



Revenue Collections

Release Notes

MARCH 2026

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) REVENUE COLLECTIONS** system. Key updates include:

CONTENTS

- 1 Statement of Account Balance – Date Added [Enhancement]..... 2
- 2 Action Column Hover Text [Enhancement] 3
- 3 Updates to Original Tax Taking [Enhancement] 4
 - 3.1 Tax Table Setup Table Update..... 4
 - 3.2 Maintain Tax Title Fees Update 4
 - 3.3 Final Notice is now Optional 5
 - 3.4 Advertisement Notice Update..... 5
 - 3.5 Instrument of Taking Update 5
 - 3.6 Tax Taking Posting Update 5
- 4 Help Reference Library & ADMINS Website 6
 - 4.1 New & Updated Documentation in the Help Reference Library 6
 - 4.2 New Content on ADMINS.com 6



1 Statement of Account Balance – Date Added [Enhancement]

Updated the Outstanding Statement of Account Balance Report to add the “As Of” date above the NOW DUE column, matching the date displayed above the Interest/Fees column so both consistently show the same date.



Town of Admins

STATEMENT OF ACCOUNT

Printed: 3/9/2026

Page 1 of 1

Your Payment Postmark: _____

Due to late payment, there are interest charges that your account(s) incurred.
This balance must be paid upon receipt to avoid further interest and penalties.

Owner:
Parcel ID: **0018 -0006 -0000**
Location: **30 FARM ST**

Type	Year	Bill #	Net Charged	09-Mar-2026 Interest/Fees	Balance	Bill Due	09-Mar-2026 Now Due
Real Estate	2026	001680-00	4,946.78	140.69	5,087.47	01-Aug-2025	3,499.85
Real Estate	2025	001680-00	3,543.08	739.18	4,282.26	01-Jun-2024	4,282.26
Total					\$9,369.73	Total	\$7,782.11
Balance:						Now Due:	

[ADM-AUC-RC-8717]



2 Action Column Hover Text [Enhancement]

Updated the Hover Text on the Action Column on the Select Original Taking Candidates to now include the S=SF6053/6053A description.

Navigation Path: Collections > Tax Title > Original Tax Taking [Edit Workfile of Original Candidates]

Select Original Taking Candidates									
Goto...									
Actions		Select All		Deselect All					
Menu									
1 Detail									
SL	Year	Ty	2 B#	3 Parcel		Owner	Cert Amount	A	
<input checked="" type="checkbox"/>	2024	10	001007-00	0003	-0003	-0000	ALGER, APRIL EVE		S
<input checked="" type="checkbox"/>	2024	10	001008-00	0003	-0004	-0000	IAPICCA, RICHARD W & DONNA E		S
<input type="checkbox"/>	2024	10	001009-00	0003	-0009	-0000	237-257 FARM ST REALTY TRUST		F
<input checked="" type="checkbox"/>	2024	10	001016-00	0003	-003E	-0000	RESLOCK, JILL A		F
<input checked="" type="checkbox"/>	2024	10	001018-00	0003	-003F	-0002	DASTOLI, CARL + FRANCESCA		S
<input checked="" type="checkbox"/>	2024	10	001019-00	0003	-003G	-0001	KATES JEAN M		S
<input type="checkbox"/>	2024	10	001020-00	0003	-003G	-0002	MCBRIDE, KEVIN & MARGARET	3560.58	F
<input type="checkbox"/>	2024	10	001021-00	0003	-010A	-0000	JANCO REALTY TRUST	31904.79	F
<input type="checkbox"/>	2024	10	001022-00	0003	-03-C	-0000	MAY, ANDREW P + CATHERINE A	3672.06	F
<input type="checkbox"/>	2024	10	001023-00	0003	-03-D	-0000	TOBIN, RICHARD S & SANDRA G	7987.98	F
<input type="checkbox"/>	2024	10	001024-00	0004	-0001	-0000	PALLI FAMILY 2012 REVOC TRUST	5666.71	F
<input type="checkbox"/>	2024	10	001025-00	0004	-0002	-0000	PEPIN, JOSHUA A &	3074.22	F
<input type="checkbox"/>	2024	10	001026-00	0004	-0004	-0000	JIMENEZ, DOMINGO & SHERRY A	4954.31	F
<input type="checkbox"/>	2024	10	001027-00	0004	-0005	-0000	DANGELO, ETHAN J & SHAUNA K	5812.66	F
<input type="checkbox"/>	2024	10	001028-00	0004	-0007	-0000	VANVLOTEN, KURT D + LISA	4399.17	F
<input type="checkbox"/>	2024	10	001029-00	0004	-0008	-0000	KONTOULIS, GEORGIOS A & AMY	4320.43	F
<input type="checkbox"/>	2024	10	001030-00	0004	-0009	-0000	J + G REALTY TRUST	8806.13	F
<input type="checkbox"/>	2024	10	001031-00	0004	-0010	-0000	BASSETT, MICHELLE	7479.31	F
<input type="checkbox"/>	2024	10	001032-00	0004	-0011	-0000	HEALEY, MARK	5779.09	F
<input type="checkbox"/>	2024	10	001033-00	0004	-0012	-0000	HEFFERMAN, ROBERT + MARLENE	5631.44	F
<input type="checkbox"/>	2024	10	001034-00	0004	-0013	-0000	WILBER, RICHARD A + HOLLY A	4226.96	F
<input type="checkbox"/>	2024	10	001036-00	0004	-0015	-0000	BARBARA L DICARLO LIVING TRUST	6107.10	F
<input type="checkbox"/>	2024	10	001037-00	0004	-0016	-0000	HARTFORD AVE REALTY LLC	4549.43	F
<input type="checkbox"/>	2024	10	001038-00	0004	-0017	-0000	NADEAU, KENNETH A + SUZANNE M	4919.89	F
<input type="checkbox"/>	2024	10	001039-00	0004	-0018	-0000	SAPONARO, JENNIFER	5443.16	F
<input type="checkbox"/>	2024	10	001040-00	0004	-0019	-0000	STOCK, RYAN P	4495.70	F
<input type="checkbox"/>	2024	10	001041-00	0004	-001A	-0000	JUDKINS, JOYCE ANNE &	4312.44	F
<input type="checkbox"/>	2024	10	001042-00	0004	-001B	-0000	BIRD DAWN L & ROBERT G	5150.58	F

[ADM-AUC-TT-8712]



3 Updates to Original Tax Taking [Enhancement]

Several updates have been made to the Tax Title Original Taking process to improve flexibility, parcel selection, and fee processing. These updates include changes to configuration tables, notice requirements, and process reporting. The following summarizes the key updates but for complete details and step-by-step instructions, refer to **RC-450 – Original Taking**.

Navigation Path: Collections > Tax Title > Original Tax Taking

3.1 Tax Table Setup Table Update

Additional fields were added to the table to now include Place of Taking, Time of Taking and Land Court Date. Descriptions of each can be found in RC-450 – Original Taking – Page 10.

Tax Title Setup Table

Bill Year: 2024

Include only accounts over \$: 1000.00

Interest Thru Date: 31-Mar-2026

Date of Preliminary Notice: 31-Mar-2026

Date of Final Notice: 31-Mar-2026

Date of Advertisement Notice: 01-Apr-2026

Date of Instrument of Taking: 01-Apr-2026

Date of Taking: 01-Apr-2026

Place of Taking: Town Hall

Time of Taking: 10 Clock AM PM

Land Court Date: 30-Apr-2026

Advertising Locations: Town Hall Bulletin Board, Post Office, Community Center

Newspapers/Dates: Town Journal (01-Nov-2025), Town Crier (01-Nov-2025), Town Times (01-Nov-2025)

3.2 Maintain Tax Title Fees Update

Static descriptions have been added to the right side of the screen to clarify what each Associate Fee option is in the Tax Title process. A new Apply Fee to these Parcel Types section was also added, allowing fees to be configured by/for each Bill Type and Bill Category.

Maintain Tax Title Fees

Bill Year: 2016

Bill Type: 10 Real Estate

Bill Category: 36 Instrument of Taking Record

Fee: 5.00

Apply Fee to Bill Run: H Q4

Associate Fee with

- None
- Advertisement of Taking
- Instrument of Taking
- Tax taking
- Redemption
- Manual Fee Entry

Apply Fee to these Parcel Types

- 0-Mixed-Use
- 1-Residential
- 2-Open-Space
- 3-Commercial
- 4-Industrial
- 5-Personal Property
- 6-Forestry
- 7-Agricultural
- 8-Chapter Land
- 9-Exempt

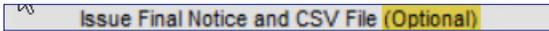
Fee not Applied - set as default when new fee is added

- Collections > Original Taking- Issue Advertisement Notice
- Collections > Original Taking > Issue Instrument of Taking
- Collections > Original Taking > Issue Form 346/ Post Taking
- Collections > Tax Title > Payment/Redemption Entry
- Collections > Tax Title > Enter Additional Fees



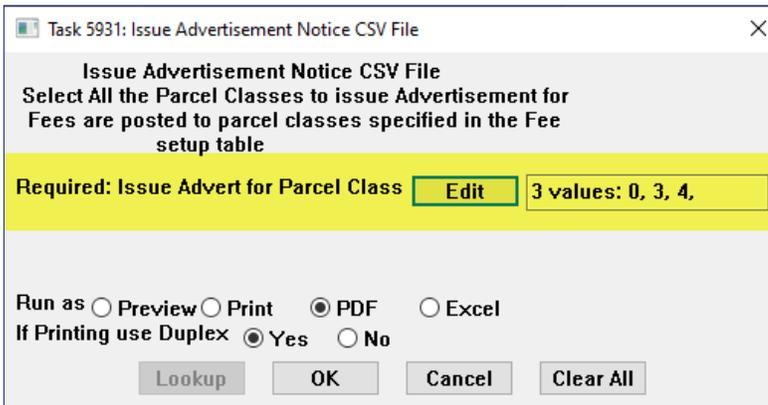
3.3 Final Notice is now Optional

The Final Notice is no longer required to proceed with the Tax Title process. Users may now skip this step if desired.



3.4 Advertisement Notice Update

The selection was updated to allow users to select parcels by parcel class when issuing Advertisement Notices. With this, fees will only be posted for parcel classes that are configured in the Fees Table.



In addition, a new Summary report was added to show the Selected Parcels that will be advertised, including the owner and the address of each parcel.

```

5967-RCORITAKSELLST.REP          Printed 06-Mar-2026 at 16:19:07 by CHRIS
                                     Town of Admins
                                     Selected Parcels for Original Tax Taking
=====
Bill Number  Year  Parcel Number  Location Address  Owner of Record
=====
001007-00   2024  0003 -0003 -0000   292 FARM ST      ALGER, APRIL EVE
001008-00   2024  0003 -0004 -0000   306 FARM ST      IAPICCA, RICHARD W & DONNA E
001016-00   2024  0003 -003E -0000   288 FARM ST      RESLOCK, JILL A
001018-00   2024  0003 -003F -0002   298 FARM ST 298  DASTOLI, CARL + FRANCESCA
001019-00   2024  0003 -003G -0001   300 FARM ST 300  KATES JEAN M

#Parcels selected for Taking: 5
printed via AdvNot step

```

3.5 Instrument of Taking Update

Fees will now be posted based on parcel classes configured in the Fees Table.

3.6 Tax Taking Posting Update

Fee posting during the Tax Taking process will now follow the parcel class configuration defined in the Fees Table, ensuring fees are applied only to applicable parcel types.

[ADM-AUC-RC-8712]



4 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

4.1 New & Updated Documentation in the Help Reference Library

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

4.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)