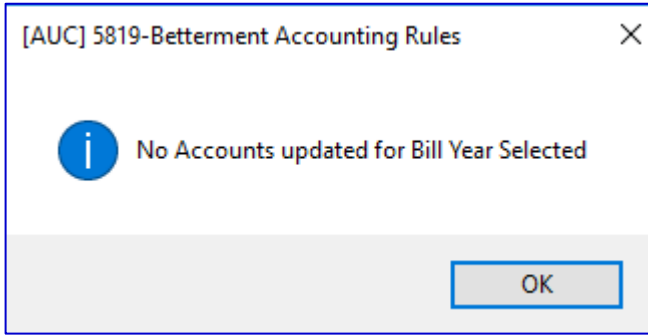
When the process has finished (if it takes more than ~five minutes, contact [support@admins.com](mailto:support@admins.com) to see if another user is locking the files) it will display one of two messages



This means for the selected Bill Year– 73 accounts were updated with the new values for the element. This affects **all betterment projects for the selected year.**

Figure 11 A pop up notice shows the number of accounts updated for the selected Bill Year

Or, if no account elements matched the criteria:



This means that no account elements matched the criteria entered and no accounts were updated

Figure 12 A pop up notice that no accounts were updated for the selected bill year

## 2.5 Verify Results

Run the edit list [\(as above\)](#) again after running the process to verify the update performed as expected.

[ADM-AUC-RE-5649]

## 3 HELP REFERENCE LIBRARY

The following new or updated content was installed in the Help Reference Library or **ADMINS.com**.

### 3.1 New Content on ADMINS.Com

This list of new videos on the **ADMINS.com** website shows the length of each video in [minutes:seconds].

<a href="#">Introduction to AUC</a> [7:00]	[New]
<a href="#">Quick Task Selection</a> [2:11]	[New]
<a href="#">Reprinting Reports</a> [4:20]	[Updated]
<a href="#">Optimizing the PDF® Viewer</a> [3:37]	[New]