



TAX TITLE / TAX DEFERRAL

RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Tax Title / Tax Deferral** system. The ADMINS Support staff installed these changes to your system on **June 21, 2014**.

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1. PAYMENT ENTRY

1.1. Reports Library

Modified the payment entry screen to include the following changes:

- Added a new button called **Trx Summary** that will summarize the details to the individual transactions processed against the account
- Removed the **Print Certificate** button as the Certificate of Redemption is now automatically generated during the Payment process for a full payment applied on an account
- Restrict the screen to show only parcels with an unpaid balance. Previously all parcels were included and as you pressed PgUp/PgDn, you would see parcels that were previously redeemed. This has been corrected.

Created a reports library panel dedicated to Tax Title and Tax Deferral reports.

Payment/Redemption Entry

1 Parcel: 004 -051
 2 Account: 004 -051
 3 Owner: WILLIAM G & DOROTHY HAMOND
 4 Location: 82 BIRCH ST

Orig Taking: 28-Jan-2005
 Years Taken: 9
 Latest Year: 2012

Owner at Taking: WILLIAM G & DOROTHY HA
 82 BIRCH STREET
 PEABODY, MA 01960
 00000-0000

Payment Date: 05-Jun-2014
 Payment Type: Part Full Plan
 Total Due: 45448.28
 Payment: [] Disburse Payment

Balances All Years | Summary by Year | Detail | **[]**

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance
Tax	24471.07			24471.07				24471.07
CPA	20.15			20.15				20.15
Demand	15.00			15.00				15.00
Tax Title Interes			20940.91	20940.91				20940.91
CPA Tax Title Int			1.15	1.15				1.15

Buttons: Goto..., Actions, Disbursed List, **Print Certificate**, Goto Batch

Figure 1 Before

Payment/Redemption Entry

1 Parcel: 0004 -043B -0000
 2 Account: 0004 -043B -0000
 3 Owner: HOLDEN ALEXANDER B & HELEN B
 4 Location: 507 HARTFORD AV

Orig Taking: 30-Oct-1992
 Years Taken: 22
 Latest Year: 2013

Owner at Taking: HOLDEN ALEXANDER B & HE
 507 HARTFORD AVE RR
 BELLINGHAM, MA 02019-00

Payment Date: 05-Jun-2014
 Payment Type: Part Full Plan
 Total Due: 2724.63
 Payment: [] Disburse Payment

Balances All Years | Summary by Year | Detail | **Trx Summary**

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance
Tax	1087.52			1087.52				1087.52
Advertising Fees	40.00			40.00				40.00
Demand	105.00			105.00				105.00
Tax Interest	645.23		1446.88	2092.11	600.00			1492.11

Buttons: Goto..., Actions, Disbursed List, **[]**, Goto Batch

Figure 2 After

[ADM-AUC-RC-8232]



2. REDEMPTION

2.1. Redemption Certificate Automatically Issued

When a full payment is made against an account, the system will now automatically issue the Certificate of Redemption. Users no longer need to click the button called Print Certificate to manually issue the certificate.

The screenshot shows the 'Payment/Redemption Entry' form. A callout box with a blue border points to the 'Print Certificate' button, stating: 'This button has been removed and the certificate is now automatically issued when a full payment is applied/dispursed.'

1 Parcel	2 Account	3 Owner	4 Location	Orig Taking	Years Taken	Latest Year
004 -051	004 -051	WILLIAM G & DOROTHY HAMOND	82 BIRCH ST	28-Jan-2005	9	2012

Payment Date	Payment Type	Total Due	Payment
05-Jun-2014	Part <input checked="" type="radio"/> Full <input type="radio"/> Plan <input type="radio"/>	45448.28	

Description	Charge	Deduction	Interest
Tax	24471.07		24471.07
CPA			20.15
Demand	15.00		15.00
Tax Title Interes			20940.91
CPA Tax Title Int			1.15

2.2. Re-Print a Redemption Certificate

To locate and re-print a redemption certificate, please follow these steps:

The screenshot shows a menu structure. A blue arrow points to the 'Tax Title Balance Inquiry' option, which is highlighted in blue.

- Collections
- Tax
 - Payments
 - Adjustments
 - Refunds
 - Uncollectables
 - Treasury Receipts
 - Municipal Lien Certificates
 - Partial Payment Letters
 - Mortgage Lenders
 - Tax Title**
 - Historical Tax Taking Entry
 - Original Tax Taking
 - Subsequent Tax Taking
 - Reverse Tax Taking
 - Disclaim Tax Taking
 - Tax Title Account Update
 - Tax Title Balance Inquiry**
 - Deferrals
 - Reports
 - Tables
 - Queries
 - Module Maintenance
 - Interfaces/Imports
 - Site Specific
- Motor Excise



Tax Title Balance Inquiry

1 Parcel	0013	-009A	-0000	Owner at Taking	
2 Account	0013	-009A	-0000	HILLIARD, THEODORE L JR	
3 Owner	HILLIARD, THEODORE L JR			38 MAPLE ST	
4 Location	HARTFORD AV			BELLINGHAM, MA 02019-000	

Orig Taking	Payment Date	Est. Added Fee	Est Balance
17-Jun-1999	06-Jun-2014		Paid in Full

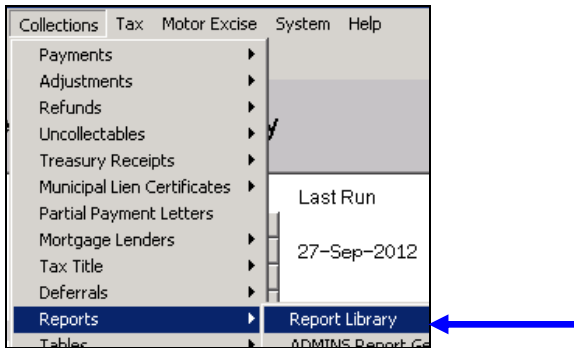
Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance
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3. REPORTS

3.1. Reports Library – New

Created a reports library panel dedicated to Tax Title and Tax Deferral reports. Many reports were previously only available from within the Tax Title Balance Inquiry screen. The reports may now be launched from either place.



Report Library Tax Title / Deferral

Report Name	Sample	Run
11368-Tax Title - As Of a Date	Sample	Run
11383-Tax Title Balances as of (Trial Balance)	Sample	Run
4824-Deferral - As Of a Date	Sample	Run
4826-Deferral Balances as of (Trial Balance)	Sample	Run
5991-Deferral Form 410	Sample	Run
11401-Tax Title Transaction History List	Sample	Run
11402-Tax Title Transaction Summary	Sample	Run
11403-Continue Municipal Lien Form 291	Sample	Run
5914-Tax Taking Form 410	Sample	Run
-----	Sample	Run
5224-TT - Possible Candidates and Exclusions	Sample	Run
5815-Parcels by Tax Title Type	Sample	Run
5223-Parcel Flag Edit List	Sample	Run

[ADM-AUC-RC-8229]



3.2. Form 410

The Form 410 has been modified to allow for Summary and Detail formats.

Town of ADMINS Tax Taking Form 410									
Name and Address		Property Description				Misc Data			
ORTIZ ADALGISA PEARL ST BELLINGHAM, MA 02019-0000		0009-0110-0000 PEARL ST Acres .36700 S.F. 15,987 Book 14318 Page 561 Doc# LCert				Interest Date 06-Jun-2014 Taking Date 23-Jun-2006 Book Page Doc# Cert#			
Year	Billno	Description	Amount	Abate/Exm	Paid	Adjust	Refund	Balance	Taking Date
2005	001248-00		795.18					795.18	05-Jul-2006
2006	001248-00		559.82					559.82	
2007	001248-00		602.46					602.46	
2008	001248-00		590.82					590.82	
2009	001248-00		606.42					606.42	
2010	001248-00		544.94					544.94	
2011	001248-00		495.50					495.50	
2012	001248-00		433.20					433.20	
2013	001248-00		384.88					384.88	16-Sep-2013
Total Taking			2,839.46						
Interest Due			2,173.76						
Total Due			5,013.22 for Parcel 0009-0110-0000						

Figure 3 Form 410 - Summary

Tax Taking Form 410									
Name and Address		Property Description				Misc Data			
ORTIZ ADALGISA PEARL ST BELLINGHAM, MA 02019-0000		0009-0110-0000 PEARL ST Acres .36700 S.F. 15,987 Book 14318 Page 561 Doc# LCert				Interest Date 06-Jun-2014 Taking Date 23-Jun-2006 Book Page Doc# Cert#			
Year	Billno	Description	Amount	Abate/Exm	Paid	Adjust	Refund	Balance	Taking Date
2005	001248-00								05-Jul-2006
		Tax	103.80					103.80	
		Advertising Fee	236.00					236.00	
		Demand	10.00					10.00	
		Tax Interest	445.38					445.38	
			795.18					795.18	
2006	001248-00								
		Tax	236.40					236.40	
		Demand	10.00					10.00	
		Tax Interest	313.42					313.42	
			559.82					559.82	
2007	001248-00								
		Tax	274.90					274.90	
		Demand	10.00					10.00	
		Tax Interest	317.56					317.56	
			602.46					602.46	
2008	001248-00								
		Tax	292.56					292.56	
		Demand	10.00					10.00	
		Tax Interest	288.26					288.26	
			590.82					590.82	
2009	001248-00								
		Tax	328.20					328.20	
		Demand	10.00					10.00	
		Tax Interest	268.22					268.22	
			606.42					606.42	
2010	001248-00								
		Tax	324.18					324.18	
		Demand	10.00					10.00	
		Tax Interest	210.76					210.76	
			544.94					544.94	

Figure 4 Form 410 – Detail

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3.3. Tax Title/Deferral – As of a Date

The Tax Title As of date report and the Tax Deferral As of a Date report now include interest that is also factored into the balance due column.

Term of ADMINS Tax Title - As Of a Date										
Bill Type: 70 Tax Title			as of 06062014							
Parcel#	Owner Name	Location	Charges	Payments	Adjustments	Refunds	Balance	Accrued Int	Balance As Of 06062014	
Parcel 0004-043B-0000	HOLDEN ALEXANDER B & HELEN B	507 HARTFORD AV	1877.75	600.00			1277.75	1447.40	2725.15	
Parcel 0009-0052-0000	MASON, DONALD F + CHRISTINE D	69 APACHE RD	18818.95	7085.89			11733.06	292.54	12025.60	
Parcel 0009-0078-0000	SPATHAN, BENJAMIN L	54 APACHE RD	38104.26	12000.00			26104.26		26104.26	
Parcel 0009-0110-0000	ORTIZ ADALTEA	PEARL ST	1405.82				1405.82	1070.79	2506.61	
Parcel 0014-0001-0000	WALKER, JOSEPH W + JUNE M-L/R	14 PLYMOUTH RD	4790.66				4790.66	550.93	5341.59	
Parcel 0014-0060-0000	MCDONALD, JOHN E + EDWINA J	31 MOHAWK PT	79613.31	16500.00			63113.31	7188.34	70301.65	
Parcel 0014-0149-0000	VARNEY, KENNETH J + JEAN M	11 PLYMOUTH RD	13808.55	1000.00			12808.55	1540.39	14348.94	
Parcel 0014-0904-0000	SEYED, HAUSICE G	RAY AV	2279.47				2279.47	2741.87	5021.34	
Parcel 0016-0012-0000	BURTONWOOD LLC	BEAVER POND	306.72				306.72	35.36	342.08	
Parcel 0016-0014-0000	BURTONWOOD LLC	BEAVER POND	336.46				336.46	38.79	375.25	
Parcel 0016-0015-0000	BURTONWOOD LLC	131 GROVE ST	296.26				296.26	34.15	330.41	
Parcel 0018-0014-0000	HALETTA, ELIZABETH	70 FARR ST	11890.81				11890.81	3546.20	15437.01	

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4. ACCOUNTING CHANGES

4.1. New Transaction Codes for Tax Title / Tax Deferral

Modified the Tax Title and Deferral modules to use new transaction codes on entries being posted to the General and Subsidiary ledgers. The new transaction codes are:

- TT12 - Tax Title payment (full and partial)
- TT13 - Tax Title adjustment (includes refunds)
- TT14 - Tax Deferral payment (full & partial)
- TT15 - Tax Deferral adjustment (includes refunds)

Prior to this update, payments were coded as RC01's and co-mingled with payments to other receivables.

Trx Date	Reference#	Line	GL#	TrxCode	User	Posting#	Amount	Type	Display - Notes
11-Apr-2014	1529894	25		TT12		8843109	376.75	CR	Tax Title Partial Payment
10-Apr-2014	103600	25		RC01		8843091	24.60	CR	TT Payment Bill# 001036-00



These codes are applied when entries are Posted to Bill Types 15 (Tax Deferral) and 70 (Tax Title). The following procedures have been updated:

- Post Payments
- Post Redemptions
- Post Adjustments

If you wish to run a transaction detail report to reconcile postings for a certain type of transaction, you may now select from various GL Transaction codes available.

[ADM-AUC-RC-8218]



4.2. Note includes Parcel#; not Bill#

4.2.1. Transaction Detail Report(s)

Modified the Transaction Detail Reports to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.

GL Post#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	Vendor	Notes
8843119	432	0.00	1,000.00	0.00	0.00	1,000.00		TT Pmt Par: 0013 -009A -0000
8843107	426	0.00	119.12	0.00	0.00	1,119.12		Tax Title Partial Payment

The updated reports are those on this menu that display the NOTES field:

Ledger Transaction History Reports

Report Name	Sample	Run
1630-Transaction Detail Report w/Notes	Sample	Run
1632-Transaction Detail Report w/Vendor	Sample	Run
1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
1629-Transaction Detail - Debits/Credits Only	Sample	Run
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - Interfund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fud)	Sample	Run
1636-Transaction Summary (For POs or Vouchers)	Sample	Run
1540-Transactions affecting a prior period...	Sample	Run

Report Categories:

- 1 Year to Date
- 2 Transaction History**
- 3 Month to Date
- 4 Other

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4.2.2. Transaction Detail Screen(s)

Modified the Transaction Detail screens to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.

Transaction History

FY: 2014
Account Number: 1000-000-0000-000-00-10400
CASH, UNRESTRICTED CHECKING

Type: Asset
Sub-Type: Control
Status: Active
Fund Status: Active

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
13-Apr-2014	1529898	102	40	TT12	430	8843115	489.9	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529898	113	40	TT12	430	8843115	510.02	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529899	22	1	TT14	430	8843115	675.93	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	32	40	TT14	430	8843115	2.67	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	43	1	TT14	430	8843115	1387.62	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	53	40	TT14	430	8843115	5.47	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	64	1	TT14	430	8843115	850.58	DR	Deferral Payment Parcel 0009 -0016



DOES NOT APPLY TO PREVIOUSLY POSTED TRANSACTIONS

Existing transactions performed prior to the software update will retain the notes with the bill number as originally written. Only transactions performed after the software update will have the parcel number applied.

[ADM-AUC-RC-8218]