

## Weekly / Monthly Tax Reports

<u>Name</u>	<u>Frequency</u>	<u>Summary</u>
Arts Tax Account Status	Weekly	Status of active accounts including types of exemptions, payment summary, compliance rates, and refunds
Arts Deposit Summary	Weekly	Arts Tax Revenue by deposit date
Non-Responder List (BLIS)	Weekly	Accounts at legal status with a Attorney Demand letter generated more than 90 days ago with no subsequent payment, return, AD letter, or Legal Response note
Aging Report (BLIS)	Weekly	Active and non-active accounts by territory, categorized by days past due
Weekly Activity (BLIS)	Weekly	Weekly activity of document entry by employee given to supervisors
Territory Count (BLIS)	Weekly	# of accounts per territory (field representative) broken down by active, non-filer, and past due (includes % of all fields and compliance rates); estimated # of unregistered businesses, estimated tax gap, and data history
Payment Plan Call List (BLIS)	Weekly	Accounts that got a Late Payment Coupon and are still more than \$25 behind in their payments, or have a non-plan receivable
UCT Report (BLIS)	Weekly	# of accounts created, all payments by source, out-of-business, account outcome, and data history
Vouchers w/o a report (BLIS)	Weekly	Accounts that have a voucher payment but not a matching tax report (Helps us locate missing tax returns that we have received but haven't been entered)
Increased Collection Activity BLIS)	Weekly	Increased Collection Activity for delinquent collections, legal collections, collection agency, UCT new businesses, UCT property transactions, and Audit broken down by fiscal year
Account with the PT Flag (BLIS)	Weekly	Property transaction accounts that should be removed from the normal collections process and will get manually generated presumptive tax bills
Property Transaction Periods Needing Review (BLIS)	Weekly	List of all periods with property transactions where the status is not open (A)
NFRResolution (BLIS)	Weekly	Cumulative total of resolution of non-filer accounts broken down by month and tax year

Open Batches (BLIS)	Weekly	Batches in BLIS that have been open for 3 or more days and need to be completed and deposited
Legal Group (BLIS)	Weekly	List of candidates for legal action, delinquent account with no civil penalties, accounts with legal status, accounts that may be returned to legal status, and accounts referred to the collection agency
DFO Refunds (BLIS)	Weekly	Refunds requests generated by DFO (Direct File Online)
DFO Transactions; Confidential Information (BLIS)	Weekly	Summary of all online transactions by fiscal year, broken down by application, extension payment, letter, pay a bill, payment plan, quarterly payment, and tax report
Check Entry (BLIS)	Weekly	Chart of timetable of check postmark and entry date
Revenue Bureau BLIS Deposits	Monthly	Monthly report of BLIS deposits
Unearned Credit Summary X/X/20XX (BLIS)	Monthly	Monthly summary of payment credit carryforwards for City of Portland and Multnomah County by tax year, to allow us to book deferred revenue each month
High PF Payers (BLIS)	Monthly	Accounts that have paid Presumptive Fee receivables and not subsequently filed a replacement report, broken down by each tax year (helps us determine if we need to audit these accounts)
NSF Checks (BLIS)	Monthly	Monthly report of accounts having outstanding NSF Checks
Monthly Deposits Report	Monthly	Breaks out the month's deposits by categories
Data Entry Quality Assurance Report Form (BLIS)	Monthly	Quality Assurance Report showing potential BLIS processing errors broken down by employee, given to supervisors for review
Adjustment Letters (BLIS)	Monthly	Manually generated adjustment letters by staff within the last month with direct links to the letter
P & I Analysis (BLIS)	Monthly	City of Portland Penalty and Interest on returns filed within 14.5 months of period to, broken out by each tax year

CP Tax liability by CP postal code, count of accounts (BLIS)	Monthly	Accounts that filed a City tax return, this is to verify that enough accounts are listed in each postal code/tax year that their taxes can be safely summarized. An account with multiple locations will be counted in more than one postalcode. Accounts with no city locations are counted under 'Outside Portland.' The 'Other' group comprises zip codes with fewer than 100 accounts.
CP Tax liability by CP postal code, by tax year (BLIS)	Monthly	Sum of tax liability by postal code and tax year for accounts that filed a city return. For accounts with one or more locations in Portland the formula is: $CPTax * (Locations\ in\ zip\ code / Total\ City\ locations)$ = apportioned CPTax. Accounts with no city locations have 100% apportioned to 'Outside Portland.' The 'Other' group comprises zip codes with fewer than 100 accounts.
SBAC: Accounts created/closed in past quarter (BLIS)	Quarterly	Accounts created (by create date) or closed (by date OB'd in BLIS) in the last quarter