



# TAX TITLE

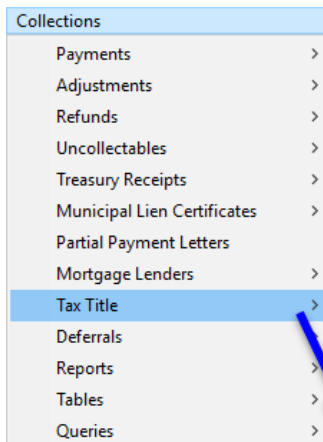
## RELEASE NOTES – SEPTEMBER 2019

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

### TABLE OF CONTENTS

1.	<b>TOWN POSSESSION OF FORECLOSED PROPERTIES [ENHANCEMENT]</b> .....	1
2.	<b>HELP REFERENCE LIBRARY</b> .....	5
2.1.	New or Updated Documentation .....	5

### 1. TOWN POSSESSION OF FORECLOSED PROPERTIES [Enhancement]

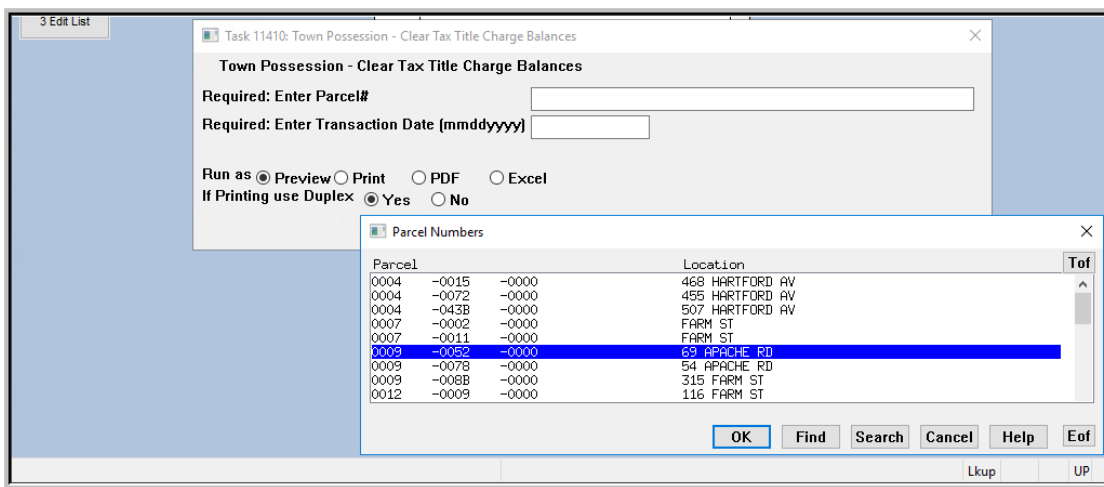


A tax title is a lien placed on property to enforce the collection of property taxes. If the property taxes are not paid, the municipality may file to foreclose and take possession of the property. Once a judgment of foreclosure is issued, the municipality takes ownership of the property.

To record the foreclosure and transfer of possession to the municipality, **ADMINIS** added a new process to the **Collections** menu. The process clears the tax title charge balances.

Begin by selecting **Collections ▶ Tax Title ▶ Town Possession – Clear Tax Title Balances**. The system will prompt for the required **Parcel #** and **Transaction Date**;

entering a parcel # will display the lookup which shows the Parcel # and Location. Click on **[OK]** in the lookup, then enter the date, and select the **Run As** option.



The intent of the process is to clear the tax title balances from the collections records, and create general ledger transactions to credit the receivable account and debit the deferred revenue account.



Figure 1 The Excel and Print/Preview/PDF versions of the Town Tax Title Possession Edit List

Column	Label	Description / How Used
A	Bill Number	The bill number for each tax year is listed
B	Year	The tax year for the taking being cleared
C	Category	The category number and description (Tax, Tax Interest, Demand, Utility Liens)
D	Charge	The charge – some will have been booked to a receivable account, some not, depending on how the category is set up in the bill category table (see column I, "Post to GL"
E	Pmt Ref	The payments received or refunds applied since the taking
F	Deductions	Any deductions made subsequent to the taking
G	To Town	Amount owed to the town on sale of the foreclosed property
H	Balance	Remaining Balance after the town takes possession
I	Post to GL	The amount will post to the receivable and deferred revenue accounts in the general ledger

The system will present a report, with directions to review the report for accuracy. Click **[OK]** to continue after reviewing the report. Click **[Cancel]** if the report does not accurately portray what is to be taken.



Only the dollar amounts that were originally booked (that are marked in the bill category table to post to Accounts Receivable) will be included in the posting.



A GL Posting report will be displayed, showing the credit to the receivable and the debit to the deferred revenue account in summary.

Printed 09-Sep-2019 at 17:02:59 by THERESA  
Town of Admins  
Town Possession GL Posting

GL Posting#: 8869774  
Tax Year 2010 Category 01

FY	Date	Account#	Description	Debit	Credit
2020	01-Sep-2019	1000-000-0000-000-00-12400	TAX LIENS RECEIVABLE		40480.88
2020	01-Sep-2019	1000-000-0000-000-00-26750	DEFERRED REVENUE-TAX LIENS	40480.88	
BALANCE SHEET				40480.88	40480.88
Total Year 2020				40480.88	40480.88
*** GRAND TOTAL ***					
Balance Sheet				40480.88	40480.88
Subsidiary Ledger					

Figure 2 The Town Possession GL Posting Report

Post GL Transactions

1 Select All 2 Deselect All 3 Edit List 4 Post to GL

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
<input checked="" type="checkbox"/>	2020	9031981		278468,45	213090,43		-369,24		Payroll Posting	Lines	
<input checked="" type="checkbox"/>	2020	8869774		40480,88	40480,88				Town Possession	Lines	
<input checked="" type="checkbox"/>	2020	8869773		100,00	50,00			THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2020	8869772		150,00	75,00			THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2020	8869771		200,00	100,00			THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2020	8869770		200,00	100,00			THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2020	8869767		500,00	975,00			THERESA	Treasury Receipt	Lines	

Figure 3 The GL Batch with the Town Possession Transactions – drill down to view details using the [Lines] button

Line Detail for General Ledger Batch 8,869,774

User/Def#	Ref#	Line	GLLn	Trx/Date	Account#	Amount	GLCode	Type	SubType	Tot
0000000088	118900	112	1	01-Sep-2019	1000-000-0000-000-00-12400	2779,38	T110	CR		
0000000088	118900	112	1	01-Sep-2019	1000-000-0000-000-00-26750	2779,38	T110	DR		
0000000088	118900	202	1	01-Sep-2019	1000-000-0000-000-00-12400	3391,41	T110	CR		
0000000088	118900	202	1	01-Sep-2019	1000-000-0000-000-00-26750	3391,41	T110	DR		
0000000088	118900	212	7	01-Sep-2019	1000-000-0000-000-00-12400	509,56	T110	DR		
0000000088	118900	212	7	01-Sep-2019	1000-000-0000-000-00-26750	509,56	T110	CR		
0000000088	118900	222	9	01-Sep-2019	1000-000-0000-000-00-12400	340,00	T110	CR		
0000000088	118900	222	9	01-Sep-2019	1000-000-0000-000-00-26750	340,00	T110	DR		
0000000088	118900	232	33	01-Sep-2019	1000-000-0000-000-00-12400	5,00	T110	DR		
0000000088	118900	232	33	01-Sep-2019	1000-000-0000-000-00-26750	5,00	T110	CR		
0000000088	118900	272	1	01-Sep-2019	1000-000-0000-000-00-12400	3485,61	T110	DR		
0000000088	118900	272	1	01-Sep-2019	1000-000-0000-000-00-26750	3485,61	T110	CR		
0000000088	118900	282	5	01-Sep-2019	1000-000-0000-000-00-12400	356,81	T110	DR		
0000000088	118900	282	5	01-Sep-2019	1000-000-0000-000-00-26750	356,81	T110	CR		
0000000088	118900	292	7	01-Sep-2019	1000-000-0000-000-00-12400	230,00	T110	DR		
0000000088	118900	292	7	01-Sep-2019	1000-000-0000-000-00-26750	230,00	T110	CR		
Ref# Total:						80961,76				

Figure 4 Result of the clicking on the [Lines] button in the GL Posting screen for the Town Possession batch



A complete list is available by selecting **Ledgers ▶ Posting Control ▶ Print Unposted Transactions:**

Task 1122: Print Unposted Transactions

**Print Unposted Transactions**

Optional: Enter Fiscal Year:

Optional: Enter Account#:

Optional: Transaction Date Range (mmdyyyyy) From:  To:

Optional: Enter G/L Transaction Code:

Optional: Enter Username:

Optional: Enter up to 9 Batches:  1 values: 8869774

Optional: Enter up to 9 User Batches:  0 values:

Sort Report By:  Batch#  Username  Account#

Run as  Preview  Print  PDF  CSV  Excel

If Printing use Duplex  Yes  No

In the example, the report is run as **Excel®**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	FY	User Batch	Date	Refer#	Code	Account / Notes	Description	Budget/ReqBal	Debit	Credit	Encumbrance	Budget Adj
146	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-12400	TAX LIENS RECEIVABLE			340.00		
147						Tax Year 2017 Category 09						
148	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-26750	DEFERRED REVENUE-TAX		340.00			
149						Tax Year 2017 Category 09						
150	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-12400	TAX LIENS RECEIVABLE			5.00		
151						Tax Year 2017 Category 33						
152	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-26750	DEFERRED REVENUE-TAX		5.00			
153						Tax Year 2017 Category 33						
154	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-12400	TAX LIENS RECEIVABLE			2,940.06		
155						Tax Year 2018 Category 01						
156	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-26750	DEFERRED REVENUE-TAX		2,940.06			
157						Tax Year 2018 Category 01						
158	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-12400	TAX LIENS RECEIVABLE			5.00		
159						Tax Year 2018 Category 33						
160	2020	0000000088	9/1/2019	118,800	TT10	1000-000-0000-000-00-00-26750	DEFERRED REVENUE-TAX		5.00			
161						Tax Year 2018 Category 33						
162						<b>Total by Batch#: 8,869,774</b>			<b>40,480.88</b>	<b>40,480.88</b>		
163												
164						***_Grand_Total_***			40,480.88	40,480.88		
165												
166												
167												
168												
169	Selection Legend:											
170												
171		GL Trx Code: TT10										
172		Entry User: THERESA										
173		Sorted by: Batch#										

Figure 5 Run the Ledgers ▶ Print Unposted Transactions for a detailed listing – Excel® version shown

To accommodate this new process, a TT10 Town Possession General Ledger Transaction Code was created:

**GL Transaction Codes**

Code	Description
RE01	Real Estate Billing
RE02	R/O/S Billing
RE03	Real Estate Deduction
RE04	Real Estate Demands
RE09	Real Estate Adjustments
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT11	Deferred Tax
TT12	Tax Title Payments
TT13	Tax Title Adjustments

**GL Transaction Codes**

Code	Description
RC02	Revenue Adjustment
RC03	Revenue Abatement
RC04	Revenue Collector Write-Off
RC05	Revenue Transfer
RC06	Revenue Refund
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT10	Town Possession
TT12	Tax Title Payments
TT13	Tax Title Adjustments
TT14	Deferral Payments
TT15	Deferral Adjustments

Figure 6 Added the GL Transaction code "TT10" for Town Possession of Tax Title Properties



## 2. HELP REFERENCE LIBRARY

### 2.1. New or Updated Documentation

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

- |             |   |           |
|-------------|---|-----------|
| • TAX TITLE | RC-460 Town Possession of Foreclosed Property | [New]     |
| • OTHER     | RC-1835 Training Mode                         | [New]     |
| • SYSTEM    | RC-1910 System Administration Kit             | [Updated] |