# TAX TITLE

# RELEASE NOTES – JUNE 2019

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

## TABLE OF CONTENTS

# 1. TAX TITLE BALANCE INQUIRY ▶ FORM 410 [ENHANCEMENT]



Access the form by selecting **Collections ▶ Tax Title ▶ Tax Title Balance Inquiry**.

Prior to the software update, Forms 410 (the form that provides the balance due for a given parcel for all years in Tax Title), was not showing the parcel number on any of the subsequent pages for parcels that required more than a single page for reporting.

The Parcel number was added to the header and footer on all pages of the form.



**Figure 1 Form 410 Page 2 of 2 without a parcel number**



**Figure 2 Form 410 Page 2 of 2 with a parcel number**

[ADM-AUC-TT-3843]

# 2. REPORTS

**ADMINS** enhanced a report, reinstated the reports progress bar, and offers a tip on soliciting help from support.

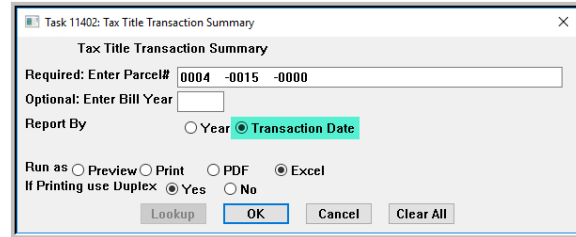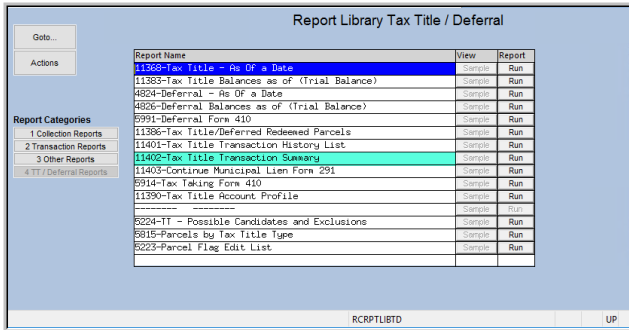## 2.1. #11402 Tax Title Transaction Summary Report



**Figure 3 New sorting options on the Tax Title Transaction Summary Report**

**ADMINS** enhanced the **#11402 Tax Title Transaction Summary** report to make it easier to respond to taxpayer requests for information. The report now allows the user to sort the report either by ⊙ **Tax Title Year** or ⊙ **Transaction Date**. Now if a taxpayer is asking for information about a payment made on a given date, the data is easier to locate. The example in Figure 4 shows an excerpt highlighting the payment made on April 29, 2014.
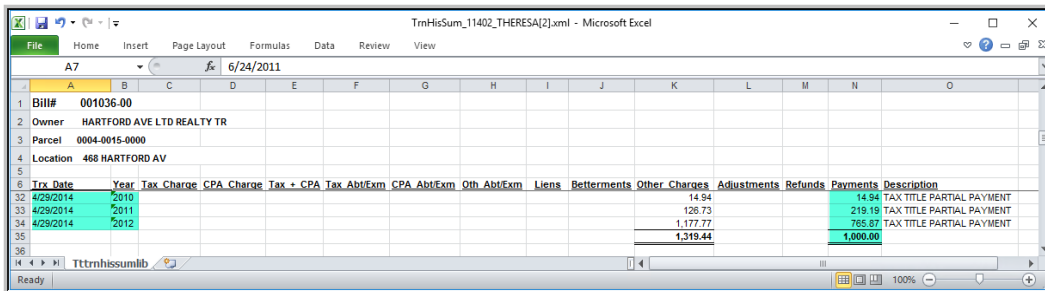


**Figure 4 #11402 Tax Title Transaction Summary Report as run from the report menu to Excel®**

## 2.2. Queries ▶ Tax Title Balance Inquiry ▶ [Summary List]
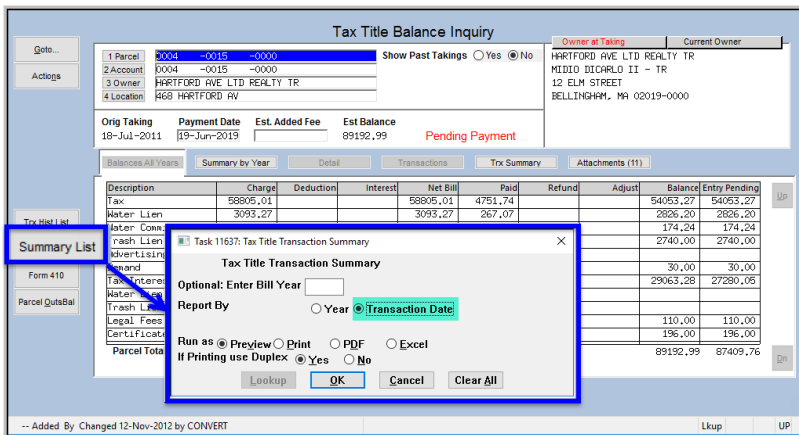


The report is also available for the selected parcel on the **Collection s ▶ Tax Title ▶ Tax Title Balance Inquiry** screen.

Click on the **[Summary List]** button and make the selection by ⊙ **Year** or ⊙ **Transaction Date**.

**Figure 5 Running the report from the Tax Title Balance Inquiry screen [Summary List] button**

In **Figure 6** , the report is shown sorted by transaction date.  The highlighted transaction of $1000 paid on April 29, 2014 shows how the payment was applied to three different years.
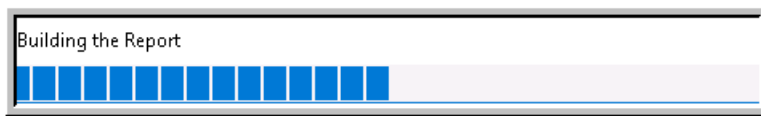


**Figure 6 Tax Title Transaction Summary run to Print/Preview/PDF® from the Inquiry Screen**

[BLG-SUP-SAPLAUC-

## 2.3. Progress Bar



**ADMINS** reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

## 2.4. Email Reports [Tip]



The support team frequently receives emails containing *scanned* images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to *support@admins.com*.  There is a document, **RE–720 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]

# 3. DISTRIBUTION LIST EMAILS [Enhancement]



**ADMINS** uses dozens of distribution lists to notify designated users of a variety of system events.  The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.

**Figure 7 System generated email identifies the Email List [Name] & Description**
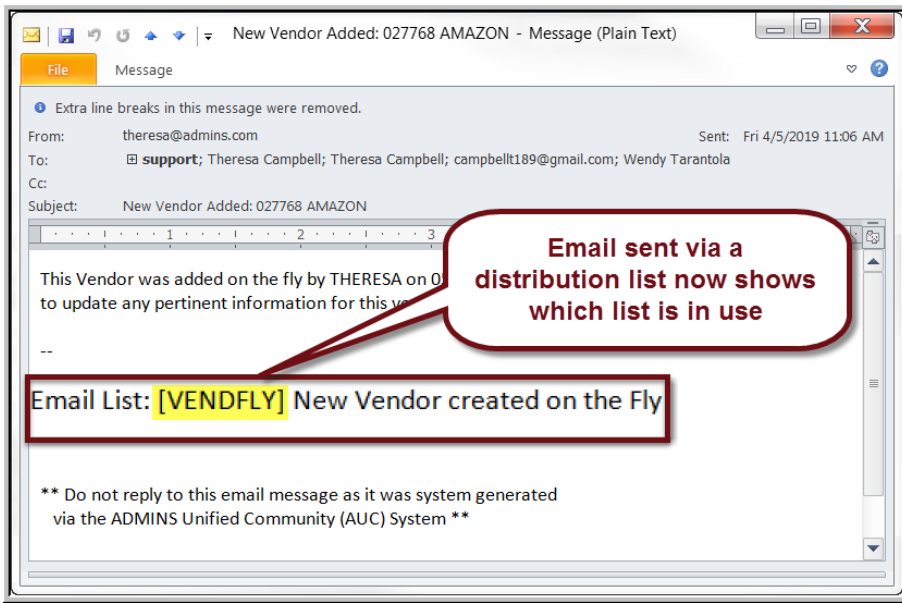
The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email.

This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email. In **Figure 7**, the **Email Distribution List** named **"VENDFLY"** was used by the system to notify users that a new vendor was created.

If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, **RE–740 Email Distribution Lists**.

[ADM-AUC-SY-8102]

# 4. HELP REFERENCE LIBRARY

## 4.1.   New or Updated Documentation

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

- OTHER                     RE–715 Favorites Screen                        [Updated]
                            RE–720 I forgot to print my reports           [Updated]
- SYSTEM                    RE–770 System Administration Kit               [Updated]