

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

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1. COLLECTIONS > Reports > [4 TT/Deferral Reports]

Goto	Report Library Tax Title ;	Deferr	al	
	Report Name	View	Report	1
Actions	11368-Tax Title - As Of a Date	Sample	Run	T
	11383-Tax Title Balances as of (Trial Balance)	Sample	Run	1
	4824-Deferral - As Of a Date	Sample	Run	1
	4826-Deferral Balances as of (Trial Balance)	Sample	Run	1
Report Categories	5991-Deferral Form 410	Sample	Run	1
1 Collection Reports	11386-Tax Title/Deferred Redeemed Parcels	Sample	Run	1
2 Transaction Reports		Sample	Run	Т
3 Other Reports	11402-Tax Title Transaction Summary	Sample	Run	1
4 TT / Deferral Re	ports ontinue Municipal Lien Form 291	Sample	Run	Т
	x Taking Form 410	Sample	Run	Т
	11390-Tax Title Account Profile	Sample	Run	Ι
		ale a	Run	T٣

ADMINS added the option to produce the Redeemed Parcels report in Excel[®].

I Task 11386: Tax Title/Deferred Redeemed Parcels	×											
Tax Title/Deferred Redeemed Parcels												
Include Bill Type Include Bill Type Required: Enter Effective (Pay/Trx) Date Range From: [01012016] Print Report as: O Summary I Detail												
Run as Preview Print PDF Excel												
Lookup OK Cancel Clear All												

X		<mark>) -</mark> (°	~ -									ttdef	redeem_THERESA[1].×r	ml ·	- Microsoft Excel	
	File	Hom	ie In	sert	Page Layout	Formulas	Data	Review	View							
_		R76		<u>+ (°</u>	f_{x}		-		-	_						
1		A			В		C		D	E	F	G	н	1	J	ł
1	Parcel		1005	<u>Owner</u>	<u> </u>		Location			Recording Date	ROOK	Page	Redeemed Amount	_		
-	0091		-1005						7/14/2017				2,615.08			
			-1008						7/14/2017	7/14/2017			2,603.75			
4			-0000						8/7/2017				1,559.82			
5			-0000						7/11/2016				9,703.90			
6	0098	-0195	-0000						1/16/2016				366.77			
7														_		
В													501,961.67	01	Tax	
9															Water Lien	
0															Water Committed Interest	
1															Sewer Lien	
2															Sewer Committed Interest	
3															Trash Lien	
4													5,933.35	11	Demolition Lien	
5													5,006.03	15	Sewer Betterment	
8													4,293.54	30	Advertising Fee	
7													80.00	31	Printing Notices	
в													1,085.00	33	Demand	
9															Tax Interest	
0															Legal Fees	
1															Certificate of Redemption	
2													866,828.50			
	Parcels	Redeel	med: 45										000,020.00			
4																
	Legend	t Bill Ty	ne: 70 D:	ate Rang	e: 01012016 to 1:	2312018 (S)u	nmary or (D)e	tail: S								
6	Logene	e contry	pc. 10 Di	ac rang	0. 01012010101.	2012010 (0)0	initially of (D)6	ton. O								
													!		[

Figure 1 Tax Title/Deferred Redeemed Parcels report in summary as run to Excel®

ADMINS Unified Community Tax Title

P476	▼ (-	-	-	-				
A A Parcel	B	C Location	D Deservent Date	E Recording Date	F	G	H Redeemed Amount	 Pil Cat	J
5 0094 -0106 -0000	Sample Owner Name One	100 MAIN ST	7/11/2016	Kecorulity Date	DUUK	rayc	917.23		Tax
6	Sample Owner Name One	100 MAIN 01	171172010				335.51		Trash Lien
7							5,933.35		Demolition Lie
8							129.00		Advertising Fe
9							20.00		Demand
D							2,233.26	40	Tax Interest
1							15.55	70	Legal Fees
2							120.00	72	Certificate of
3						Total:	9,703.90		
4									
5 0098 -0195 -0000	Sample Owner Name Two	74 BROAD ST	1/16/2016				119.09		Tax
6							21.00		Advertising Fe
7							5.00		Printing Notic
8							10.00		Advertising Pr
9							10.00		Instrument of
0							76.00		Instrument of
1							5.68		Tax Interest
2							120.00	72	Certificate of
3						Total:	366.77		
4									
5								6 .	-
6							501,961.67 27,818.60		Tax
7 8							27,818.60		Water Lien Water Committed Interest
9							1,274.80		Sewer Lien
9 D							336.78		Sewer Lien Sewer Committed Interest
1							23,595.65		Trash Lien
2							5,933.35	11 1	Demolition Lien
3							5,006.03		Sewer Betterment
4							4,293.54		Advertising Fee
5							4,235.34		Printing Notices
6							1,085.00		Demand
7							270,830.11		Tax Interest
3							10,933.71		Legal Fees
9							4,628.38		Certificate of Redemption
0							866,828.50		
31 Parcels Redeemed: 45									

Figure 2 Tax Title/Deferred Redeemed Parcels when run with Detail selected

[ADM-AUC-TT-3857]

2. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the **ADMINS** team is enthusiastically working on a **"User Favorites"** feature to be implemented in the coming months.

2.1. Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with **AUC**, a **"Favorites"** screen is in development. This screen may be set as the user's home screen that is displayed when accessing **AUC**.

F	[AUC] 13-Task Maintenance [theresa] — 🗇 🗙															
L	File	Edit	Ledgers	Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites		
l		Ê.	85	M + + M (🥰 💥 🔍 🔳	🖻 🛃 🔺										

Figure 3 Select Favorites > User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.

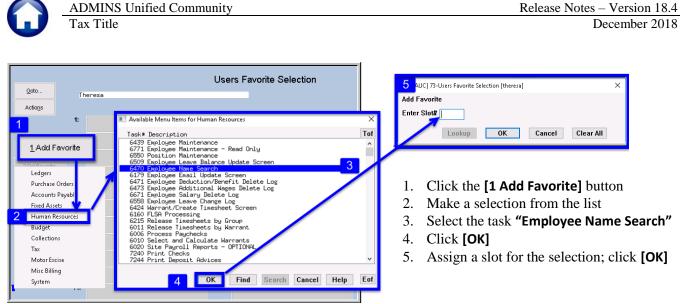
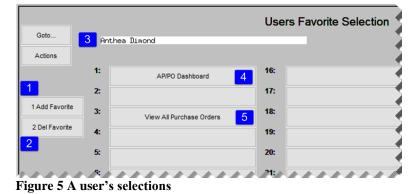


Figure 4 Steps to create a favorites screen

In the example shown in Figure 5 a user has chosen the AP/PO Dashboard and also the PO Query screen.



1. The **[1 Add Favorite]** button displays a menu of available tasks

- 2. The **[2 Del Favorite]** button allows the removal of a favorite from a slot
- 3. The user's name as entered in the user profile screen
- 4. A favorite task in slot #1
- 5. A second favorite task in slot #3

[ADM-AUC-SY-8067]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

• SYSTEM RC–1910 System Administration Kit [Updated]