TAX TITLE

RELEASE NOTES   JUNE 2021

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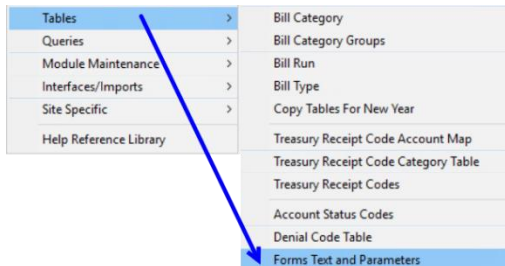
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1. TAX TITLE ADDRESS [Fix]

If a parcel is put into tax title, but it was previously in tax title and paid off, the header record (address information, etc.,) was not being updated. This has been resolved.

[TOC-SUP-SAPLAUC-3108]

2. FORMS TEXT AND PARAMETERS TABLE [Enhancement]

ADMINS changed the way that the **Forms Text and Parameters Table** works.

Previously, when making a change, the change had to be made multiple times because the table has a record for each bill year in the table. Now, if a change is made to a *current year* entry, for example, if there is a new phone number or a new Treasurer, all years will be updated with the new information.

In the image below, changes were made to the 2021 **General** Tab of the table. The system propagated the changes throughout all years, both past and future. (Future years may exist in the table if the Copy Tables and Parameters command was run to prepare for the coming fiscal year.) This ensures that the same information is printed on bills no matter what year the bill was issued.

If any year other than the current fiscal year as defined in module control #4009 is updated, the remaining years will not be updated. Only make changes to the current fiscal year record.

Note: The changes made apply to *each tab's* data – so if changing the [1 General] tab, all years for the [1 General] tab will have the same data as the current year. If changes are made to the [2 Real Estate] tab, the changes are applied only to the remaining years in the [2 Real Estate] tab – each tab stands alone.

The table has five tabs – **[1 General]**, **[2 Real Estate]**, **[3 Personal Property]**, **[4 Motor Excise]** and **[5 Revenue Collections]**.

The Tax Title Form 410 and other forms and reports use values from the **[1 General]** and **[5 Revenue Collection]** tabs.

[ADM-AUC-RC-8498]

3. ATTACHMENTS HOVERTEXT [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the **"Special Note"** begins with **"BURST"**, it identifies a **System-Created** attachment, which cannot be removed by the user.

Attachments without a **"Special Note"** are **user-supplied** and may be detached using the **[Remove]** button. To see this feature in the **Collections ▶ Tax Title Module**, go to the following screen.

3.1.   #11321 – Tax Title Inquiry

Collections ▶ Tax Title ▶ Tax Title Balance Inquiry ▶ [Attachments]
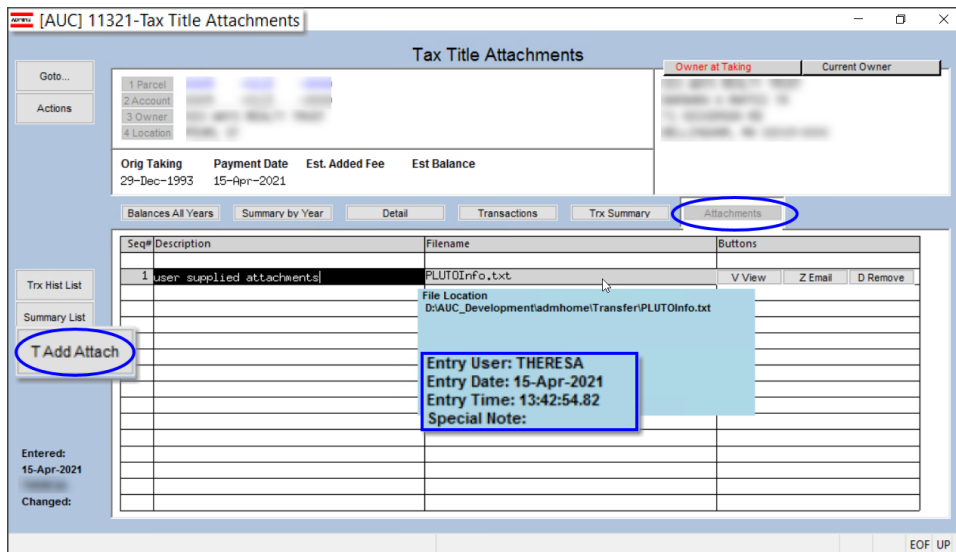
Figure 1 Attachments on this screen are for the selected parcel

3.2. #11323 – Tax Title Setup

Collections ▶ Tax Title ▶ Tax Title Setup History

Figure 2 The Setup Table Attachments screen holds attachments for the taking sequence number

Both system and user-supplied attachments can be seen in the screen. Any attachments can be viewed or emailed; only user-supplied attachments can be removed by the user.

[ADM-AUC-SY-8171]

4. ADMINS.COM TRAINING VIDEOS [Enhancement]

The **ADMINS** training videos were converted to provide the [YouTube] features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to "Customers Only". Need credentials? Go to: Contact Us | ADMINS, Inc. and follow the instructions in the quick start guide. Then, use the link to access the Videos | ADMINS, Inc.

[ADM-AUC-WEB-2]

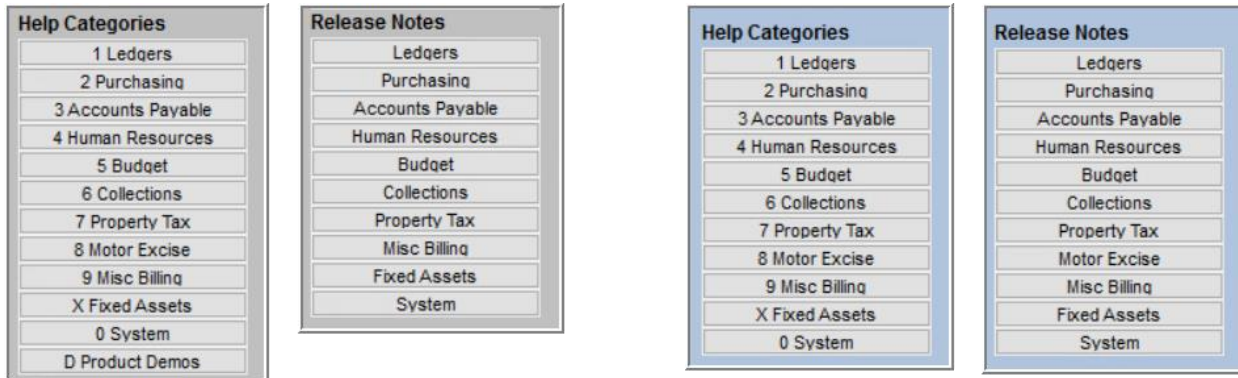# 5. HELP REFERENCE LIBRARY

Figure 3 Help Categories and Release Notes structure are now the same

ADMINS made changes to the **Collections** and **Tax** release notes library structure. The **Collections** release notes used to be listed in entirety, then **Treasury Receipt** release notes listed in entirety, as shown in Figure 4 below.

Now, each quarter's release notes are listed in chronological order, as shown, with the most recent at the top, making it easier to find the most recent documents. **Tax Title Release Notes** are now found in the **Collections** release notes library, mirroring the structure of the Help Reference library.

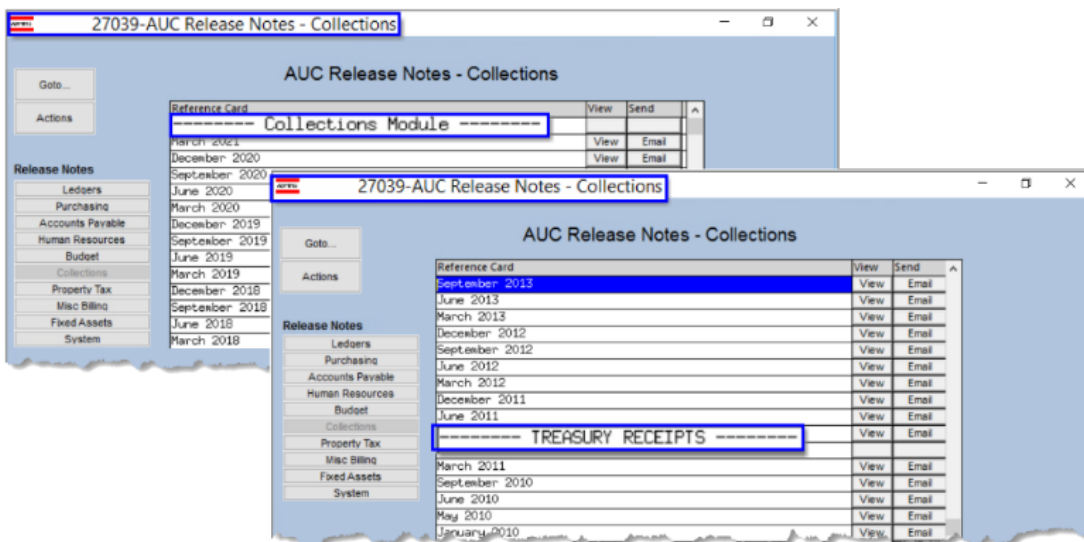## 5.1. Tax and Collections Release Notes Libraries [Enhancement]

Figure 4 Before – All Collections were listed, then Treasury Receipts

Tax Title/Deferrals, formerly included in the **Tax** release notes are now found in the **Collections** release note library.

The **Collections** release notes include **Revenue Collections, Tax Title/Deferrals**, and **Treasury Receipts** "stand alone" prior year notes.

Figure 5 The release notes for Collections and Tax Title/Deferrals are listed chronologically, with the most recent at the top

[ADM-AUC-SY-8189]

5.2. New or Updated Documents

ADMINS added the following new or updated documents to the Help Reference Libraries.

- SYSTEM   SY–170 System Administration Kit   [Updated]