TAX TITLE

RELEASE NOTES   MARCH 2021

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

CONTENTS

1. DISCLAIMING A TAX TAKING [Fix]

The intent when disclaiming is to remove the claim, reverse the accounting, and make the regular real estate bill available for collection. **ADMINS** corrected some issues with the disclaim process.

1. Tax Title fully paid bills were displaying

2. Interest was reposting back to Real Estate causing the interest to be doubled

3. Taking charges were not being reversed in Real Estate.

[PEA-SUP-SAPLAUC-748]

1.1. RC–470 Disclaim a Tax Title Taking [Enhancement]

ADMINS added a document to the help reference library describing how to use the Disclaim Tax Title process.

[ADM-AUC-TT-3865]

2. COPY TABLES TO NEW YEAR ERROR REPORT #4416

During the copy tables to new year step, the system checks for any errors in the accounting setup for Betterments.

There was an error on the report identifying the wrong line number for the betterment account that had an error. **ADMINS** corrected this.
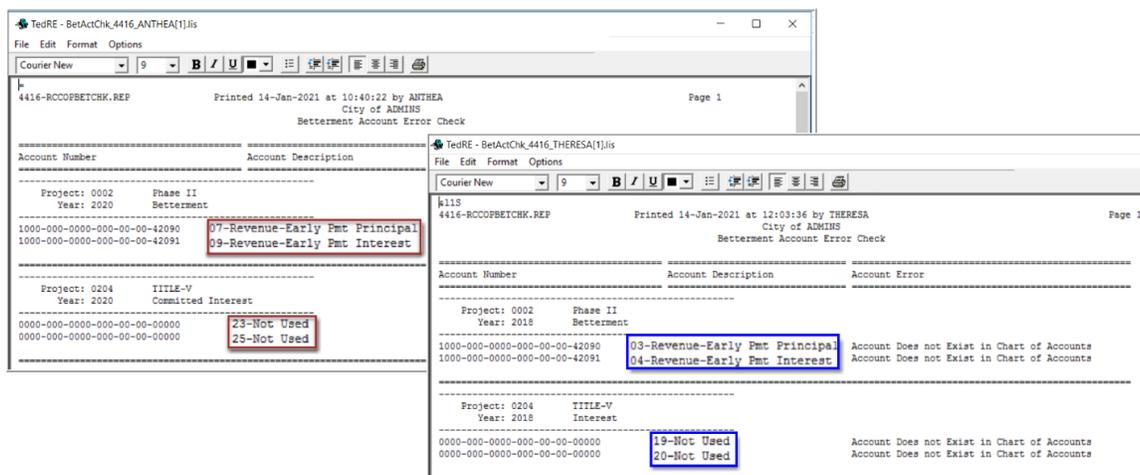

Figure 1 Before & After – the Betterment Account Error Check Report now shows the correct line numbers
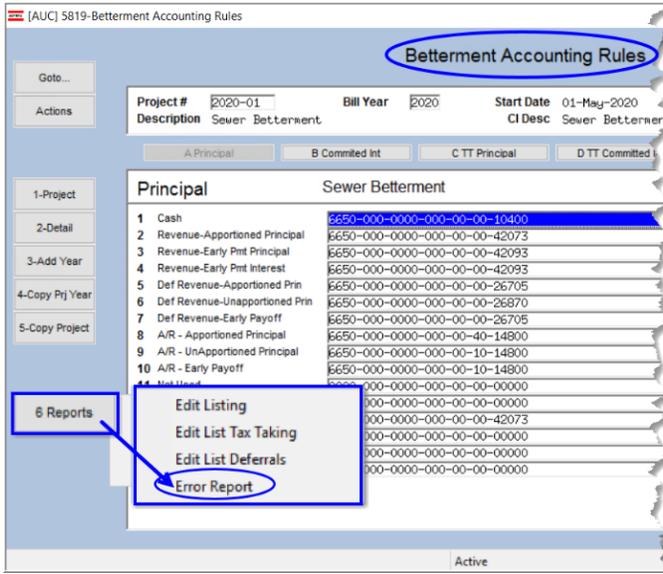
[ADM-AUC-RC-8501]

3. REPORTS

ADMINS corrected an issue with reports #5571, the Betterment Accounting Rules Error Report, and #4416, the Betterment Accounting Rules Error Report run as part of the Copy Tables to New Year Process.

3.1.   #5571 Error Reports [Fixed]

ADMINS corrected an error where the report referenced the wrong line numbers when identifying missing accounts.

[ADM-AUC-RC-8501]

4. EMAIL DISTRIBUTION LISTS [Enhancement]

ADMINS provides system default distribution lists for the Tax Title Module. To add, remove, and view users on the lists, go to:

Collections ▶ Module Maintenance ▶ Email Distribution Lists

**Table 1 Tax Title Email Distribution System Default Lists**

List Name	Description	Frequency	Notifies recipients that:
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS.
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed
TTDIST	Tax Taking Distribution List	As needed	The tax taking was run

4.1. New Buttons on Screen

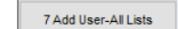**ADMINS** added three new buttons to the screen to help manage the lists.
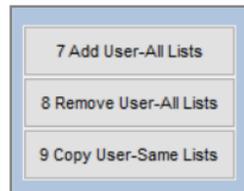
4.1.1. Add User – All Lists
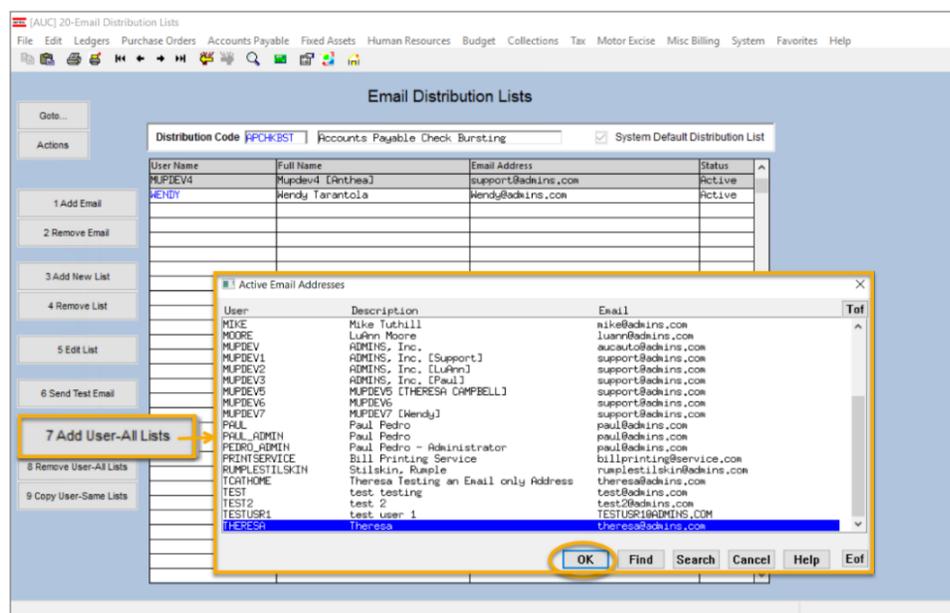
A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

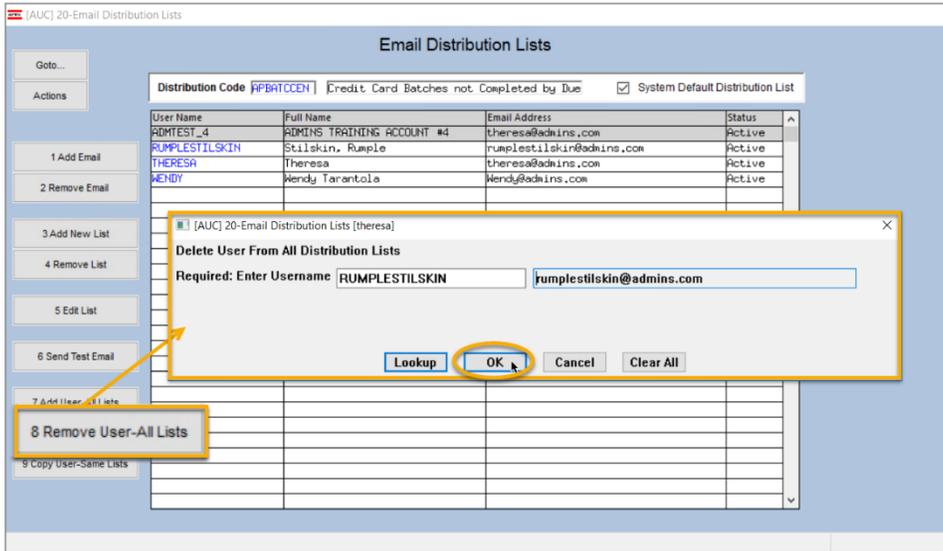To add the user at once to all existing email lists, click the **[Add User– All Lists]** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.

4.1.2.   Remove a Name from All Email Lists

To remove a user from all email distribution lists (for example, due to termination of employment), click on [8 Remove User-All Lists] **[8_Remove User All Lists].**

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

4.1.3.   Copy a User to The Same Lists as an Existing User
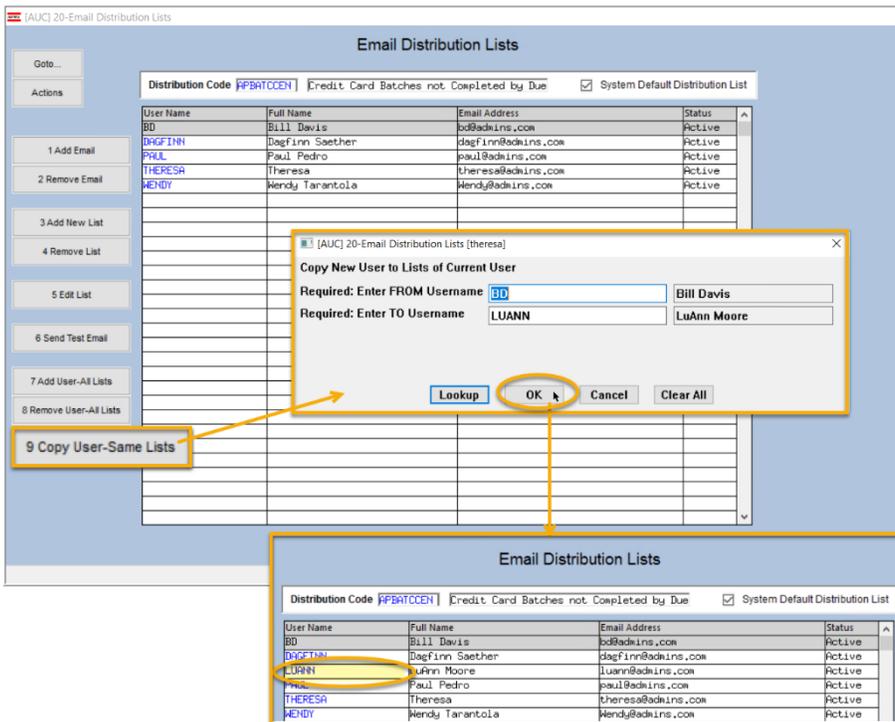
If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is currently included. Click [9 Copy User-Same Lists] **[9 Copy User-Same Lists]**.

Do this first before removing BD from all lists.

The existing user is the **FROM** username and the new user is the **TO** username.

Use this to add a new hire to all lists to which current department members belong.

[ADM-AUC-SY-8176] & [ADM-AUC-SY-8181]

5. HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

5.1.   New or Updated Documents

- PROCESSING   RC-470 Disclaim a Tax Taking   [New]
- SYSTEM   SY–150 Email Distribution Lists   [Updated]
                           SY–170 System Administration Kit   [Updated]