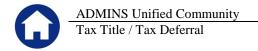
This document explains new product enhancements added to the ADMINS Unified Community for Windows **Tax Title / Tax Deferral** system.

The ADMINS Support staff installed these changes to your system on **September 6, 2014.** 

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## 1. ORIGINAL TAKING

## 1.1. Instrument Of Taking

### 1.1.1. Document & Certificate Numbers

The Instrument of Taking report was changed. Prior to the update, if no Certificate # was available, the Document number was printed.

If only the document # were available, it was listed as Certificate #. Now, it will be printed in the Land Court row properly labeled as a Doc#.

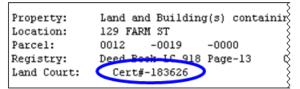


Figure 1 Before No Cert #, just a Doc #

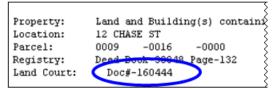


Figure 2 After- No Cert #, just a Doc #

If both certificate and document #s were available, they were each labeled as certificate #s. Now each will print on the Land Court line with a correct label.

```
Property: Land and Building(s) containing
Location: 12 CHASE ST
Parcel: 0009 -0016 -0000
Registry: Deed Book-30848 Page-132 2
Land Court: Cert#-123456 Cert#-160444
```

Figure 3 Before - Both Certificate and Document #

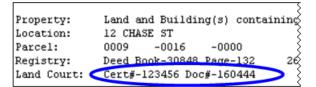


Figure 4 After – Both Certificate and Document Number

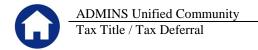
If neither the certificate number nor the document number was available, nothing printed for the Land Court: row. This will continue to work the same way.

```
Property: Land containing 849,159 Sq.Ft. (more or less)
Location: FARM ST
Parcel: 0007 -0011 -0000
Registry: Deed Book-LC769 Page-156 17-Dec-1998
Land Court:
```

Figure 5 Before and After – Neither Document nor Certificate Number

To access this Instrument of Taking, go to Collections > Tax Title > Original Taking and select the Issue Instrument of Taking step.

[ADM-AUC-TT-3825]

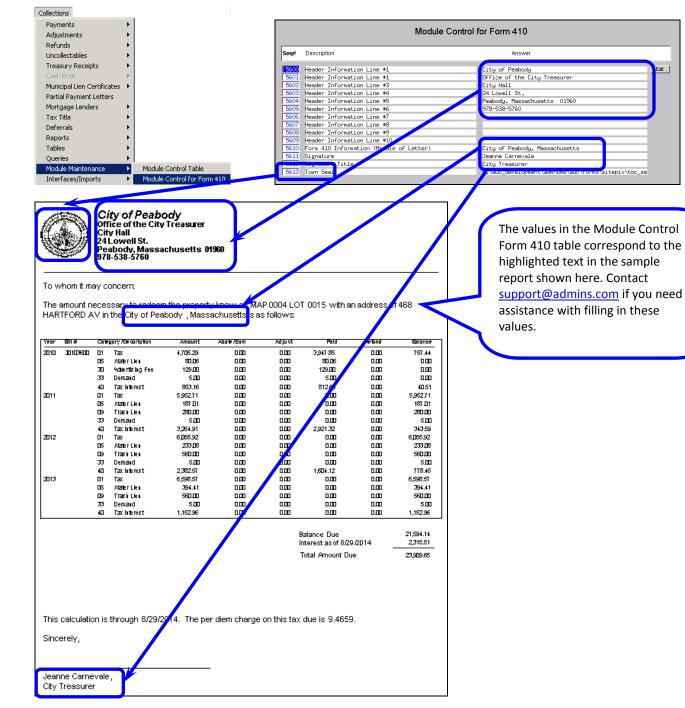


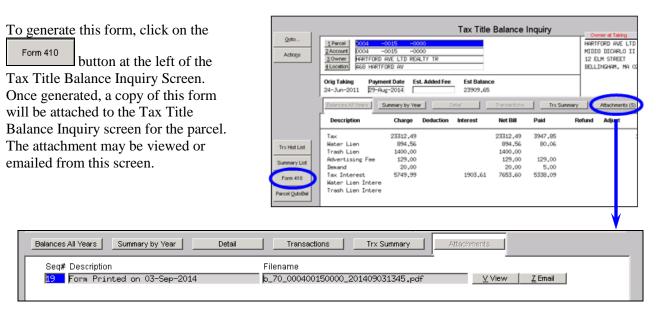
### 2. TAX TITLE

# 2.1. Balance Inquiry Screen

#### 2.1.1. Form 410

The Tax Taking Form 410 has been updated. To prepare to use this report, first set up the site specific values to be printed on your form. **Select Collections** Module Maintenance Module Control for Form 410.





[ADM-AUC-TT-3823]

### 3. REPORTS

During subsequent and original takings, the tax title processing reports run from the Category Account Verification Report step were changed to provide more helpful information.

# 3.1. Betterment Account Error Check Report

This report includes the category number for the accounts that are in error.

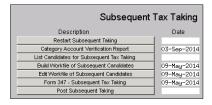


Figure 6 Before



Figure 7 After

# 3.2. Category Account Verification Report



This report now excludes betterment categories as these categories do not use the billing category accounting rules. The **Category Account Verification Report** Step will now run this report, the Fee Verification Report and the Betterment Account Error Check Report shown above.

[ADM-AUC-TT-3824]