TAX TITLE / TAX DEFERRAL

RELEASE NOTES – SEPTEMBER 2014

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.

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.

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**.

The values in the Module Control Form 410 table correspond to the highlighted text in the sample report shown here. Contact support@admins.com if you need assistance with filling in these values.

To generate this form, click on the

 button at the left of the Tax Title Balance Inquiry Screen. Once generated, a copy of this form will be attached to the Tax Title Balance Inquiry screen for the parcel. The attachment may be viewed or emailed from this screen.

[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]