



Tax Title

Release Notes

June 2024

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

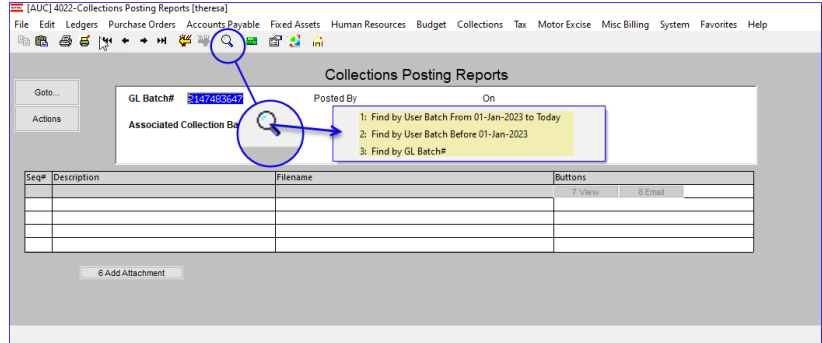
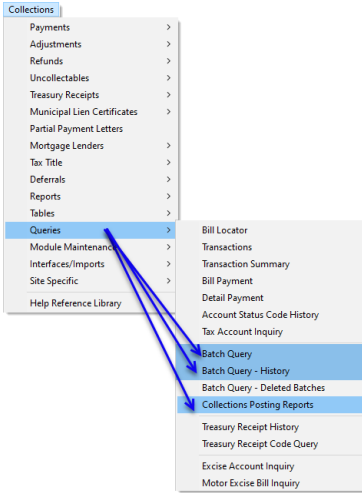
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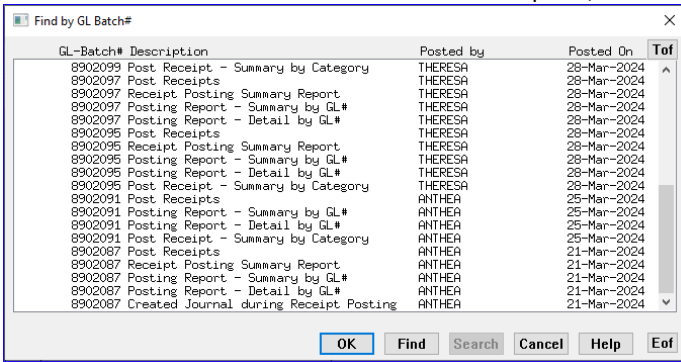


1 Posting Reports Screen # 4022 [Enhancement]

This screen allows users to find and view posting reports that were processed in the past, by selecting the GL Batch number for the original or subsequent tax taking posting.



The Collections Posting Reports Query screen will look like this. To find the batch reports, click on the GL Batch # field and click to select the Find by GL Batch #:



Use the lookup by GL Batch number if, for example, the finance office has referenced a GL batch and asks for details.

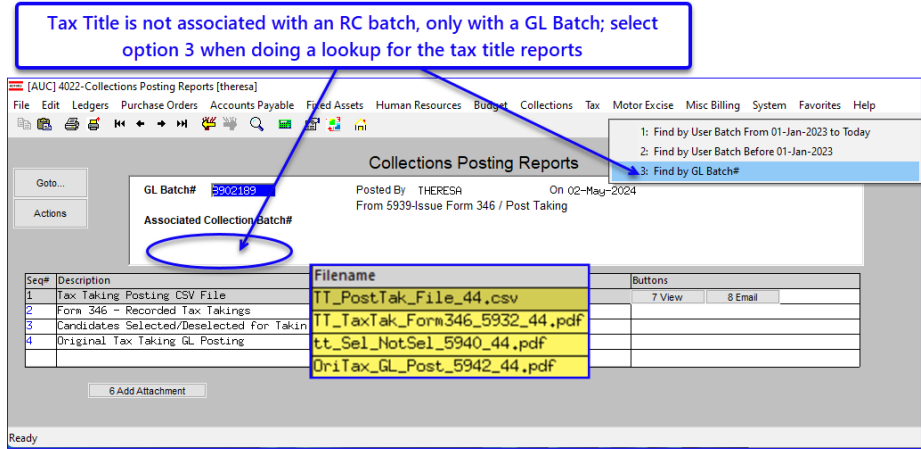
1.1 5939-Original Tax Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Original Tax Taking.



These are the reports that will be saved from the Original Tax Taking Posting:

- Tax Taking Posting CSV File
- #5932 Form 346 Recorded Tax Takings
- #5940 Candidates Selected / Deselected for Taking
- #5942 Original Tax Taking GL Posting

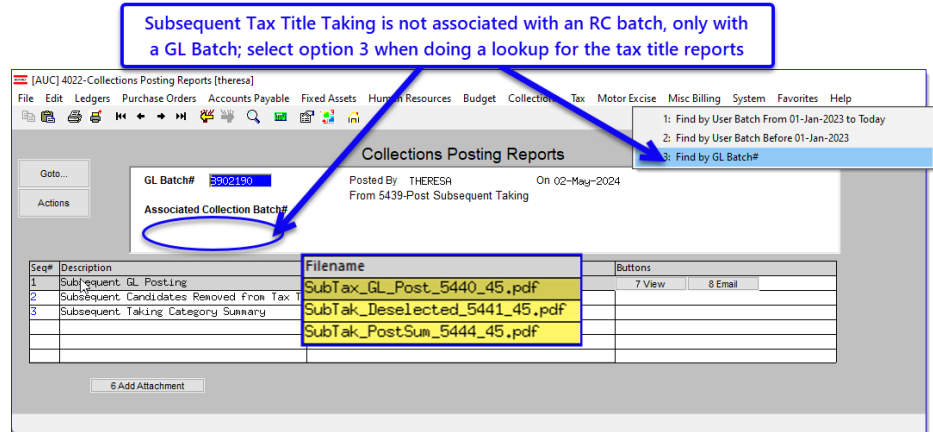


1.2 5439-Subsequent Taking Posting

The reports will be copied to the Collections Posting Reports screen during the posting step of the Subsequent Tax Taking. These are the reports that will be saved from the Original Tax Taking Posting:

The Subsequent Tax Taking Posting will have these reports saved:

- #5440 Subsequent GL Posting
- #5441 Candidates Selected / Deselected for Taking
- #5444 Subsequent Tax Taking GL Posting



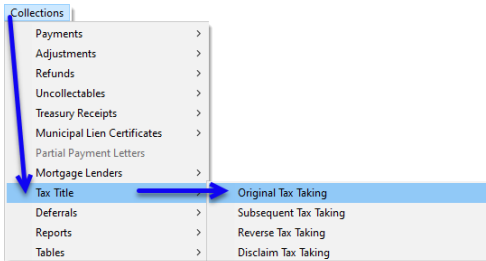
2 Tax Title Posting Messages [Enhancement]

When running the final three posting steps in the tax taking menu, the options are either or . These allow the user running the Tax Title to pause and continue later after reviewing reports, etc. If you press , a second popup will show up to clarify the choice. The second popup will notify the user that the process can be re-run to post the fees and continue with the steps menu.

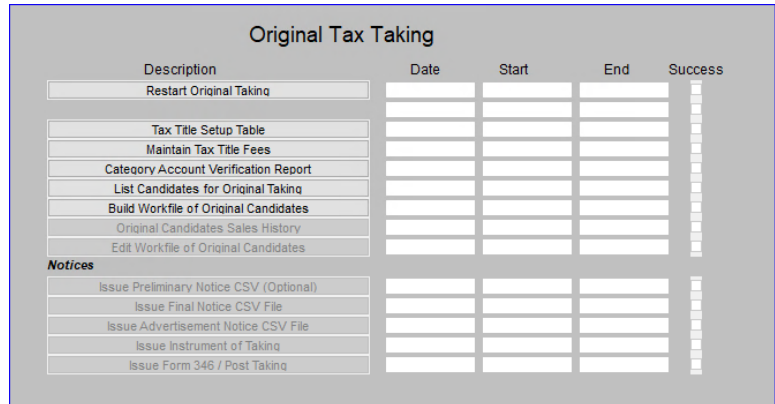
Pressing means that the subsequent steps cannot be run and will remain grayed out.



The Original Tax Title taking process uses a convenient steps menu.



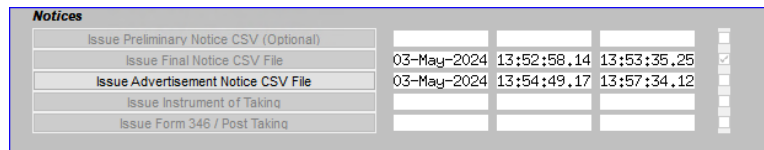
To see these messages, from the menu, go to: **Collections ▶ Tax Title ▶ Original Tax Taking**



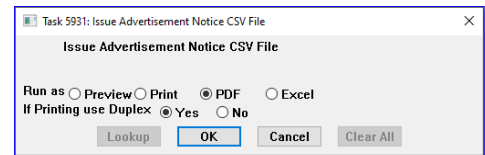
The menu will look like this, and the **“Notices”** steps will not be available until the Workfile of Original Candidates step is complete.

2.1 Issue Advertisement Notice CSV File

Once the work file is built, the Issue Advertisement Notice CSV File step under the “Notices” section will become available.

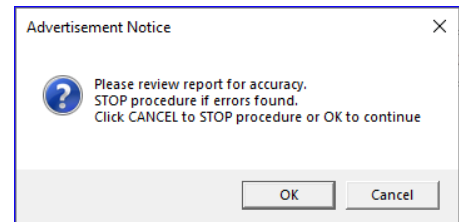
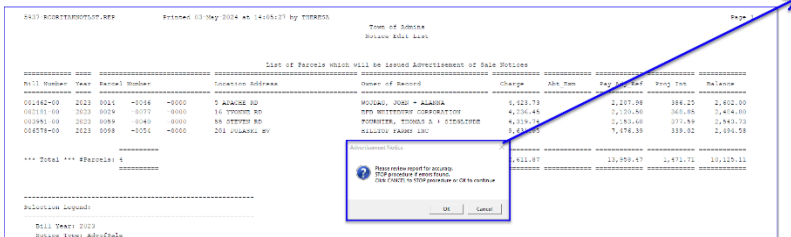


Press the **Issue Advertisement Notice CSV File** button to see the prompt that allows selecting the output format.



Press **OK** to continue the process and create the CSV File for the Advertising Notice.

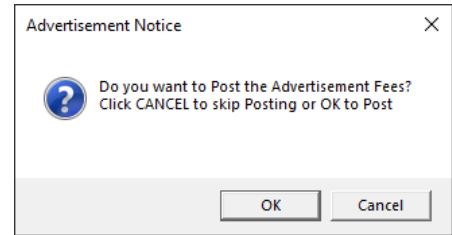
The edit list will look like this, and a popup message will instruct you to review the report for accuracy and allow stopping the procedure if errors are found.



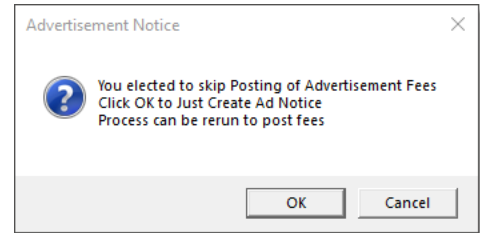
If there are no errors, click on **OK** to continue.



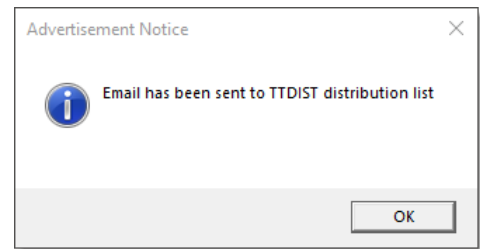
Next the system will display this popup notice; if you click on the next step on the menu will be available, and the Advertisement Notice cannot be re-run for this taking.



If you click on , the next step on the menu will remain grayed out. An information popup will instruct you that the posting of the Advertisement Fees was skipped, and that the Process can be re-run to post the fees. Click on .

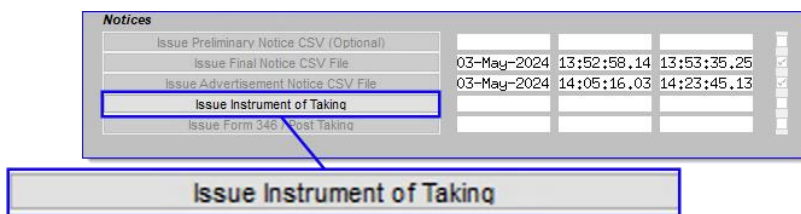


When ready to do so, run the process again to post the fees and continue in the steps menu. If is pressed, a popup will notify you that the email was sent to the TTDIST distribution list.

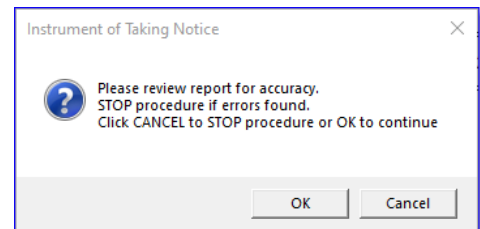
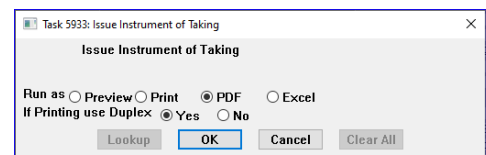


Pressing will make the next step available, to Issue the Instrument of Taking.

2.2 Issue Instrument of Taking



The edit list will look like this, and a popup message will instruct you to review the report for accuracy and allow stopping the procedure if errors are found.



Press to continue the process and create the CSV File for the Instrument of Taking Notice.



5937-INSTRUMENTLIST.REP Printed 03-May-2024 at 14:21:09 by THERESA

Town of Adams
Notice Roll List

List of Parcels which will be issued Instrument of Taking Notice

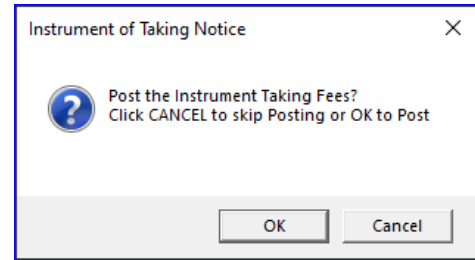
Bill Number	Year	Parcel Number	Location Address	Owner of Record	Charge	Ass_Tax	Prop_Inst_Fee	Post_Inst	Balance
001482-00	2023	0014 -0040 -0000	5 AFRACHE RD	WOLGAN, JOHN - ALADNA	4,433.73	2,207.99	386.25	2,437.00	
002181-00	2023	0020 -0077 -0000	16 THOMAS RD	EPW WHITEHOUSE CORPORATION	6,251.05	2,120.50	345.00	2,499.50	
003951-00	2023	0059 -0040 -0000	35 STEVEN RD	FOURBES, THOMAS A - SINGLNDG	4,334.74	2,153.40	377.59	2,556.73	
004570-00	2023	0088 -0084 -0000	201 PUTNAM BY	HILLTOP FARM INC	7,543.99	7,474.39	339.02	2,509.88	
*** Total ***					24,972.97	23,999.47	2,497.75	20,309.11	

Instrument of Taking Notice

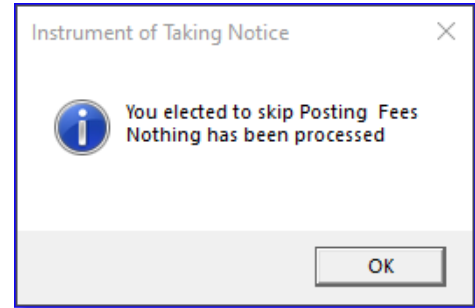
Please review report for accuracy.
STOP procedure if error found.
Click CANCEL to STOP procedure or OK to continue.

OK Cancel

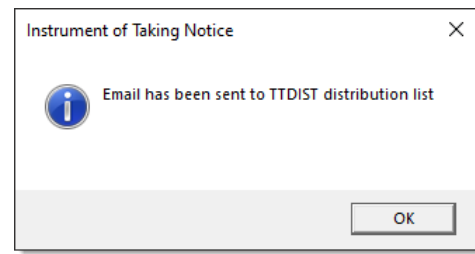
Next the system will display this popup notice to confirm posting the Instrument Taking fees; if you click on **OK** the next step on the menu will be available.



If you click on **Cancel**, the next step on the menu will remain grayed out. An information popup will instruct you that the posting of the Instrument of Taking was skipped, and that nothing has been posted. Click on **OK**. The process can be re-run to post the Instrument of Taking and complete the process with the final step, Issue Form 346/Post Taking.



When ready to do so, run the process again to post the Instrument of Taking and complete the process. Press **OK**, a popup will notify you that the email was sent to the TTDIST distribution list.



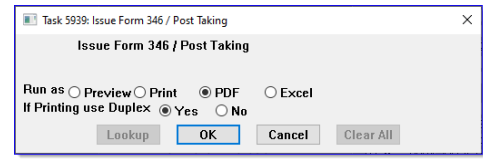
Pressing **OK** will make the next step available, to Issue the Instrument of Taking. Reports will be displayed, and the final step will be available to run. Notice that the pre-requisite steps are grayed out and cannot be run again for this taking.

2.3 Issue Form 346/Post Taking

Notices

Issue Preliminary Notice CSV (Optional)			
Issue Final Notice CSV File	03-May-2024	13:52:58.14	13:53:35.25
Issue Advertisement Notice CSV File	03-May-2024	14:05:16.03	14:23:45.13
Issue Instrument of Taking	03-May-2024	14:36:13.71	14:40:43.83
Issue Form 346 / Post Taking			

Issue Form 346 / Post Taking



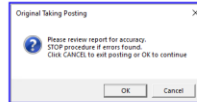
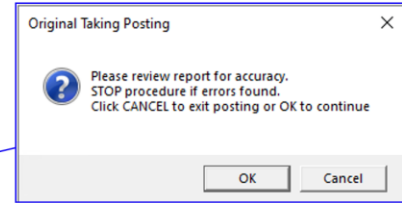


The edit list will look like this, and a popup message will instruct you to review the report for accuracy and allow stopping the procedure if errors are found.

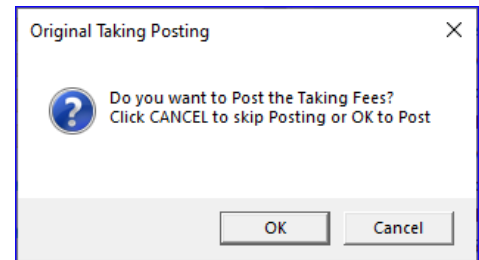
5940-RCORITAXES.REP Printed 03-May-2024 at 14:44:53 by THERESA Town of Admins Page 1
Candidates Selected/Deselected for Taking

Parcels for Tax Title - SELECTED for Original Taking Posting

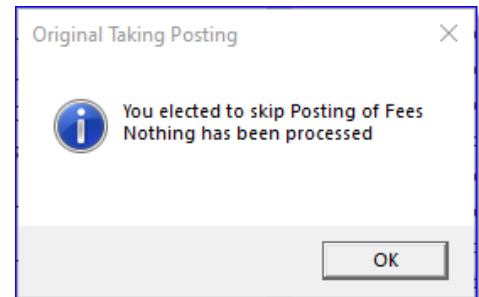
Bill Number	Year	Parcel Number	Location Address	Owner of Record	Charge	Amc_Fee	Pay_Amt_Def	Balance
001462-00	2023	0014	-0046 -0000	5 APACHE RD	WOLTAG, JOHN + ALANNA	4,524.73	2,207.98	2,316.75
002181-00	2023	0029	-0077 -0000	16 YVONNE RD	EPB WHITEBUSH CORPORATION	4,337.45	2,120.50	2,216.95
003951-00	2023	0058	-0040 -0000	85 STEVEN RD	FOURIER, THOMAS A + STELLINE	4,420.74	2,193.60	2,227.14
004578-00	2023	0098	-0054 -0000	201 PULASKI BV	HILLTOP FARMS INC	5,732.95	2,514.95	2,256.56
*** Total *** #Parcels: 4					19,015.87	13,958.47	9,057.40	



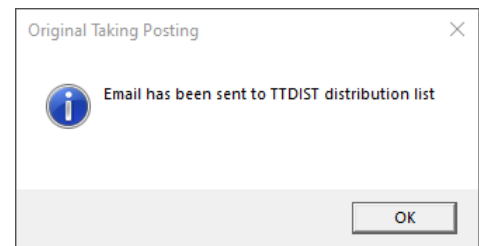
Next the system will display this popup notice to confirm posting the Original Taking; if you click on the next step on the menu will be available.



If you click on , an information popup will notify you that the Original Taking Posting was not processed; as such nothing has been posted. Click on . The process can be re-run to post the Original Taking and complete the process.



Press , a popup will notify you that the email was sent to the TTDIST distribution list. That completes the process.



[ADM-AUC-TT-3899]

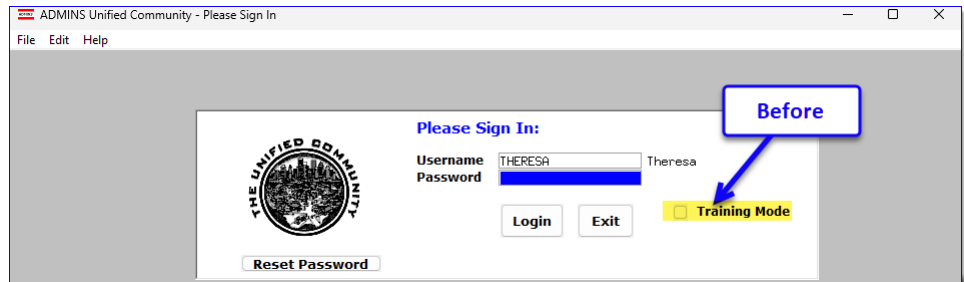
3 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. (The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)



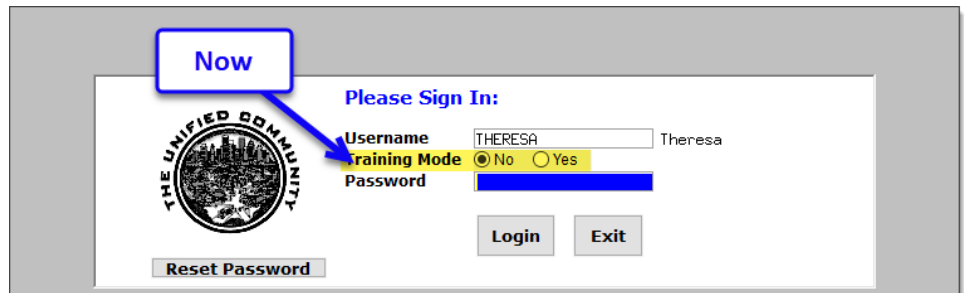
See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



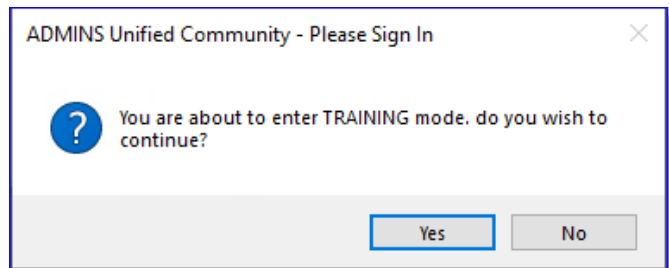
To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

*(The default is **No**; typing the password and {Enter} will go to **Live**).*



To proceed to Training mode, click on . The prompt will default to if the Training mode radio button is **Yes**, and will go straight to training by pressing **{Enter}** (without clicking on any button).

Press to log in to live.



[ADM-AUC-SY-8323]



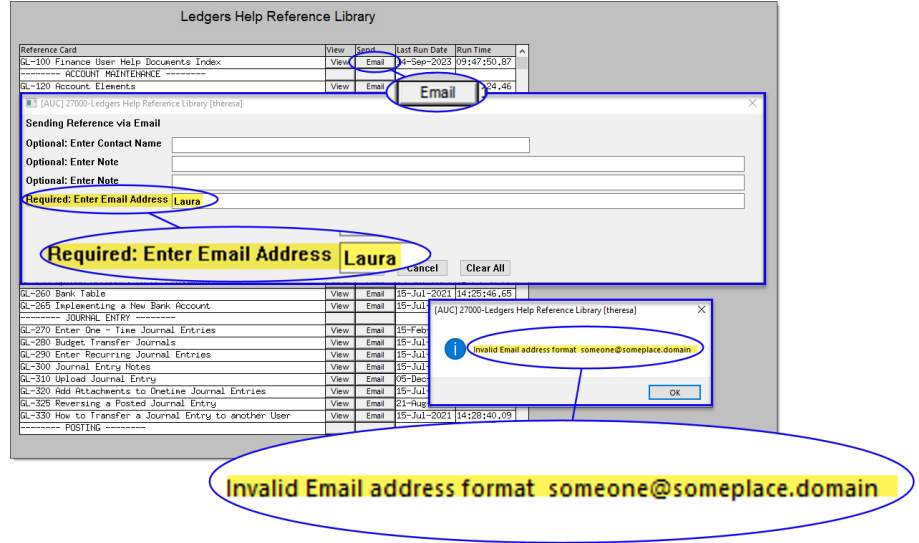
4 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

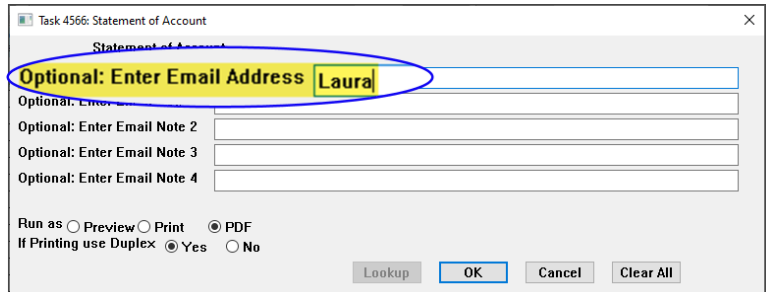
For example, "xxx@ccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]

5 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

5.1 New & Updated Documentation in the Help Reference Library

Tax Title

RC-450 Original Tax Taking

[Updated]