

December 2023

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

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1 Posting Tax Title Redemption to the GL

A site requested that the GL Posting number be included on the 11359 Tax Title Redemption report so they would know which batch to pick when posting to the GL. The GL Posting number is not available when that report is run. Instead, **ADMINS** added the batch number to this report to aid in matching the Redemption Payment Disbursal transactions and the revenue posting reports.

Tr. Payoff_11359_16#'-Adobe Acrobat Reader (64-bit) Tre: col: vrew Jogn wridow: Help	
Home Tools RectPst_4012_THE RectPstCatSum_46 RectPstGi_4099_8 RectPstGi_Sum_408 RectPstSum_4079 TT_Payoff_11359_T ×	
	he GL Posting number is not available when this report
Batch# : 1382	uns. To aid in posting to the General Ledger, the Batch number is included on the report.
11359-TTPAYOFF.REP Printed 10-Nov-2023 at 13:38:19 Town of Admins	الـر1
Redemption Payment Disbu	
Batch# : 1382 Deposit Date :	Bank : BOA BANK OF AMERICA 1 Entered By : THERESA
Parcel: 0004-0037-0000 Location: 486 HARTFORD AV Owner: AHEARN WILLIAM A & JULIA M	
Bill Number Year Category TxnCode Run	Paid Date New Int Chrgs Payments
001058-00 2021 Tax TAX TITLE PARTIAL P	10-Nov-2023 532.95
001058-00 2021 Water Lien TAX TITLE PARTIAL P	10-Nov-2023 278.99
001058-00 2021 Water Committed Int TAX TITLE PARTIAL P 001058-00 2021 Advertising Fee TAX TITLE PARTIAL P	10-Nov-2023 151.32 10-Nov-2023 40.52
001058-00 2021 Demand TAX TITLE PARTIAL P	10-Nov-2023 5.00
001058-00 2021 Advertising Prep Fe TAX TITLE PARTIAL P	10-Nov-2023 10.00
001058-00 2021 Instrument of Takin TAX TITLE PARTIAL P 001058-00 2021 Tax Interest TAX TITLE PARTIAL P	10-Nov-2023 106.00 10-Nov-2023 375.22 375.22
001058-00 2021 Tax Interest TAX IIILE PARIAL P	10-NOV-2023 3/5.22 3/5.22
Total for Parcel 0004-003	37-0000 375.22 1,500.00
	Grand Total 375.22 1,500.00

1.1 Correlate the Batch # with the GL Posting # on the Posting Reports

The #4012 Post Receipts report is always produced; the user posting the revenue batch has the option to also run three more reports with varying levels of detail (each is described below).

With the batch number, the posting number can be correlated on these four posting reports, which are created during the Post process during Receipt Batch entry.

		Collection Batch Entry	Profile not restricted
Goto Actions	Batch Bank Pay-Trx Date Deposit Date 12-Aug-2020 TR#	Batch Type Edit Note © Receipt Adjustment VO/S	Submitted on 10-Nov-2023 Real Estate Tax Deferral Hotor Exce
6 Post Ba	Task 4012: Post Receipts	● Fund ○ Fund and Dept ○ Trx#	Personal Property Tex Tile Treasury Receipts
3 Cover Sheet 4 Submit Barch	Othe Tota Print Detail GL Report: Print Summary GL Report: Print Batch Summary Report:	® Yes ○ No ® Yes ○ No	h Check Other Up
6 Post Batch Quick List	25633 Run as O Preview O Print If Printing use Duplex @ Yes Lookup	PDF S No OK Cancel Clear All	647.41
7.Edit List		and a second sec	A second and and and
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Figure 1 The Receipt Batch Posting prompt allows running three additional GL reports, all with the Batch # and Posting #



1.1.1 #4012 Post Receipts

The 4012 Post Receipts report is always produced. It shows the Batch # and the GL Posting #.

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4012-RCREI	P:RCRECPST.RE	2P	Printed 10-No	v-2023 at 13:41:03	by THERESA							Pag	je l
			De	atch#	: 138	2	Town of Admins Post Receipts						
							rost Receipts						
Batch In I	Balance	Will P	ost GI	L Posting	‡ : 890	1996							
Batch#	: 1382		Pay Trx D	hate : 10-Nov-2	0.2.2			Bank	I BOA	BANK OF AMER	100.0		
	a# : 8901996		GL Effect		v23				red By : THERES		LICH I		
Entered	: \$ 3.618.	52	Deposit D	ate : 01-Nov-2	023				h Owner: THERES				
Expected	1 5 3,618.	.52	Batch Not										
Batch#	Trx# Yes	ar Date	Bill#	Owner Name		Bill Type	Bill Category	Eun	Cash Ca	sh Back C	heck Othe	r Total	Mag
				HEARN WILLIAM A &	JULIA M Tao	Title	01 Tax	1		53	2.95	532.95	
1392	2563358 202	71 10-Nov-2023											
1302 1302				HEARN WILLIAM A &	JULIA M Tao	Title	05 Water Lien	1		27	8.99	278.99	

1.1.2 #4079 Receipt Posting Summary Report

ools	RectPst_40	12_THE.	RectPotCatSum_46	RectPstGL_4099_8	RectPstGLSum_408	RectPstSum_4079	*					
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1079	-RCRI	BCPST	SUM.REP		Printed				by THER	ESA		Page 1
					Reco	eipt Post	ing Sum	mary Rep	ort			
31. F	osti	na#•	8901996	Rec	ceipt	Post	ing	Sum	narv	Report		
Trecept ion							Joing Bannary Ropord					
User Batch#				Batch Total Original Owner Department				Bank	Deposit Date			
1382				3.	618.52 TH	ERESA		HIGHS	CHOOL-HI	GH SCHOOL		01-Nov-2023
	-		- · · ·		00010	0.0						
** G	, G	ь.	Posti	ng#:	89019	96						
	-											
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	U	se:	r Bat	ch#								
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	1	38	2									
	ф [] 1079 ЭL F Jser 1382	$\varphi \square \Rightarrow c$ $1079 - RCRI$ $3L Postin Jser Bato 1382 + c_{2} = U =$	JL Posting#: Jser Batch# 1382 Gr GL USE: ====		<pre>© B ⊕ Q 3L Posting#: 8901996 Jser Batch# 3az GL Posting#: 3.3az 3 GL Posting#: User Batch# User Batch# </pre>	Image: State	<pre></pre>	O D D D D D D D D D D D D D D D D D	Image: Structure in the st	In D B Q Image: State Stat	In Deq Image: Construct of the construction of the construct	In Deq Image: Dep Q In OP9-RCRECPSTSUM.REP Printed 10-Nov-2023 at 13:41:06 by THERESA Town of Admins In Dep Control of Admins Receipt Posting Summary Report SL Posting#: 8901996 Receipt Posting Summary Report Jaer Batch# Batch Total Original Owner Department Batch Total Original Owner Department Bank 3,618.52 THERESA HIGHSCHOOL-HIGH SCHOOL Gr GL Posting#: 8901996 5 User Batch# 5

1.1.3 #4084 Posting Report – Summary by GL

ne Tools	RecPst_4012_T	Ht. RectPstC	atSum_46 RedPatGi	4099,8 RectPstGLSum,4	16. H RedPatSum,4079 H				
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	-RCRECPSTG	-	Pr				by GL#		Page 1
FY	Date	Batch#	Acco	untă		Description		Debit	Credit
2024	10-Nov-20	23 1382		-000-0000-000-00		CASH, GENERAL FUND		3618.52	
	10-Nov-20			-000-0000-000-00		TAX LIENS A/R		2271.76	
202	Posti	.na#:	890199	6	-00-26750	DEF REVENUE-TAX LIEN		3618.52	2271.76
202.	and the second s	5.			-00-39100	REVENUE, GENERAL FUN	D		3618.52
	====	=====		======			BALANCE SHEET	9508.80	9508.80
	-	Dete		Deterle II			DALIANCE OREET	5500.00	
	FY	Date		Batch#					
202					-00-41420	TAX LIENS REDEEMED R	EVENUE		1018.72
202					-00-41730	PENALTIES & INTEREST	, TAX LIENS		2599.80
	2024	10 - Nc	v-2023	1382					
24	2021	10 110	14 2025	1302		S	UBSIDIARY LEDGER		3618.52
								*********	*********
						*** GRAND TOTAL ***	Balance Sheet Subsidiary Ledger		9508.80 3618.52
						D2			



1.1.4 #4099 Posting Report – Detail by GL

4099-RCRECPSTGL.REP		by THERESA of Admins t - Detail by GL#		Page 1
Posting#: 8901996 Batch#: 1382 FY Date TR Code Accour		Description	 Debit	Credit
2024 10-Nov-202 2024 10-Nov-202 2024 10-Nov-202 2024 10-Nov-202 2024 10-Nov-202 2024 10-Nov-202 2024 10-Nov-202	8901996 0-10400 0-10400	CASH, GENERAL FUND CASH, GENERAL FUND CASH, GENERAL FUND CASH, GENERAL FUND CASH, GENERAL FUND	30.28 297.71 146.28 278.99 40.52	

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