



TAX TITLE

RELEASE NOTES – JUNE 2019

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

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1. TAX TITLE BALANCE INQUIRY ► FORM 410 [ENHANCEMENT]

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Entry Pending
Tax	58896.01			58896.01	4751.74			54063.27	
Water Lien	3093.27			3093.27	287.07			2806.20	
Water Committed Int.	174.24			174.24				174.24	
Trash Lien	3020.00			3020.00	280.00			2740.00	
Advertising Fee	129.00			129.00				129.00	
Award	40.00			40.00	10.00			30.00	
Tax Interest	13067.63		24712.36	37779.99	10762.19			27017.80	
Trash Lien Interest									
Legal Fees	110.00			110.00				110.00	
Certificate of Rede	120.00			120.00				120.00	
Parcel Total	78859.15		24712.36	103271.51	16200.00			87071.51	

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.

Town of Admins Page 2 of 2

219 Lewis Wharf
Boston, MA 02001
617.494.5100

This calculation is through 02-Apr-2019. The per diem charge on this tax due is 26.22.

Balance Due	\$ 60,053.71
Interest as of 4/2/2019	\$ 27,017.80
Total Amount Due	\$ 87,071.51

Sincerely,

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

33	Demand	5.00	0.00	0.00	0.00	0.00	5.00
40	Tax Interest	939.89	0.00	0.00	0.00	0.00	939.89

RC410frm Parcel #:0004 0015 0000

Parcel # in footer at the bottom of each page

Town of Admins Page 2 of 2

219 Lewis Wharf
Boston, MA 02001
617.494.5100 Parcel #:0004 0015 0000

Parcel # in header at the top of each page

This calculation is through 08-Apr-2019. The per diem charge on this tax due is 26.22.

Balance Due	\$ 60,053.71
Interest as of 4/8/2019	\$ 27,175.12
Total Amount Due	\$ 87,228.83

Sincerely,

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

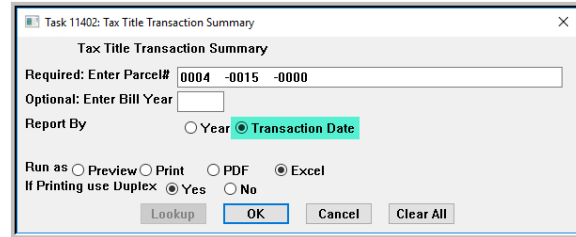
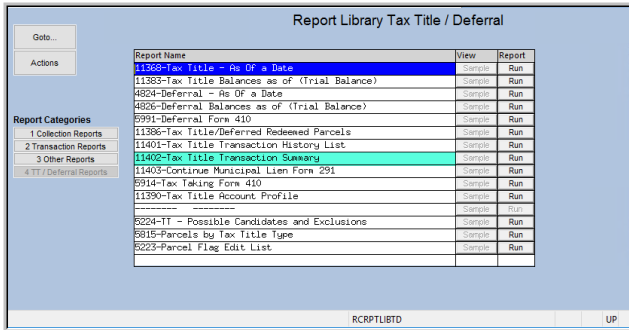


Figure 3 New sorting options on the Tax Title Transaction Summary Report

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.

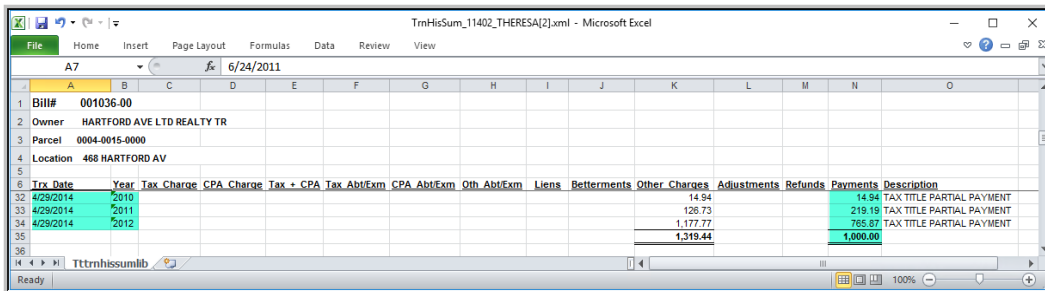
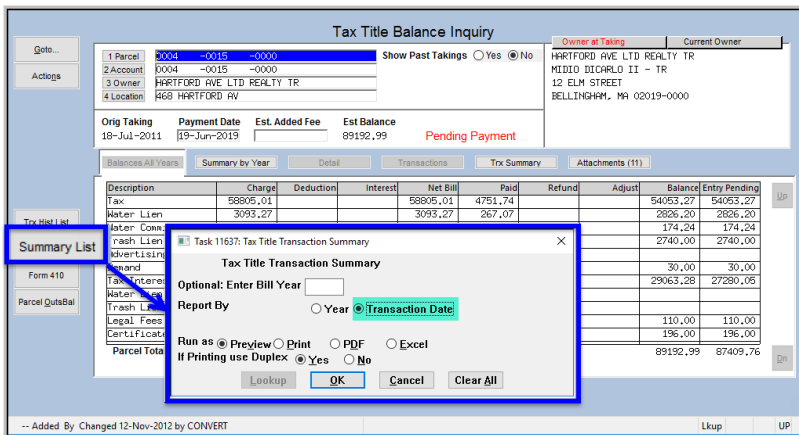


Figure 4 #11402 Tax Title Transaction Summary Report as run from the report menu to Excel®

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



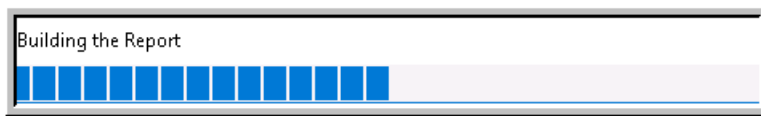
In **Figure 6** , the report is shown sorted by transaction date. The highlighted transaction of \$1000 paid on April 29, 2014 shows how the payment was applied to three different years.

Trk Date	Year	Tax Charge	CPA Charge	Tax + CPA	Tax Abt/Exam	CPA Abt/Exam	Oth Abt/Exam	Liens	Settlements	Other Charges	Adjustments	Refunds	Payments	Description
		105.29												Special Tax Taking
15-Mar-2014	2010			116.21									116.21	TAX TITLE PARTIAL PAYMENT
15-Mar-2014	2011			977.25									884.79	TAX TITLE PARTIAL PAYMENT
				1,092.46									1,000.00	
29-Apr-2014	2010			14.94									14.94	TAX TITLE PARTIAL PAYMENT
29-Apr-2014	2011			126.73									219.19	TAX TITLE PARTIAL PAYMENT
29-Apr-2014	2012			1,177.77									766.87	TAX TITLE PARTIAL PAYMENT
				1,319.44									1,000.00	

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]



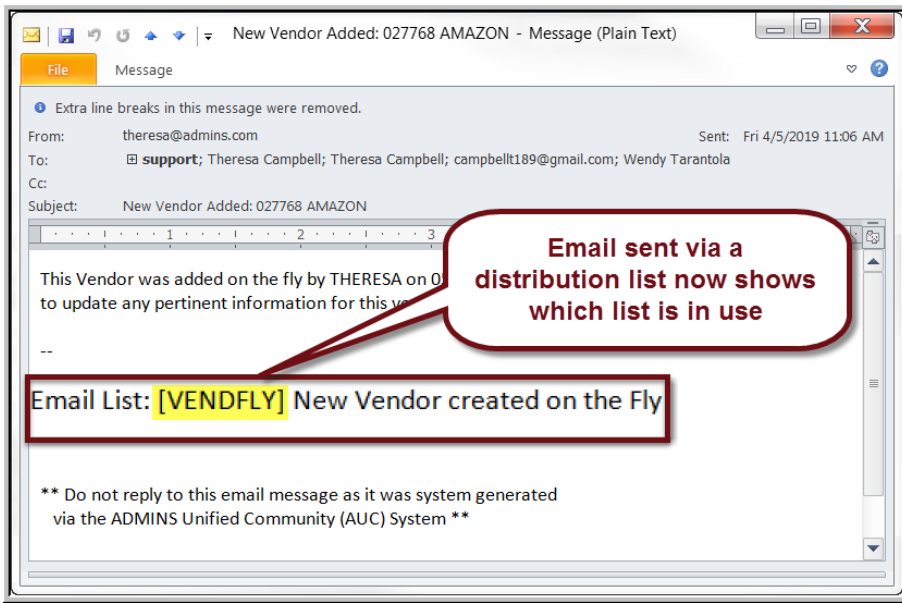
The support team frequently receives emails containing **scanned** images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning 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.



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.

Figure 7 System generated email identifies the Email List [Name] & Description

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]