



# TAX TITLE

## RELEASE NOTES – MARCH 2019

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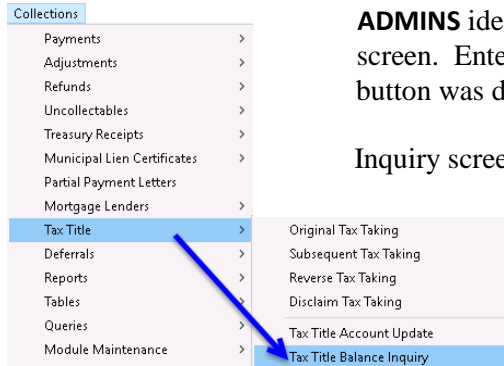
This document explains new product enhancements added to the ADMINS Unified Community for Windows **TAX TITLE** system.

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## 1. COLLECTIONS ► TAX TITLE ► TAX TITLE BALANCE INQUIRY

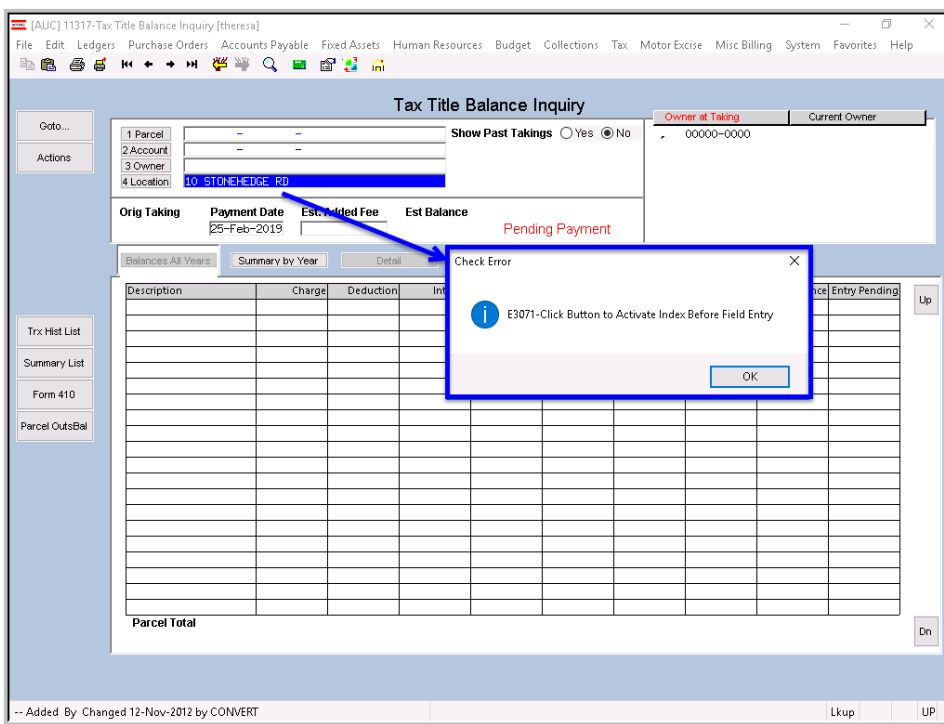


ADMINS identified an issue with the lookup on the **Tax Title ► Balance Inquiry** screen. Entering a value into the location field before clicking on the **[4 Location]** button was displaying the wrong data.

Inquiry screens offer multiple methods for accessing a record. If a field other than the primary key field (the default field, where the cursor will land when the screen is displayed) is used to search for a record, the button must be clicked to activate the alternate field.

The issue was corrected; now if an entry is made into the **[4 Location]** field, for example, an address is entered or selected,

a message box will be displayed prompting the user to click the button to activate the index prior to entering a value in the field, as shown in Figure 1.



In Figure 1, the first field on the screen, **[1 Parcel]** is the primary field.

If any of the other fields are used to find a record (**[2 Account]**, **[3 Owner]** or **[4 Location]**), the button must be clicked to activate the field.

Figure 1 – The message box is displayed to prompt the user to click on the button to activate the field

[ADM-AUC-TT-3847]



## 2. REDEMPTION CERTIFICATES – FORM 441

ADMINS made two changes to the redemptions certificates.

### 2.1. Treasurer’s Signature Line [Enhancement]

A line was added for the Treasurer’s signature.

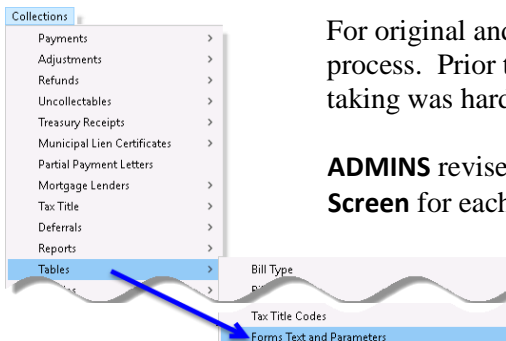
[TOC-SUP-SAPLAUC-2990]

### 2.2. County Reporting Information [Enhancement]

The entire form text was moved down on the page to allow room for the County Reporting information to be stamped at the top of the form.

[BLG-SUP-SAPLAUC-1153]

## 3. FORMS 346 & 347 [Enhancements & Fix]



For original and subsequent takings a **Tax Taking Form** is produced as part of the steps process. Prior to the software update, the information for the names and titles for tax taking was hard-coded on the form for each site.

ADMINS revised the form to take the information from the **Forms Text and Parameters Screen** for each tax year. This will allow site users to change the form as needed without ADMINS intervention. To access the table, select **Collections ▶ Tables ▶ Forms Text and Parameters**.

Bill Year	2019	* = Required
1 General    2 Real Estate    3 Personal Property    4 Motor Excise    5 Revenue Collection		
<b>Collector of Taxes</b>	J Q Smith	Phone# 617-494-5100
Collector Title	Collector of Taxes	Fax# 617-494-5100
Email Address	collector@admins.com	County
		Misc Bill Phone# 617-494-5100
<b>Accountant/Auditor</b>	G T Chief	Phone# 617-494-5100
Title	Chief Financial Officer	Fax# 617-494-5100
Email Address	GtFo@admins.com	
<b>Treasurer</b>	Rudy Gold	Phone# 617-494-5100
Title	Treasurer	Fax# 617-494-5100
Email Address	treasurer@admins.com	

Figure 2 Forms Text and Parameters Table for Bill Year 2019

Note: This table has a record for each tax year, and has five tabs – **[1 General]** is the tab used for the information on the **Tax Taking Forms**. The numbered items **1 & 2** in Figure 2 correspond to the **1 & 2** in the examples of the original and subsequent forms in Figure 3 and Figure 4.



5932-RCORITAK346.REP Printed 08-Feb-2019 at 17:15:36 by ANPHEA Page 1  
Town of Admins  
Form 346 - Recorded Tax Takings

The Commonwealth of Massachusetts  
Town of Admins - Office of the Collector of Taxes Certificate of Taxes to be Added to Tax Title Accounts  
Date: \_\_\_\_\_

To **Rudy Gold, Treasurer:** **2** Submitted herewith is a list of the separate accounts of the parcels of land purchased or taken for the non-payment of FY2018 taxes, covered by deeds or instruments of taking filed for record or registration in the Registry of Deeds on which are to be set up as TAX TITLE ACCOUNTS on the books of the town. Credit as provided by law is hereby claimed for the amount of all such taxes and costs, charges and fees, as itemized herein and on any attached sheets.

Under \_\_\_\_\_, **J Q Smith, Collector of Taxes** **1** for the Town of Admins

Orig Original Taking Year Name & Address	Bill Number	Tax of Sale	CPA	CPA Int	Liens	Betterments	Fees	Tax Title Account

Figure 3 Original Taking Form 346

5438-RCSUBTAK347.REP Printed 08-Feb-2019 at 17:03:54 by ANPHEA Page 1  
Town of Admins  
Form 347 - Subsequent Tax Taking

The Commonwealth of Massachusetts  
Town of Admins - Office of the Collector of Taxes Certificate of Subsequent Taxes to be Added to Tax Title Accounts  
Date: \_\_\_\_\_

All subsequent taxes should be certified to the Treasurer immediately but in any event not later than September 1 of the year following their assessment.

Under General Laws, Chapter 60, Section 61, I hereby certify to you. As itemized in the following schedule and on any attached sheets, the FY Subsequent taxes, assessments or portions thereof, rates, and charges of every nature which constitute liens and which have lawfully been placed on the annual tax bill, together with the interest and costs, which are to be added by you to the respective Tax Title Accounts named in said schedule, and which by this certification become part of the terms of redemption of the Real Estate - purchased or taken by this City or Town.

Under \_\_\_\_\_, **J Q Smith, Collector of Taxes** **1** for the Town of Admins

Orig Original Taking Year Name & Address	Bill Number	Tax	Add'l Tax Int	CPA	CPA Int Description	Liens Amount Description	Betterments Amount Description	Fees Amount	Subsequent Total
2010 0004 -0015 -0000 HARTFORD AVE LTD REALTY TRUST 468 HARTFORD AV BELLINGHAM, MA 02019-0000	001036-00	5,921.18	2,002.96	67.14					7,991.28
*** Total ***		5,921.18	2,002.96	67.14					7,991.28

To Collector of Taxes:  
I hereby certify that the subsequent taxes with interest and costs as itemized in the foregoing schedule and on any attached sheets have been added to the respective Tax Title Accounts named in the said schedule and have been credited to your account as if paid in money.

**Rudy Gold**  
Treasurer of the Town of Admins **2** Date \_\_\_\_\_

Figure 4 Form 347-Subsequent Tax Taking

[ADM-AUC-TT-3860]

### 3.1. Supplemental Bill Data on Form 346

There was an error on the form due to the supplemental bills data not being included. This was corrected and installed in late December and is included here to document the correction.

5932-RCORITAK346.REP Printed 17-Dec-2018 at 13:05:50 by \_\_\_\_\_ Page 3  
Form 346 - Recorded Tax Takings

The Commonwealth of Massachusetts  
Office of the Collector of Taxes Certificate of Taxes to be Added to Tax Title Accounts  
Date: 12/14/18

To \_\_\_\_\_ Treasurer: Submitted herewith is a list of the separate accounts of the parcels of land purchased or taken for the non-payment of FY2018 taxes, covered by deeds or instruments of taking filed for record or registration in the Registry of Deeds on which are to be set up as TAX TITLE ACCOUNTS on the books of the town. Credit as provided by law is hereby claimed for the amount of all such taxes and costs, charges and fees, as itemized herein and on any attached sheets.

Under \_\_\_\_\_, \_\_\_\_\_ Collector of Taxes for the \_\_\_\_\_

Orig Original Taking Year Name & Address	Bill Number	Tax of Sale	CPA	CPA Int	Liens	Betterments	Fees	Tax Title Account
1018 4281 / /	600229-00	237.46					Advertising 35.55 Posting Not 5.00 Demol 10.00 Ad Prep Fee 10.00 Recording F 75.00 Preparation 10.00	3110.28

**\$\$\$ are not written here but are included in the total:**

Figure 5 Before - Form 346 was not listing the supplemental tax amounts in the Tax column



5932-RCORITAK346.REP Printed 27-Dec-2018 at 15:39:07 by MUPDEV4 Page 3

Form 346 - Recorded Tax Takings

The Commonwealth of Massachusetts  
- Office of the Collector of Taxes

Certificate of Taxes to be Added to Tax Title Accounts  
Date: \_\_\_\_\_

To \_\_\_\_\_, Treasurer: Submitted herewith is a list of the separate accounts of the parcels of land purchased or taken for the non-payment of FY2018 taxes, covered by deeds or instruments of taking filed for record or registration in the Registry of Deeds on which are to be set up as TAX TITLE ACCOUNTS on the books of the town. Credit as provided by law is hereby claimed for the amount of all such taxes and costs, charges and fees, as itemized herein and on any attached sheets.

Under \_\_\_\_\_, \_\_\_\_\_, Collector of Taxes for the \_\_\_\_\_

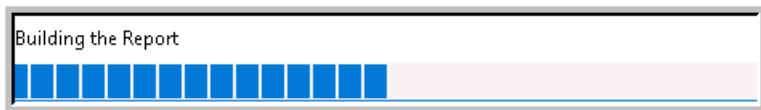
Orig Original Taking Year Name & Address	Bill Number	Int to Date	Tax of Sale	CPA	CPAInt	Liens	Settlements	Fees	Tax Title Account	
2018 4281 / /	600229-00		2727.27		237.46			Advertising Posting Not Demand Ad Prep Fee Recording F Preparation	35.55 5.00 10.00 10.00 75.00 10.00	3110.28

Supplemental taxes are now written here:

Figure 6 Form 346 now lists the supplemental taxes in the Tax column

[TOC-SUP-SAPLAUC-2974]  
[ADM-AUC-TT-3859]

## 4. REPORTS



reports; ADMINS turned this feature off for now and will reinstate it at a later time.

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some Excel®

[ADM-AUC-SY-8093]

### 4.1. Retrieve Output Files Customized Subject Line [Enhancement]

Retrieve Output Files

1 Select Module: Accounts Payable

2 Select File: GL\_Department\_Ele\_Change\_THERSAC11.11s

3 View Report   4 Email Report   5 Save/View PDF   6 Download Report

Task 360: Email Reports

Required: Enter Email Address: campbellt189@gmail.com

Optional: Enter Email Subject: Customized Subject Line available on emailed reports

Optional: Enter Note 1: Here's the new report I mentioned

Optional: Enter Note 2: yesterday when we spoke on the phone.

Optional: Enter Note 3: Please let me know if this works for you.

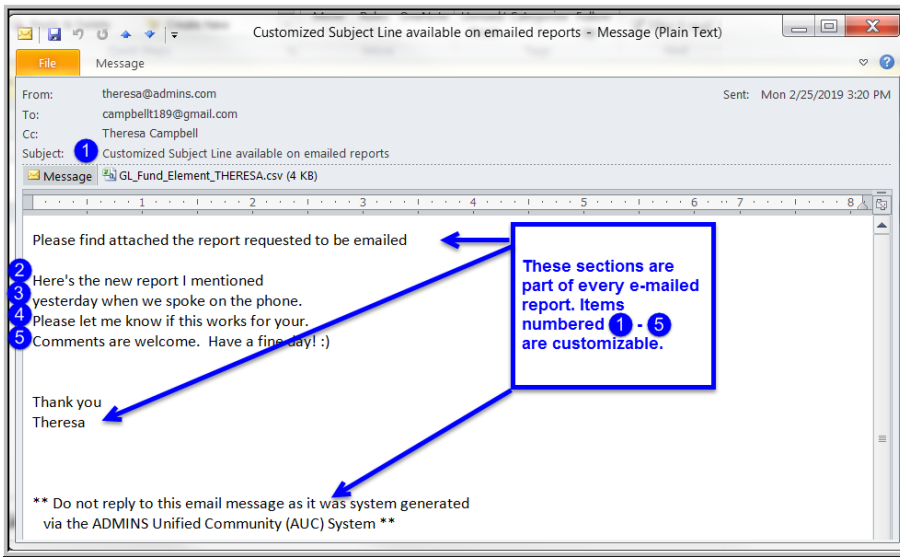
Optional: Enter Note 4: Comments are welcome. Have a fine day! :)

Lookup   OK   Cancel   Clear All

Figure 7 New Subject Line field is an optional field on the Email Reports form

ADMINS offers the Retrieve Output file feature on every module, allowing all AUC users to send a report to any valid email address. With this software update, ADMINS is pleased to announce a **customized subject line** for email reports.

Select the file and click on [4 Email Report]. Fill in the prompts as shown in Figure 7.



The result is shown in Figure 8. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 8 Email with attached file

[ADM-AUC-SY-8084]

## 5. HELP REFERENCE LIBRARY

### 5.1. New or Updated Documentation

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

- OTHER RC-1815 Favorites Screen [New]