



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

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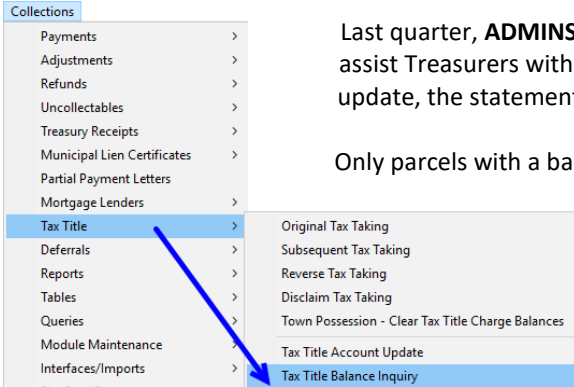


1 Original Taking

In the past, if a Real Estate bill had an **interest only** balance, it was processed through the **Original Taking** process. This has been corrected. Only bills with non-interest (e.g., Tax) balances will be included in an original tax taking.

[BLG-SUP-SAPLAUC-1447]

2 Individual Tax Title Statements [Enhancement]

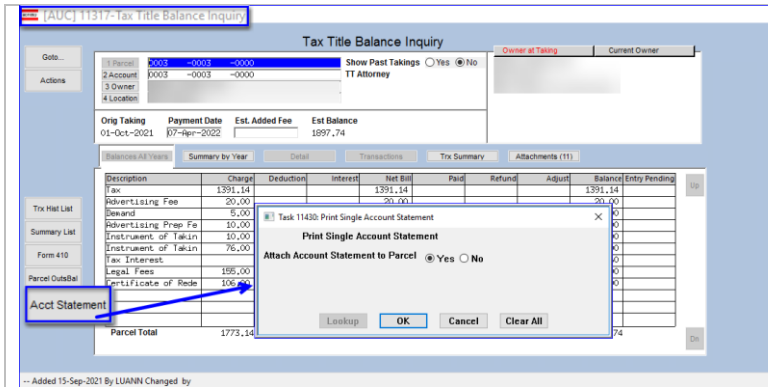


Last quarter, **ADMINS** introduced a new feature to issue Tax Title Statements in a batch, to assist Treasurers with initiating contact with parcel owners. With the June 2022 software update, the statement is now available for a specific parcel in Tax Title with a balance due.

Only parcels with a balance due will have the button available to produce a statement, as only records with a balance are shown on the statement.

Click the **[Acct Statement]** button to produce a statement for the current parcel. The system will provide the option to attach a copy of the statement to the parcel, available for viewing or emailing from the **[Attachments]** tab.

Collections ▶ Tax Title ▶ Tax Title Balance Inquiry ▶ [Acct Statement]



Parcel: 0003 0003 0000
ADMINS
Page 1 of 1
Town of Adams
219 Lewis Wharf
Boston, MA 02001
617.464.5100

TAX TITLE ACCOUNT STATEMENT

To Whom it May Concern:

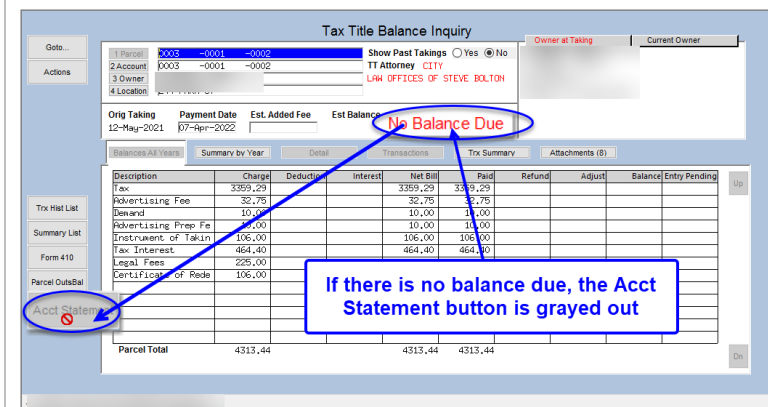
This office wishes to inform you that your Real Estate account is in a "Tax Title" status, and a lien against your property has been recorded at the Norfolk County Registry of Deeds for unpaid Real Estate Tax Bills on 01-Oct-2021 for FY 2022 unpaid taxes. Subsequent outstanding tax years can be certified to the tax title account, year after year, if taxes are not satisfied in full. The Town will pursue all available remedies to seek payment if not paid in full in accordance with Massachusetts General Law. The original bill year for this taking was 2020.

The amount necessary to redeem the property known as PARCEL [redacted] with an address of [redacted] in the Town of Adams is as follows:

Year	Bill #	Category/Description	Amount	Abate/Exc	Adjust	Paid	Refund	Balance
2020	001007-00	Tax	1,391.14	0.00	0.00	0.00	0.00	1,391.14
2020	001007-00	Advertising Fee	20.00	0.00	0.00	0.00	0.00	20.00
2020	001007-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00
2020	001007-00	Advertising Prep Fee	10.00	0.00	0.00	0.00	0.00	10.00
2020	001007-00	Instrument of Taking Fee	10.00	0.00	0.00	0.00	0.00	10.00
2020	001007-00	Instrument of Taking Res	76.00	0.00	0.00	0.00	0.00	76.00
2020	001007-00	Tax Interest	124.00	0.00	0.00	0.00	0.00	124.00
2020	001007-00	Legal Fees	165.00	0.00	0.00	0.00	0.00	165.00
2020	001007-00	Certificate of Redemption	106.00	0.00	0.00	0.00	0.00	106.00

This calculation is through 07-Apr-2022.
The per diem charge on this tax due is 0.66.
If your tax title account is in litigation, additional interest and fees may be owed, including redemption fees.

Balance Due 1,773.14
New Interest 124.50
Total Amount Due 1,897.74





Detailed information on Tax Title Account statements is available in the [March 2022 Release Notes](#) and in the Collections Help Reference Library under TAX TITLE – [RC-480 Tax Title Statements](#).

[ADM-AUC-TT-3881]

3 FEES [Enhancement]

ADMINS created a report for General Ledger transactions when redemptions fees are added and made it easier to get to the Maintain Tax Title Fees screen.

3.1 GL Report for Redemption Fees

Tax Title payments are recorded in batches, like counter receipts. A General Ledger Report will be issued when redemption fees are added if:

- the fees are associated with redemptions,
- set to post to Accounts Receivable, and
- do not already appear on the bills.

Collections ▶ Tax Title ▶ Payment/Redemption Entry

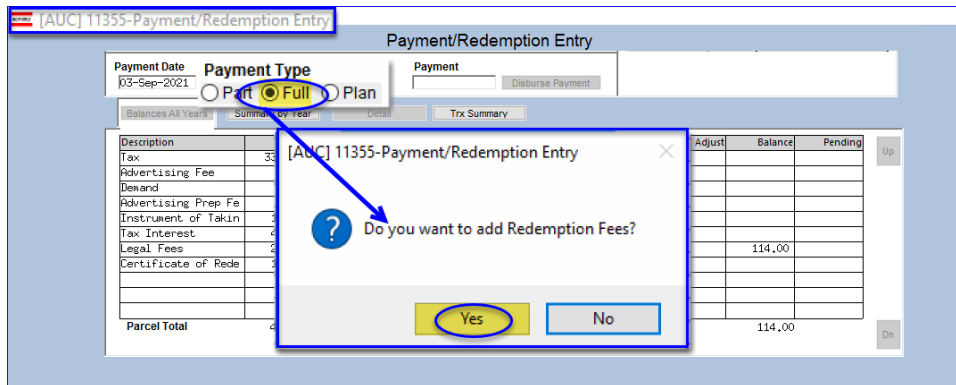


Figure 1 Prompt to add Redemption Fee when payment is made in full

When selecting the Full payment type – this question pops up asking if a Redemption Fee should be added. Click **[Yes]** to have a fee associated with Redemption in the Tax Title Fees Table applied to the Bill (one or multiple fee categories – if the redemption radio button is set on the Maintain Tax Title Fees page).



Note: Clicking **[Yes]** on adding redemption fees will not generate a General Ledger report and no fees will be added to the bill if all fees associated with redemption in the Tax Title fee table *already exist on the bill*.



3.2 Associate a Fee with Redemption

To associate a Fee with Redemption, from the menu, select:

Collections ▶ Tax Title ▶ Original Taking ▶ [Maintain Tax Title Fees]

or

Collections ▶ Tables ▶ Maintain Tax Title Fees

In addition to a fee being associated with **Redemption** as shown in Figure 2, the fee must be set to **“Post to Accounts Receivable”** in the Bill Category table as shown in Figure 3 below.

Figure 2 Associating a Fee with Redemption in the Maintain Tax Title Fees screen

Collections ▶ Tables ▶ Bill Category Table

Category & Description	Interest	Charge	Post to A/R	Include In Balance	Include In Daily Bal	Post Order	Alt Post Order
59 Betterment 3 CI Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	
60 Betterment 4 Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	
61 Betterment 4 CI Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	
62 Betterment 5 Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	
63 Betterment 5 CI Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	
64 NSF Fee Lien	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38	
66 AOS Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
67 AOS CPA Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
69 Refund Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
70 Legal Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
71 Land Court Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
72 Certificate of Redemption	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
80 Insufficient Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
81 TAX TITLE INSUFFICIENT FUNDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

General Ledger Transactions are ONLY generated if those Bill Categories are setup to post to Account Receivable (A/R).

If the post to A/R box is unchecked the fees will be added to the *Bill only* and no General Ledger transactions are created.

Figure 3 Set the Post to Accounts Receivable checkbox for fees that will post to the General Ledger

When this add redemption fee process is run – if there are any bill categories that create General Ledger transactions (based on the Post to A/R checkbox), a General Ledger report is created:



TedRE - RedeemFee_GL_Post_11387

11387-TTREDMMGLPST.REP Printed 14-Mar-2022 at 13:50:19 Page 1
City of ADMINS

Redemption Fees GL Posting

GL Posting#: 8886954

FY	Date	Account#	Description	Debit	Credit
2022	03-Sep-2021	1000-000-0000-000-00-12400	TAX LIENS A/R	106.00	
2022	03-Sep-2021	1000-000-0000-000-00-26750	DEF REVENUE-TAX LIENS		106.00
BALANCE SHEET				106.00	106.00
Total Year 2022				106.00	106.00
*** GRAND TOTAL ***					
Balance Sheet				106.00	106.00
Subsidiary Ledger					

Figure 4 General Ledger Posting Report #11387 shows the Redemptions Fees

This report and the General Ledger report produced when adding a fee are found in the Tax Title module when using the **Retrieve Output Files** feature to view or print the report after the fact.

11354-TTADDFEEGLPST.REP Printed 29-Apr-2022 at 11:58:08 by THERESA Page 1
City of ADMINS

TT Additional Fee GL Posting

GL Posting#: 8887054
add fee

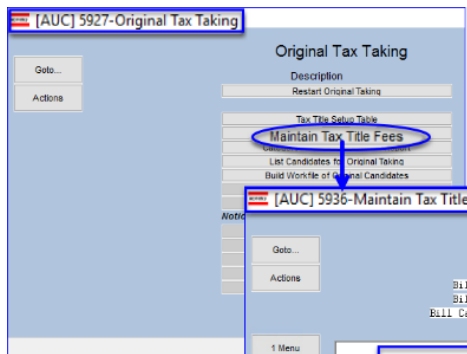
FY	Date	Account#	Description	Debit	Credit
2023	01-Jul-2022	1000-000-0000-000-00-12400	TAX LIENS A/R	228.00	
2023	01-Jul-2022	1000-000-0000-000-00-26750	DEF REVENUE-TAX LIENS		228.00
BALANCE SHEET				228.00	228.00
Total Year 2023				228.00	228.00
*** GRAND TOTAL ***					
Balance Sheet				228.00	228.00
Subsidiary Ledger					

Figure 5 General Ledger report "AddFee_GL_Post_11354" is produced when adding a fee

[ADM-AUC-TT-3880]
[ADM-AUC-TT-3884]



3.3 Maintain Tax Title Fees [Enhancement]



Prior to the software update, the only way to access the **Maintain Tax Title Fees** screen was via the **Original Tax Taking Steps** menu.

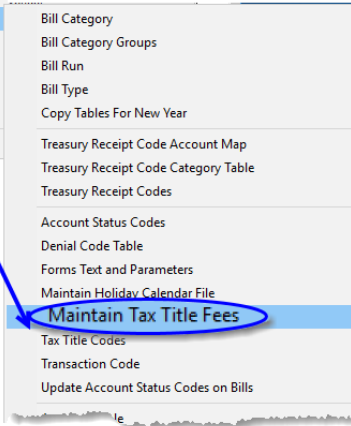
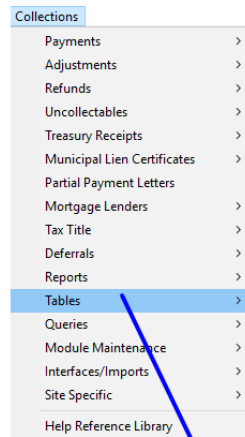
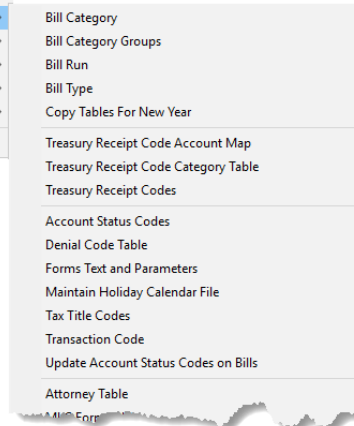
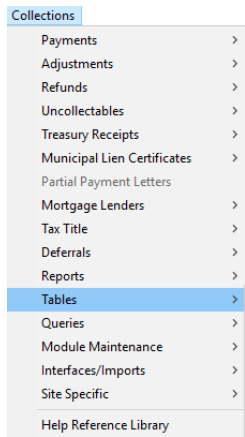
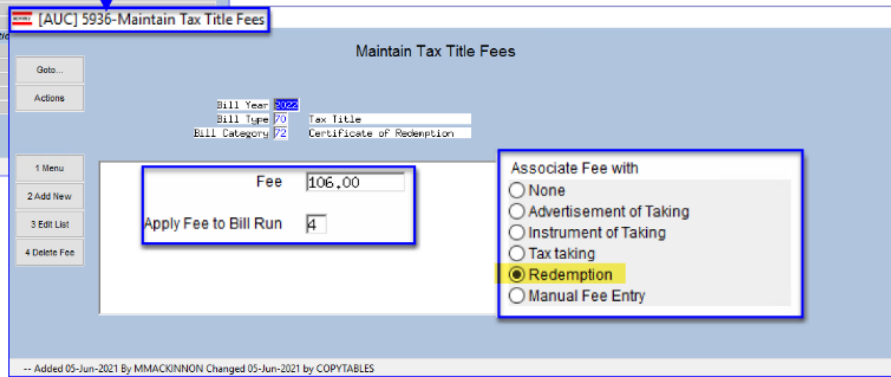


Figure 6 The Collections pull down menu before & after – now includes Maintain Tax Title Fees

Now, in addition to accessing the screen via the **Original Tax Taking Steps** menu, from the menu, select:



Collections ▶ Tables ▶ Maintain Tax Title Fees

[AUC] 5028-Maintain Tax Title Fees

Maintain Tax Title Fees

Goto...
Actions

Bill Year: 2022
Bill Type: 10 Real Estate
Bill Category: 30 Advertising Fee

Fee: 15.00
Apply Fee to Bill Run: 4 Q4

Associate Fee with:
 None
 Advertisement of Taking
 Instrument of Taking
 Tax taking
 Redemption
 Manual Fee Entry

1 Add New
2 Edit List
3 Delete Fee

Changed 05-Jun-2021 by COPYTABLES Active Lkup UP

[ADM-AUC-TT-3883]

3.4 Legal Fee Posting Dates [Fix]

[AUC] 11350-Enter Additional Fees

Enter Additional Fees

Bill#: 001035-00
Owner: KOSA REAL ESTATE LLC
Location: 462 HARTFORD AV
Account: 0004 -0014 -0000

Owner-at-Taking: ZEBRA TRUST
EGIL AND ARLENE STIGUM-TRS
PO BOX 7274
CHARMEL BY THE SEA, CA 93921-7274

Current-Owner: KOSA REAL ESTATE LLC
50 ADAMS ST
MEDWAY, MA 02053-0000

Subsequent Tax Taking

Enter	Parcel Number	Year	Fee Category	Notes	Fee amt	Fee/GL Date
	0004 -0014 -0000	2021	70 Legal Fees	BLG-SUP-SAPLAUC-1	75.00	10-Oct-2019

Accepted

0003 -0003 -0000	2020	70 Legal Fees	Fee For 2020	75.00	03-Mar-2022	CANCEL
0004 -0014 -0000	2020	70 Legal Fees	2020 Legal Fee	175.00	30-Jul-2021	CANCEL
0003 -0001 -0002	2020	70 Legal Fees	Fee For prior year	750.00	02-Nov-2022	CANCEL
0007 -0002 -0000	2013	70 Legal Fees	Fee For 2013	175.00	01-Jul-2021	CANCEL

1 Edit List
2 Post
4 Bal Inquiry

[AUC] 11350-Enter Additional Fees

Outside of 30 day range. OK?

Yes No

Prior to the software update, posting legal fees for a closed fiscal year impacted the General Ledger.

The fee transaction date is the date that is used to post to the GL.

ADMINS provides a warning message if the transaction is not within 30 days.

TaxTitle - AddFeeAt_11352_THERESA@113

11352-TTADDPEEDT.REP Printed 25-Apr-2022 at 10:06:48 by THERESA City of ADMINS Additional Fee Edit List Page 1

** Tax Title - Additional Fees Edit Report

Bill#	Year	Fee/GL Date	Bill / Current Owner	Parcel# / Location	Notes / Category	Charges
001035-00	2021	30-Jun-2019	EAL ESTATE LLC	0004 -0014 -0000 462 HARTFORD AV	BLG-SUP-SAPLAUC-1415 70 Legal Fees	275.00

*** Grand Total *** #Entries: 1
275.00

Additional Fee Posting

Please review report for accuracy.
STOP procedure if errors found.
Click CANCEL to STOP procedure or OK to continue

OK Cancel

If the user clicks OK and accepts the entry, when the fee is posted the system will check the fiscal period table and will prevent the posting to a closed fiscal year.



Figure 7 #11352 Additional Fee Edit List shows the Fee General Ledger Date

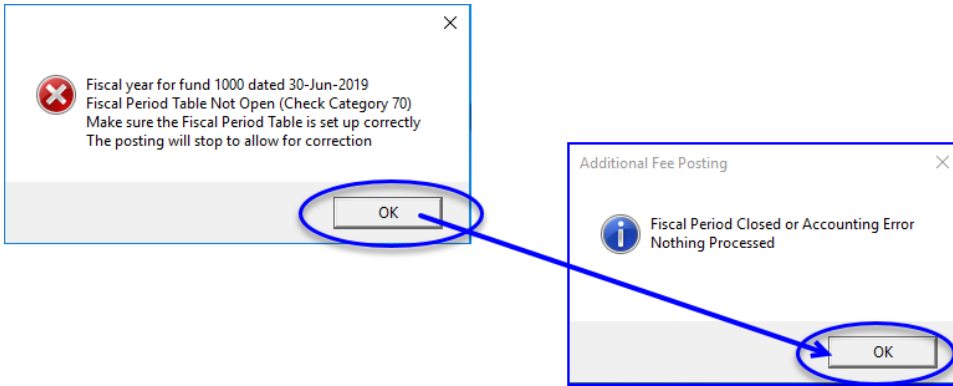
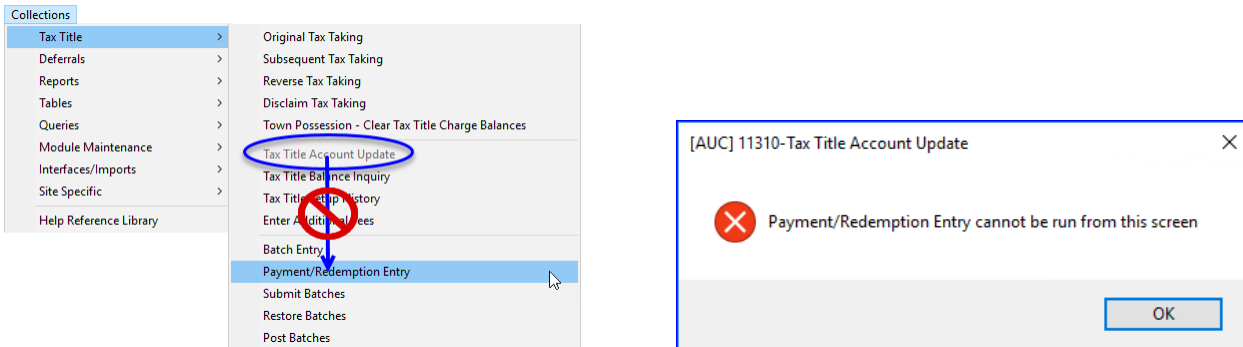


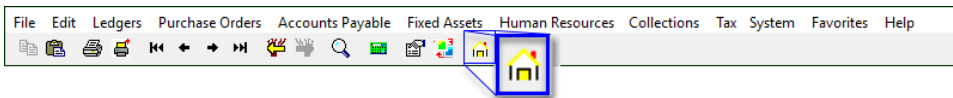
Figure 8 The error message and notice that nothing was processed for fees with dates in a closed fiscal year

[BLG-SUP-SAPLAUC-1415]

4 Payment/Redemption Entry → Tax Title Account Update Screen [Fix]



The system does not allow a Payment or Redemption Entry to be initiated from the Tax Title Account Update screen; prior to the software update, the process would wait due to a file lock. Now, the system will pop up a message that the “Payment/Redemption Entry cannot be run from this screen”.



Click on the [Home] button, then go to the Payment/Redemption Entry screen.



Collections ▶ Tax Title ▶ Payment / Redemption Entry

[AUC] 11355-Payment/Redemption Entry

Inquiry **Payment/Redemption Entry**

1 Parcel	0003 -0003 -0000	Orig Taking	01-Oct-2021	Owner at Taking	ALGER, APRIL EVE
2 Account	0003 -0003 -0000	Years Taken	1	Current Owner	292 FARM ST
3 Owner	ALGER, APRIL EVE	Latest Year	2020		BELLINGHAM, MA 02019-0000
4 Location	292 FARM ST	TT Attorney			

Payment Date: 14-Apr-2022 Payment Type: Part Full Plan Total Due: 1902.39 Payment: Disburse Payment

Balances All Years Summary by Year Detail Trx Summary

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Pending
Tax	1391.14			1391.14				1391.14	
Advertising Fee	20.00			20.00				20.00	
Demand	5.00			5.00				5.00	
Advertising Prep Fe	10.00			10.00				10.00	
Instrument of Takin	10.00			10.00				10.00	
Instrument of Takin	76.00			76.00				76.00	
Tax Interest			129.25	129.25				129.25	
Legal Fees	155.00			155.00				155.00	
Certificate of Rede	106.00			106.00				106.00	
Parcel Total	1773.14		129.25	1902.39				1902.39	

-- Added 15-Sep-2021 By LUANN Changed by Lkup UP

[ADM-AUC-TT-3882]

5 SUBSEQUENT TAKING [Fix]

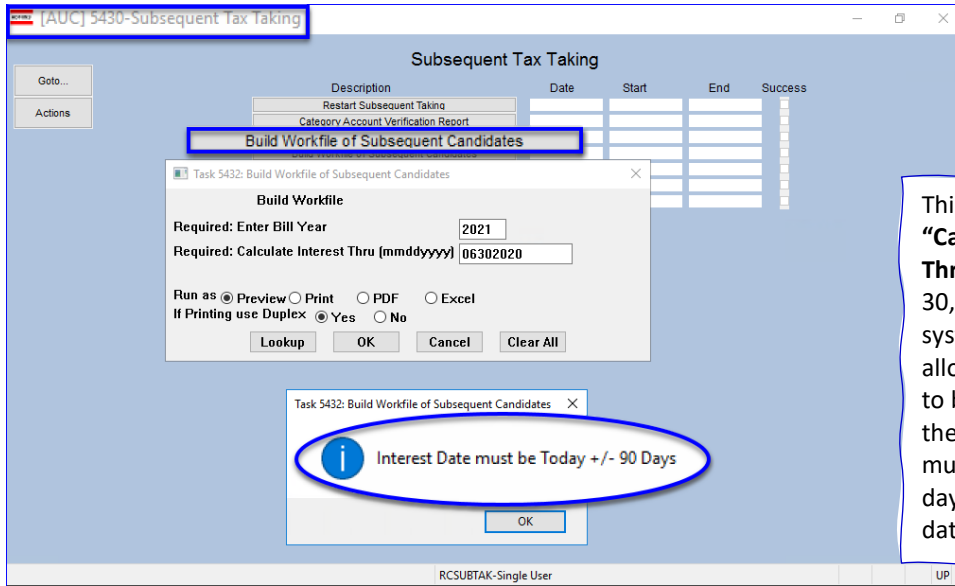
Posting a subsequent tax taking requires entry of an “as of” Interest date on the [Build Work File of Subsequent Candidates] step. Prior to this update, this step allowed entry of dates that were before the 4th Quarter Due Date for that Bill year. This caused an issue with the subsequent taking and has been fixed.

[ADM-AUC-RC-8516]

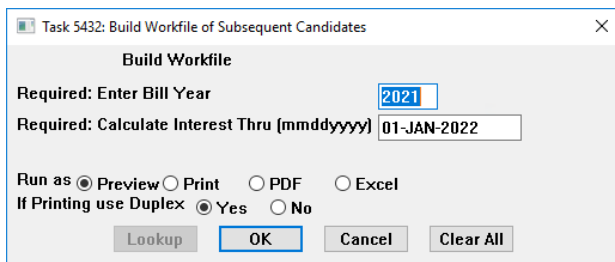
5.1 Interest Dates Error Check Added



The build step does not allow a “Calculate Interest Thru” date prior to the Q4 Due Date for the year entered. The system checks the interest date when posting a subsequent taking; it must be within +/- 90 days from the current date



This shows a **“Calculate Interest Thru”** date of June 30, 2020. The system will not allow the work file to be built because the Interest date must be within 90 days of the current date.



The current date is March 23, 2022; the system allows a calculated interest date between +/- 90 days. This example shows an interest date of January 1, 2022, which is 82 days in the past. The subsequent candidates work file will be built.

[ADM-AUC-RC-8516]

6 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

6.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a **“No Check”** or **“Wire”** in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a **“No Check”**, or **“Wire”**, the **“Cleared Date”** for the transaction must be blank.

In the example, the **“No Check”** #4000693 is to be voided. Go to:



Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

Bank Account Management

Bank: **East**

BRNK
TESTING FOR TOC TD05

Last Ck# 0329346

00000-0000

View

All Checks
 Outstanding Checks
 Cleared Checks
 Voided Checks

Restrict View to Check Date

From: To:

1 Check	2 Check Date	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- IIS/DENTAL GA	63,57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	123,00	Issued		22-Oct-2018	
9001796	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208,74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831	AFLAC- IIS/DENTAL GA	63,57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	123,00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13,50	Issued		22-Oct-2018	

The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

7 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library and content to ADMINS.com.

7.1 New or Updated Documents

Tax Title [RC-470 Tax Title – Disclaim an Original Taking](#) [Updated]
[RC-480 Tax Title Account Statements](#) [Updated]

7.2 New or Updated Content on ADMINS.com

[Clear Data from a Field \[1:17\]](#) [New]
[Favorites Screen \[2:23\]](#) [New]
[How to Exit from AUC \[1:54\]](#) [New]
[Index of Help Documents \[0:51\]](#) [New]
[Log in to the Training Area \[2:04\]](#) [New]
[Quick Task Selector \[2:12\]](#) [New]
[Reset an AUC Password \[2:00\]](#) [New]
[Resolving Record Locks \[2:14\]](#) [New]